

MINUTES  
UAF STAFF COUNCIL MEETING #117  
May 10, 2000  
Wood Center Ballroom

I Irene Downes called the meeting to order at 8:35 a.m.

MEMBERS PRESENT:

Anderson, L.  
Baergen, A.  
Baumann, S.  
Brown, E.  
Cain, J. (for D. Dekerlegand York)  
Candler, R.  
Comstock, S.  
Culbertson, S.  
Downes, I.

MEMBERS ABSENT:

Bywater, C.  
Gray, D.  
Lewis, M.  
Renfro, C.  
Rogers, P.  
Seymour, M.  
Simmons, H.

OTHERS

Governance groups are also established at the University of Alaska Anchorage, the University of Alaska Fairbanks and the University of Alaska Southeast and statewide administration for institution-specific governance issues. These organizations include, but may not be limited to:

- University of Alaska Anchorage
  - UAA University Assembly
  - UAA Faculty Senate
  - UAA Classified Council
  - UAA APT Council
  - Kachemak Bay Student Association
  - Kenai Peninsula College Student Union
  - Kodiak College Student Association
  - Matanuska-Susitna Student Government Council
  - Prince William Sound Community College Student Association
  - Union of Students of the University of Alaska Anchorage
- University of Alaska Fairbanks
  - UAF Faculty Senate
  - UAF Staff Council
  - GOVERNANCE COORDINATING COMMITTEE
  - Associated Students of the University of Alaska Fairbanks
  - Kuskokwim Campus Student Government
  - Northwest Campus Student Body
- University of Alaska Southeast
  - UAS Faculty Council
  - UAS Staff Council
  - United Students of the University of Alaska Southeast-Juneau
  - United Students of the University of Alaska Southeast-Ketchikan
  - United Students of the University of Alaska Southeast-Sitka
- Statewide Administration
  - Statewide Administration Assembly

Additionally, alumni associations are established at the three academic units. These are:

- University of Alaska Anchorage Alumni Association
- University of Alaska Fairbanks Alumni Association
- University of Alaska Southeast Alumni Association

Regulations, and other University to the President, chancellors and Board of Regents;

5. and to advise the President and chancellors of the University on said matters in a timely fashion and in a manner set forth in individual organizational constitutions;

6. and to communicate to faculty, staff and students actions taken by their representatives on their behalf and of information that is of deemed to be of interest and concern to them or the University as a whole;

7. and to advocate the interests of the University to entities and organizations outside of the University on these matters and in a manner consistent with their mission statements and constitutions.

#### E. ORGANIZATIONAL RESPONSIBILITIES

Responsibilities of the system governance groups are listed below. Responsibilities of the local governance groups are reflected in their respective constitutions. The responsibilities of the alumni are set forth in Regents Policy 02.08.01.

##### 1. Faculty

It is the responsibility of the Faculty Alliance to represent the faculty in areas that may include but are not limited to: coordination on matters relating to academic affairs such as academic program review; the addition, deletion or merging of academic programs; curriculum; subject matter and methods of instruction; degree requirements; grading policy; course coordination and transfer; student probation and suspension; standards of admission and scholastic standards and other matters affecting the faculty, and/or the general welfare of the university and its educational purposes and effectiveness.

##### 2. Staff Alliance

It is the responsibility of the Staff Alliance to represent the staff in areas that may include but are not limited to: staff affairs, excluding those covered by collective bargaining and those relating exclusively to faculty; personnel policies and regulations; compensation and benefits; and other issues affecting the work environment and/or the general welfare of university staff.

##### 3. Coalition of Student Leaders

It is the responsibility of the Coalition of Student Leaders to represent the students in areas that may include but are not limited to: tuition and fees; financial aid and scholarships; residence life; minority and rural services; clubs and social activities; student media in all forms; health and safety; grievances; tools and resources; student employee relations and other issues affecting the educational environment and availability of resources for student use.

##### 4. System Governance Council

It is the responsibility of the System Governance Council to coordinate matters of mutual concern to the Faculty Alliance, the Staff Alliance, the Coalition of Student Leaders and the alumni associations.

#### F. MEMBERSHIP RESPONSIBILITIES

Members serve on governance groups in accordance with University Regulation 04.10.010.A. which states that serving on university governance groups are considered to be within the regular work duties of university employees and are supported by the university.

1. It is the responsibility of the members to attend the regularly scheduled meetings of the body(s) in which they hold membership.

2. In addition officers require sufficient time to complete

extra duties as assigned with their office.

3. Members who are participating in special projects, research activities, events or committees directed by their organizations require sufficient effort to meet those obligations in a reasonable fashion.

the appropriate system governance group(s) in a timely fashion to allow sufficient time for adequate review and response.

Similar proposals requiring immediate implementation for compliance with state or federal law may be implemented prior to review by governance. However, such proposals shall be forwarded to governance in an expedient manner and may be modified after review.

J. ACTIONS OF THE PRESIDENT, AND BOARD OF REGENTS

1. Action by the President

The President of the University shall notify the spokesperson and the executive officer of the sponsoring governance group of the approval, disapproval, or modification of a governance approved action in writing within forty-five (45) days of receiving notification of the action.

2. Modifications by the President

The President of the University may modify a governance action if the modification does not effectively contravene or nullify the purpose or principle involved in the action.

3. Disapproval

The President of the University shall inform the sponsoring governance group of the reason(s) for any disapproval or modification of governance approved action in writing within one month of this decision.

4. Board of Regents notification and action

Governance actions which are modified or disapproved by the President of the University, together with the statement of reasons, shall be placed on the next Board of Regents' meeting agenda for the information of the Board at the request of the Faculty Alliance, Staff Alliance, Coalition of Student Leaders or System Governance Council. Any of the governance groups stated or the President of the University can request that the Board review the modified or disapproved action. The decision of the Board of Regents is final.

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3. Rural Affairs report included in agenda

D. Elections, Membership and Rules Committee P. White

DeShana Dekerlegand York, Carol Renfro, Patty White, Kathy Mosca and Scott McCrea met on April 28. The committee addressed the revisions to the bylaws and the committee will focus on recall, duties of the president and president-elect, co-president option, and proxy voting. Revisions to the bylaws should be ready in the fall. DeShana Dekerlegand York and Patty White will be co-chairing the committee. The committee is extremely small and asked for assistance in the revision to the bylaws. Scott McCrea addressed the revision to the bylaws incorporating the Advocacy Committee as a permanent committee. The Elections, Membership and Rules Committee was in support of the addition of the Advocacy Committee.

Nominations were open for the first president-elect position. Scott Culbertson was nominated. The vote was unanimous. Scott Culbertson will take seat immediately.

MOTION PASSED (unanimous)  
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The UAF Staff Council moves to election Scott Culbertson as president-elect. He will take office as president at the June Staff Council meeting.

EFFECTIVE: Immediately

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Nominations were open for the second president-elect position. Scott McCrea was nominated. The vote was unanimous

MOTION PASSED (unanimous)  
=====

The UAF Staff Council moves to election Scott McCrea as president-elect. He will take office at the June Staff Council meeting.

EFFECTIVE: Immediately

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E. President's Report

President Downes traveled to Bethel to meet with the staff at Kuskokwim. Ergonomics was a major issue of concern and asked Staff Affairs to address this issue next year.

President Downes thanked all the staff for their support this past year and presented the following staff with certificates of appreciation for their hard work: Lydia Anderson, chair, Staff Affairs; Alice Baergen, co-chair, Staff Training; Darlette Powell, co-chair, Staff Training; Debra Hagen, chair, Ad Hoc Picnic Committee; Rudy Candler, staff representative on System Governance; Pamela Sowell, staff representative on the Technology Board; Thom DePace Wylie-Gruenig, chair, Ad Hoc Committee on Parking; Heidi Simmons, chair, Rural Affairs, DeShana Dekerlegand-York, chair, Elections, Membership & Rules; and Scott McCrea, chair, Ad Hoc Committee on University Advocacy. Staff Council also passed a special certificate of appreciation for Kip Harmon and his dedication and support of the Staff Council raffle.

The Staff Council also presented Darlette Powell with a resolution of appreciation for her hard work as chair of the Staff Training Committee.

RESOLUTION PASSED (unanimous)  
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RESOLUTION OF APPRECIATION  
FOR  
DARLETTE POWELL

WHEREAS, Darlette Powell has served as chair of the Staff Training Committee of the University of Alaska Fairbanks Staff Council since its establishment in 1996; and

WHEREAS, Darlette Powell's devotion to staff training and governance, and especially the University of Alaska Fairbanks Staff Training Committee, has served as a positive example and inspiration to enhance participation by others in supervisory training and governance throughout the University of Alaska system; and

WHEREAS, the supervisory training program has grown and evolved through Darlette Powell's hard work and niversitylasmfera[(through)-31 w/York, of/York, n'-77( its)-4

Dated this 10th day of May, 2000.

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II Governance Reports

- A. ASUAF S. Banks No Report
- B. Faculty Senate L. Duffy

Larry Duffy thanked Staff Council for their hard work on the parking report and the impact this report has had, i.e. reduced rates. Norm Swazo from Philosophy was elected president-elect of the Faculty Senate.

The Faculty Senate met on Monday, May 1st and approved the following motions: Motion to amend the Graduate Degree Requirements--this deletes the use of 300-level courses from graduate degree programs. Motion to delete the BA & BS in Physical Education & Exercise Science. Motion to amend the policy on Minors available for the BA degree--this allows any AAS degree from an accredited institution to be used as a minor. Motion to amend the Bylaws--this combines the two graduate committees.

The Senate presented Ron Gatterdam with a resolution of appreciation for his service to the university.

UAF Chancellor Marshall Lind and Becky Phipps, from the Usibelli Coal Mine presented the following Usibelli Awards. The Distinguished Teaching Award went to John Bruder. Terry Chapin received the Distinguished Research Award. And Jenifer McBeath received the Distinguished Service Award.

New Senate members were seated, the 2000-2001 committee membership was endorsed, and the Senate meeting calendar was passed. The first meeting in the fall will be Monday, September 25.

- C. Alumni Association C. Branley No Report

III Committee Reports

- A. Staff Training D. Powell & A. Baergen

The 2000 Staff Longevity Awards program will be on Thursday, May 11 at 1:30 p.m. in the Wood Center Ballroom. The theme this year is Unity in Diversity. Gospel singers will open the show. A listing of the recipients is available on the web at: [www.uaf.edu/uafgov/www/longevity.html](http://www.uaf.edu/uafgov/www/longevity.html)

The remaining supervisory training session is Grant Writing on Thursday, May 18 at 3:00 p.m. in Wood Center Conference Room C. Presenter is Pete Pinney, Associate Professor. Academic Programs, TVC-DTC. The granting process is all about building relationships with funding agencies and articulating a vision of the future. This course can serve as a review for those familiar with proposals or an introduction to those who need to familiarize themselves with the process. The instructor would like to receive an e-mail from participants prior to the session in order to customize the information to individual needs. E-mail the instructor at: [ffppp@uaf.edu](mailto:ffppp@uaf.edu)

The committee will be developing the fall training schedule. Forward suggestions for future training sessions to Darlette Powell at [fdap@uaf.edu](mailto:fdap@uaf.edu), Alice Baergen at [fnajb@uaf.edu](mailto:fnajb@uaf.edu), or the Governance Office at [fystaff@uaf.edu](mailto:fystaff@uaf.edu).

- B. Ad Hoc Picnic D. Hagen

The staff picnic will immediately follow the awards program in the commons area between Gruening and Constitution Hall. Hamburgers and hot dogs will be provided. Staff are asked to bring a dish to share, and the food assignment for your unit is located on the web at: [www.uaf.edu/uafgov/www/picnic/bring.html](http://www.uaf.edu/uafgov/www/picnic/bring.html)

Debra Hagen thanked her committee for their assistance this year: Shelly Baumann, Carol Renfro, Gabby Hazelton, Julia Parzick, and Juan Guola. The committee has acquired a number of door prizes for the picnic. Cheryl Plowman and her husband

Tom, will be cooking again this year with their large grill "hog heaven." Ed Foster and his crew from Physical Plant will be setting up tables and chairs.

C. Ad Hoc Committee on University Advocacy S. McCrea

The second campus tour will take place Friday, May 19. The tour is almost full from the waiting list from the first tour. ARAMARK has again donated the luncheon for this event.

1. Motion to Approve Amendment to the Bylaws

After a brief discussion, the motion was passed with unanimous approval.

MOTION PASSED (unanimous)  
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The UAF Staff Council moves to amend the bylaws as follows:

ADD = Caps

BYLAWS  
Staff Council  
Sect. 4 (ARTICLE VI. COMMITTEES)

B. PERMANENT COMMITTEES

5. UNIVERSITY ADVOCACY COMMITTEE

- A. THE CHAIRPERSON SHALL BE ELECTED FROM THE COMMITTEE.
- B. A REPRESENTATIVE FROM THE ALUMNI ASSOCIATION AND ASUAF WILL SERVE ON THE COMMITTEE.
- C. THE COMMITTEE SHALL HAVE THE FOLLOWING RESPONSIBILITIES:
  - 1. ORGANIZE EVENTS AND FUNCTIONS TO HELP MAKE THE PUBLIC AWARE OF THE VALUE OF UNIVERSITY STAFF, AS WELL AS STUDENTS AND FACULTY.
  - 2. ORGANIZE EVENTS AND FUNCTIONS THAT INCREASE STAFF MORALE AND AWARENESS OF THE UNIVERSITY.
  - 3. OTHER ITEMS TO BE DETERMINED BY THE COMMITTEE ON AN ANNUAL BASIS.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The committee has proven to be important enough in its first year to warrant permanent status.

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D. Staff Alliance I. Downes

The Staff Alliance held a retreat in Juneau on April 11-13. Representative Hazelton also attended a portion of the retreat. Topics at the retreat included the classification process being worked on by Janet Jacobs, red line salaries, and the staff salary structure. President Downes appointed Scott Culbertson to the Staff Alliance. A new chair of the Staff Alliance will pD1( the)-nrE Representative



**Parking** As a result of the Staff Council parking report, the parking fee was reduced and administration is looking at ways to improve the parking services.

**Campus Tours** Chancellor Lind has received numerous positive comments regarding the campus tour provided by the Advocacy Committee and hopes that this event will continue.

**Chancellor's Recognition** - There was an outstanding line up of nominations this year and he thanked the Council for their work on this effort.

**Commencement** was a success and Chancellor Lind thanked the staff for their efforts.

**University Funding** Chancellor Lind thanked staff for getting the message to the legislature that the University needs additional funding. The additional funding will be very beneficial to UAF. An effort will be made to fill the gaps in positions which have been vacant. The challenge now is to demonstrate to the legislator that University is accountable for this additional funding.

Representatives asked the Chancellor how the University is going to convince the people of Alaska that the University is essential to the State. Public perception of the University will have to be changed and each and every member of the University will have to work on this matter. Representative Brown thanked the Chancellor and President for their hard work this last year. A recommendation was made to have magnetic decals that say UAF for employee cars when they go out into the community and provide service or do field work. Representatives also asked where the t-shirts are with the new mission statement. Representatives also recommended a staff achievement brochure.

V Vice Chancellor for Administrative Services Remarks F. Williams

**Additional Funding** - The initiatives are broad and cover such areas as restoring core faculty, support for distance delivery, support for orientation programs, support for student recruitment, expanding health care, research, and education programs. Senior administrative staff have been meeting to see how best to spend the additional funds.

**Ergonomics** - Ergonomics has been a area of concern at the rural site and Vice Chancellor Williams will be sending out a safety officer to address this issue. President Downes stated that this actions will be viewed as a positive measure by the rural sites. Representative Hazelton stated that a couple years ago Marie Scholle visited the Juneau Fisheries Center and some staff received new chairs and desks which have been extremely beneficial to the staff.

**Water** Vice Chancellor Williams spoke at a recent meeting regarding the water quality. Some engineering students have done senior projects on the campus water and forwarded this information to the person in charge of the water. Once the data has been analyzed, details on the recommendations will be made available at a future meeting.

**Ethics Forms** - Ethics forms should be filled out. This information will be attached to the faculty contracts. Staff will receive these forms via the mail. Student employees also need to be informed of this information. The Council was asked for their recommendations on how to contact the students. Some representatives stated that they have a contract for their student employees and this information is included in the contract.

Representative McCrea asked about the Vice Chancellor about providing shuttle service for the longevity awards program and the staff picnic from 1-6 p.m. Vice Chancellor Williams told Representative Hagen to call Ed Foster and make it happen.

President Downes thanked Vice Chancellor Williams and Chancellor Lind for their support of Staff Council this past year.

VI Other Business

A. Distribute Raffle Tickets

Raffle tickets were distributed for the Staff Council raffle. The Council will be conducting their annual fund raiser for the Carolyn Sampson Memorial Scholarship. Proceeds from the raffle will benefit this scholarship, established by the UAF Staff Council in June 1990.

Grand Prize: Two coach round-trip tickets to one U.S. destination, served by Alaska Airlines. Tickets courtesy of Alaska Airlines.

Runner-Up Prizes:

- Two season tickets for UAF Hockey, courtesy of UAF Athletics.
- Two tickets for the Top of the World Classic, courtesy of UAF Athletics.

