AGENDA
ORIENTATION
Friday, February 20, 2009
8:15-9:20 a.m.
Wood Center Conference Rooms CDEF

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236; Chair PIN: 8244640 (only the chair or meeting convener uses this pin#).

The March 2009 Council meeting is scheduled: Friday, 20 March 2009, 8:45-11 a.m., Wood Center Carol Brown Ballroom.

1. Welcome to UAF Staff Council, Juella, President

2. Council member introductions.

3. The role of System Governance, Juella
Orientation Information Packet, Juella

4. Introduction: The purpose of the UAF Staff Council Committees, Martin Klein, President Elect, Staff Council.

a. Staff Affairs – Julie Carpenter
b. Rural Affairs – Liz Recchia
c. Elections, Membership, and Rules – Katrina Paul
d. Advocacy – Maria Russell
e. Ad Hocs and External Committees

5. Staff Council Focus 2009, Juella

6. Questions and Comments and Wrap up

UAF Staff Council Orientation

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UAF Staff Council

UAF Staff Council provides non-exempt and exempt employees an avenue to help formulate new policies, change existing policies or working conditions, and other matters that affect services

Weblink Information

Revised 10-15-93

CONSTITUTION OF THE UAF STAFF COUNCIL

f. Grievance
g. Health and safety
h. Compensation
i. Ethics
j. Staff development

ARTICLE IV Membership

Section 1 The UAF Staff Council of the University of Alaska Fairbanks shall be composed of representative members of the APT and Classified constituents who shall be elected for two years staggered terms.

Section 2 Units will be defined giving due consideration for equitable representation according to a combination of geographic locations, community interest, and population. Size and composition of the units will be determined in the bylaws.

Section 3 Representatives shall be elected from and by the unit they will represent.

ARTICLE V Officers

Section 1 The Officers of the UAF Staff Council shall be a President and a President-Elect.

Section 2 The President-Elect shall become President after serving a one-year term or in the event that the office of President is vacated.

Section 3 The President-Elect shall be elected from the staff at large by the representatives and shall serve as the communications/liaison coordinator.

Section 4 The President and President-Elect shall be included as representatives from the UAF Staff Council to the UAF Governance Committee.

Section 5 The President shall vote only to break a tie. If she/he was an elected representative, that position will be filled as specified in the bylaws.

Section 6 The President-Elect shall be a non-voting member. If she/he was a representative, the position will be filled as specified in the bylaws.

ARTICLE VI Committees

Section 1 The standing and permanent committees shall be specified in the bylaws of the UAF Staff Council.

Section 2 The President shall appoint the chair of each standing committee from the elected representatives of the body subject to ratification by the voting representatives.

Section 3 The committee chair shall be responsible for appointing committee members.

Section 4 In order to remain a member of the Staff Council, each voting representative must serve on at least one standing committee.

Section 5 There shall be an administrative committee composed of the chair of the standing and permanent committees. The President will serve as chair.

Section 6 By a majority vote of those representatives present at any meeting, the UAF Staff Council may establish any ad hoc committee it deems necessary for conducting its business. The chair and membership shall be appointed in the same manner as the standing and permanent committees.

Section 7 The President shall be an ex-officio, non-voting member of all committees of the Staff Council.

Section 8 The chairpersons of each standing and permanent committee shall be individually empowered to act for their committee. They are not empowered to present an official position statement without the approval of the UAF Staff Council.

ARTICLE VII Meetings

Section 1 There shall be a minimum of six regular meetings during each calendar year. Other meetings may be called by the President or President's designee or by petition of twenty percent of the membership of the UAF Staff Council.

Section 2 Meetings may be conducted using teleconferencing and other electronic media.

ARTICLE VIII Quorum

Section 1 The presence of a majority of the membership of the UAF Staff Council, either in person or by electronic media, shall constitute a quorum.

ARTICLE IX Parliamentary Authority

Section 1 The parliamentary authority shall be Robert's Rules of Order, newly revised.

ARTICLE X Amendments

Section 1 Amendments to the constitution may be proposed by members of the UAF Staff Council. Copies of the proposed amendment shall be sent to all members of the UAF Staff Council.

Section 2 The President shall schedule a first reading and discussion of the proposed amendment at the first meeting of the UAF Staff Council after distribution of the copies.

Section 3 Approval of amendments to the constitution requires a two-thirds vote of all members eligible to vote in the UAF Staff Council. The proposed amendment shall be subject to a final vote no sooner than 30 days after the first reading. The vote will be by roll call vote.

Section 4 All amendments to the constitution approved by the UAF Staff Council shall be forwarded to the UAF Chancellor for approval or veto as provided in Article XI.

ARTICLE XI Veto Powers

Revised 2/13/04

BYLAWS
of the
UNIVERSITY OF ALASKA FAIRBANKS
STAFF COUNCIL

Preamble

The UAF Staff Council is a representative organization for all non-exempt and exempt employees of the University of Alaska Fairbanks in accordance with Article I of the Constitution. The UAF Staff Council's structure provides a means of dealing with issues concerning the welfare of employees and facilitates our role in the self governance process.

Sect. 1 (ARTICLE III. - Purposes, Rights, Responsibilities and Authority)

A. The UAF Staff Council representatives to the UAF Governance Coordinating Committee shall be the President and the President-Elect.

Sect. 2 (ARTICLE IV. - Membership)

A. REPRESENTATION

1. The UAF Staff Council shall be composed of representatives elected by permanent full-time and permanent part-time non-faculty, non-student employees. University employees who hold executive appointments shall be excluded from representation by the UAF Staff Council.

2. Representatives and alternates must be from the unit they represent.

3. Units shall have 1 voting

d. Include a current listing of qualified constituents within affected unit(s).

B. ALTERNATES

1. There shall be one non-voting alternate for every representative.

2. Vacancy of a representative's seat shall be filled by the first alternate of that unit and the alternate shall serve the remainder of the term.

3. Vacancy of the alternate seat will be filled in good faith by the representative(s) choosing an eligible person from their unit.

4. If an elected representative is unable to attend a meeting, the representative will request that a (the) designated alternate attend and act as proxy.

C. ATTENDACE

Staff Council members who have three unexcused absences within a six-month period will be encouraged to resign or face removal from the Council. If a representative is unable to attend a meeting, it is the responsibility of that representative to contact the alternate for that unit to attend in their place. Excused absences will be granted for members at the discretion of the President.

D. LENGTH OF TERMS

1. Elected representatives and alternates shall serve two-year terms beginning January 1 and ending December 31.

2. Even numbered unit representatives shall begin their term on an even numbered year. Odd numbered unit representatives shall begin their term on an odd numbered year.

E. ELECTIONS

1. The Elections, Membership, and Rules Committee shall be responsible for conducting elections.

2. The elections for representatives and alternates shall adhere to the following time frame:

a. September - obtain current list of UAF staff employees and prepare nomination ballots.

b. The first week in October, distribute request for nominations, which are due two weeks later, and prepare election ballots from the nominations.

c. The first week in November distribute the ballots which are due two weeks later. The votes shall then be counted and verified.

d. December, during the Staff Council meeting - a report shall be presented on the outcome of the elections.

e. January 1 newly elected representatives take office.

3. Elections for President-Elect shall be conducted as follows:

a. Notice of election to fill the office of President-Elect shall be announced in the regular meeting in March for the election to be held in May.

b. Suggestions for possible candidates shall be presented to the Elections, Membership and Rules Committee in order to prepare a slate of serious candidates for presentation to the Staff Council.

c. Call for nominations will take place during the May meeting where the slate of candidates will be presented and any further nominations from the floor will be accepted.

d. Voting shall be limited to representatives and designated alternates by using secret ballots on site and using voice vote for the outlying areas.

e. Three non-candidate representatives shall count the ballots.

4. Special elections for President and President-elect shall be conducted as follows:

a. One month notice of election for the President-Elect shall be given if that office is vacated.

b. In the event that both offices are vacated simultaneously, one month notice shall be given for elections to be held for both offices and the chairperson of the Staff Affairs Committee shall assume the duties of President until a person is elected.

Sect. 3 (ARTICLE V. - Officers)

A. PRESIDENT

1. The duties of the President shall be to:

a. preside over meetings.
b. serve as chairperson of the Administrative Committee.
c. serve on the UAF Governance Coordinating Committee.
d. serve on the System Governance Council or appoint a designee.
e. meet with the Chancellor.
f. appoint ad hoc committees.
g. provide leadership in issues of concern to UAF staff.
h. report to the Staff Council on the outcome of all relevant meetings and events in which the President participates.
i. appoint a representative to the System Governance Council and two representative to Staff Alliance.

2. Term of office shall be for one year, beginning June 1 and ending May 31.

B. PRESIDENT-ELECT

1. The duties of the President-Elect shall be to:

a. serve on the Administrative Committee.
b. serve on the UAF Governance Coordinating Committee
c. assume the duties of President when the President is absent.

2. Term of office shall be for one year beginning June 1 and ending on May 31.

Sect. 4 (ARTICLE VI. - COMMITTEES)

A. STANDING COMMITTEES

1. The Standing Committees shall be:

a. Administrative Committee
b. Elections, Membership, and Rules Committee

2. Administrative Committee

a. The President shall be the chairperson.
b. Other members of the committee shall be:

1. Chairpersons of the standing and permanent committees.

c. The committee shall have the following responsibilities:

1 Prepare the agenda for Staff Council meetings.
2. Provide a committee report to Staff Council.
3. Represent and act on behalf of the Staff Council between Staff Council meetings.

3. Elections, Membership, and Rules Committee

a. The chair person shall be elected from the committee.
b. The committee shall have the following responsibilities:

1. Conduct elections for unit

to EM&R for consideration by a group of eligible constituents.

7. Responsible for parliamentary procedure of the Staff Council meetings.

B. PERMANENT COMMITTEES

1 The permanent committees shall be:
   a. Staff Affairs Committee
   b. Rural Affairs Committee
   c. University Advocacy

2. Staff Affairs Committee

   a. The chairperson shall be elected from the committee.
   b. The committee shall work on policies related to the following:

      1. Benefits
      2. Compensation
      3. Grievance procedures
      4. Position evaluation and hiring procedures
      5. Any matters which effect the health and welfare of the staff.

   c. The chairperson of the committee shall establish a subcommittee structure relevant to the issues and to the expertise.

3. Rural Affairs Committee

   a. The chairperson shall be elected from the committee.
   b. As an ex-officio member of the committee, the president is charged with communicating concerns of the Rural Affairs Committee to the Chancellor and System Governance Council.
   c. The committee shall have the following responsibilities:
      Oversee the general welfare of the UAF community not residing on the Fairbanks campus.
      2. Monitor all activities affecting compliance with the Rural College mission statement of the University of Alaska Fairbanks.

UAF STAFF COUNCIL
COMMITTEE LIST AND INFORMATION

Information related to all permanent and standing committees:

After the annual election via e-mail, representatives are requested to select a committee on which to serve; alternates may also select a committee.

The Staff Council Secretary establishes an e-mail list of volunteers and works with the committee chair and members to select meeting dates, times, and locations.

Committee chairs are responsible for preparing committee meeting minutes and providing a report to the UAF Staff Council via the Staff Council Secretary.

Committee Meetings: Council members are required to serve on one committee and plan to attend monthly meetings. All committee and Council meetings are open to the public. Committee Chairs: Committee chairs should work with the Council Secretary to project meetings fall through spring. The chair works with committee members to select the best time for all to meet. The secretary selects the location and sends out the reminders to the committee members about the monthly meetings. The Chairs send the meeting minutes to the Council secretary; the secretary includes the monthly committee minutes in the Council meeting agenda. Please note that all committee chairs automatically become members of the Administrative committee. Committee Chairs and Staff Council Officers meet during the Administrative committee meeting to set the monthly Staff Council meeting agenda.

ADMINISTRATIVE COMMITTEE

Purpose of Administrative Committee – Responsible for preparing the Agenda for UAF Staff Council meetings, providing a committee report to Staff Council, and representing and acting on behalf of the Staff Council between Staff Council meetings. The committee is composed of the Staff Council officers and chairs of standing and permanent committees. The President shall be the chairperson. This committee is a standing committee of the UAF Staff Council.

ELECTIONS MEMBERSHIP & RULES COMMITTEE (EMR)

Purpose of Elections Membership and Rules – Responsible for conducting elections, maintain a membership list, review the bylaws and constitution to reflect the needs of the body, review unit composition and designations and generate petitions for unit designation changes as required, accept and pre-qualify petitions for proposed changes to unit designations from constituents. This committee is also responsible for parliamentary procedure of the Staff Council meetings. The chairperson shall be elected from the committee. This committee is a standing committee of the UAF Staff Council.

RURAL AFFAIRS COMMITTEE (RA)

Purpose of Rural Affairs - Oversees the general welfare of the UAF community not residing on the Fairbanks campus. The committee monitors all activities affecting compliance with the College of Rural and Community Development (CRCD) mission statement of the

STAFF AFFAIRS COMMITTEE (SA)

Purpose of Staff Affairs - Works on issues such as benefits, compensation, grievance procedures, position evaluation and hiring procedures, and any matters that affect the health and welfare of staff. This is in an advocacy role, as Staff Council has no organized recognition as a bargaining unit within the University of Alaska (UA) structure. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

UNIVERSITY ADVOCACY COMMITTEE (ADV)

Purpose of Advocacy Committee - The committee organizes events and functions that increase staff morale and promote awareness of the University. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

AD HOC COMMITTEES

Information about Ad Hoc Committees:

- All ad hoc committees are appointed by the Staff Council President as demand warrants.
- The President calls for volunteers usually at a Council meeting, but may also call for volunteers via e-mail.
- The chairperson shall be elected from the committee.
- The Staff Council Secretary establishes an e-mail list of volunteers and works with the committee members to select meeting dates, times, and locations.
- Committee chairs are responsible for preparing minutes and providing a report to the UAF Staff Council via the Staff Council Secretary.
- Council members and staff at large may serve on these temporary committees.

Ad Hoc Staff Calendar Committee

The committee serves to support annual activities associated with creating a yearly calendar. The Staff Council President calls for volunteers usually during the October Council meeting. The committee then works to create a calendar to be published by mid-January. The committee works with UAF Printing Services to design and lay out the calendar or may use other available graphic artists on campus if desired. The committee coordinates with the Staff Council secretary to collect information about the Staff Council membership after the annual election is completed, if results are to be used on the calendar.

The committee solicits photographs in order to select one that will be used on the calendar. Information that will appear on the calendar includes Staff Council monthly meetings, holidays, pay days, and campus closure. After the calendar is published the Staff Council Secretary and committee members counts out calendars in batches of ten, and contacts all unit staff via e-mail to announce the calendars availability.

Staff Council Committee Chart

Note: (09-10) indicate representative's term ending.
Asterisks indicate Committee Chairs

Committee	Staff Reps
Administrative Committee	Julie Carpenter, Martin Klein, Katrina Paul, Maria Russell, Juella Sparks, Elizabeth Recchia
EMR Committee	Mary Sue Dates, Gary Newman, *Katrina Paul Holly Royce, Brad Havel
Rural Affairs Committee	Roberta Norton, Holly Royce , Ashley Munro, Nici Murawsky, *Elizabeth Recchia, Julie Carpenter, Jeanne Miller, Kayt Sunwood, Anne Sakumoto
Staff Affairs Committee	Brad Havel, *Julie Carpenter, Martin Klein, Jennifer Elhard, Nici Murawsky, Donna Resnick, Carol Shafford, Kayt Sunwood
Advocacy Committee	Leah Glasscock-Sanders, Jill Dewey-Davidson, Jennifer Miller, Kathy Petersen, Donna Resnick, *Maria Russell
Ad Hoc Staff Appreciation Day and Longevity Awards	Ashley Munro, Carol Shafford, Dayna Mackey Donna Resnick, Jackie Alleyne-McCants, Jennifer Miller, Jennifer Youngberg, Jill Dewey-Davidson, Juella Sparks, Kathy Peterson, Kayt Sunwood, Leah Glasscock Sanders, *Maria Russell, Scott McCrea, Sharon Corbett
Ad Hoc Staff Make Students Count Committee	Holly Royce, Leah Glasscock- Sanders, Bryan Uher
Ad Hoc Chancellor's Staff and Supervisory Recognition Award Committee	Ashley Munro, Mary Sue Dates
Ad Hoc Staff Council Recognition Award Committee	Donna Resnick, Jennifer Miller, Holly Royce
Ad Hoc Staff Calendar Committee	Dayna Mackey, Carol Shafford, Holly Royce, Kathy Peterson, Sandra Boatwright, Gary Newman

EXTERNAL COMMITTEES

GOVERNANCE COORDINATING COMMITTEE

http://www.uaf.edu/uafgov/coordcommittee.html

•Juella Sparks, President, UAF Staff Council, fnjs@uaf.edu , x7115
•Martin Klein, President, UAF Staff Council, rnklein@fs.uaf.edu, x1599
•Marsha Sousa, Pres-Elect, UAF Faculty Senate, ffmcs@uaf.edu , 455-2867
•Jonathan Dehn, President-Elect, UAF Faculty Senate, jdehn@gi.alaska.edu
•*Brandon Meston, President, ASUAF, fypres@uaf.edu, x7355
•Adrian Triebel, Vice-President, ASUAF, fyvpres@uaf.edu, x7355

*Chair: Brandon Meston, President, ASUAF, fypres@uaf.edu, x7355

Note, that the committee's officer's change in May and June after the Faculty Senate elections and ASUAF elections are completed. The chairperson shall be elected from the committee; the position rotates annually between governance groups.

The UAF Governance Coordinating Committee, representing faculty, staff, and students,

MASTER PLANNING COMMITTEE (MPC)
http://www.uaf.edu/mastplan/

This committee's name is the University of Alaska Fairbanks Master Planning Committee (MPC), organized under the authority of the Chancellor of the University of Alaska Fairbanks. Its primary task is to assist in implementing and continually updating the current UAF Campus Master Plan.

MPC: SUBCOMMITTEE ON PARKING AND CIRCULATION (CPS)
http://www.uaf.edu/mastplan/bylaws.html

The Circulation and Parking Subcommittee (CPS) is responsible for making recommendations to the MPC about planning and management of circulation and parking on campus consistent with the Campus Master Plan. Any proposals involving this area should be brought first to MPC Chair Rich Boone, who may then delegate to the CPS tasks of gathering information, developing detailed plans, and/or making recommendations. Parking Services staff will support the work of the committee.

CHANCELLOR'S DIVERSITY ACTION COMMITTEE (CDAC)

Student Recreation Center Committee

The purpose of the SRC Board is to represent the students' interests and protect their investment in the SRC. The SRC Board recognizes that the Chancellor is the Chief Executive Officer of UAF and has ultimate responsibility for the implementation of Regent's Policies and in meeting the financial obligations of the institution.

Committee Selection Form

Spring 2009: Staff Council new representatives and alternates

UAF Staff Council Standing and Permanent Committees

As specified in the UAF Staff Council Constitution, Article VI. SECT 4, "Each voting representative must serve on at least one committee. In addition to serving on a committee as required, Council members may also volunteer to serve on ad-hoc committees.

Permanent Committees:

- Staff Affairs Committee
- Rural Affairs Committee
- University Advocacy Committee

Standing Committees:

- Administrative Committee
- Elections, Membership, and Rules

Please initial or mark committee you are interested in.

___ **EMR**-Purpose of Elections Membership and Rules – Responsible for conducting elections, maintain a membership list, review the bylaws and constitution to reflect the needs of the body, review unit composition and designations and generate petitions for unit designation changes as required, accept and pre-qualify petitions for proposed changes to unit designations from constituents. This committee is also responsible for parliamentary procedure of the Staff Council meetings. The chairpersonyCID 37 >acceEeles

STAFF COUNCIL MEETING SCHEDULE

Fall 2008 – Spring 2009

All regular meetings will be in the Wood Center Carol Brown Ballroom (WCCBB) or Wood Center Rooms C-D, at 8:45-11:00 a.m. All meetings will be set up as an audio-conference (*asterisks identify face-to-face meetings).

SC 191		Wednesday	17	September	2008
*SC 192		Friday	17	October	2008
SC	193	Wednesday	12	November	2008
*SC	194	Friday	12	December	2008

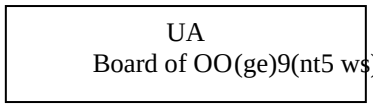
New Rep and Alt Orientation *Orientation starts at 8:15* SC meeting starts at 9:45*

*SC	195	Wednesday	20	February	2009
SC	196	Friday	20	March	2009
*SC	197	Wednesday	22	April	2009

Staff Appreciation Day

		Monday TBA	**11**	**May**	**2009**
*SC	198	Friday	22	May	2009
SC	199	Wednesday	10	June	2009
SC	200	Wednesday	9	September	2009
*SC	201	Wednesday	14	October	2009
SC	202	Wednesday	18	November	2009
*SC	203	Wednesday	16	December	2009

UAF GOVERNANCE STRUCTURE



BOR and Staff Alliance Schedules

Times are subject to change please see websites for details.

Board of Regents Schedule	
http://www.alaska.edu/bor/	
Meeting Dates	**Location**
January 28-29, 2009	RETREAT - Anchorage
February 17-18, 2009	Juneau
April 8-9, 2009	Valdez
June 4-5, 2009	Fairbanks
August 5, 2009	SUMMER BM5jGS0 gs/TT0 1 Tf10.6kGTJEMC ufo5, 2009

REGENTS' POLICY

PART III – FACULTY, STAFF AND STUDENT GOVERNANCECHAPTER 03.01 - FACULTY, STAFF AND STUDENT GOVERNANCE

P03.01.010. Faculty, Staff, and Student Governance.

A. The opportunity for faculty, staff and students to participate in the governance of the university is important to its effective operation. The board intends that faculty, staff and student participation in university governance be an integral part of the university community's culture.

B. After consultation with university faculty, staff and students, the president shall establish by university regulation the systemwide governance structure and its constituent organizations. The structure shall include a systemwide organization for faculty, staff and students; an alliance of faculty senates; an alliance of classified and administrative/professional/technical staff; an intercampus student network; and appropriate campus constituent organizations.

C. Constitutions for each systemwide organization are subject to the approval of the president. Constitutions for campus employee organizations are subject to the approval of the cognizant chancellor. Student government constitutions are subject to P09.01. The roles and responsibilities for each systemwide organization shall be entered into university regulation.

D. Governance organizations shall carry out their functions subject to the authority of the board and the president and chancellors. The organizations' purposes are to:

1. provide an effective opportunity for university faculty, staff and students to play a meaningful role in matters affecting their welfare;

2. represent the viewpoints of university faculty, staff and students on regents' policy, university regulation, and other matters affecting the interests of the university;

3. address through legislative action other matters as described in their approved constitutions;

4. advise the president and chancellors in a timely fashion and in a manner set forth in individual organizational constitutions; and

5. communicate to faculty, staff and students information which is of interest and concern to the university.

E. The president and the chancellors shall respond to actions taken by governance groups in a timely fashion as described in the approved constitutions.

F. Participants in governance shall carry out their governance responsibilities in good faith and to the best of their abilities without fear of reprisal. Spokespersons for governance groups may present their views directly to the board in accordance with board procedures.

(02-17-05)

UNIVERSITY REGULATIONS

PART III – FACULTY, STAFF AND STUDENT GOVERNANCE

CHAPTER 03.01 - FACULTY, STAFF AND STUDENT GOVERNANCE

A. Intent

It is the intent of the Board of Regents 1) that the faculty, staff and students shall share in the governance of the university, 2) that shared governance is an integral part of the business of the university and 3) that participants in shared governance are empowered by the Board of Regents to carry out their governance responsibilities to the best of their abilities without fear of reprisal.

B. Governance

1. Systemwide

The University hereby establishes a mechanism for faculty, staff and students to participate in system governance through the following organizations:

Faculty Alliance
Staff Alliance
Coalition of Student Leaders
System Governance Council

Additionally, alumni associations are established at the three academic units and participate ex-officio on the System Governance Council.

2. MAU-Specific

The University hereby recognizes that institution-specific governance groups are an integral part of and are established at the University of Alaska Anchorage (UAA), the University of Alaska Fairbanks (UAF), the University of Alaska Southeast (UAS), and the University of Alaska Statewide (SW).

C. Authority

1. Systemwide

The Faculty Alliance, Staff Alliance, Coalition of Student Leaders and System Governance Council receive their authority and shall carry out their functions

subject to the authority of the Board of Regents and the President of the University.

2. MAU-Specific

Faculty and staff governance groups at UAA, UAF, UAS and SW receive their authority from their cognizant chancellor, with the Vice President for University Relations serving as the cognizant chancellor for SW.

Student governments receive their authority from Regents' Policy Part IX, Chapter 7, and corresponding University Regulations.

Alumni associations receive their authority from Regents' Policy 02.08.010.

D. Purpose

The purposes of the system governance groups within the University of Alaska are set forth and maintained in Regents' Policy 03.01.010.

E. Organizational Responsibilities

Governance groups shall carry out their functions subject to their respective charters, constitutions, and bylaws.

Responsibilities of the local governance groups are reflected in their respective charters, constitutions and bylaws. Responsibilities of the system governance groups are listed below.

1. Faculty Alliance

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 Classified and APT (Administrative Professional and Technical) employees who are not represented by a collective bargaining agent in areas that may include but are not limited to: staff affairs, excluding 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 the 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 interest or concern to the Faculty Alliance, the Staff Alliance, the Coalition of Student Leaders, and the alumni associations.

F. Membership Responsibilities

For faculty and staff, it is understood that while governance participants' primary responsibilities are performance of the duties for which they are employed, supervisors and employees will coordinate to ensure that departmental and governance needs are met.

Serving on university governance groups is considered to be within the regular work duties of university employees and is supported by the university.

Students serve on governance groups in accordance with Regents' Policy and University Regulation 09.07.050.

Members who serve as officers or participate in special projects, research activities, events or committees directed by their governance organizations require sufficient time to meet those obligations in a reasonable fashion.

Guidelines for participation in governance that are not included in governance group charters, constitutions or bylaws shall be promulgated by the system governance executive officer and made available for use by all members of the university community.

G. Membership

Numbers of members and terms of office are prescribed in the constitutions, or equivalent documents of the respective system governance groups. MAU-specific governance groups determine the method of selection of their own members and their representatives to the system governance groups.

H. Meetings

Meeting schedules are determined by the governance groups. Meetings may be held on-site or by audio or videoconference or some combination of these methods. Meeting notices will be published and available through commonly used means.

I. Quorum

Quorum is defined by each governance group in their constitutions, or equivalent documents.

J. Parliamentary Authority

The parliamentary authority for system governance groups shall be the latest version of Robert's Rules of Order on file and available from the system governance office.

K. Charters, Constitution, and Bylaws

1. System Governance Groups

Constitutions and amendments for system governance groups, once passed by the groups, shall be:

* transmitted to the President of the University for information,
* placed in system governance group handbooks, and
* retained in System Governance and Board of Regents offices.

2. MAU-Specific Governance Groups

a. Faculty and Staff Governance

MAU-specific faculty and staff governance group constitutions and bylaws and amendments, once passed by the groups, shall be transmitted to the cognizant chancellor, or in the case of the statewide administration assembly, to the Vice President for University Relations, for approval.

b. Student Governance

Student government group constitutions, once approved by the individual student government groups shall be transmitted to the President of the University for approval in accordance with University Regulation 09.07.05.

L. Transmittal of Recommendations and Actions

1. Transmittal of System Governance Recommendations and Actions to the Administration or Board of Regents

Actions of the system governance groups affecting the university system or system community shall be transmitted in writing to the President of the University and the responsible executive within 40 days of the action taken. Transmittal shall include evidence of dialogue with the responsible executive and a faithful characterization of the views that executive and of governance.

2. Transmittal of Items from Administration and the Board of Regents to System Governance

Items initiated by the President of the University, the President's designee, or the Board of Regents affecting matters within the scope of staff, faculty and/or student governance normally shall be submitted to the appropriate system governance group through the system governance office in a timely fashion to allow sufficient time for adequate review and response prior to implementation.

However, Regents' Policies and University Regulations requiring immediate implementation may be implemented prior to review by governance. Such policies and regulations will also be forwarded to governance in an expedient manner and may be modified after governance review.

M. Acknowledgement and Review of Governance Recommendations

1. Recommendations Transmitted to the President

The President's office shall acknowledge governance recommendations within ten (10) business days following receipt using a means equivalent to that used for transmittal.

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

In cases where this arrangement cannot be satisfied, the responsible executive will notify the sponsoring governance group as to the review process and anticipated date the review is likely to be concluded. and administrative recommendations forwarded to the president.

2. Recommendations Transmitted to the Board of Regents

The Board of Regents' office shall acknowledge governance recommendations within ten (10) business days following receipt using a means equivalent to that used for transmittal.

The Executive Officer of the Board of Regents shall notify the spokesperson of the sponsoring governance group and the system governance executive officer of the approval, disapproval, or modification of a governance action within ninety (90) days of receiving the recommendation.

N. Presidential Action on Recommendations

If the President determines that Board of Regents action is warranted as a result of a governance recommendation, including, but not limited to changes to Regents' Policy, the governance item is placed on the Regents' agenda for discussion or action as appropriate and the sponsoring governance leader(s) are invited to participate in the discussion of the issue.

Spokespersons for governance groups may also present their views directly to the Board of Regents in accordance with board procedures.

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UNIc88U7(3ouM Rural campuses-5(mkunder)1 S)CRCDTEMC ET212.4.662803.618

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