

ATTACHMENT #2  
UAF STAFF COUNCIL #206  
April 21, 2010  
SUBMITTED BY: Heather Leavengood

Audio Conferencing: Toll-free #: 1-800-893-8850  
Participant PIN: 8244236

**Staff Affairs Committee**  
**MINUTES**  
March 17, 2010  
9:00-10:30 a.m.  
Chancellor's Conference Room

**Members Present:** Jennifer Elhard, Deb Hao, Brad Havel, Forest Kuiper, Heather Leavengood, Robert Mackey, Nici Murawsky, Carol Shafford, Juella Sparks, Kayt Sunwood and Pips Veazey, Nichole Kloepfer, Linda Lasota

**Members Absent:** Amy Bristor, Jenny Day, Martin Klein (EA)

**Approval of February 17, 2010 Minutes**

Minutes approved as presented.

**Approval of March 17, 2010 Agenda**

Agenda approved as presented.

**Open Forum**

a. Health Insurance -Fall River Recommendations (

Brad Havel volunteered to research retirement. Nichole Kloepfer volunteered to research the opt-out process and across-the-board increases.

**Staff Affairs web page-** This item is being moved to business forward. The Staff Council website will be moving over to Roxen by June 2010.

**Non-Retention (update on Taylor case)**

The Taylor case is still in deliberation. Heather will see if she can get a free copy of the case to date.

**New Business**

**Pet insurance and Long term care – Robert Mackey**

Robert Mackey noted that the university staff should entertain the idea of having pet and long term care insurance. For most staff or employees it is economical to purchase long term health care in their 50's.

**Mediation – Pips Veazey, Kayt Sunwood and Juella Sparks**

There were 40 people at the mediation training in February. Earlina has put together a solid mediation program that the university has needed for some time now.

Continuing education type trainings will continue to be offered for mediators

General Counsel has created solid documentation for mediators to use for the mediation process.

Kayt noted that there are several mediation going on now, an example of a mediation session is a dispute between supervisor and employee. Or employee Vs employee.

It was asked what would happen if unionization occurred. The group was confident that the process would fold into the union.

It was asked if the Staff Resources on the Human Resources site links the mediation process. Nichole said she would check.

**VII. Business Forwarded to Future Meetings (with Possibl**

# Elections, Membership, and Rules Committee

## April 2010

### March meeting:

Parliamentary procedure talk – see attached ppt and cheat sheet

Working on an attendance policy to supplement bylaws – Newman

Nominations are opened for the position of vice president – No nominations yet

### Pending items:

Request into OIT to have electronic mailing lists – Wheeler

Looking at unit designations – Paul

### Current Members:

✚ Brad Havel	<a href="mailto:havel@arsc.edu">havel@arsc.edu</a>	450-8710	Unit 10
✚ Ann Hovde	<a href="mailto:amhovde@alaska.edu">amhovde@alaska.edu</a>	474-5164	Unit 9
✚ Gary Newman	<a href="mailto:gary@alaska.edu">gary@alaska.edu</a>	474-1991	Unit 6
✚ Katrina Paul - Chair	<a href="mailto:klpaul@alaska.edu">klpaul@alaska.edu</a>	474-5116	Unit 9
✚ Walker Wheeler	<a href="mailto:walker.wheeler@alaska.edu">walker.wheeler@alaska.edu</a>	474-7173	Unit 13

### Goals for 2010:

- ✓ Membership
- ✓ Knowledge base of parliamentary procedures
- ✓ Unit designation reviews
- ✓ Increase participation in nominations and elections process
- ✓ Off-election new membership process education

### Meeting Times for the remainder of 2010:

Rasmuson Library room 341 - Tuesdays at 1pm

- ◆ April 27<sup>th</sup>
- ◆ May 25<sup>th</sup>
- ◆ June 29<sup>th</sup>
- ◆ July 27<sup>th</sup>
- ◆ August 31<sup>st</sup>
- ◆ September 28<sup>th</sup>
- ◆ October 26<sup>th</sup>
- ◆ November 23<sup>rd</sup>
- ◆ No December meeting scheduled unless needed

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Any Questions Please contact Katrina Paul [klpaul@alaska.edu](mailto:klpaul@alaska.edu) or 474-5116





## Conducting business: Motions & Debate

# Hierarchy of Motions







Following is some useful information regarding motions and other items that may arise at a business meeting. This is in no way an exhaustive list, but only some of the likely possibilities. As usual, always refer to and defer to Robert's Rules of Order when conducting business.

Type of Business	May Interrupt?	Must be Recognized?	Second?	Debatable?	Amendable?	Vote
Main Motion	No	Yes	Yes	Yes	Yes	Majority

Amendment to a Motion

ATTACHMENT #2  
UAF STAFF COUNCIL #206  
April 21, 2010  
SUBMITTED BY: Susan Baird

Staff Council Rural Affairs Committee Meeting  
Tuesday, April 6, 2010 10:00 a.m.  
MINUTES

Present: Travis Brinsow, Loretto Jones, Ashley Munro, Byrd Norton, Crystal Wilson, Richard Machida, Sara Battiest, Colleen Abrams, Susie Baird.  
Excused: Bryan Uher, Jen Stutesman.

1. Called to order by Susie Baird at 10: 05 am.
2. Connectivity issues on rural campuses:  
Discussion centered on slow and dropped connections. Reports of difficulty trying to register students on Banner and ultimately being dropped; inability to download large or even medium files; congested electronic communication lanes. One instructor has reported transmission slow enough that he has had to cancel class. He is approaching the remainder of the semester with trepidation. Suggestion to call Helpdesk formally and regularly with problems whenever they happen.  
NOTE: In a conversation with KuC IT personnel, I found we are bumping up against and going over our maximum bandwidth nearly 24 hours of the day. Solutions are difficult—more bandwidth is optimum but expensive, if available.
3. Bookstore shipping:  
Shared the flyer that has been created by the CRCD bookstore indicating an intention to ship books within 24 hours of a student's registration. Some concern over students understanding that they will only receive prepaid labels to return books if the course is canceled. If they drop a course they are responsible for return costs. Make sure anyone registering students emphasizes that. Other concerns regarding mailing books as so much is dependent on weather in outlying areas so there is still a distinct possibility of books getting to students late. Other solutions explored included having the first few chapters of any text available online from publisher, scanned and emailed , on a disc to mail, or faxed to students, all of which would require additional administration. Possible to

4. Elections:

Concern raised earlier over confidentiality of votes cast by members calling in to meetings but has been resolved by having members email their votes to Nichole.

5. Other:

a. Safety training is done on some campuses and moving forward on most others.

Appreciate the assistance of John Clendenin in sending reports and for offering training to supervisors. Questions on various campuses about whether to pay adjuncts for time spent in training outside classroom duties. Not resolved.

b. Ashley Munro reported three nominations for Margaret "Peggy" Woods Outstanding Rural Campus Staff member. Her subcommittee is meeting at 2:00 April 6<sup>th</sup> to determine winner.

c. Ashley also reported on Staff Appreciation Day on May 19<sup>th</sup>, and how she has worked to involve the rural campuses and provide some of the activities to those unable to come to Fairbanks for the event. Live streaming will be provided for Chancellor's Address, Longevity Awards and one of the sessions for each time frame:

10:00 – 11:00	Diversity in the Workplace
11:15 – 12:15	Staff Council Hot Topics
1:30 – 2:30	History of UAF
2:45 – 3:45	Employee Benefits/Self Reliance

Each rural campus has been awarded an amount, depending upon its size, for an ice cream social at their campus.

6. Next meeting:

Rural jobs and the need for professional development, specifically training on Banner and Blackboard. Suggestion to have via e-live to make available to more people at more times. Ongoing is better than one-time as it takes about three years to get proficient on Banner. The first year you learn and get good, the second year you get better and the third year you are "golden." Colleen Abrams offered to assist anyone with any questions on Banner and there are a few other well-versed people who can be used as a resource. Other topics will be solicited prior to the meeting.

Susie Baird will send out a Doodle to schedule next meeting.

7. Meeting adjourned at 10:40 a.m.