

Staff Council Membership & Rules Annual Report FY18

July 2017 – June 2018

The Membership and Rules Committee is a permanent Staff Council committee, established on Sept. 1, 2013. The committee shall have the following responsibilities:

Review and maintain the Bylaws and Constitution to reflect the needs of the body.

ACCOMPLISHMENTS Rules;

Bylaws Review Pending

- Begin process of comparing Bylaws to Staff Alliance, Board of Regent Bylaws and other MAU Staff Council to identify any inconsistencies. Review plan for FY19 developed.

ACCOMPLISHMENTS Unit Review;

TKL to dLevel conversion complete!

- All units notified and changes approved by general body.
- Elections Committee will maintain unit designations.
- Conversion resulted in one seat being added to staff council.
- Started unit reviews to ensure each is represented equally.
 - Unit review may include merging smaller units.

Responsible for parliamentary procedure of the Staff Council meetings.

ACCOMPLISHMENTS Parliamentary

Procedure

- Were available for questions; confirmed proper application of Bylaws when requested.

ACCOMPLISHMENTS Membership

- Monitored monthly SC meeting summaries to ensure sent out consistently. This responsibility was shifted to President and Vice President.
- Finalized and published Roles Responsibilities & Expectations for Staff Council Representatives to Staff Council website.
- Developed, facilitated and published New Member Orientation presentation to allow consistency from year to year. Working on applying suggestions to improve presentation.
- Developing exit survey for Staff Council Representatives who leave staff council to identify any underlying issues.
- Implemented Staff Council Open House in Fall 2017. First hosted by Residence Life.
- Enacted a “check-in” email to all reps who miss who consecutive meetings. This intention is to identify inactive representatives and reinvigorate their interest in staff council or help address issues preventing them from attending.
- Worked as a team to develop a Staff Council Mission, Vision, Values and Strategic Goals Document.
- Continued ParaMinute project to share general Parliamentary Procedure tips with general body.
- Established need for Staff Council Representative Resource page on website. Resource page created by Emily!

FUTURE M&R Committee

- Working on need for project management to ensure a proactive staff council. Currently being manager by VP.
- Identified need for Committee Chair Training, standardized records management procedure and resources. Hope to move forward in FY19.

- Working to understand the history of why our units are set up the way they are.
- Clarify who UAF Staff Council Represents. Current definition in Staff Council Constitution is out of date.
- Identified need for the following resources:
 - Best Practices for Representative Email Communications
 - How to write a Resolution/Motion. What is the difference between the two?
 - Support representatives on grant funding that have unique challenges and to increase participation.

Our Amazing Committee Members This Year: Mathew Mund (C), Wendy Rupe, Kathleen Nava, Derek Bastille, Ellerea Miner, Chynna Sandgren

Where M&R Spells Fun!