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Memorandum

Date: April 14, 2021
To: Faculty Alliance
Staff Alliance
System Office Staff Council
Coalition of Student Leaders
System Governance Council
From: Paul W. Layer, UA Vice President for Academics, Students & Research
Steven Patin, Chief Human Resources Officer
Re: Proposed UA Governance Support Staff Functions and Roles

DocuSigned by:
Paul W. Layer
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DocuSigned by:
Steve Patin
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Below, please find the proposed UA Governance Support Staff Functions and Roles for your review. You are welcome to provide comments.

Governance Support Structure:

- UA Human Resources
 - Staff Alliance
 - System Offices Staff Council
- Academics, Students & Research
 - Faculty Alliance
 - Student Coalition
 - System Governance Council

Expectations and Boundaries

- Support office staff are:
 - Non-members of the governance groups
 - Remain objective, impartial and neutral
 - Must remove oneself from possible perception of bias or influence

General Support

- Website maintenance and support
 - Post agendas for upcoming meetings
 - Post meeting minutes and recordings
 - Post current members list
 - Events and announcements
 - Post resolutions, motions, recommendations and amendments in accordance with Policy and Regulation
- Manage and maintain email accounts
- Mass communications to and from the governance groups
- Route resolutions and motions through the proper channels
- Route recommendations and amendments to the President for review and consideration in accordance with Policy

Meetings

- Assist in scheduling meetings
 - Monthly meetings of groups, to include Zoom and technical support
 - Coordinate monthly meetings with the FA, SGC and SA chairs members to meet with the president and FA, SOSC, and SC to meet with VP ASR
- Act as a resource during meetings - not a participant or presenter
- Per bylaws (SA) - Alliance to provide meeting minutes and recordings
- Per bylaws (SOSC) - Council Secretary to provide meeting minutes
- Per bylaws (FA) - Alliance and its committees and task forces shall provide written meeting minutes
- Per Charter (SC) - Does not address meeting minutes - to be consistent with other groups, Coalition to provide meeting minutes

Events

- Procurement of items for events/activities
- Travel arrangements
- Reservations of event venue - not to include decision of where to hold the event
- Catering arrangements - not to include decision of company used or menu
- Route documents/information/awardee names to the HR, the president and GC for vetting and approval
- Coordination of stakeholder meetings

Budget & Financial Management

- Financial documentation is the responsibility of the ASR office
- Governance budget and financial management is the responsibility of the ASR office
- Procurement will be processed through governance support staff
- It is the responsibility of the ASR office to appropriately route funding requests for approvals as appropriate

CC: Debbie Carlson
Dustin Bawcom
Kelly James