AGENDA
UAF STAFF COUNCIL MEETING #101
Wednesday, September 16, 1998
8:30 - 10:25 a.m.
Wood Center Ballroom

Time | Item | Length of Time
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8:30 | Call to Order - B. Frey | 10 Min.
| A. Roll Call | |
| B. Approval of Minutes to Meeting #100 | |
| C. Adopt Agenda | |
8:40 | Interim Vice Chancellor for Administrative Services Remarks - F. Williams | 10 Min.
8:50 | Chancellor's Remarks - J. Wadlow | 10 Min.
9:00 | Guest Speaker - Mark Hamilton, UA President | 15 Min.
9:15 | Governance Reports | |
| A. Faculty Senate - M. Schatz | 5 Min.
| B. ASUAF - J. Richardson | 5 Min.
| C. Alumni Association - J. Poole | 5 Min.
| D. Staff Alliance - S. Christensen | 5 Min.
9:35 | President's Report - B. Frey | 5 Min.
9:40 | BREAK | 5 Min.
9:45 | Committee Reports | |
| A. Staff Affairs - L. Anderson | 15 Min.
| B. Rural Affairs - B. Oleson | 5 Min.
| C. Staff Training - D. Powell | 5 Min.
| 1. Motion to amend FY99 Staff Council meeting calendar (Attachment 101/1) | |
| 2. Supervisory Training Sessions for September and October (Attachment 101/2) | |
10:10 | OTHER BUSINESS | |
| A. Motion to establish an ad hoc committee to organize the 1999 Staff Council calendar (Attachment 101/3) | 5 Min.
10:15 | Comments and Questions | 5 Min.
10:20 | Announcements | |
| A. Upcoming Meetings (Attachment 101/4) | 5 Min.
10:25 | Adjournment | 5 Min.

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ATTACHMENT 101/1
UAF STAFF COUNCIL #101
SEPTEMBER 16, 1998
SUBMITTED BY STAFF TRAINING

MOTION
The UAF Staff Council moves to amend their 1998-99 meeting calendar as follows:

UAF STAFF COUNCIL
1998-99 MEETING CALENDAR

<table>
<thead>
<tr>
<th>MTG.#</th>
<th>DATE</th>
<th>DAY</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>September 16, 1998</td>
<td>Wednesday</td>
<td>audioconference</td>
</tr>
<tr>
<td>102</td>
<td>*October 9, 1998</td>
<td>Friday</td>
<td>face-to-face</td>
</tr>
<tr>
<td>103</td>
<td>November 4, 1998</td>
<td>Wednesday</td>
<td>audioconference</td>
</tr>
<tr>
<td>104</td>
<td>December 4, 1998</td>
<td>Friday</td>
<td>audioconference</td>
</tr>
<tr>
<td></td>
<td>***Change to a face-to-face meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>February 3, 1999</td>
<td>Wednesday</td>
<td>audioconference</td>
</tr>
<tr>
<td>106</td>
<td>March 2, 1999</td>
<td>Tuesday</td>
<td>audioconference</td>
</tr>
<tr>
<td></td>
<td>***Change to a face-to-face meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>*April 2, 1999</td>
<td>Friday</td>
<td>face-to-face</td>
</tr>
<tr>
<td></td>
<td>***Change to an audioconference meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>May 5, 1999</td>
<td>Wednesday</td>
<td>audioconference</td>
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<td>***Change to May 12, 1999</td>
<td>Wednesday</td>
<td>face-to-face</td>
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<td>109</td>
<td>*May 28, 1999</td>
<td>Friday</td>
<td>face-to-face</td>
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<tr>
<td></td>
<td>***Change to June 2</td>
<td>Wednesday</td>
<td>audioconference</td>
</tr>
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</table>

NOTE: All meetings begin at 8:30 a.m. in the Wood Center Ballroom.

***Revisions

EFFECTIVE: Immediately

RATIONALE: The change will allow rural representatives to participate in the staff longevity awards program and the staff picnic scheduled for May 13.

ATTACHMENT 101/2

UAF STAFF COUNCIL #101
SEPTEMBER 16, 1998
SUBMITTED BY STAFF TRAINING

Fall 1998 Training Schedule is available on the web at:
http://www.uaf.edu/uafgov/www/ST-www/schedule.html

September 24 - Family Medical Leave
10:00 a.m., Wood Center Conference Room C

Instructor: Jennifer Youngberg, Acting Benefits Coordinator

Congress enacted the Family Medical Leave Act (FMLA) to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families and to promote national interest in preserving family integrity; to entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of an immediate family member who has a serious health condition. Learn about the Alaska state law with respect to FMLA and the supervisor's right and role in approving FML.

September 30 - Fire Safety
10:00 a.m., Wood Center Conference Room C

Instructors: Edith Curry, Fire Marshall
            Mike Supkis, Fire Chief

Chief Mike Supkis will provide an overview of Fire Safety Philosophy at the University of Alaska Fairbanks.

Edie Curry, University Fire Marshall will discuss common fire hazards found on the UAF campus and how to prevent them. She will
also give a short overview of the on-going code correction projects on campus and the impact they have on the campus users. She will also be willing to answer any questions you may have in regards to fire safety on campus.

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October 8 - Supervising Staff Experiencing a Life Crisis
3:00 p.m., Wood Center Conference Room C

Instructors:    John Fellerath, Director, Health Center
                Carolyn Chapman, Director, Personnel

We spend some of our time at work and some of our time at home, and it takes some energy to separate the two successfully. Sometimes events and problems in our private lives begin to influence our work lives. When this happens, supervisors may have to get involved. This session will address a variety of problems and crises that can occur away from work and how supervisors can deal with these situations effectively when they begin to intrude on work. Divorce, family stresses, substance abuse, illness, and a variety of other problems will be discussed. We'll talk about ways to help staff keep personal matters separate from work time, how to recognize the signs that personal problems are interfering with individual work performance or the overall work climate, and how to be helpful and considerate of staff while maintaining a normal work environment.

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October 15 - Reorientation to Employee Benefits
10:00 a.m., Wood Center Conference Room C

Instructor:     Jennifer Youngberg, Acting Benefits Coordinator

University of Alaska benefits have been changing over the past several years. There are now three tiers to the Public Employees Retirement System (PERS), two tiers to the Teachers Retirement System (TRS) and there is an Optional Retirement Plan (ORP) for faculty and certain administrators. Do you know which category your current or potential employees fall in? This will be a refresher to the orientation you may have received years ago and will keep you up-to-date with the information your employees are currently receiving at their new employee orientation.

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October 22 - Conflict in the Workplace
3:00 p.m., Wood Center Conference Room C

Instructors:    Jim Camm, Assistant Director, Personnel Services
                Don Foley, Director Judicial Services/Associate Dean, Student Services

It happens everywhere, it is inevitable, issues in the workplace will result in conflict between staff! What's important is how that conflict is processed, how staff are treated when there are a variety of opinions, and finding a way to encourage diversity of opinion while embracing and supporting final decisions. We will discuss ways to keep dialogue constructive, diffuse potentially explosive situations, and promote a positive work environment. Please bring your thoughts, experiences and questions so that we can learn from each other!

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ATTACHMENT 101/3
UAF STAFF COUNCIL #101
SEPTEMBER 16, 1998
SUBMITTED BY ADMINISTRATIVE COMMITTEE

MOTION
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The UAF Staff Council moves to establish an ad hoc committee to organize the 1999 Staff Council calendar and the following people have volunteered to serve on the committee:

1. Darleen Masiak, Chair
2. 
3. 
4.

EFFECTIVE: Immediately

RATIONALE: Work on the 1999 Staff Council calendar needs to begin immediately in order to meet printing deadlines, so that the calendar can be distributed at the December 4 meeting. The theme will focus on rural Alaska.

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ATTACHMENT 101/4
UAF STAFF COUNCIL #101
SEPTEMBER 16, 1998
UPCOMING MEETINGS

September 14 - Staff Training, 9:00 a.m., Wood Center Conference Room A

September 16 - Staff Council, 8:30 a.m., Wood Center Ballroom

September 29 - Staff Affairs, 9:00 a.m., Wood Center Conference Room B

September 30 - Administrative Committee, 9:00 a.m., Wood Center Conference Room A

October 9 - Staff Council, 8:30 a.m., Wood Center Ballroom