### AGENDA
**UAF STAFF COUNCIL MEETING #106**
Tuesday, March 2, 1999
8:30 - 10:25 a.m.
Wood Center Ballroom

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Length of Time</th>
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<tbody>
<tr>
<td>8:30</td>
<td><strong>I</strong> Call to Order - B. Frey</td>
<td>10 Min.</td>
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<tr>
<td></td>
<td>A. Roll Call</td>
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<td>B. Approval of Minutes to Meeting #105</td>
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<td></td>
<td>(February 3, 1999)</td>
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<td>C. Adopt Agenda</td>
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<td>8:40</td>
<td><strong>II</strong> COMMITTEE REPORTS</td>
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<td></td>
<td>A. Staff Training - D. Powell (Attachment 106/1)</td>
<td>5 Min.</td>
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<td>B. Rural Affairs - H. Simmons</td>
<td>5 Min.</td>
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<td>C. Staff Affairs - L. Anderson</td>
<td>15 Min.</td>
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<td>1. Motion to approve 2000-01 Academic Calendar (Attachment 106/2)</td>
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<td>2. Motion on Internal Recruitment (Attachment 106/3)</td>
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<td>3. Update on Health Benefits and UAA Motion (Attachment 106/4)</td>
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<td>D. Elections, Membership &amp; Rules - B. Gieck (Attachment 106/5)</td>
<td>5 Min.</td>
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<td>E. Ad Hoc Picnic Committee - J. Parzick</td>
<td>5 Min.</td>
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<td>9:15</td>
<td><strong>III</strong> OTHER BUSINESS</td>
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<td>9:20</td>
<td><strong>IV</strong> President's Report - B. Frey</td>
<td>5 Min.</td>
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<td>9:25</td>
<td><strong>V</strong> BREAK</td>
<td>5 Min.</td>
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<td>9:30</td>
<td><strong>VI</strong> Interim Vice Chancellor for Administrative Services Remarks - F. Williams</td>
<td>5 Min.</td>
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<td>9:35</td>
<td><strong>VI</strong> Chancellor's Remarks - J. Wadlow</td>
<td>5 Min.</td>
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<td>9:40</td>
<td><strong>VIII</strong> GUEST SPEAKER - Provost Reichardt</td>
<td>15 Min.</td>
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<td>9:55</td>
<td><strong>IX</strong> GOVERNANCE REPORTS</td>
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<td>A. Faculty Senate - M. Schatz</td>
<td>5 Min.</td>
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<td>B. ASUAF - J. Richardson</td>
<td>5 Min.</td>
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<td>C. Alumni Association - J. Poole</td>
<td>5 Min.</td>
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<td>D. Staff Alliance - S. Christensen</td>
<td>5 Min.</td>
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<td>10:15</td>
<td><strong>X</strong> COMMENTS AND QUESTIONS</td>
<td>5 Min.</td>
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<td>10:20</td>
<td><strong>XI</strong> ANNOUNCEMENTS</td>
<td>5 Min.</td>
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<td>A. Upcoming Meetings (Attachment 106/7)</td>
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<td>10:25</td>
<td><strong>XII</strong> ADJOURNMENT</td>
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**ATTACHMENT 106/1**
**UAF STAFF COUNCIL #106**
**MARCH 2, 1999**
**SUBMITTED BY STAFF TRAINING**

**MINUTES**
Staff Training Committee
February 17, 1999
9:00 a.m.
Chancellor's Conference Room - 330 Signers' Hall

Members Present: Alice Baergen, Sarah Comstock, Ruth Duerr, Kerrie Dufseth, Debra Hagen, LaTanya McClellan, Kathy Mosca, Darlette Powell, Pete Rogers, and Ron York

Members Absent: Rudy Candler, Shannon Christensen, Diane Robinson, Pam Sowell, and Karen Wilson
1. Revised Spring Training Schedule - The supervisory training session on Performance Evaluations was changed to March 9 at 10:00 a.m. due to a conflict with Personnel Payroll Assistant training provided by Personnel Services. This information will be included in the Cornerstone. Alice Baergen will contact Carol Diehl for a brief paragraph for the Stress Management training session scheduled for March 1.

2. Committee Participation at Training Sessions

The committee discussed the last training session on Sexual Harassment when a director from a large unit made it mandatory that the whole unit attend. The committee was not notified of this until just a few minutes prior to the training and the room was over crowded. The instructor was not willing to switch to the Ballroom, which was already set up for another event and would have accommodated the training. Unfortunately the evaluations reflected the over crowding. Also, a committee member was unable to make the training to assist with sign-ins. Everyone was reminded to contact the chair, Governance Office, or other committee members for assistance if this happens in the future. Discussion also took place on the rationale for requiring sexual harassment and drug free workplace training. Debra Hagen will find out the rationale.

3. Longevity Awards Program - May 13, 1:30 p.m. in the Wood Center Ballroom

I THEME: That was then, this is now, let's look to the future.

II SPEAKERS: Then - Dr. Wood (confirmed)
               Now - Chancellor Wadlow (confirmed)
               Future - President Hamilton (confirmed)

III COSTUMES - Darlette Powell brought in a costume and Sarah Comstock stated that she had two Pentium costumes. Committee members were asked to decide on what costume they would like to wear. Also, the Theatre Department will be contacted again for possible costumes.

IV List of recipients - Debra Hagen stated that the list is not available as of yet. As soon as Lynn Murphy has finished compiling the list, it will be distributed to committee members. Also, Debra Hagen will check to see how many 35 year awards there are.

V 40-year Gifts - There are two 40 year awards this year, Syun Akasofu and Ann Tremarello. At this time there is not a specified gift for 40 years. The committee addressed a couple of items, such as a crystal bear, gold pan, or photographs of the campus 40 years ago and now. Darlette Powell will send Ann Tremarello and Syun Akasofu a formal invitation to the awards program.

Debra Hagen will also check with Lynn Murphy on longevity awards for future years. Vice Chancellor Rice had funded the awards for a couple years. The new Vice Chancellor will be contacted regarding future funding.

Pam Sowell will be asked to do the program this year. Dean Kirts will be the MC again this year.

VI RIP Participants

Committee members viewed the video from the RIP presentation for 1997. After a great deal of discussion it was decided to do another lively RIP presentation. There are 37 staff members participating in the RIP this year. The list was divided and committee members will take the RIP participants pictures with a digital camera and incorporate this in a presentation. Mike Sfraga and Charlie Dexter will be contacted to assist with the video presentation.

A recommendation was made to have the steel drum band play while staff are being seated for the awards program. Sarah Comstock will contact Kerrie Dershin regarding the steel drum band.

Kathy Mosca will contact Jann Stitt regarding graphics for the program and the RIP video presentation.

4. Approval of Training

Shirley Sterner submitted a request for supervisory training credit for BA 327 - Collective Bargaining & Labor Relations and BA 462 Corporate Strategy. The Committee approved 10 hours of
supervisory training credit upon successful completion of either course.

Carol Adamczak submitted a requested for supervisory training credit to Personnel Services. However, Debra Hagen forgot to bring it to the meeting. This information will be distributed separately and the committee members will forward their comments to the chair.

5. Other Business

The Governance Office will set up a web page for the longevity awards program.

6. Schedule Next Meeting

The next meeting is scheduled for Monday, March 8 at 2:00 p.m. in the Chancellor's Conference Room.

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ATTACHMENT 106/2
UAF STAFF COUNCIL #106
MARCH 2, 1999
SUBMITTED BY STAFF AFFAIRS

MOTION

The UAF Staff Council moves to approve the following 2000-01 academic calendar.

EFFECTIVE: Immediately

UNIVERSITY OF ALASKA FAIRBANKS - Fairbanks Campus

ACADEMIC CALENDAR 2000-2001

FALL SEMESTER-2000

Registration for the 2000 fall semester begins Mon., Apr. 3, 2000
Fee payment begins Wed., July 5
Application for admission deadline for fall semester Tues., Aug. 1
Orientation for new students Sun.-Wed., Sept. 3-6
Labor Day (no registration or fee payment) Mon., Sept. 4
Residence halls open, 9 a.m. Mon., Sept. 4
Financial aid disbursement begins Tues., Sept. 5
First day of instruction Thurs., Sept 7
Late registration begins Thurs., Sept 7
Late registration and fee payment end Fri., Sept. 15
Last day for 100% refund of tuition and materials fees Fri., Sept. 15
Last day for student-initiated and faculty-initiated drops (course does not appear on academic record) Fri., Sept. 22
Last day for 50% refund of tuition (only) Fri., Sept. 22
Low grade reports for freshmen due not later than Fri., Oct. 13
Last day to apply for 2000 fall graduation Fri., Oct. 16
Last day for student-initiated and faculty-initiated withdrawals (W grade given for course) Fri., Nov. 3
Registration and fee payment for the 2001 spring semester begin Mon., Nov. 13
Thanksgiving holidays (no classes) Thurs.-Sun., Nov. 22-26
Last day of instruction Fri., Dec. 15
Final examinations Mon.-Thurs., Dec. 18-21
Residence halls close, noon Fri., Dec. 22
Grades due to the Registrar's Office Fri., Dec. 22
Campus closed 5 p.m., Fri., Dec. 22, 2000 - 8 a.m., Wed., Jan 3, 2001

SPRING SEMESTER-2001

Application for admission deadline for spring semester Wed., Dec. 1, 2000
Residence halls open, 9 a.m. Mon., Jan. 15
Alaska Civil Rights Day (registration and fee payment continue) Mon., Jan. 15
Orientation for new students Tues.-Wed., Jan. 16-17, 2001
Financial aid disbursement begins Tues., Jan. 16
First day of instruction Thurs., Jan. 18
Late registration begins Thurs., Jan. 18
Late registration and fee payment end Fri., Jan. 26
Last day for 100% refund of tuition and material fees Fri., Jan. 26
Last day for student-initiated and faculty-initiated drops (course does not appear on academic record) Fri., Feb. 2
Last day for 50% refund of tuition (only) Fri., Feb. 2
Last day to apply for 2001 spring graduation            Tues., Feb. 15
Low grade reports for freshmen due not later than       Fri., Feb. 23
Spring recess                                          Mon.-Sun., Mar. 12-18
Last day for student-initiated and faculty-initiated withdrawals (W grade given for course) Fri., Mar. 23
Registration for the 2001 fall semester begin          Mon., Apr. 9
All Campus Day (no classes)                            Fri., Apr. 27
Last day of instruction                                Fri., May 4
Final examinations                                     Mon.-Thurs., May 7-10
Residence halls close, noon                             Sun., May 13
Commencement                                          Sun., May 13
Grades due to the Registrar's Office                   Wed., May 16
Fee Payment for the 2001 fall semester begins          Mon., July 2

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ATTACHMENT 106/3
UAF STAFF COUNCIL #106
MARCH 2, 1999
SUBMITTED BY STAFF AFFAIRS

Add = CAPS

MOTION
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The UAF Staff Council moves to support the extension of the Chancellor's mandate, whereby a mandatory 5 WORKING days internal recruitment will be conducted for all staff positions prior to external recruitment, through December 31, 2001. It is understood that internal recruitment can be waived by the Affirmative Action Officer to comply with targeted EEO/AA goals; that is, to hire "protected candidates", i.e. Natives, women and other minorities, in a unit where they are underrepresented.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The inclusion of "working days" clarifies the intent of the original motion which Staff Council passed at its meeting #98 on April 8, 1998 and the Chancellor signed on May 4, 1998.

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ATTACHMENT 106/4
UAF STAFF COUNCIL #106
MARCH 2, 1999
SUBMITTED BY STAFF AFFAIRS

The following motion was passed unanimously by UAA APT Council and endorsed by the UAA Assembly:

Prior to initiating the bid process for selection of a health plan administering agency, the UAA APT Council strongly encourages the Board of Regents to revisit the defined contribution annual 3% inflation cap to reflect a percentage that absorbs more of the actual costs of the health care plan.

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ATTACHMENT 106/5
UAF STAFF COUNCIL #106
MARCH 2, 1999
SUBMITTED BY PICNIC AND RAFFLE COMMITTEE

The Ad Hoc Picnic and Raffle Committee is up and running and Alice Baergen from Student Services and Julia Parzick from the History Department were elected co-chairs. The staff picnic will be Thursday, May 13 immediately following the staff longevity awards program. If you are interested in serving on the committee or have ideas for the picnic, contact Alice at fnajb@uaf.edu or Julia at fnjep@uaf.edu. Their next meeting is scheduled for Thursday, March 4 at 2:30 p.m. in the Chancellor's Conference Room - 330 Signers' Hall.

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ATTACHMENT 106/6
UAF STAFF COUNCIL #106
MARCH 2, 1999
SUBMITTED BY ADMINISTRATIVE COMMITTEE
Dear Staff,

It is time again to start thinking about the President-Elect for next year. Having talked to several people about the job of President-Elect and the following year as President, I know that many of you find the prospect daunting. I wanted you to think about a suggestion I thought of. How would you feel about co-presidents? The work could be shared by two people instead of one, and it might not feel quite so overwhelming. Through the two year process, first as co-presidents-elect, then as co-presidents, work could be shifted between the two people to accommodate the rest of your working lives.

This is not without precedent. Last year the Statewide Assembly had co-presidents, and I know that other governance groups have had them. In all the cases I know about, the intent was to share the responsibilities, and not burn people out. If this necessitates a change to our By Laws, the Elections Committee could address that. Please think about this in preparation for the upcoming Staff Council meeting.

-Bev Frey  
President, UAF Staff Council

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ATTACHMENT 106/7
UAF STAFF COUNCIL #106
MARCH 2, 1999

UPCOMING MEETINGS AND TRAINING

March 1 Stress Management, 3:00 p.m., Wood Center Conference Room C
March 2 Staff Council, 8:30 a.m., Wood Center Ballroom
March 2 Rural Affairs, 1:00 p.m., Wood Center Conference Room A
March 4 Picnic Committee, 2:30 p.m., Chancellor's Conference Room - 330 Signers' Hall
March 8 Staff Training, 2:00 p.m., Chancellor's Conference Room - 330 Signers' Hall
March 9 Performance Evaluations, 10:00 a.m., Wood Center Conference Room C
March 24 Administrative Committee, 9:00 a.m., Wood Center Conference Room A
March 30 Staff Affairs, 9:00 a.m., Wood Center Memorial Conference Room
April 2 Staff Council, 8:30 a.m., Wood Center Ballroom