Irene Downes called the meeting to order at 8:35 a.m.


OTHERS PRESENT: Branley, C. Kiefer, S. McCrea, S. Mills, M. Mosca, K. Williams, F. Youngberg, J.

B. The Minutes to Meeting #112 (November 3, 1999) were approved as distributed.

C. The agenda was adopted with the Food Service Advisory Committee report moved to Item H under Committee Reports.

1. Technology Advisory Board

The Technology Advisory Board received 35 proposals for review from the following areas:

- 2 Student Services
- 9 Library
- 8 CSEM
- 1 SME
- 1 SALRM
- 11 CLA
- 3 ASUAF

The Board will meet on November 30 and make recommendations on the proposals. The Board's recommendation is then forwarded to the Chancellor. The Technology Board will announce which proposals will be awarded in December. Submitted by Pam Sowell, staff representative on the Technology Advisory Board.

2. Motion to Amend the Bylaws

MOTION PASSED (unanimous)

The UAF Staff Council moves to amend the Bylaws as follows:

ADD = Caps
DELETE = ((   ))

BYLAWS
Staff Council
Sect. 4 (ARTICLE VI. - COMMITTEES)
B. PERMANENT COMMITTEES

4. Staff Training and Development

a. ((The president shall appoint a chairperson from the elected representatives.)) THE CHAIRPERSON SHALL BE ELECTED FROM THE COMMITTEE.

b. A representative from ((Personnel Service)) HUMAN RESOURCES will serve on the committee.

c. The committee shall have the following responsibilities:

1. ((Coordinate with Personnel Services a half day training session in October and May each year.)) COORDINATE WITH THE OFFICE OF HUMAN RESOURCES TO
2. ((Review and recommend training sessions for UAF staff both in Fairbanks and at the rural sites.)) ORGANIZE THE STAFF LONGEVITY AWARDS PROGRAM ANNUALLY.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The changes to the committee charge adequately reflect the committee's work.

D. President's Report I. Downes

The Council received a thank you from Julia Parzick.

Board of Regents - The Regents met November 18 and 19 in Fairbanks. The student leadership presented the Governor with the thousands of postcards signed by the community. Representatives were encouraged to send public opinion messages (POMs) to the Governor regarding full support of the University budget. The FY01 operating budget has been forwarded to the Governor. The residence hall association presented the Regents a resolution regarding the food at the Lola Tilly Commons. The students are unhappy with the quality of food. The students are asking that the Regents make food service a priority and improve the quality of food. The rural communities testified at the Regents meeting and encouraged more accessibility to one-on-one teaching and web based courses for the rural sites.

Name the News Letter Contest - ACCFT will award $100 to the winning recommendation for their newsletter. This contest is open to faculty, staff, and students.

Scholarship Breakfast The event was held November 18. Leann Lacey is the 1999-2000 recipient of the Carolyn Sampson Memorial Scholarship established by Staff Council. Leann is majoring in education and expressed her sincere thanks to Staff Council.

Staff Brochure - President Downes met with Pamela Davis in Development regarding possible funding sources for the staff brochure. There are several possible sources of funding. The brochure will highlight staff who also contribute to the community. Forward recommendations on possible staff to highlight in the brochure to Irene Downes at fneid@uaf.edu or fystaff@uaf.edu.

Chamber of Commerce - BP gave a presentation at the November 16 Chamber meeting regarding the possible merger of BP and Arco. The gas pipeline is a priority for BP.

Alaska Civil Rights Celebration Committee - President Downes has been asked to serve on this committee, which will meet today.

The Alaska Process Industries Career Consortium has been working with the University of Alaska to tailor classes to fit their industry need. This partnership is beneficial to the state of Alaska.

II Governance Reports

A. ASUAF - S. Banks

No report, Stacey Banks is serving in the National Guard today.

B. Faculty Senate - L. Duffy

No report.

C. Alumni Association - C. Branley

Cindy Branley will be taking over for Jake Poole who has taken the position of interim director of Tanana Valley Campus. The Alumni board of directors from each MAU met with President Hamilton. Future funding was the main topic. The Alumni Association has passed a resolution in support of the Board of Regents budget and a copy of the resolution has been forwarded to the Governor.
Membership Drive  Faculty and staff will receive an invitation to join the Alumni Association after the holiday at a reduced rate. Faculty and staff can take advantage of payroll deduction if they wish to join the Association.

Text Book Raffle - The Alumni Association is conducting a text book raffle again this semester. Tickets are $2 each or 6 for $10. Prizes include $400, $300, $200 for text books. Buy a ticket today for your student employees.

Online Shopping Mall  The Council was thanked for their support of the online shopping. Alumni receives proceeds from each purchase from the online shopping mall.

III Committee Reports

A. Staff Affairs - L. Anderson

The Committee met on November 17 and will be focusing their efforts on paid time off. The committee received large packets of background information and will address this at their next meeting. The committee will also address the salary structure and human resource policies.

B. Elections, Membership & Rules  P. White

1. Announce Election Results for Even Numbered Units

ELECTION RESULTS FALL 1999
EVEN NUMBERED UNITS

UNIT 2  Representative: Scott Culbertson
Representative: DeShana DeKerlegand
Alternate: Joyce Cain
Alternate: Vacant

UNIT 4  Representative: Vacant
Alternate: Vacant

UNIT 6  Representative: Evelyn Brown
Representative: Gabby Hazelton
Alternate: Nici Murawsky
Alternate: Vacant

UNIT 8  Representative: Carol Renfro
Representative: Julia Parzick
Alternate: Vacant
Alternate: Vacant

UNIT 10  Representative: Michael Lewis
Representative: LJ Evans
Alternate: Tanya Barnebey
Alternate: Vacant

UNIT 12  Representative: Michelle Baumann
Representative: Debra Hagen
Representative: Matt Seymour
Alternate: Pam Sowell
Alternate: Vacant
Alternate: Vacant

C. Rural Affairs - B. Oleson

Carolyn Chapman, Director of Human Resources was the guest speaker at the December meeting. Topics included Employee Assistance Program, creating a healthy climate for corrective criticism, and an overview of the drug free workplace. A new component of EAP is recovery services. When an employee comes back to work after a serious accident or drug rehabilitation, a support system is available for them. One aspect of creating a healthy climate for corrective criticism is to remember to say thank you more often. The geographic differential, paid time off, and the PERS option of buying the extra months for those employees who are not 12-month employees were also addressed.

D. Ad Hoc Committee on University Advocacy - S. McCrea

The committee is working on developing a mission statement. The committee is also looking at what is currently being done on
campus to ensure no duplication of efforts. The committee had it's first outreach program with a table at the University Women's Association bazaar and provided information regarding UAF and had postcards their for the public to sign urging the Governor to fully fund the University's budget. The committee will also be working on a staff brochure. President Downes asked for recommendations for staff to be featured in the brochure.

E. Staff Training - D. Powell & A. Baergen

The Committee has been working on developing the spring training schedule. The following is a tentative schedule:

January 19  How to Motivate Employees Effectively, 10 a.m. noon, Rhonda Curwen-Boyles
February 9  Team Building, 10 a.m. noon, Carolyn Chapman
February 22  Violence in the Workplace, 10 a.m. noon, Terry Vrabec, Carolyn Chapman, and Don Foley
March 1  Running Effective Meetings, 10 a.m. noon, John Leipzig
March 7  Netg, 10 a.m. noon, Carol Gering
March 21  Workman's Comp Claims-How To Do It, 3-5 p.m., Marie Scholle and Julie Peterson
April 11  Leadership Training for the New Millennium, 3-5 p.m., Charlie Dexter
April 25  Career Ladders, 10 a.m. noon, Debbie Flodin
May 18  Grant Writing, 3-5 p.m., Pete Pinney

The next meeting is scheduled for December 8 and the committee will focus their efforts on the staff longevity awards program in May. Representative Oleson stated that the training on Legal Liabilities was excellent and asked when the video tapes will be going out to the rural sites. Representative Oleson was directed to contact Dixie Emery in the College of Rural Alaska. President Downes encouraged all representatives to attend the training on How to Run an Effective Meeting March 1.

F. System Governance - R. Candler

No report.

G. Staff Alliance - I. Downes

The Alliance is gearing up for the spring advocacy push for the University's budget. It is very important that every staff member take an active roll in sending a strong voice to the legislators regarding the University's budget. President Downes and President-Elect Scholle recommended the following phrase for this advocacy campaign: Thinking about Alaska's the future... think the University of Alaska.

Make Students Count - Nominations will open in January and information will be available on the web. Last year the committee received a number of outstanding nominations. Sue McHenry was the UAF recipient of this award.

The Alliance briefly addressed the rewrite of the Human Resources policies and the budget.

H. Food Service Advisory Board - D. Powell

The Advisory Board met yesterday and the food in the snack bar has greatly improved. The Advisory Board addressed the Pub, also. The results of a student survey are regarding the changes are positive. However, the survey had some flaws in that they only surveyed students who ate at the Pub and a very limited number. A suggestion was made to send out the survey to a broad range of students, faculty and staff. Staff are still unhappy with the changes. The Pub will be having hot entrees again. A recommendation was made to extend the hours to 2:00 p.m. The Pub becomes a licensed facility at 2:30 p.m. so ARAMark needs to have the food cleared out prior to that. If they remained opened until 2:00 p.m., they wouldn't have enough time to clear out. Also, a recommendation has been made to discontinue lunch service at the Pub. Alan Nguyen from the University of Wyoming has been hired in the catering area. He has an extensive background in catering and should be a real asset to this area.

The students have asked the Regents to place food service
higher on the priority list. The Advisory Board is looking for faculty members to serve on the committee who will look at incorporating all aspects of food service in Wood Center.

The RFP for the new food services contract has been sent out. On Wednesday, November 17, several members of the Advisory Committee as well as others met with the focus group of potential bidders for the new contract. Thus far, there has been three bidders, ARAMark, Marriott, and Chartwell. The deadline has been extended.

IV  Chancellor's Remarks - M. Lind

Chancellor Lind is out of town.

The Council took a break.

V  Vice Chancellor for Administrative Services Remarks - F. Williams

A water quality report was distributed. For more detailed information on specific parameters or the safety and quality of UAF drinking water see this web site: www.uaf.edu/fs/ or contact Howard Burton, UAF Water Plant Operator at fhnbw@yahoo.com. The water from the water plant is good, but the delivery system of the water that brings the water to the buildings affects the taste. Some of the water travels through a hot utilidor. A recommendation has been made for the University to supply water for those who are concerned about the quality and Vice Chancellor Williams asked for the Council's input.

Representatives asked why the University isn't doing the testing themselves with all the laboratories on campus. Vice Chancellor Williams stated that when qualifying water, an outside source needs to run the tests. Representatives stated that the water tastes bad and that's why they purchase water. A recommendation was made to have Physical Plant employees fill the water bottles for various departments on campus, since a number of departments have water service. Some departments use a Brita filter and the water tastes fine. Also, who would pay for the water? Vice Chancellor Williams stated that this has not been decided.

VI  Guest Speaker - Mike Mills, Executive Director of Admissions

Mike Mills gave a presentation on enrollment and retention. Scott Kiefer stated that the smart carts with a wireless network will be available shortly.

Enrollment Trends - Enrollment has decreased since fall of 1993. Between 1997-98 enrollment dropped 8.6%. The decline is more pronounced in first-time freshman. However, classic first-time freshman (under 20, right out of high school, full-time students) has the most dramatic decline, 10%.

Retention Data - Classic first-time freshman, retained 64.78%. First-time freshman baccalaureate level, retained 63.96%. First-time freshmen in the associate level, retained 42.63%. The rate for first-time freshman overall 55.05%. The average national retention rate overall is 62.9%. The retention rates in all the categories have increased, except the retention of first-time freshman seeking an associate degree.

Graduation rates - UAF is behind the national trend for graduation rates.

National and State Trends - High school graduates are projected to increase and peak in 2007-08 with an increase of 18-25%. In Alaska the number of high school graduates will increase by 25% by 2007-08. California, Colorado, Michigan, Minnesota, New York, Oregon, Washington, and Pennsylvania will also increase substantially.

Preliminary Analysis of Fall 1999 - Open enrollment this fall is down by 1.8% from fall 1998. Enrollment of new students is up. First-time freshmen is up 3.5%. Classic first-time freshman is up 7%. First-time graduates is up 21%. Transfer students increased, and tuition revenue is up 4%. Non-degree seeking enrollment has declined. Out of all the MAUs, UAF has the highest percentage (53%) of full-time students.
Strategies to Build Enrollment – Recruiting strategies include research; direct mail to 26,000 Alaska high school students; e-mail and telephone contacts to best prospects by Student Ambassadors and RSS; on-campus "Virtual Reality" weekends for Fairbanks, Anchorage and Mat-Su seniors; stay in Alaska and see the world theme by promoting National Student Exchange Program Study Abroad; statewide advertising and promotion; UA scholars direct mail; visit high schools. Posters are sent to high schools focused in 10 key states. Recruiters attend college fairs in the key states, also. Retention is higher on the priority list. Faculty Senate will receive a presentation at their December meeting and their role in the retention process.

VII New Business

A. December Meeting Schedule

Representatives were reminded of the dessert social and upcoming meetings.

B. Distribute Staff Council 2000 Calendar

Calendars were distributed to the representatives. Dave Brenner from Sea Grant submitted the photograph. Contact your Staff Council representative for a calendar.

VIII The meeting was adjourned at 10:25 a.m.

A tape of this Staff Council meeting is available in the Governance Office, 312 Signers' Hall, if anyone wishes to listen to the tape. Submitted by Kathy Mosca, Staff Council secretary.