

ATTACHMENT # 2
UAF STAFF COUNCIL #204
STAFF APPRECIATION DAY COMMITTEE
February 10, 2010
SUBMITTED BY ASHLEY MUNRO

Staff Appreciation Day Notes
January 8, 2010

1. Location

We are still looking into using the tent for the afternoon activities. It is estimated that the cost for set-up and tear-down by Facility Services is \$500. It is possible that the tent will be up for SpringFest and Commencement activities. The cost for the sound system rentals and set up could range from \$350-\$2500. Ashley will contact the local company for a quote. We will also need to look into heaters, if the weather is not ideal.

2. Longevity Awards

The Chancellor would like to offer bookstore gift cards. We will need to find a way for rural staff to use these, either online or via phone and mail. Ashley will be shopping in town to look for awards and report back at the next meeting.

3. Catering

Ashley and Dayna have met with Robert Holden, who has suggestions about switching the menu. Lasagna may offer quicker serving, be cheaper, and have healthier options than a BBQ. If money becomes an issue, we could look at a smaller breakfast, but the committee would like to work on serving breakfast, lunch, and ice cream social.

4. Door Prizes

Sharon Corbett has received door prizes from Fairbanks Grizzlies and GlowPutt. Nichole is working on the requests for the Alaska Airline tickets. She will send letters to the traditional places around town and has a \$200 budget to purchase items. The parking pass has been approved.

5. Sessions

Nichole will send the session questionnaire out to staff. We have not had any new responses since last meeting.

6. Rural Site

There has been no communication from rural sites regarding the event. Ashley will continue to work on this.

7. Next Meeting

Our next meeting will be on February 2 10am in CCR. Call in information 1-800-893-8850 PIN 8244236.

Staff Appreciation Day Notes
February 2, 2010

1. Location

The cost for the sound system rentals and set up could range from \$350-\$2500. Dayna will contact the local company for a quote, but it may be awhile (the owner's wife just had a baby). Robert Holden suggested that we can use Lola Tilly for both lunch and the afternoon addresses. A stage/podium can be placed in one of the raised areas. Ashley will send a proposal to the Chancellor for additional funds in case we need the sounds system for the tent.

2. Longevity Awards

The committee will need to investigate the gift certificates for the Bookstore. Gift cards may be taxable, but vouchers may not. Robert Holden reported that the bookstore has reloadable cards that say "Thank-you" on them. We can use those, if there are no tax concerns. We could also put the money onto PolarExpress cards under a bookstore only code. Ashley was able to contact the bookstore and they will have tables available after the award ceremony with the appropriate gift prizes for immediate transfer. Cards and certificates can be mailed out to rural sites, they can call with their selection and the bookstore can charge the postage to the Staff Council fund.

Ashley brought pictures of award samples from Trophy Cache and Award Makers. Trophy Cache will offer UAF a 5%-10% academic discount and a possible 5% bulk discount. We would prefer to use them, because of the discount and due to past issues with Award Makers. For the 20 year gift, the committee preferred the wood/glass plaque from Trophy Cache with either the UAF logo or Alaska map. For the 25 year gift, the wooden clock or the "iceberg" award were preferred, both are from Award Makers. For the 30 year gift, the gold pan on a stand or the thermometer set, both from Trophy Cache were preferred. There were no options for the 35+ awards. Ashley suggested finding local artwork. Trophy Cache can make a plate to attach to beadwork or a frame for just the engraving cost. Both companies will need at least 6 weeks notice for work to be completed.

Robert Holden suggested that we look at the catalogs at the Bookstore. Ashley will do that. If we choose to use something from Alaska Bowl Company, we just need a waiver from him.

3. Catering

Robert Holden will have more suggestions for us at a future meeting. We could use Lola Tilly Commons instead of the tent.

4. Sessions

Nichole will re-send the session questionnaire out to staff. A list of sessions and time slots will be attached to this document.

5. Rural Sites

Bristol Bay Campus has showed interested in hosting an ice cream social for the event. Tracey Eason has been in contact with Ashley. They have 23 staff and ice cream is currently \$8/gallon. Robert Holden suggested they look into ice cream sandwiches, etc.

6. Volunteer/Health Fair

Nichole has contact WIN for Alaska, and they will help with the Health Fair. Ashley and Nichole have been contact local volunteer agencies requesting suggestions for the volunteer fair. The Food Bank would like to have bins for a food drive and we could also have a book drive for the Literacy Council. Along these same lines, Ashley has contacted the Really Free Market Committee about having a drop off location at the event. She will be attending their next meeting.

7. Next Meeting

Our next meeting will be on February 16 3pm in the Kayak Room. Call in information 1-800-893-8850 PIN 8244236.

Orientation
Professional Development
Personal Development






8:00-9:30	Breakfast					
8:30-9:30	Longevity Awards					
9:30-9:45	Break Between Sessions					
9:45-10:45	Ergonomics for Everyone -Carol Shafford	Conflict Resolution -Earlina Bowden	Composting with Earthworms -Michele Hebert	Filmmaking 101 -Maya Salganek	Money Management 101 -Roxie Rodgers Dinstel	May Daisies -Debbie Toopetlook & Carol Murphrey
10:45-11:00	Break Between Sessions					
11:00-12:00	Nutrition Tips for Weight Control -Nancy Bayer	Havin’ Fun with Herbs -Virginia Damron & Marsha Munsell	Vegetable Gardening -Michele Hebert	Manipulating Data with Excel -Karin Baldwin	How to Do Family Oral History Interviews -Robyn Russell	
12:00-1:00	Lunch					
1:00-2:00	What the SRC had to offer YOU! -Ruth Olsen	Allowable & Unallowable Costs on Sponsored Projects -Maren Boyack	Making Art from UAF Trash -Mary Matthews	Your Desired Life: Let Your Inner Voice Guide You -Alice Palen	Staff Council Hot Topics	
2:00-2:15	Break Between Sessions					
2:15-3:15	UAF Walking Tour -Joe Alloway	Reindeer Adaptations -Rob Aikman	Leading Street-Level Bureaucrats in Higher Ed -Dr. E. Robert Mackey	Good Stress– Bad Stress -Alice Palen	Breadbaking Roxie Rodgers Dinstel	
3:15-3:30	Break Between Sessions					
3:30-5:00	Ice Cream Social, Keynote Speaker, and Chancellor’s Address					

Elections, Membership, and Rules Committee

The committee has the following responsibilities taken from the By-Laws:

- ⇒ Conduct elections for unit representatives, alternates, President, and Vice-President.
- ⇒ Responsible for filling vacancies in units with no representation.
- ⇒ Review unit composition and maintain a membership list.
- ⇒ Review and maintain the Bylaws and Constitution to reflect the needs of the body.
- ⇒ Review unit designations and generate petitions for unit designation changes as required.
- ⇒ Accept petitions for proposed changes to unit designations from constituents.
- ⇒ Review unit change petitions prior to forwarding them to the Staff Council body as motions for formal action
- ⇒ Parliamentarian for Staff Council meetings.

Current Members:

	Brad Havel	havel@arsc.edu	450-8710	Unit 10
	Ann Hovde	amhovde@alaska.edu	474-5164	Unit 9
	Gary Newman	gary@alaska.edu	474-1991	Unit 6
	Katrina Paul	klpaul@alaska.edu	474-5116	Unit 9
	Walker Wheeler	walker.wheeler@alaska.edu	474-7173	Unit 13

Goals for 2010:

- ✓ Membership
- ✓ Knowledge base of parliamentary procedures
- ✓ Unit designation reviews
- ✓ Increase participation in nominations and elections process
- ✓ Off-election new membership process education

Meeting Times for the remainder of 2010:

Rasmuson Library room 341 - Tuesdays at 1pm

- ◆ February 23rd
- ◆ March 30th
- ◆ April 27th
- ◆ May 25th
- ◆ June 29th
- ◆ July 27th
- ◆ August 31st
- ◆ September 28th
- ◆ October 26th
- ◆ November 23rd
- ◆ No December meeting scheduled unless needed

Audio # for any call-in participants

1-800-893-8850

Pin: 8244236

We also have video conferencing
available if needed