

ATTACHMENT #2
UAF STAFF COUNCIL #212
December 15, 2010
SUBMITTED BY: Jodi Baxter

Advocacy Committee Report:
By Jodi Baxter
Dec 10, 2010

Present: Jodi Baxter, Amy Bristor, Sharon Corbett, Dawn Dearing, Katy Petersen

1. Staff Tours: Please come and encourage staff to attend! It is a great way to learn what is happening and feel more connected at the University.
 - a. 15 people showed up for the tour about the research taking place under the Museum. The tour was fun and informative.
 - b. What is upcoming in the New Year: Core Lab, SCR, LARS, Hutchison Career Center when the café is open(Culinary Arts, Aviation, and Heavy Diesel program), and more. Dates will be announced a week before the tour.
2. Brown Bag Lunch topics to begin scheduling:
 - a. Wellness topics by WIN such as stress relief, ways to manage stress, and other such topics
 - b. Invite Mike Humphrey speak about benefits as it gets closer to open enrollment
 - c. Fun things to do on campus and what are outdoor events staff can participate in; inviting Cody Roger and Marc Oldmixon as guests' speakers.
3. Family Fun Day: Suggestion to coincide the event with CEM's open house.
 - a. Possibly have Woodcenter or Great hall as the place for the Family fun day, and contact other departments such as Admissions, Financial aid, and more to show staff and families UAF is a fun place not only work at but to go to school as well.
 - b. Check with KUAC/Alaska One to see if they can have PBS characters available
 - c. Contact UAF units/departments that have merchandise they can have up for sale (example Botanical Gardens, LARS)
 - d. Have a solid plan for Staff Council President and Vice President to present to the Chancellor.
4. For staffs that are off campus and would like to participate in staff tours or brown bag lunches, to encourage the staff member(s) to speak to supervisor to attend. Also, communicate UAF open house events to these staff that are alternate ways to see the research events on campus.
 - a. Also, suggest asking HR to encourage supervisors at supervisors training to encourage staff to attend the staff tours and gain valuable information about UAF the research that is taking place here.
5. Next Advocacy meeting to be announced.

ATTACHMENT #2
UAF STAFF COUNCIL #212
December 15, 2010
SUBMITTED BY: Nichole Kloepper

Staff Appreciation Day Committee
Minutes
December 6, 2010
10:00-11:00 a.m.
Rasmuson 341, Joint Conference Room

Members Present: Kathy Peterson, Sharon Corbett, Jodi Baxter, Amy Bristor

I. Budget

We requested \$2,500 from the Chancellor. It was approved. A draft budget is complete. It is attached.

II. Longevity Awards

A designee from HR will be selected from Kris Racina to attend the meetings. There are 256 people receiving longevity awards this year. Trophy Cache is in the process of customizing pins other award options will be sent by email. The 5 year award recipients will not be read. But all other award recipients will. An email will be sent to the committee with a visual comparison of awards later this week. The committee will have longevity awards ordered hopefully by the end of January.

III. Catering

There are a few catering options this year.

Pasta Bar (like last year)—white or red sauces with salad and bread sticks

Fajita Bar—chicken and vegetable options

BBQ style—hamburgers, hot dogs etc

Cost only varies by \$100-\$200 dollars. All estimates are for 400 people. The committee agreed to have the lunch at the Lola Tilly commons again. The committee favored the BBQ option for catering choices and would like to see a salad fruit salad variation. There will be no cookies this year.

IV. Sessions

We need to solicit for session presenters. The survey is on the December newsletter for Staff Council and will be in the Cornerstone. I need some volunteers to draw more session solicitations.

Nichole will contact Jerry Evans about Humor in the workplace. Possible keynote speaker: Kelly Hite McGee, Amy Bristor will follow up. Nichole will send out a working doc to the committee member to gather ideas for sessions and who can teach them.

There was brief discussion about web streaming. Skype is a possible option for offsite participation. A small team would need to be coordinated for that process.

V. Program

The program attached was approved.

Staff Appreciation Day 2011

May 19, 2011

DRAFT Schedule of Events

8:45-9:15 a.m.	Keynote with refreshments, Davis Concert Hall
9:15-9:30 a.m.	BREAK
9:30-10:30 a.m.	Sessions
10:30-10:45 a.m.	BREAK
10:45-11:45 a.m.	Sessions
11:45 a.m.-12:00 p.m.	BREAK
12:00-1:00 p.m.	Lunch, Lola Tilly Commons (<i>drawing submissions for door prizes take place at this time</i>)
1:00-1:15 p.m.	BREAK
1:15-2:15 p.m.	Sessions
2:15-2:30 p.m.	BREAK

2:30-3:30 p.m.	Sessions
2:30-5:00 p.m.	WIN Fair, Wood Center Ballroom
3:30-3:45 p.m.	BREAK
3:45-4:30 p.m.	Longevity and Awards Ceremony, Davis Concert Hall
4:30-5:00 p.m.	Ice Cream Social, Great Hall (<i>drawing names are chosen at this time</i>)

2011 Staff Appreciation Day Budget Breakdown						
Account	Type	Description	Costs '10	Est. Costs	Income '10	Est. Income
3001	Catering/Service	Keynote Refreshments	\$1,461.25	\$200		
	Catering/Service	Lunch	\$3,004.00	\$3,500		
	Catering/Service	Ice Cream Social	\$570.00	\$500		
3001	Set up/Labor	Facility Services Labor-Davis Concert Hall	N/A	\$60		
	Set up/Labor	Wood Center -Labor	\$241.50	\$150		
3001	Printing Costs	2 - 3X10 Banners-Wood Center	\$240.00	\$300		
	Printing Costs	Graphics Labor-Wood Center	\$26.25	\$35		
	Printing Costs	Longevity Invitation	\$8.66	\$10		
	Printing Costs	Longevity Program	\$87.46	\$90		
	Shipping costs	Postage-USPS	\$43.35	\$60		
	Printing Costs	Thank you notes--Printing	\$7.00	\$10		
3001	Rural Accomodations	Anchorage	\$59.08	\$65		
		Bristol Bay	\$100.00	\$110		
		Chuckchi	\$67.41	\$70		
		Interior Aleutians	\$0.00	\$0		
		Juneau	\$0.00	\$0		
		Kuskokwim	\$99.98	\$100		
		Northwest	\$80.40	\$85		
		Palmer	\$75.00	\$80		
		Seward	\$50.63	\$55		
		Soldotna	\$50.00	\$55		
		Toppings-Walmart	\$37.86	\$40		
		Toppings-Walmart	\$13.26	\$15		
	Services	OIT Support/Webstreaming	\$100.00	unknown		
		Other costs from 2010	\$264.78	None		
9007	Revenue	UAF Governance			\$4,000	\$1,200
		Longevity			\$2,000	\$2,000
	Additional Funds Requested	Chancellor's Office			\$2,500	\$2,500
		TOTAL Income/Expenses	\$6,687.87	\$5,590	\$8,500	\$5,700
		Cost Saving compared to 2010		\$1,098		
	Commodities	Awards-Trophy Cache	\$9,437.44	\$9,000		
		Awards-Trophy Cache			\$9,000	\$9,000