

FOR MORE INFORMATION, CONTACT:
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AGENDA
UAF STAFF COUNCIL MEETING #113
Friday, December 3, 1999
8:30 - 10:25 a.m.
Wood Center Conference Room C
Please note location change.

Time		Item	Length of Time
8:30	I	Call to Order Irene Downes	10 Min.
		A. Roll Call	
		B. Approval of Minutes to Meeting #112	
		C. Adopt Consent Agenda	
		1. Food Service Advisory Committee (Attachment 113/1)	
		2. Technology Advisory Board (Attachment 113/2)	
		3. Motion to Amend the Bylaws Submitted by Staff Training (Attachment 113/3)	
		D. President's Report	10 Min.
8:50	II	Governance Reports	
		A. ASUAF S. Banks	5 Min.
		B. Faculty Senate L. Duffy	5 Min.
		C. Alumni Association J. Poole and C. Branley	5 Min.
9:05	III	Committee Reports	
		A. Staff Affairs L. Anderson (Attachment 113/4)	5 Min.
		B. Elections, Membership & Rules R. Gieck	5 Min.
		1. Announce Election Results for Even Numbered Units	
		C. Rural Affairs B. Oleson	5 Min.
		D. Ad Hoc Committee on University Advocacy S. McCrea	5 Min.
		E. Staff Training D. Powell & A. Baergen (Attachment 113/5)	5 Min.
		F. System Governance R. Candler	5 Min.
		G. Staff Alliance I. Downes	10 Min.
9:45	IV	Chancellor's Remarks M. Lind	10 Min.
9:55	V	Vice Chancellor for Administrative Services Remarks F. Williams	5 Min.
10:00	VI	Guest Speaker Mike Mills, Executive Director of Admissions	15 Min.
10:15	VII	New Business	5 Min.
		A. December Meeting Schedule (Attachment 113/6)	
		B. Distribute Staff Council 2000 Calendar	5 Min.
10:25	VIII	Adjournment	

ATTACHMENT 113/1
UAF STAFF COUNCIL #113
DECEMBER 3, 1999

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.

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.

Submitted by Darlette Powell, staff representative on the Food Service Advisory Board.

ATTACHMENT 113/2
UAF STAFF COUNCIL #113
DECEMBER 3, 1999

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.

ATTACHMENT 113/3
UAF STAFF COUNCIL #113
DECEMBER 3, 1999
SUBMITTED BY STAFF TRAINING

MOTION
=====

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 PROVIDE STAFF TRAINING THROUGHOUT THE YEAR.
 - 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.

ATTACHMENT 113/4
UAF STAFF COUNCIL #113
DECEMBER 3, 1999
SUBMITTED BY STAFF AFFAIRS

MINUTES
STAFF AFFAIRS COMMITTEE
Wednesday, November 17, 1999
9:13 a.m.
Wood Center Conference Room B

Present: Lydia Anderson--Chair, Gabrielle Hazelton, Parker Martyn, Irene Downes, Phil Rounds, Tammy Borjon

Becca Sanches - excused
Julia Parzick - excused
Jeanette Swan - excused
Dixie Emory, CRA, Special Guest

1. Review of Janet Jacobs visit & discussion-Lydia Anderson

-Janet Jacobs covered HR policy rewrites at last Staff Alliance meeting. She will be presenting issue to BOR this week. Drafts will probably be coming for review. No other issues were discussed.

-Salary Structure should be a committee priority. Irene will get copy of Jacobs' presentation at Staff Alliance Retreat. With this info, employee population can be contacted for input. Other MAUs will be working together.

-Jacobs is responsive to input & discussion.

-Write own PTO policy resolution instead of following executive staff lead. Based on survey, result was bound to be against PTO because of negative tone of question. Problem is those employees with large sick leave banks transferring that would cost the Univ. Maybe can incorporate comp time. Lydia will get the last Staff Council draft of PTO & copies of GI PTO proposal for committee member revisions/input for next meeting. Sick leave hour total will be requested.

-Pursuing geographical differences could have backlash.

2. Open enrollment-Irene Downes

-Very late this year & affecting many employees who are/have left on vacation. With so many changes, time for review is vital. This year, important for reps to contact constituents w/ reminder of Nov 30 deadline.

-For future, a formal allowance should be written in case of late packets.

3. Paper recycling on campus - Lydia Anderson

-Labor intensive project. Project maybe best for student consideration. Irene will take to student meeting.

4. Annual leave & personal day usage same date - Lydia Anderson

- Carolyn Chapman sees no reason why they can't be same date. Since in regulation, would require BOR approval.

- Lydia will send informal communication to Janet Jacobs about feasibility of one end date.

5. Next meeting is December 8, 1999 at 9:00 a.m.

6. Adjourned at 9:55 a.m.

ATTACHMENT 113/5
UAF STAFF COUNCIL #113
DECEMBER 3, 1999
SUBMITTED BY STAFF TRAINING

MINUTES
Staff Training Committee
November 10, 1999
9:00 a.m.
Wood Center Conference Room B

MEMBERS PRESENT: Alice Baergen, Rudy Candler, Carolyn Chapman (for Debra Hagen), Sarah Comstock, Kathy Mosca, Darlette Powell, Pete Rogers, and Ron York

1. Status of Supervisor Letter C. Chapman

The letters to supervisors are 60% complete. The remainder will be sent out by the end of the month. There has been a problem with the legal definition of a supervisor. Also it is hard to sort out supervisors in Banner. The senior staff have not been attending training sessions. A recommendation was made to have the Chancellor send out a memo to his senior staff reminding them of the training requirement.

2. Video/Audio Conferencing Training Sessions

Cooperative Extension is video taping the training sessions this fall for distribution to the rural sites. Employees on the main campus are encouraged to attend the training in person. Arrangements can also be made with Debra Hagen to view the tape at Human Resources. Staff at the rural sites who view the training tapes will need to forward a memorandum to the committee listing the employees so that they can receive training credit.

3. Future Training Sessions

The following topics have been tentatively selected for the spring training. Titles and instructors are subject to change. Sarah Comstock will forward available dates to the committee for coordination of the spring schedule. The final schedule will be posted on the web.

How to Run Effective Meetings (John Leipzig) Kathy Mosca will contact John.
Workman Comp Claims--How To Do It (Marie Scholle and Julie Peterson) Darlette Powell will contact Marie.
Leadership Training in the New Millennium (Charlie Dexter) Darlette Powell will contact Charlie.
Training Resources for Your Staff netg (Carone Sturm) Pete Rogers will contact Carone.
Team Building (Carolyn Chapman) Sarah Comstock
Career Ladders (Debbie Flodin) Alice Baergen will contact Debbie.
Violence in the Workplace (Don Foley, Carolyn Chapman, and Terry Vrabec) Alice Baergen will contact Don and Terry and coordinate this training session. A great deal of concern was expressed regarding the two recent events in Hawaii and Seattle.

How to Motivate Employees Effectively A great deal of discussion took place on bringing in outside speakers once a year for training sessions. The Chancellor may be contacted for possible funding. Darlette Powell will contact Lynn Curry Swan for a written fee estimate. A recommendation was made to have Rhonda Curwen-Boyles, and Margaret Russell as possible speakers on motivating employees. Both woman are very successful and have been named outstanding business person of the year. Carolyn Chapman will contact the two for a possible training session on January 26 or February 2. Also, Anne Marie Poole, director of the Women's Center will be contacted for assistance with advertising when the training session is coordinated. Another recommendation was made to compile a list of possible speakers from outside the University for future training.

Grievance Policy (Carolyn Chapman) - This topic is on hold until the new handbook has been completed.

Dress for Success and Respect (Laura Milner) This topic will be a considered for a session in the fall with the possible addition of Tanya Trabant and also include professional conduct.
Successful Grant Writing LaTanya McClellan will contact Pete Pinney for a possible workshop in May or June.

4. Bylaws Revision

MOTION
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staff both in Fairbanks and at the rural sites.)) ORGANIZE
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adequately reflect the committee's work.

5. Other Business

Carolyn Chapman encouraged staff to attend the informational
sessions on the changes to the health benefits.

6. Schedule Next Meeting

The next meeting is scheduled for Wednesday, December 8 at 9:00
a.m. in the Wood Center Memorial Conference Room.

7. The meeting was adjourned at 10:10 a.m.

ATTACHMENT 113/6
UAF STAFF COUNCIL #113
DECEMBER 3, 1999
SUBMITTED BY ADMINISTRATIVE COMMITTEE

December Meetings

December 1 Rural Affairs, 11:00 a.m., Wood Center Conference
Room A

December 2 Supervisory Training "Legal Liabilities", 3:00 p.m., Wood
Center Conference Room EF

December 3 Staff Council, 8:30 a.m., Wood Center Conference Room C

December 8 Staff Affairs, 9:00 a.m., Wood Center Conference Room
B

December 8 Staff Training, 9:00 a.m., Wood Center Memorial
Conference Room

December 23, 24, 30 & 31 University Holidays