

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	

Hoc Committee 1Dtstribut

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

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

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

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 women 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

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.

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