

FOR MORE INFORMATION, CONTACT:

Kathy Mosca  
 Governance Office  
 312 Signers' Hall  
 474-7056                      fystaff@uaf.edu

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	

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 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.

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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.

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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.

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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