Staff Council Agenda #113

Governance Office 1/2 Signers Hall 4/4-7056 Eystaffsuaf.edu KGENDA UAF STAFF COUNCIL MEETINS #113 Priday, December 3, 1999 Bone - 10555 a.m. Nod Content of the Please note location change. The Item Length of The B. Agground of Mustes to Meeting #112 C. A. Roll Call B. Agground of Mustes to Meeting #112 C. A. Roll Call B. Agground of Mustes to Meeting #112 C. A. Roll Call B. Agground of Mustes to Meeting #112 C. A. Roll Call B. Agground of Mustes to Meeting #112 C. A. Roll Call B. Agground of Mustes to Meeting #112 C. A. Roll Call J. Technology Advisory Board (Attachment 113/1) J. Technology Advisory Board (Attachment 113/2) B. Motion to Amend the Bylaws (Attachment 113/2) D. President's Reports A. Schramment J. Adverson A. Schramment J. Adverson A. Schramment J. Adverson A. Schramment J. Adverson Mun. B. Blections, Membership & Bules R. Gleck 5 Min. C. Rural Affairs B. Oleann 5 Min. Madvocoy S. McCrea 5 Min. E. Staff Training D. Powell & A. Beargen 5 Min. Madvocoy S. McCrea 5 Min. E. Staff Training D. Powell & A. Beargen 5 Min. Madvocoy S. McCrea 5 Min. E. Staff Training D. Powell & A. Beargen 5 Min. Min. Madvocoy S. McCrea 5 Min. E. Staff Training D. Powell & A. Beargen 5 Min. Min. Madvocoy S. McCrea 5 Min. E. Staff Training D. Powell & A. Beargen 5 Min. Min. Min. Min. O. Calf Allance I. Downes 10 Min. 9:45 IV Chancellor for Administrative Services Remarks F. Williams 5 Johnes 15 Min. 10:15 VII New Busipess 5 Min. MIN.	FOR MORE INFORMATION, CONTACT: Kathy Mosca			
AGENDA UAF STAFF COUNCIL MERTING #113 Priday, December 3, 1999 Wood Center Conference Room C Please note location change. Time Item Item Item Length of Time Time Item Item Item Length of Time Time Item Item Item Length of Time Time Item Item Item Item Downes Item 10 Min. A Roll Call B Approval of Minutes to Meeting #112 C. Adopt Consent Agenda I Attachment 113/1 2. Tachnology Advisory Board (Attachment 113/2) 3. Motion to Amend the Bylaws Submitted by Staff Training Item Staff Affairs L. Anderson S Min. 5. Faculty Senate L. Duffy S Min. 7. Tachment 113/1 8. AJUMF S. Banks S Min. 5. Faculty Senate L. Duffy S Min. 7. Tachment 113/1 8. Staff Affairs L. Anderson S Min. 6. Staff Affairs B. Oleson S Min. 7. Retherment 113/2 8. Staff Affairs B. Oleson S Min. 8. Staff Affairs B. Oleson S Min. 6. 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 S Min. 10:00 VI Guest Speaker Mike Mills, Executive Director of Admissions 15 Min. 10:15 VII New Busines S Min. 10:25 VIII Adjournment ************************************	312 Si	gners' Hall		
<ul> <li>8:30 I Call to Order Irene Downes 10 Min.</li> <li>8: Approval of Minutes to Meeting #112</li> <li>C. Adopt Consent Agenda</li> <li>Studiated by Staff Training</li> <li>(Attachment 113/2)</li> <li>J. D. President's Report</li> <li>Min.</li> <li>8:50 II Governance Reports</li> <li>A. ASUMF S. Banks</li> <li>F. Faculty Senate L. Duffy</li> <li>C. Alumni Association J. Poole and C. Branley</li> <li>S Min.</li> <li>B. Elections, Wellering Results for</li> <li>B. Staff Affairs L. Anderson</li> <li>Advocacy S. McCrea</li> <li>S Min.</li> <li>E. Staff Training D. Powells A. Baergen</li> <li>Min.</li> <li>Min. C. Rural Affairs B. Oleson</li> <li>F. System Governance R. Candler</li> <li>S Min.</li> <li>G. Staff Aliance I. Downes</li> <li>Min.</li> <li>9:45 IV Chancellor's Remarks M. Lind</li> <li>Min.</li> <li>10:00 VI Guest Speaker Mike Mills, Executive Director of Admisiens</li> <li>Min.</li> &lt;</ul>	4/4-/0	AGENDA UAF STAFF COUNCIL MEETING #113 Friday, December 3, 1999 8:30 - 10:25 a.m. Wood Center Conference Room C		
<ul> <li>8:30 I Call to Order Irene Downes 10 Min. A. Roll Call</li> <li>Approval of Minutes to Meeting #112 C. Adopt Consent Agenda 1. Food Service Advisory Committee (Attachment 113/1) 2. Technology Advisory Board (Attachment 113/1) 3. Motion to Minutes Palaws (Attachment 113/2) 3. Motion to Minutes Palaws (Attachment 113/3) D. President's Report</li> <li>8:50 II Governance Reports A. ASUAF S. Banks B. Faculty Senate L. Duffy C. Alumni Association J. Poole and C. Branley</li> <li>9:05 III Committee Reports A. Gittachment 113/4) B. Elections, Membership &amp; Rules R. Gieck 1. Announce Election Results for Even Numbered Units C. Rural Affairs B. Oleson D. Add Boc Committee on University Advocacy S. McCrea 5 Min. E. Staff Affairs B. Oleson D. Add Boc Committee on University Advocacy S. McCrea 5 Min. E. Staff Affairs B. Oleson D. Add Boc Committee On University Advocacy S. McCrea 5 Min. E. Staff Affairs B. Oleson D. Add Boc Committee On University Advocacy S. McCrea 5 Min.</li> <li>9:45 IV Chancellor 's Remarks M. Lind 10 Min.</li> <li>9:55 V Vice Chancellor for Administrative Services Remarks F. Williams 5 Min.</li> <li>10:00 VI Guest Speaker Mike Mills, Executive Director of Admissions 115 Min.</li> <li>10:15 VII New Business A. Distribute Staff Council 2000 Calendar 5 Min.</li> <li>10:25 VIII Adjournment ************************************</li></ul>	 Time	Item Lengt	h of Time	
D.     President's Report     10 Min.       8:50     II     Governance Reports     5 Min.       B.     Faculty Senate L. Duffy     5 Min.       C.     Alumni Association J. Poole and C. Branley     5 Min.       9:05     III     Committee Reports     5 Min.       A.     Staff Affairs L. Anderson     5 Min.       Attachment 113/4)     B.     Elections, Membership & Rules R. Gieck     5 Min.       I.     Announce Election Results for     5 Min.       C.     Rurral Affairs B. Oleson     5 Min.       D.     Ad Hoc Committee on University     5 Min.       Advocacy S.     McCreat     5 Min.       E.     Staff Training D. Powell & A. Baergen     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.       10:10     VI Guest Speaker Mike Mills, Executive Director of Admissions     5 Min.       10:15     VII     New Business     5 Min.       A.     Distribute Staff Council 2000 Calendar     5 Min.       10:25     VIII     Adjournment     5 Min.       10:25     VIII     Adjournment     5 Min.       Mcreat	8:30 I	Call to Order Irene Downes 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	10 Min.	
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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 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

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 В December 8 Staff Training, 9:00 a.m., Wood Center Memorial Conference Room December 23, 24, 30 & 31 University Holidays