



=====

The UAF Staff Council moves to amend their 1998-99 meeting calendar as follows:

UAF STAFF COUNCIL  
1998-99 MEETING CALENDAR

MTG.#	DATE	DAY	TYPE
101	September 16, 1998	Wednesday	audioconference
102	*October 9, 1998	Friday	face-to-face
103	November 4, 1998	Wednesday	audioconference
104	December 4, 1998	Friday	audioconference
	***Change to a face-to-face meeting		
105	February 3, 1999	Wednesday	audioconference
106	March 2, 1999	Tuesday	audioconference
	***Change to a face-to-face meeting		
107	*April 2, 1999	Friday	face-to-face
	***Change to an audioconference meeting		
108	May 5, 1999	Wednesday	audioconference
	***Change to May 12, 1999		
		Wednesday	face-to-face
109	*May 28, 1999	Friday	face-to-face
	***Change to June 2		
		Wednesday	audioconference

NOTE: All meetings begin at 8:30 a.m. in the Wood Center Ballroom.  
\*\*\*Revisions

EFFECTIVE: Immediately

RATIONALE: The change will allow rural representatives to participate in the staff longevity awards program and the staff picnic scheduled for May 13.

\*\*\*\*\*

ATTACHMENT 101/2  
UAF STAFF COUNCIL #101  
SEPTEMBER 16, 1998  
SUBMITTED BY STAFF TRAINING

Fall 1998 Training Schedule is available on the web at:  
<http://www.uaf.edu/uafgov/www/ST-www/schedule.html>

September 24 - Family Medical Leave  
10:00 a.m., Wood Center Conference Room C

Instructor: Jennifer Youngberg, Acting Benefits Coordinator

Congress enacted the Family Medical Leave Act (FMLA) to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families and to promote national interest in preserving family integrity; to entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of an immediate family member who has a serious health condition. Learn about the Alaska state law with respect to FMLA and the supervisor's right and role in approving FML.

\*\*\*\*\*

September 30 - Fire Safety  
10:00 a.m., Wood Center Conference Room C

Instructors: Edith Curry, Fire Marshall  
Mike Supkis, Fire Chief

Chief Mike Supkis will provide an overview of Fire Safety Philosophy at the University of Alaska Fairbanks.

Edie Curry, University Fire Marshall will discuss common fire hazards found on the UAF campus and how to prevent them. She will

also give a short overview of the on-going code correction projects on campus and the impact they have on the campus users. She will also be willing to answer any questions you may have in regards to fire safety on campus.

\*\*\*\*\*

October 8 - Supervising Staff Experiencing a Life Crisis  
3:00 p.m., Wood Center Conference Room C

Instructors: John Fellerath, Director, Health Center  
Carolyn Chapman, Director, Personnel

We spend some of our time at work and some of our time at home, and it takes some energy to separate the two successfully. Sometimes events and problems in our private lives begin to influence our work lives. When this happens, supervisors may have to get involved. This session will address a variety of problems and crises that can occur away from work and how supervisors can deal with these situations effectively when they begin to intrude on work. Divorce, family stresses, substance abuse, illness, and a variety of other problems will be discussed. We'll talk about ways to help staff keep personal matters separate from work time, how to recognize the signs that personal problems are interfering with individual work performance or the overall work climate, and how to be helpful and considerate of staff while maintaining a normal work environment.

\*\*\*\*\*

October 15 - Reorientation to Employee Benefits  
10:00 a.m., Wood Center Conference Room C

Instructor: Jennifer Youngberg, Acting Benefits Coordinator

University of Alaska benefits have been changing over the past several years. There are now three tiers to the Public Employees Retirement System (PERS), two tiers to the Teachers Retirement System (TRS) and there is an Optional Retirement Plan (ORP) for faculty and certain administrators. Do you know which category your current or potential employees fall in? This will be a refresher to the orientation you may have received years ago and will keep you up-to-date with the information your employees are currently receiving at their new employee orientation.

\*\*\*\*\*

October 22 - Conflict in the Workplace  
3:00 p.m., Wood Center Conference Room C

Instructors: Jim Camm, Assistant Director, Personnel Services  
Don Foley, Director Judicial Services/Associate  
Dean, Student Services

It happens everywhere, it is inevitable, issues in the workplace will result in conflict between staff! What's important is how that conflict is processed, how staff are treated when there are a variety of opinions, and finding a way to encourage diversity of opinion while embracing and supporting final decisions. We will discuss ways to keep dialogue constructive, diffuse potentially explosive situations, and promote a positive work environment. Please bring your thoughts, experiences and questions so that we can learn from each other!

\*\*\*\*\*

ATTACHMENT 101/3

4.

EFFECTIVE: Immediately

RATIONALE: Work on the 1999 Staff Council calendar needs to begin immediately in order to meet printing deadlines, so that the calendar can be distributed at the December 4 meeting. The theme will focus on rural Alaska.

\*\*\*\*\*

ATTACHMENT 101/4  
UAF STAFF COUNCIL #101  
SEPTEMBER 16, 1998  
UPCOMING MEETINGS

September 14 - Staff Training, 9:00 a.m., Wood Center Conference  
Room A

September 16 - Staff Council, 8:30 a.m., Wood Center Ballroom

September 29 - Staff Affairs, 9:00 a.m., Wood Center Conference  
Room B

September 30 - Administrative Committee, 9:00 a.m., Wood Center  
Conference Room A

October 9 - Staff Council, 8:30 a.m., Wood Center Ballroom