WOOD CENTER’S MISSION STATEMENT

Wood Center’s mission is to develop the whole student by creating connections to UAF and the surrounding communities through a variety of programs, services, and opportunities.

Wood Center Staff

Wood Center has 13 non-student employees. Although each of us has different responsibilities, we all work toward the same goal: Making the Wood Center the best it can be.

Lydia Anderson, Director
Lexi Bystedt, Fiscal Tech for LIVE, Student Organizations
Lizzy Eddy, Assistant Manager, Front Desk
Cara Hollingsworth, Director, LIVE—Leadership, Involvement and Volunteer Experience
Josh Hovis, Student Organizations Coordinator
Ryan Keele, Event Services Coordinator
Heather Kraemer, Pub Manager
Kent Johnson, Bowling Mechanic
Julene Lowdermilk, Fiscal Tech/Admin Assistant
Jeri Maxwell, Associate Director of Operations
Carrie McGee, Fiscal Officer
Cody Rogers, Assistant Director, Student Activities
Damien Snook, New Student Orientation Coordinator

Special Points Of Interest

• The Pub opened on November 3, 1975. Entry into the Pub for the first two evenings was determined by a lottery. Only 50 people were let in each evening.

• The mural in the Multi-Level Lounge was painted in 1986 by two former Wood Center student employees, Cheryl Langlois and Michelle Waldele.

• President Reagan dined in the Ballroom in May, 1984.
Advice for Leaders
Enjoy your leadership roles at Wood Center…we hope you will stop by the LIVE Program for more inspiration and resources throughout the year!

ADVICE FOR LEADERS

Work hard. It is your best investment.
Study hard. Knowledge empowers you to lead more intelligently.
Have initiative. Ruts often deepen into graves.
Love your work. The more you enjoy what you do, the less it seems like work.
Be exact. Slipshod methods bring slipshod results.
Have the spirit of conquest. This enables you to discover. With this you can also successfully battle and overcome difficulties.
Cultivate personality. Failure to weed a garden results in poor harvest; so it is with the personality of a leader.
Help and share with others. The real test of leadership is how much you help others succeed.
Be democratic. Unless you feel fair in your dealings with others, you can never feel just in your decisions.
In all things do your best. People who have done so have done all they can. If they do less, they have done little.

by Charles Schwab and P. Dail (from http://www.ncsu.edu/csleps/leadership/index.htm)

The Carol Brown Outstanding Student Employee Award
Each year the Carol Brown Outstanding Student Employee Award is given at the end of the Spring Semester to a student who consistently provides exemplary service to Wood Center. Named after former Assistant Director Carol Brown, this award recognizes the best of the best. Student employees are encouraged to nominate their peers for this award. Once nominations are received, a committee of WC students will select the person which best fits the qualities listed within the award criteria. The criteria for which the nominee is chosen are simple: go above and beyond; provide excellent customer service; have a great attitude and show pride in your job; be dependable; and motivate others with your work ethic.

The History of the William Ransom Wood Campus Center
Wood Center opened in January 1972, and was dedicated on September 29, 1972. It was built at a cost of 4.5 million dollars, and was designed by Alaska Architectural & Engineering. The contractor was Modern Construction. Before Wood Center was built, Constitution Hall functioned as the student union.

Wood Center is named after Dr. William Ransom Wood, the fourth president of the University of Alaska. Dr. Wood served the University from 1960 until 1973.

The Wood Center was originally designed to have three floors, but due to permafrost problems, construction was halted after only two floors. This design snafu is responsible for the Stairway to Nowhere which ends at the Crow’s Nest.
Wood Center is committed to the successful performance of its employees. As a staff, we strongly feel that ongoing communication is the key and is necessary in assisting you as you develop your work ethic and skills. It also allows for you and your manager to address positive work observations and mutual concerns, and assists in developing personal, professional, and Wood Center goals. Performance evaluations will be conducted during the academic year. Please contact your supervisor for an evaluation schedule. This will give you an opportunity to meet one on one with your supervisor.
Our work schedules are made up of various shifts. If you are late, it greatly impacts individuals that are waiting to go to class or home. Out of respect to your fellow employees and our Wood Center customers, WE EXPECT YOU TO BE ON TIME! Late arrivals, frequent absences, and leaving work early place added burdens on fellow workers and interfere with our ability to provide a high level of service. If you are unable to work your shift, or are unexpectedly detained, you are required to inform your supervisor and find someone to work for you. Substitutions are allowed only from among the trained staff in your area. Any anticipated absences should be discussed with your supervisor as far ahead as possible. Repeated tardiness and unexcused absences will not be tolerated. Adherence to the schedule is an important commitment; failure to cover a shift may affect your employment status. If you are unable to cover a shift due to a sudden illness or a personal emergency, you must inform your supervisor or manager on duty as soon as possible so a replacement can be found.

You are hired for a specific position. Additional work hours in other departments of the Wood Center are subject to the written approval of your current supervisor and the supervisor of the new department.

Addresses, Phone Numbers, and Class Schedules

Please make sure that your supervisor and the Wood Center Fiscal Tech (Julene) have your current address, phone number, e-mail, and class schedule. Our employee contact list will remain current only if you provide us the most accurate information. The employee list (e-mails and phone numbers only) will be distributed to all Wood Center employees. The list is to be used only by Wood Center employees to contact each other in an effort to cover shifts. DO NOT give out any of the listed information to anyone other than staff members.

Class schedules are used by full-time staff only to accurately schedule your work hours so that time spent at the Wood Center does not conflict with your academic priorities.

Only 20 hours a week?

Wood Center offers students a chance to work part-time and schedule their hours to fit into their spare time. UAF policy states that student employees cannot work in excess of 20 hours a week, except during the winter holiday, spring break, and summer. If you must work more than 20 hours per week, please see your supervisor about a waiver.

Please take a good look at your schedule before you commit yourself to a certain number of hours. Remember that you will probably have more time at the beginning of the semester than you will at the end. New students should be especially careful about how many hours they sign up for, at least until they get accustomed to college life. Once you have committed yourself, we expect you to be responsible for those hours through the end of the semester. THIS INCLUDES FINALS WEEK.

During the school year overtime is not an issue because you can only work 20 hours per week. However, if you work more than 40 hours per week during holiday breaks and summer you are eligible for overtime. HOWEVER, overtime must be approved by your supervisor, prior to the accrual of such time.
Getting Paid

Direct Deposits
At your request the University will deposit your paycheck to your local checking and/or savings account (bank or credit union) for you. We highly recommend taking advantage of this service! See the Wood Center Fiscal Tech (Julene) for the necessary paperwork. Please allow one month for this process to take effect. You will no longer receive a paper copy or stub in the mail. You can check UAOnline to get information about your paycheck, deductions, etc.

Paychecks
Paydays are every other Friday. Each pay period spans two weeks: from Sunday of the first week through Saturday of the second week. Please keep in mind that the first paycheck for new employees may be delayed as long as four weeks. If you have questions about your paycheck see Julene or Carrie.

Current Student Pay Rates (as of July 1, 2012)

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<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
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Note: There are at least 12 steps for each level.

Raises & Promotions
Salary step progression occurs annually through continued satisfactory performance by the student in the same assigned student grade level. Two semesters of active satisfactory performance within a twelve-month period will warrant a one-step increase on their anniversary date. Employment for at least twelve weeks during the summer will be equivalent to one semester.

Promotions are usually done internally. They are NOT based upon seniority, though seniority may be considered. Each staff member is evaluated for promotion based upon performance, ability, and potential. The only time seniority may be considered is when two people are equal in the evaluation process.

“Five Fun Facts about the College Union”

Fact 1: The earliest college union, founded at Cambridge University in England in 1815, was literally a union of three debating societies.

Fact 2: The first college unions were available only for men. As more women pursued higher education in the early 1900’s, some colleges and universities built separate unions for them. It was not until a few decades later that both men and women were able to use the same student life facilities.

Fact 3: A few unions have even more unique amenities such as a hotel, rock-climbing wall, swimming pool, or ice rink.

Fact 4: Bowling centers, prevalent in the 1950s and 1960s, were central features of many college unions for years. As bowing's popularity dwindled in later years, a number of unions removed the bowling centers, deciding that the space and funds devoted to maintaining them would be better used for other services. Today, as bowling has regained popularity, several unions have reintroduced bowling centers as part of a renovation or construction project.

Fact 5: Some unions join with academic and other campus departments to teach courses in institutional management, student learning, and group leadership. Others serve as laboratories for course work in recreation, journalism, business, technology, hospitality, event planning, and food production. And still others present publicly the work of music, art, and drama departments.
WOOD CENTER DEPARTMENT OFFICES
505 S. Chandalar
Room 101, Wood Center

Administrative Offices
Event Services / Scheduling
Graphics
LIVE — Leadership, Involvement and Volunteer Experience
New Student Orientation
Pub Manager
Student Activities
Student Organizations

Wood Center is a part of the division of University and Student Advancement.