



UAF Governance

P.O. Box 757500, Fairbanks, Alaska 99775-7500

Memo

To: Chancellor Dan White

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From: Staff Council

Date: March 19th, 2018

Re: Professional Development "Brown Bag Lunch" Series

We are writing to request your support for the upcoming UAF Staff Professional Development Series, to be coordinated by the University Advocacy Committee (UAC). This series will serve to provide UAF staff with opportunities to learn more about topics of interest and develop professional skills that they can take back with them to their departments and perhaps into their personal lives.

The format of this series is as follows. UAC will immediately begin to gather topics of interest from UAF staff. The intent is that UAC will schedule sessions aligned with these interests for about three months out. The topics will be presented by either staff, faculty, or other individuals from the community during a lunch hour each month, and participants will be encouraged to bring a brown bag lunch with them. Presenters will donate their services, and no costs will be incurred for food or beverages. As the series will take place over the lunch hour, employees will not be "on the clock" while attending. The series will initially consist of twelve events each year, but sessions may be held more often as interest demands.

The initial session has been scheduled for April 10, 2018, and will be presented by Pips Veazey, Nicole Cundiff and Kelli Hite-McGee. Their topic will be a broad introduction to Crucial Conversations, with the intent that this topic will be revisited in varied ways in future sessions. We are hopeful that Sean Topkok will agree to be our presenter in May, speaking on the topic of cultural sensitivity and how our two concepts of brown-bag luncheons may work together to facilitate overlapping goals. A survey will go out to staff following the Staff Recognition and Development Day in May asking staff for ideas on topics. By the time June arrives, it is our hope that we have a summer's worth of brown-bag sessions scheduled.

We would like to maximize the use of everyone's time by requesting that supervisors allow their staff to leave a few minutes early for lunch to arrive at the event by 12:00pm and arrive back at work a few minutes late from lunch to accommodate the event's end time of 1:00pm. Your support would go a long way toward promoting this series and supporting UAF staff as a whole.

Kindest regards,

UAF Staff Council