

# Classified Council Agenda

Thursday, February 1, 2007  
8:30 – 10:00 a.m.  
ADM 204  
Access Number 1-800-893-8850  
Meeting Number 7730925

I. Call to Order

II. Introduction of Members and Guests

<input type="checkbox"/>	Kim Stanford, President	<input type="checkbox"/>	Lois Hall
<input type="checkbox"/>	Melodee Monson, Vice President	<input type="checkbox"/>	Lindsey Callender
<input type="checkbox"/>	Brenda Henderson, Secretary	<input type="checkbox"/>	Marilyn Borell
<input type="checkbox"/>	Cheryl Page	<input type="checkbox"/>	Megan Carlson
<input type="checkbox"/>	Craig Mead	<input type="checkbox"/>	Megan Zimplemann
<input type="checkbox"/>	Debbie Linn	<input type="checkbox"/>	Rebecca Jackson
<input type="checkbox"/>	Gabriella Leong	<input type="checkbox"/>	Robin Inman
<input type="checkbox"/>	Jennifer Howell	<input type="checkbox"/>	Sandra Barclay
<input type="checkbox"/>	Jennifer Myrick	<input type="checkbox"/>	Susan Hviid
<input type="checkbox"/>	Judi Spry	<input type="checkbox"/>	Timea Webster
<input type="checkbox"/>	Kathryn Smith	<input type="checkbox"/>	Sherry Trumpower
<input type="checkbox"/>	Kim Heidemann	<input type="checkbox"/>	Xiomara Owens

III. Approval of Agenda (pg.1)

IV. Approval of Summary – December 7, 2006 (pg. 2-3)

V. Reports

- A. President (pg. 4-5)
- B. Staff Alliance
- C. UAA Assembly
- D. Diversity Action Council
- E. Campus Safety Committee
- F. Sustainability (pg. 6)

VI. Old Business

- A. Paperless Processes
- B. Spring Service Event

VII. New Business

- A. Jim Mullen – Staff Development Day and staff training updates
- B. Family Friendly Campus
- C. Ron Swartz – Campus Safety

VIII. Information Items

- A. Priority Registration Draft (pg. 7)

IX. Adjourn

# Classified Council Summary

Thursday, December 7, 2006  
8:30 – 10:00 a.m.  
LIB 302  
Access Number 1-800-893-8850  
Meeting Number 7730925

I. Call to Order

II. Introduction of Members and Guests

X	Kim Stanford, President	X	Lois Hall
X	Melodee Monson, Vice President	X	Lindsey Callender
X	Brenda Henderson, Secretary	X	Marilyn Borell
	Cheryl Page	X	Megan Carlson
X	Craig Mead	X	Megan Zimplemann
X	Debbie Linn	X	Rebecca Jackson
	Gabriella Leong	e	Robin Inman
	Jennifer Howell	X	Sandra Barclay
	Jennifer Myrick	e	Susan Hviid
X	Judi Spry		Timea Webster
X	Kathryn Smith	X	Xiomara Owens
X	Kim Heidemann	X	Sherry Trumpower

III. Approval of Agenda (pg. 1-2)  
Approved

IV. Approval of Summary – November 2, 2006 (pg. 3-5)  
Approved

V. Reports

A. President

See attached

- o HR paperless processes – will be sending out an email collecting ideas on what forms you use regularly that might be a good area to look at as far as paperless processes, and since this is an Assembly issue we will be in more of an advisory capacity
- o Jim Mullen has been selected to fill a term appointment as UAA HRS Director, and Marva Watson and Ron Kamahale have been selected to fill term appointments as UAA HRS Associate Directors

B. Staff Alliance

See attached

C. UAA Assembly

See attached

D. Diversity Action Council

No report

E. Campus Safety Committee

- o Discussions about robbery on campus, and a shooting in the vicinity of the West Hall area – campus security has been increased and they are working with APD to resolve robbery

- Please do not use space heaters, call facilities to check the heat – or if you must use a space heater, do not leave one running unattended. If a heater is found running and unattended, the heater will be confiscated
- Cyndi Spear gave an update on development of a natural disaster plan; UAA has a campus response team equipped to operate for 72 hrs., immediately after a disaster occurs
- Working on consolidating the policy regarding children on campus in the event of a ASD strike
- Ron Swartz would like to give a presentation at the next meeting on the various campus safety drills and safety procedures that faculty, staff and students should follow in the event of an emergency

#### F. Sustainability

- Discussion on carbon footprint on campus, directions we may focus on and revising subcommittees

### VI. Old Business

#### Meat Drive and other events

- Meat drive went well and everything is ready to deliver to Rescue Mission
- Valdez is planning a drive for donations to go to the local animal shelter, an idea to pursue here in the future
- This Spring we will be planning a drive for household items and Mother's Day items for donation to local AWAIC shelter
- Human Services Club collected 343 lbs. of peanut butter and jelly to turn into the Food Bank of Alaska

#### Summex Health Survey – Mike Humphrey

- A date for the Summex \$100.00 survey rebate hasn't been set yet

#### Clothing Drive

- Clothing Drive – still taking donations of any type and size of clothing to be turned in by December 19<sup>th</sup>, also you can turn in full boxes before that time to Governance Office. We will sort in ADM on 21<sup>st</sup> and deliver to local organizations on the 22<sup>nd</sup>
- If anyone needs donation boxes, they can pick one up from GSS. A link to a clothing drive flyer will be sent out today and an email will be sent out ASAP regarding a clothing sort date and location, and a date for drop off to organizations

### VII. New Business

#### WIN for Alaska

- Some of the emails from WIN for Alaska have been going to junk mail folders
- WIN for Alaska E-mail; [winfor@alaska.net](mailto:winfor@alaska.net)
- WIN for Alaska presentation given today and sent to staff by email can be accessed on the Governance website under, *Classified Council / Information Items*
- Portal Links HAT (Health Activity Tracker), OWC (Online Wellness Center)  
<https://wellsuite.com/winforalaska/hat/>  
<https://wellsuite.com/winforalaska/owc/>

### VIII. Information Items

- Construction started this week in SSB where they are replacing the current food court with a Starbucks

### IX. Adjourn

#### PRESIDENT'S REPORT

- **PBAC**  
Planning Budget Advisory Council (PBAC) met January 26, 2007. Discussion focuses on the FY08 UAA budgeting process and Performance Based funds from SW. The 2007 Strategic Opportunity Fund application is now available – Deadline is March 1, 2007.
- **FACULTY ASSOCIATION**  
Continue to attend regular meetings of the UAA Faculty Association.
- **STAFF DEVELOPMENT DAY**  
Met with Jim Mullen, Director of HRS, on January 12<sup>th</sup> to discuss Staff Development Day (history, concerns, suggestions, etc). Mr. Mullen is very supportive of SDD and anxious to get the planning moving since we are short on time. We also discussed staff training and development. We agreed that the Fall efforts were very encouraging and this needs to continue and grow.

#### STAFF ALLIANCE REPORT

- Staff Alliance met January 9<sup>th</sup> (regular meeting)
- **SPRING RETREAT – JUNEAU**  
Staff Alliance is planning their spring retreat to Juneau on April 3-4. We will hold our regular meeting, as well as meet with legislators to deliver cookies, thank them for their support of UA, and encourage their future support.
- **STUDENT SUCCESS**  
Much discussion has been taking place systemwide regarding student success. Staff are encouraged to realize their very important role in student success, and be involved in these efforts.

#### UAA ASSEMBLY

- UAA Assembly met January 11<sup>th</sup> (regular meeting)
- **PAPERLESS PROCESS AT UAA**  
Discussion continued regarding use of paperless processes at UAA. A memo from Assembly to UAA Chancellor's Cabinet is being prepared to encourage paperless processes at UAA.
- **FAMILY FRIENDLY CAMPUS**  
Further discussion was held related to the Family Friendly Campus initiative. It is imperative that the UAA community understands this encourages family friendly events on the campus and acceptance/support of those who bring children to campus in accordance with policies and procedures. No attempt to change policies is intended. Vice Chancellor Ejigu recommended we pursue a family night at a hockey game. Meghan Carlson is taking the lead on this project.

- **DIVERSITY AND COMPLIANCE DIRECTOR UPDATE**  
Vice Chancellor Ejigu noted that we could not fill this position due to a lack of competitive salary. There will be a 9-12 month interim appointment while we work to reclassify/upgrade the position at which time a national recruitment will occur.
- **PRIORITY REGISTRATION**  
Enrollment Services is recommending returning to a Priority Registration system. This would involve priority order: 1) graduating/grad students, 2) returning degree-seeking students, 3) new degree seeking students, 4) non-degree seeking students. Feedback is welcome – it is hoped to implement this for Fall 2007.
- **GOODBYE TO BARB TULLIS**  
Barb Tullis is retiring after many years of quality service to UAA. Her reception will be held on January 24, 3:30 pm in ADM 204.
- **AND...GOODBYE TO CYNDI SPEAR**  
Cyndi Spear has announced her resignation. A decision regarding how to proceed in filling this position will follow shortly. Please attend Cyndi's going-away reception on Friday, February 2<sup>nd</sup>, 3:00 pm in ADM 204.

## Sustainability—Communication Subcommittee

Submitted by Kathy Smith

We have planned “Truth on Campus: Rising to the Climate Challenge” for the week of January 29—February 2. This event is coordinated with campuses nation-wide featuring the free viewing of Al Gore’s “An Inconvenient Truth”. Below is a copy of a press release listing some of the week’s events.

### *Activities to raise awareness on sustainability*

During the week of Jan. 29 through Feb. 2, UAA will host a series of action related events, featuring multiple showings of An Inconvenient Truth, public discussion forums, sustainability fair, an International Polar Year (IPY) presentation, and other related activities. This week kicks off UAA's Global Climate Change Initiative, an ongoing campaign to raise awareness and encourage involvement to reduce personal and institutional carbon footprints. Public events and activities scheduled to take place include:

- A free showing of Al Gore’s movie, “An Inconvenient Truth,” on Thursday, Feb. 1 at 7:15 p.m. in Rasmuson Hall, room 101. A panel discussion will follow. Panelists include Deborah Williams of Alaska Conservation Solutions; Peter Larsen of UAA’s Institute of Social and Economic Research (ISER); Jeff Welker of UAA’s Environment and Natural Resources Institute (ENRI); Seth Holtshouser, UAA student; Amelia Josephson of Alaska Youth for Environmental Action (AYEA); and a representative from Renewable Energy Alaska Project (REAP).
- A Brown Bag Global Climate Change Discussion on Friday, Feb. 2 from 11:30 a.m. to 1:00 p.m. in the Lyla Richards conference room (103) in UAA’s Student Union. An informal public discussion will follow a brief panel presentation. Participants include Fran Ulmer of ISER, Deborah Williams of Alaska Conservation Solutions; Peter Larsen of ISER; Jeff Welker of ENRI; Kevin Harun from the Office of the Mayor of Anchorage; UAA students; and a representative from REAP.

Overwhelming scientific evidence suggests that the world is rapidly exhausting key resources and putting future generations at risk of living in a significantly diminished world. However sustainability is defined, UAA is committed to ensuring that our graduates are citizens who can capably

## PRIORITY REGISTRATION PROPOSAL - DRAFT 2

Problem: Nearly 1000 course seats were taken by non-degree seeking students during the first three weeks of fall 2006 registration. Approximately 380 of these seats were in GER courses.

At the close of business on the first day of registration for spring 2007, **206** courses were closed and over **4700** students (32% of our student population) had registered (with 2637 registering before 8:30 a.m.). **621** non-degree seeking students, including secondary school students, registered during the first day of spring 2007 registration. By staggering registration for certificate- and degree-seeking student populations, UAA has the opportunity to assist students to complete certificates and degrees in a timelier manner by providing additional registration access to GER seats. By delaying the registration of non-degree seeking for three weeks, UAA has the opportunity to provide registration access to over **500** GER seats to certificate- and degree-seeking students.

Solution: The following priority registration schedule is proposed, effective for fall 2007 registration, to advance university goals of increasing student persistence and improving student graduation rates.

1. All students who have applied for graduation from a UAA certificate or degree program, all admitted graduate students, and all designated learner populations approved by the Assistant Vice Chancellor for Enrolment Management. **This group would gain access to registration for 2 days before anyone else. Fall '07 registration would begin for this group on April 9, 2006.**
2. All certificate- and degree-seeking students with a completed admissions file who are continuing from previous semester (summer excluded). **This group would gain registration access the next 2 days. Fall '07 registration would begin for this group on April 11, 2006.**
3. All newly admitted certificate- and degree-seeking students, new transfer students, and certificate- and degree-seeking students who have been admitted in the last 2 years who have stopped out and are now returning. **Fall '07 registration would open for this group beginning April 13, 2006.**
4. Student classified as non-degree seeking students, including secondary school students, would gain access to registration approximately 3 weeks after registration first opens for the first certificate- and degree-seeking student cohort. **Fall '07 registration would begin for this group on April 30, 2006.**

According to UAA enrollment activity trends, students are registering earlier every year and more students are taking advantage of the 24/7 registration option that is available to them via UAOnline. UAOnline allows students to conduct business outside normal business hours. The goal of these new priority deadlines is to serve students and the university mission more effectively by:

- Providing certificate and degree-seeking students with additional opportunities to register early for required courses to complete their degree in a timely manner;
- Providing students with additional opportunities to register early for required courses to meet the newly implemented GER policy requiring degree-seeking student to complete all Tier 1 GER core courses prior to accumulating 60 credits.
- Encouraging certificate- and degree-seeking students to apply for admission to their desired program of study in a timely manner.
- Encouraging certificate- and degree-seeking students to apply for graduation in a timely manner.
- Continuing to service those students wishing to take courses for professional development or personal enrichment, while giving registration advantage to students pursuing certificates or degrees who may be under time constraints to meet the financial aid 150% time to degree requirement for funding.

For example, there were 27,643 individuals eligible to register for the spring 2007 semester. What follows is a breakdown of eligibility for the spring 2007 semester using the cohorts proposed above:

- Cohort 1 - 1,232 would be eligible to register
- Cohort 2 - 12,305 would be eligible to register
- Cohort 3 - 4,649 would be eligible to register
- Cohort 4 - 9,457 would be eligible to register (928 of this cohort are eligible secondary school students).

Anchorage spring semester opening headcounts are 12-13,000 students, with 3,500 to 3,800 non-degree students.