I. Call to Order:
II. Introduction of Members

2014-2015 University Assembly Membership
President – Elizabeth Winfree  Vice President – Stacey Lucason

<table>
<thead>
<tr>
<th>APT</th>
<th>Classified</th>
<th>Faculty</th>
<th>USUAA</th>
<th>Alumni Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen McCoy</td>
<td>Katie Frost</td>
<td>Diane Hirshberg</td>
<td>Stacey Lucason</td>
<td>Cathleen Hahn</td>
</tr>
<tr>
<td>Melodee Monson</td>
<td>Chris Tripllett</td>
<td>Tara Smith</td>
<td>Dave Rand</td>
<td>Rachel Morse</td>
</tr>
<tr>
<td>Ryan Hill</td>
<td>Dave Robinson</td>
<td>Sharon Chamard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carey Brown</td>
<td>Ryan Buchholdt</td>
<td>Cam Choy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bryan Zak</td>
<td>Maureen Hunt</td>
<td>Toby Long</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Approval of Agenda (pg. 1-2)
IV. Approval of Summary (pg. 3-4)
V. President’s Report
VI. Administrative Reports
   A. Chancellor, Tom Case
      Case Notes [http://greenandgold.uaa.alaska.edu/chancellor/casenotes/](http://greenandgold.uaa.alaska.edu/chancellor/casenotes/)
      Highlights: [http://www.uaa.alaska.edu/chancellor/communications/UAA-Highlights/index.cfm](http://www.uaa.alaska.edu/chancellor/communications/UAA-Highlights/index.cfm)
   B. Provost & Executive Vice Chancellor, Sam Gingerich
   C. Vice Chancellor of Administrative Services, Bill Spindle
   D. Vice Chancellor of Advancement, Megan Olson (pg. 5-7)
   E. Vice Chancellor of Student Affairs, Bruce Schultz (pg. 8-11)
   F. Director of the Office of Diversity and Compliance, Marva Watson

VII. Governance Reports
   A. System Governance Council – Kathleen McCoy (pg. 12-14)
   B. Faculty Senate/ Faculty Alliance – Diane Hirshberg
   C. Staff Alliance – Liz Winfree and Kathleen McCoy
   D. APT Council – Kathleen McCoy (pg. 15)
   E. Classified Council – Chris Tripllett (16-17)
   F. Union of Students/ Coalition of Students – Stacey Lucason
   G. Alumni Association - Rachel Morse
VIII. Old Business
   A. Student Employment Taskforce Update (pg. 18)
   B. Program Prioritization Update and Discussion

IX. New Business
   A. PBAC Language on Furlough
   B. University Assembly Scheduling Discussion for 2015-2016

X. Information/Attachments
   A. Upcoming Governance Events (recurring item)
   B. Emergency Revisions to R04.07.110 Layoff, Recall and Release and R04.08.060.G. (pg. 19-30)
   C. The deadline to complete required HealthyRoads rebate related activities is April 30, 2015

XI. Adjourn
I. Call to Order: 9:06am

II. Introduction of Members

2014-2015 University Assembly Membership

<table>
<thead>
<tr>
<th>President – Elizabeth Winfree</th>
<th>Vice President – Stacey Lucason</th>
</tr>
</thead>
<tbody>
<tr>
<td>P Kathleen McCoy</td>
<td>E Katie Frost</td>
</tr>
<tr>
<td>Melodee Monson</td>
<td>P Diane Hirshberg</td>
</tr>
<tr>
<td>Ryan Hill</td>
<td>P Dave Robinson</td>
</tr>
<tr>
<td>Carey Brown</td>
<td>P Ryan Buchhold</td>
</tr>
<tr>
<td>Bryan Zak</td>
<td>P Maureen Hunt</td>
</tr>
<tr>
<td>P Melodee Monson</td>
<td>P Dave Robinson</td>
</tr>
<tr>
<td>P Ryan Hill</td>
<td>P Dave Robinson</td>
</tr>
<tr>
<td>P Carey Brown</td>
<td>P Ryan Buchhold</td>
</tr>
<tr>
<td>P Bryan Zak</td>
<td>P Maureen Hunt</td>
</tr>
<tr>
<td>P Kathleen McCoy</td>
<td>P Dave Robinson</td>
</tr>
<tr>
<td>P Melodee Monson</td>
<td>P Dave Robinson</td>
</tr>
<tr>
<td>P Ryan Hill</td>
<td>P Dave Robinson</td>
</tr>
<tr>
<td>P Carey Brown</td>
<td>P Ryan Buchhold</td>
</tr>
<tr>
<td>P Bryan Zak</td>
<td>P Maureen Hunt</td>
</tr>
</tbody>
</table>

III. Approval of Agenda (pg. 1)  
*Did not have quorum*

IV. Approval of Summary (pg. 2-3)  
*Did not have quorum*

V. President’s Report

VI. Administrative Reports

A. Chancellor, Tom Case (pg. 4-12)

Case Notes [http://greenandgold.uaa.alaska.edu/chancellor/casenotes/](http://greenandgold.uaa.alaska.edu/chancellor/casenotes/)

Highlights: [http://www.uaa.alaska.edu/chancellor/communications/UAA-Highlights/index.cfm](http://www.uaa.alaska.edu/chancellor/communications/UAA-Highlights/index.cfm)

Provided a Smoke-free Campus update, President Gamble will be implementing this system wide

Accreditation groups have visited the campus to advance accreditation efforts

Veteran’s Appreciation Week was filled with activities, events and opportunities from November 7th-13th

Celebrated the 15th anniversary for Recruiting and Retention of Alaska Natives into Nursing (RRANN)

Provost Baker will remain the Provost until his retirement effective December 31st. Sam Gingrich will serve as interim Provost until July 2015

Board of Regents will be meeting on December 11th-12th in Anchorage. One of the agenda items is the approval of the Doctorate of Nursing Practice

Discuss the University of Washington School of Law and UAA 3+3 program development

Discussed the furlough update regarding how Statewide, Human Resource Services, and General Counsel have begun drafting legal interpretations of various furlough tracks that could be taken into consideration if necessary. Encouraged everyone to give the process time to be analyzed.

B. Provost & Executive Vice Chancellor, Bear Baker

C. Vice Chancellor of Administrative, Services Bill Spindle

Furlough update included a reminder that at this point it is serving as a preventative process. The function prioritization review is being finalized; the next step is to analyze the program review. From this information, no rash decisions will be made.

Provided a budget update regarding the proposed FY16 Capital Budget Request and High Demand Program Requests by Initiative. In order to keep centers open, additional funding is required. A committee including USUAA will be compiled to work on the shaping of the Smoke-free campus

D. Vice Chancellor of Advancement, Megan Olson (pg. 13-15)

A goodbye celebration for Provost Baker will be held on Friday, November 21st at 3:30pm in the WFSC National Philanthropy Day is also on November 21st; please consider donating to important charities

The Chancellor’s Holiday Party will be held in the Alaska Airlines Center between 3:00-5:00pm on December 4th. Friends and family are welcome

The first fall commencement ceremony will be held in the Alaska Airlines Center on Sunday December 14th at 1:00pm. Dr. Vernon Smith will receive the first dual honorary degree

Tlisa Northcutt received the Philanthropist of the Year Award for her fundraising successes

E. Associate Vice Chancellor Karpilo for Vice Chancellor of Student Affairs, Bruce Schultz (pg. 16-19)
F. Director of Human Resources, Ron Kamahle for
   Director of the Office of Diversity and Compliance, Marva Watson
   HealthyRoads will be starting a new program to incentivize healthy habits and get credits for premiums
   for next year. Information will be emailed out next Monday.

   Statewide Human Resources is going to be putting out guidance for all campuses regarding the
   Affordable Care Act for July 2016. From January onward, systems will be put in place to monitor and
   track temporary employees so it is clear who is eligible for healthcare coverage.

VII. Governance Reports
   A. System Governance Council – Kathleen McCoy
   B. Faculty Senate/ Faculty Alliance – Diane Hirshberg (pg. 20-22)
      Provost Searches will be critical for upcoming years, please forward information for potential
      candidates
   C. Staff Alliance – Liz Winfree and Kathleen McCoy
      Discussed the furlough and insurance. Drafted a resolution in support of a smoke-free campus.
   D. APT Council – Kathleen McCoy
   E. Classified Council – Liz Winfree and Chris Triplett
      Staff Consolidation and Bylaw Review Committee has met to discuss what consolidation will look
      like in terms of progression, efficiency and cost-effective processes. The next meeting will be held
      in ADM 201 on Tuesday, November 18th at 4:00pm
   F. Union of Students/ Coalition of Students – Stacey Lucason
      The Smoke-free initiative will be voted on pending amendments
      Considering the Title IX differences between students, student employees and Student Government
      positions
      GPA transferability has raised concerns over any upcoming potential changes
      USUAA Thanksgiving Day Feast will be held on Thursday, November 27th from 4:00-6:00pm in
      the Edward Lee Gorsuch Commons
   G. Alumni Association - Rachel Morse (pg. 23)
      Alumni Association is interested in a Student and Alumni trip to Juneau in February

VIII. Old Business
   A. Student Employment Taskforce Update (pg. 24)
      Has worked to put together goals, brainstormed recommendations, and will work on further
      recommendations prior to submitting them for review.

IX. New Business

X. Information/Attachments
   A. Upcoming Governance Events (recurring item)

XI. Adjourn: 10:08am
Administration

- **May Commencement**
  - *Faculty RSVP*
    The faculty RSVP page for the spring commencement and hooding ceremonies will be live in mid-March. RSVPing for these ceremonies is imperative for assuring adequate seating is secured.
  
  - *Tickets*
    All candidates for graduation are encouraged to invite their family and friends to help them celebrate this significant milestone and momentous occasion. All guests over the age of two must have a commencement ticket to enter the Alaska Airlines Center. Graduates themselves and faculty are not required to have tickets, but will have special, marked entrances into the Alaska Airlines Center.

Alumni Relations

- **Engineering Chapter Hosts Meet & Greet—Jan. 30**
  The College of Engineering alumni chapter hosted a student-focused meet and greet, inviting first-year students, engineering alumni and representatives from various professional organizations and student clubs to an informal event in the UAA/APU Consortium Library.

- **Mat-Su Alumni Open New Theater—Feb. 7**
  The Glenn Massay Theater opened at Mat-Su College this February. Members of the Mat-Su Area alumni chapter reconvened to serve as ushers at the 520-seat theater’s dedication and grand opening.

- **Juneau Fly-in—Feb. 22-23**
  Juneau area alumni welcomed UAA students during the legislative fly-in. Student leaders and UAA alumni met for dinner on Sunday, Feb. 22 at Hangar on the Wharf. The following night, the UAA, UAF and UAS Alumni Associations hosted a pizza party in the Capitol building, attended by UA students, legislatives officials, alumni senators and representatives and members of the local Juneau chapter.

- **Alumni ParTee: 9 in the Spine—Feb. 26**
  The second annual Alumni ParTee teed off on Feb. 26, inviting double the alumni and double the student groups to participate. Alumni teams returned to campus to putt through 18 student-designed mini-golf holes in an alumni fundraiser for student scholarships.

- **D.C. Area Alumni Dinner—March 3**
  Washington, D.C. Seawolves met for after-work apps in the capitol with Assistant Vice Chancellor for Alumni Relations Rachel Morse on March 3.
• **Alumni Night at the Alaska Airlines Governor’s Cup—March 7**
  UAA alumni can pick up $10 tickets for this weekend’s fourth and final hockey game between UAA and UAF this season. Coach Matt Thomas will join an alumni kickoff rally at Sullivan Arena at 5:30 p.m. on Saturday. The first 100 fans, friends and families in the alumni section will receive green and gold pom-poms and UAA swag. Click here for more information.

### Development

• **Corporate and Foundation Gifts**
  - ExxonMobil Foundation donated $80,000 to the ANSEP Middle School Academy.
  - Chugach Alaska donated $50,000 to support the Excellence in Alaska Native Business and Public Policy fund.
  - Spice Ratchet Mills, LLC donated 300 birch wood chef’s grinders to Culinary Arts, Hospitality/Dietetics and Nutrition.

• **Annual Giving**
  Final numbers for Annual Giving’s fall direct mail fundraising efforts totaled over $120,000 from 361 donors.

• **Phonathon**
  After two weeks of calling, Phonathon has raised $4,535 and has received donations from 69 new donors.

### University Relations

• **#Amazing Stories**
  The University Relations team continues to tell UAA’s #AmazingStories. Here are a couple highlights from the past month:

  - Matanuska Glacier Converted into UAA Classroom
    [http://greenandgold.uaa.alaska.edu/blog/31459/beginning-ice-climbing/?a](http://greenandgold.uaa.alaska.edu/blog/31459/beginning-ice-climbing/?a)

  - Training for a Canoe Marathon, Running a Surprise Iditarod
    [http://greenandgold.uaa.alaska.edu/blog/31975/training-canoe-marathon-running-surprise-iditarod/](http://greenandgold.uaa.alaska.edu/blog/31975/training-canoe-marathon-running-surprise-iditarod/)

  - Surviving Two Wars: An Active-Duty Love Story
    [http://greenandgold.uaa.alaska.edu/blog/31502/surviving-two-wars-active-duty-love-story/?a](http://greenandgold.uaa.alaska.edu/blog/31502/surviving-two-wars-active-duty-love-story/?a)

• **Media Outlets**
  More than 300 mentions of UAA in mainstream media outlets, including:

  - Nearly 100 stories citing UAA professors as expert sources on Alaska’s economy, marijuana law, the oil industry, Arctic climate change and Arctic resource development. Outlets included Huffington Post.
  - A high quantity of positive, national mentions of Athletics. Outlets included ESPN’s Sports Center.
  - Alaska Dispatch News arts cover on Hugh McPeck
  - Research feature stories included projects by Center of Justice research and Institute for Circumpolar Health Studies. Outlets included Alaska Associated Press wire service.
• **Postcards Home Series**
In early January, we re-launched our special “Postcards Home” series, which highlights the experiences of UAA students participating in legislative internships in Juneau during the current session. We’ve had great participation from the interns so far, with five posts to date:

- Meet the UAA Crew Headed to Juneau as Legislative Interns
  [http://greenandgold.uaa.alaska.edu/blog/30348/postcards-home-meet-uaa-crew-headed-juneau-legislative-interns/?a](http://greenandgold.uaa.alaska.edu/blog/30348/postcards-home-meet-uaa-crew-headed-juneau-legislative-interns/?a)

- Legislative Intern Mark Simon on his Solo Journey to Juneau
  [http://greenandgold.uaa.alaska.edu/blog/30907/postcards-home-mark-simon-journey-juneau/?a](http://greenandgold.uaa.alaska.edu/blog/30907/postcards-home-mark-simon-journey-juneau/?a)

- Legislative Intern German Baquero Masters Week One
  [http://greenandgold.uaa.alaska.edu/blog/31089/postcards-home-legislative-intern-german-baquero-masters-week-one/?a](http://greenandgold.uaa.alaska.edu/blog/31089/postcards-home-legislative-intern-german-baquero-masters-week-one/?a)

- Legislative Intern Trevor Gutierrez has a Moment of Panic Before the Real Work Begins
  [http://greenandgold.uaa.alaska.edu/blog/31393/postcards-home-legislative-intern-trevor-gutierrez-moment-panic-woork-begins/?a](http://greenandgold.uaa.alaska.edu/blog/31393/postcards-home-legislative-intern-trevor-gutierrez-moment-panic-woork-begins/?a)

- Legislative Intern Mark Simon Reveals the Only Thing He Can Write Home About—Rain
  [http://greenandgold.uaa.alaska.edu/blog/31909/postcards-home-legislative-aide-mark-simon-reveals-thing-write-home-rain/?a](http://greenandgold.uaa.alaska.edu/blog/31909/postcards-home-legislative-aide-mark-simon-reveals-thing-write-home-rain/?a)

• **Alumni Spirit Magazine**
Work continues on the spring edition of the Alumni Spirit magazine, slated to hit the mailboxes of UAA alums in late April.

• **Staff Update**
UR writer Jamie Gonzales has accepted an editor’s position with the Alaska Dispatch News. Her last day was Feb. 27.

# # #
Office of Student Affairs (OSA) & Assessment

On February 24, Student Affairs collaborated with Undergraduate Academic Affairs and the Center for Advancing Faculty Excellence to co-sponsor a full-day event of workshops and conversations regarding High Impact Education Practices with Dr. George Kuh. This event is a testament to the on-going collaborations that unify this campus. UAA success as an institution is reflective of its outstanding faculty, staff, and campus partners. Continuing to build relationships and strengthen high impact practices demonstrates UAA’s commitment to supporting the same outcomes of student success.

George Kuh’s visit also fueled the creation of a High Impact Practices Reading Group co-facilitated by Faculty and Student Affairs professionals. Colleagues from across academic affairs and student affairs have been able to come together during the past two months — and will continue to meet — to engage in meaningful dialogue about the power of high impact practices and how these strategies can further enhance the work faculty and staff do to support the Seawolf experience.

The Division of Student Affairs continues to innovate at Shared Grounds, a monthly opportunity for staff to come together to contribute their voice, connect with colleagues, and collaborate across diverse perspectives in topics facing Student Affairs today. Recent topics have included professional growth, appreciating student diversity, self-care, New Year’s resolutions, and staying on track. Visit the Conversation Café blog to read more about the meaningful conversations occurring: conversationcafe.commons.uaa.alaska.edu.

The Student Affairs Assessment Team (A-Team) launched the “Did You Know?” e-mail campaign, an effort to regularly provide Student Affairs staff with facts and figures about divisional efforts and the UAA student experience. An archive of the e-mails can be found: www.uaa.alaska.edu/studentaffairs/assessment/past-assessment-projects.cfm.

Native Student Services (NSS)

Native Student Services (NSS) hosted the 2nd Annual Alaska Native Scholarship and Internship Fair on Thursday, February 12, in the Student Union. A total of 34 organizations from throughout Alaska participated in this event. A feedback survey of the participating organizations revealed 95.2% felt this event was worthwhile and 93.6% were able to network with various organizations and UAA programs.
Office of Admissions & Electronic Student Services (ESS)
The Office of Admissions successfully implemented Advance Capture for admissions letter with the help of ESS. This automation has resulted in an estimated savings of 15-30 hours of student time/week. Admissions and ESS is also working on uploading information directly from the Anchorage School District transcripts into Banner.

Office of the Registrar
The Office of the Registrar continues to set up and test new room scheduling software purchased by Administrative Services. This software is designed to improve space utilization across campus and further streamline academic room scheduling.

Summer registration opened on February 23 and fall courses will become viewable on March 23 with priority registration kicking off on April 3. Don’t forget to check out the online Registration Guide at www.uaa.alaska.edu/records/registration/index.cfm for important deadlines and current tuition and fee information.

Spring commencement is just around the corner. Degree Services recently contacted departments requesting information for departmental and special honors to be included in the Commencement Program. These submissions are due Friday, March 27.

Over the past two months, the Office of the Registrar has evaluated over 15,000 courses for 964 students.

Office of Student Financial Assistance (OFSA)
To support on-time degree completion a new grant will be available to UAA students as of fall 2015. Formerly known as the University of Alaska Grant, the new UA Completion Grant will assist financially needy students striving to finish their degree on time by enrolling in 15 credits/semester. To receive a UA Completion Grant students must meet basic eligibility criteria and be nominated by their academic or faculty advisor. A formal announcement and additional details will be forthcoming in March.

This spring semester, 1,139 students were certified for VA Education Benefits.

The 2015-16 scholarship deadline was February 15. This year OFSA received 3,640 applications. The Standing Scholarship Committee has recruited 86 volunteers (including alumni) to read and score essays using a new and improved rubric. This year the rubric was readily available to students, which hopefully helped students to write more thoughtful essays. Those interested in volunteering to read these submissions are invited to sign up at www.uaa.alaska.edu/financialaid/ssctform.cfm.

The Title IV Compliance Team completed its review of UA’s Satisfactory Academic Progress (SAP) policy and provided feedback and recommendations for changes to the Associate Vice President of Statewide Student Services. The objective of the review was to ensure the policy is both student-centered and compliant with federal regulation. The team recommended that (1) UA use a cumulative institutional GPA for SAP rather than the cumulative UA GPA, and (2) UA introduce a tiered completion ratio requirement for first-year students in associates and baccalaureate degree programs, which would reduce the number of first-year students losing access to financial aid due to difficulties transitioning to college, thereby improving retention. Per Board of Regents policy, the recommended changes must be adopted by all three MAUs before it can be implemented.

Office of Student Information
During spring opening (January 5- February 2) the Office of Student Information assisted 2,728 students in person and responded to 1,863 emails. During this same time period the Office surveyed students about its current hours of operation and location. Of the students surveyed, 96% indicated that the current hours meet their needs, while 17% indicated that the current location poses a problem for them.

The Office of Student Information just finished the implementation phase of the new issue-tracking software developed by Pat Borjon, Electronic Student Services. Although there is not enough statistical data collected as yet to analyze its impact on the service to students and staff workloads, anecdotal feedback from both groups has been positive.
Advising & Testing Center (ATC)
The Advising and Testing Center supported UAA’s Preview Day by presenting three sessions on “Steps to Selecting a Major.” These presentations introduced prospective students and parents to ATC’s My Major Discovery program and enhanced awareness of the advising support and resources available to students.

Career Services Center (CSC)
February 13, BP and CSC co-sponsored a Business and Engineering Etiquette Lunch in which 43 students learned appropriate professional etiquette skills. The students also had the opportunity to network with 16 employers and UAA’s CIO/Associate Vice Chancellor of Information Technology.

New Student Orientation (NSO)
During NSO’s FUSION (For Unity and Service in Our Neighborhoods) event on February 19 and 20, students volunteered 464 hours of service at Food Bank of Alaska, Catholic Social Services, Anchorage Gospel Rescue Mission, Kid’s Corp, Inc., and Anchorage Parks and Recreation.

New Student Recruitment
New Student Recruitment organized Spring Preview Day on Friday, February 13. Recruitment hosted 407 prospective students and their guests who participated in the event – a 27% increase in attendance over Spring Preview Day 2014. Students enjoyed a tour of campus and attended numerous information sessions that showcased UAA’s academic programs and student services. Stacey Lucason, USUAA Student Body President, welcomed the visitors, sharing her own Amazing Story with the crowd. The UAA Hip Hop Club kept the energy going through the closing ceremony. A very sincere thank you to the volunteers, including the UAA Volleyball Team, who helped to ensure the event’s success.

TRiO Programs
Educational Opportunity Center, (EOC) Educational Talent Search (ETS) & Student Support Services (SSS)
The UAA TRiO Programs hosted TRiO National Day of Service 2015 on February 20 at the Lucy Cuddy Hall. TRiO National Day of Service draws the nation’s attention on the needs of low income first generation college students and their journey to access higher education, and provides an opportunity for TRiO students to say “thank you” to the community that supports them by completing a community service project. More than 160 participants. Keynote message, encouraged students to pursue higher education and described the importance “effort” makes, was delivered by Mr. Ma’o Tosi, Community Leader, Executive Director of Alaska Pride Youth Programs, and Manager of the Northway Mall in Anchorage.

Partnership between the EOC and the Alaska Commission on Postsecondary Education (ACPE) presents “Planning for Your Future: Career & College Connection.” It is a series of outreach workshops to promote access to higher education and career training. These free workshop series will be hosted throughout select communities within the Anchorage area for four months (February through May).
Department of Residence Life (DRL)
DRL has hired the ACUHO-i intern for the summer and the Resident Coordinators and ANROP Coordinator conducted returning staff interviews. Staff members have also attended prioritization meetings, meetings regarding the new DVSA programming, and will be traveling next month to Prince William Sound Community College (PWSCC) to hold different trainings for PWSCC and the Valdez community for Gatekeeper and SafeZone. Additionally, on March 10 and 18 Residence Coordinator Ryan Hill hosted once again the Dining with the Deans program and incorporated concepts from Dr. Kuh’s work on high impact practices.

Disability Support Services (DSS)
DSS celebrated Alaska Civil Rights Month by showing a Disability History Exhibit. Viewers were asked to provide feedback on how the exhibit impacted their view of disabilities.

DSS is also working with Whitney Brown, Coordinator of Student Affairs Research, Assessment and Staff Development, to develop Student Satisfaction Surveys to DSS students for Spring 2015. The captured data will then be used in the Student Affairs End of Year Report.

Student Health & Counseling Center (SHCC)
Between February 2 - 28, the SHCC staff meet with 1,323 students who requested appointments within the center. During this same time, the SHCC Promotion Team hosted 31 health promotion events, engaging 1,096 students. Included in this total number are 87 students who were screened for sexually transmitted diseases. Additionally, on February 6, 13, and 20, SHCC leadership requested support from the USUAA governing body for a per credit fee increase. On February 20, 2015, the USUAA governing body voted to approve a $5/credit fee increase. An immunization planning committee meeting was held on February 27 to plan for immunization compliance approach for all students prior to moving into Residential Housing.

Student Union & Commuter Student Services (SU&CSS)
SU&CSS hosted over 120 events within the facility during February 2015. Some highlights included:
- 1st annual UAA Global Kitchen on February 28, an event in which 291 students, staff & faculty participated.
- 5th annual Beard ‘n’ Mustache competition on February 25. The event had 49 competitors and 73 audience supporters.
- Table Tennis Tournament in partnership with the Alaska Table Tennis Club (AKTTC).
System Governance Council
Minutes
Monday, January 26, 2015
2 p.m. – 4 p.m.
Via Google Hangout

Call to Order and Roll Call
Meeting was called to order at 2:05 p.m.

Voting Members Present:

Faculty Alliance
Cécile Lardon, Vice Chair, Faculty Alliance

Staff Alliance:
Monique Musick, Chair, Staff Alliance

Coalition of Student Leaders:
Toby Wark, Chair, Coalition of Student Leaders
Mathew Carrick, Vice Chair, Coalition of Student Leaders

Alumni Associations:
Kate Ripley, Director, UAF
Rachel Morse, Chair, System Governance Council; Assistant Vice Chancellor, UAA

Ex Officio Members Present:
LaNora Tolman, Executive Officer, System Governance

Staff Present:
Joseph Altman, Coordinator, System Governance

Guests Present:
Mae Marsh, Director of Diversity and Equal Opportunity, UAF
Nancy Spink, Chief Risk Officer, UA

Voting Members Absent:
Kathleen McCoy, Vice Chair, Staff Alliance
Heather Mitchell, Manager, UAS
David Valentine, Chair, Faculty Alliance

Adopt Agenda and Minutes Approved
Monique moved to adopt the agenda and Cécile seconded. The agenda was adopted. Monique moved to approve the November 24, 2014 minutes and Cécile seconded. The minutes were approved.

Guest Comments
UA Minor Protection Policy – Nancy Spink
Nancy talked about the new policy proposed to protect the underage minors who come in contact with the university. The proposed policy will be on the next Board of Regents’ agenda.

Title IX – Mae Marsh
Mae asked for the Council to appoint individuals (faculty, staff and student) to the Title IX committee who will draft up a survey to be conducted university wide. Monday, Feb. 2 was the deadline set to get the names to LaNora.

Chair’s Report
Rachel talked about the teleconference briefing President Gamble had with his staff regarding the Governor’s Cabinet meeting. President Gamble mentioned communication with governance and the slow process. Rachel asked the council what are the ways to be more responsive. How can the Council help?

System Governance Topics
LaNora talked about meeting with President Gamble a few weeks ago and presenting some ways to help with governance feedback on policy and regulation. System Governance has recently obtained ListSers for all faculty, all staff and all students university wide. President Gamble liked the idea of the lists for System Governance. She also proposed that the System Governance Office create a website for posting proposed policy and regs for feedback with Google Forms. The response spreadsheet could be shared with the governance leaders and the initiating administrator. Governance would have the ability to send a final statement to the administration on an issue after reviewing the results.

Communication to governance groups was discussed and decided the best way to communicate is for LaNora to send out any messages directly to all the groups and not wait on the governance leaders to initiate the communication.

System Governance Reports on Systemwide Topics and/or Concerns

Faculty Alliance
The Student Code of Conduct revision to policy started at UAA. UAF and UAS were asked to join. UAF has assigned this to a faculty senate committee and it was uncertain where UAS was in the process.

The General Education Requirements have two working groups – one for English and one for Math.

Staff Alliance
The Core Values project needed more work on the context and to clarify what it means to the university. The deadline was to report back to the Summit Team in Feb. on the progress.

Coalition of Student Leaders
They students were getting ready for their Feb. Legislative Affairs trip to Juneau to meet with their legislators.

Alumni
The alumni directors would meet with the students in Juneau and have a pizza party with them on Mon., Feb. 23 at 5:30 p.m. The alumni would like to play more of a supportive role with the students in the future.

New Business
The following policies and regulations were posted online. Feedback is encouraged:

Mobile Device Policy and Regulation – Feedback deadline: 2/10/15
Comments and Guest Comments
The council requested for administrators to come and give updates at the next meeting. The following areas of interest were mentioned: student enrollment data, income and investment report and intellectual property report.

Agenda Items for Next Meeting
Pres. Gamble will attend the meeting on Mar. 30 at 3:30 p.m.

Meeting Adjourned
Monique moved for the meeting to adjourn at 3:13 p.m. and Kate seconded.
Report from the APT Council Meeting  
March 5, 2015  
By Kathleen McCoy

APT approved a motion to vote on whether the APT Council and Classified Council should merge into one UAA Staff Council. We had a thorough research report done by a joint Merger Committee, looking at pros, cons, statistics, etc. There were two readings of the document and each council voted separately.

With APT’s approval of the motion to consider, Governance created an email vote available to council members from March 12-20. If both councils vote to approve this merger, the new structure will be effective May 8, 2015. Two-year members still actively serving another year will continue on; members whose term has expired will drop off. The new council is capped at 21 voting members. The report, proposed constitution and bylaws can all be found beginning on Page 8 of the APT Council Agenda for March 5.

Other committee reports from that meeting:  
**Staff Alliance** had not met by March 5 (it met March 10).

**Staff Health Care Committee**, report by Maureen Hunt, that Biometric Screenings will take place at UAA (it happened March 19, though you can still seek out Quest Diagnostics) and the last date to comply with incentives is April 30, 2015, saving $600 on health care premiums.

**Campus Safety Committee**, Doug Markussen and Fannie Slaten offered background on safety concerns at Tanaina Child Development Center:  
*Relative to the amount of space they use, they only service 60 children, 40 of these children are of UAA faculty members. There is a two-year waiting limit for the child care center. This campus isn’t designed for children; some recent examples include some of the children were stuck in an elevator for almost thirty minutes, another is the children hold onto a rope to walk with the caretakers across campus; some of these kids wrap the rope around their arms which poses a safety threat. This year there were 13 recordable incidents with OSHA. 6 of these came from Facilities and Management. The rest were slips, trips and falls both indoor and outdoor.*

Shared: The emergency layoff regulations and Staff Alliance’s response to them. Staff Alliance offered ongoing feedback.
1. Voting for APT and Classified Councils to combine opened on March 12 and closes on March 20.

**Pros:**

No voting seats lost

Both councils were covering similar topics at meetings and felt their service could be better utilized if the two committees united

Presidents of each council would still be in place however they would stagger so that there is the historical knowledge to carry from year to year. (ex: CC 13/14 and APT 15/16) This also applies to Vice Presidents.

Committees could be combined

The combined council would be named “staff council”

The governance office would have more time to attend to other projects since they are not attending to two councils.

Unity of staff (non-exempt and exempt)

Strengthening the voice of staff members through unity

The combined council would be 21 members

  a. 10 representatives classified as non-exempt
  b. 7 representatives classified as exempt
  c. 1 representative from PWSCC
  d. 1 representative from Kodiak College
  e. 1 representative from KPC
  f. 1 representative from MSC

Distribution represents the fact that there is approximately 170 more non-exempt staff members at UAA then exempt.

**Cons:**

If supervisor and employee are both on councils there could be potential conflict.

Smaller pool of people to pull from for committees
2. The need for staff to identify staff excellence was identified as highly important to bring to the attention of both SW and the Board of Regents to show the true value staff members have at the University.

3. A proposal to look into a “Fragrance Free workplace” was introduced by CC member J. Cordery. This was proposed due to the “Multiple Chemical Sensitivities” being recognized by the ADA. However, statistically speaking 34 people on the UAA campus may be affected. This would eliminate the use of air fresheners, potpourri, incense, soaps, shampoos, skin lotions, hair products, perfume, and cologne, etc in the workplace.

4. The lay-off and furlough policy was discussed as well as a rumor of a potential 3+% increase in pay approved by Regents.
Student Employment Task Force

This student employment task force has met once since the last UAA general assembly—shortly before winter break. Following up on our action items from the previous meeting and submitted report, we met with HR through Ron Kamahele to discuss issues with open positions, available positions, unfilled positions and pooled positions. The issues associated with departments not closely monitoring their student postings and keeping their inactive positions up to date include students applying for jobs and getting no response and feeling that student positions are not available. There appear to be issues with the current job posting software and general practices around how student positions are advertised or student applicant pools are maintained. It is possible that changes to the way jobs are posted or stricter enforcement of the procedures for maintaining rolling and pooled student applications, or at least better education around the process could greatly improve the experience for students. It is very confusing and unclear exactly to the task force who is responsible/authorized to make potential changes or enforce better maintenance of the process. It is unclear if this is a priority for departments or for HR and limited staff resources are cited on both sides.

Given the tremendous focus on the university’s current budget focus and the many emerging responsibilities and changes around employment situations for all UAA employees—potential furlough or lay-offs, early retirement, hiring freezes and position reclassification freezes (unless exceptions are accepted), it is unlikely there is support/ability/resources to make considerable changes to the student employment process in the near future.

Therefore, work from the task force requests support of UAA General Assembly to focus efforts on the earlier task force recommendations that have the potential to take place regardless of the budget environment.

These include:

Develop a summertime social media campaign to reach new students and students returning to campus. Late summer is when students become most focused on their return to school, including looking for on campus employment. Perfect time to start planning campaign with UR Social Media Specialist would be early Spring Semester. Student employment recruiters/recruitment materials should also have a presence at campus kickoff, parent reception and the student info desk—same branded materials and campaign. Ideas could focus on benefits of working on campus, IAMUAA profiles of successful alumni who were student employees. (Please note this is dependent on staffing which will be impacted by unfilled vacant positions in UR and any potential changes to staffing due to budget revisions).

Career Services consider offering monthly seminars—how to apply for student jobs on campus; organize a student jobs fair at the beginning of each semester, and potentially do more specific outreach for student jobs. (Ditto on above comment in parenthesis.)

The task force will attempt to meet once or twice more during the spring semester to finalize what plans are possible on the recommendations above.

Thanks,
Rachel Morse
Task Force Chair
TO:  Monique Musick, Chair, Staff Alliance

FROM:  Erik Seastedt, Chief Human Resource Officer

DATE:  March 2, 2015

RE:  Proposed Emergency Revisions to R04.07.110 Layoff, Recall and Release; & R04.08.060.G

This is in response to your February 17, 2015 memo regarding the proposed revisions to R04.07.110 and R04.08.060.G. I appreciate the thorough review and professional response by Staff Alliance especially in light of the expedited timeline. Following is a brief summary of the changes that were made based on Staff Alliance’s input and an explanation of the reasons that some of the other suggestions were not incorporated. The subsection references are to the revised version of the re-draft which is attached.

The Definitions, which are now in subsection A, now include a definition of “authorized administrator” as requested.

In subsection B, Reasons for Layoff, the reasons are not limited to a lack of “budgeted” funds because that limitation would unnecessarily delay the university’s ability to respond in situations such as the present, when projected declines in state revenue and, for example, UA’s FY17 budget, are certain.

In subsection C, Selection for Layoffs, length of service is one of several factors considered in selecting individual employees for layoff. It does not create a seniority system. Since selection for layoff is not based on seniority, the regulation leaves open the possibility that either an employee with longer service in the unit, or an employee with longer overall university service, could be selected for layoff, depending on the other factors listed.

The reference to “previously documented” employee performance was added to the re-draft of subsection C.1 because as a practical matter, undocumented performance, whether good or bad, is difficult to rely on when distinguishing between two or more similarly qualified employees.

In response to Staff Alliance’s comments on subsection C.2, language has been added to clarify that affected department leadership will continue to have input into the selection for layoffs.
Regarding subsection D, Notice Period, we appreciate Staff Alliance’s understanding of the fiscal situation currently facing the university. We intend to reduce all notice periods for exempt and at-will employees from six months to three months. With respect to D.3., no change was made. That section establishes the last day the employee is actually at work as the effective date of layoff in the event that the University provides pay in lieu of notice. Changing the effective date of layoff in the event of pay in-lieu of notice to be the last day of administrative leave does not enhance a department’s flexibility to ensure coverage. Providing pay in lieu of notice is already discretionary and thus allows department flexibility. However, if the University elects pay-in-lieu, employment terminates immediately.

In the redraft, subsection E, Alternatives to Layoff, was revised to more completely describe the available alternatives to layoff. E.2. now reads, “A potential or notified layoff employee may be offered a reduced or modified appointment, including a change to “term” status, as an alternative to layoff. As with all alternatives to layoff, E.2. first requires that a layoff, that would terminate employment completely, be authorized under the circumstances. The employee may then be offered a choice to accept the layoff or the proposed modified appointment. In uncertain times, the judicious use of term appointments as an alternative to layoffs may reduce the need for broader layoffs. In addition, when positions are funded by restricted funds, such as auxiliary funds, grants or other outside contracts, it is necessary that employees be appointed for the specified duration of the project, grant or contract. Although oftentimes such funding is renewed and employees receive another contract, term appointments reflect that restricted funding is subject to being modified or discontinued.

Subsection E.3 describes the circumstances in which employees may be direct-appointed to another position as an alternative to layoff. It does not restrict an employee’s ability to compete with other internal candidates for a position at a higher pay grade or at another university within the system.

As requested by Staff Alliance, the maximum tuition credits in subsection F.3 are increased to 15 per semester and 30 per academic year.

The recall provisions were not changed in the redraft. Since the recall order applies to employees within the same unit from which the employee was laid off, as well as the same job class and pay, departments can choose which positions are most critical to recall, but in effect the same criteria used to lay off employees from a specific job class are used for recall.

Staff Alliance also requested that employees have access to information on which layoff decisions are based. A new sentence has been added to the first paragraph of subsection H to require that employees receive a written explanation of the reasons for layoff and consideration of the selection factors.

In response to concerns expressed by Staff Alliance, the proposed review process in Subsection I has been changed so that requests for review will be submitted to the Chief Human Resources Officer who
may assign an appropriate reviewer. Depending on the issues raised, the reviewer may decide the issues on the materials submitted, may choose to schedule a meeting with both the employee and the unit’s representative, or may provide for a different procedure. A layoff, unlike a termination for cause, is not a decision that is directed at an individual employee. Thus the purpose of review in the context of a layoff is not to require the university to demonstrate that it has cause to terminate employment; it is primarily to protect employees and the university from those unusual situations in which the selection criteria for layoff is applied improperly, e.g., based on illegal motivations. The vast majority of layoffs in a widespread downsizing effort are not likely to raise such issues. The re-drafted regulation provides a better fit between the rights at stake and the process provided. It permits a simpler review in cases that require only a simple review, and allows for a grievance-like process in those infrequent cases where there is an issue of illegal motivation. In those cases, the Chief Human Resources Officer would refer the matter to a hearing before a different hearing officer. Thus the re-draft does not eliminate due process rights, it provides for due process procedures when the request for review raises issues that require them, and does not require those elaborate procedures when the request does not. In doing so it better fits the process to the issue.
Emergency Revisions to R04.07.110
Layoff, Recall and Release
And
R04.08.060.G.

The revisions apply to notices of layoff issued after the date of promulgation, except that the notice period in R04.07.110.D.2 for exempt staff employed as of the date of promulgation will be six months after the date of promulgation, or three months after notice of layoff, whichever is later.

R04.07.110. Layoff, Recall, and Release

The University may elect to discontinue an existing employment relationship through layoff. Layoff does not reflect discredit on the employee's performance. The provisions of this section do not apply to terminations of employment pursuant to other provisions of Regents' Policy or University Regulation.

A. Definitions

1. “Administrative unit” means any identifiable component of the university at any level of organization that has an annual budget for the operation of such component.

2. “Authorized administrator” means a senior administrator or officer as defined in university policy with responsibility for the affected administrative unit.

3. “Potential layoff employee” means an employee who has been selected for layoff from employment by the authorized administrator and the regional human resources director in accordance with subsection C.2.

4. “Notified layoff employee” means an employee who has been given notice of layoff from university employment in accordance with subsection H. and has not accepted an alternative to layoff.

5. “Employee in layoff status” means an individual who has received notice of layoff from employment, has not accepted an alternative to layoff, and is within one year of the effective date of layoff. The effective date of the layoff is the last day the employee is actually at work.

AB. Reasons for Layoff

Layoff may be used when there exists within the employing administrative unit or department either:

1. a lack of or reduction in available work;

2. a lack of sufficient available funds, either current or anticipated;
3. a good faith reorganization; or

4. another reason, not reflecting discredit upon the affected employee(s), which has been approved in the particular circumstances by the chancellor or president of the university, as appropriate; or

5. Any combination of the preceding reasons.

B. Notice of Layoff

a. Notice of the layoff of an employee will be given four calendar weeks prior to the effective date of the layoff.

b. Four weeks pay may be given to the employee in lieu of four weeks notice, but only with the prior approval of the appropriate chancellor or president of the university.

2. Exempt Nonfaculty Employees

a. Notice of the layoff of an employee will be given six calendar months prior to the effective date of the layoff.

b. Six months pay may be given to the employee in lieu of six months notice, but only with the prior approval of the appropriate chancellor or president of the university.

3. Administrators and their designees will coordinate all layoff actions through the regional human resources office prior to selection or notification of any employees. All layoff actions will be coordinated through the appropriate human resources officer prior to notification being issued to any employees.

4. In the event pay in lieu of notice is approved, the effective date of the layoff is the last day the employee is actually at work.

C. Selection for Layoffs

1. The selection of the individual employees to be laid off will take into consideration the following factors in comparison to other affected employees in the administrative
unit:

a. employee length of service;
b. employee ability to do the work remaining in the administrative unit affected by the layoff;
c. employee status as temporary, probationary or regular, with preference being given to the regular over the others, and preference being given to probationary over temporary;
d. previously documented employee past performance;
e. source and specific nature of funding;
f. affirmative action goals and objectives.

2. After consideration of input from leadership of the affected administrative unit, the final determination of the order for layoff will be made jointly by the authorized administrator administrative unit or department head and the appropriate regional human resources officer, subject to final review by the chancellor or president of the university, as appropriate.

BD. Notice of Layoff Period

1. Nonexempt Employees

a. Notice of the layoff of an employee will be given four calendar weeks prior to the effective date of the layoff.
b. Four weeks’ pay may be given to the employee in lieu of four weeks’ notice, but only with the prior approval of the appropriate chancellor or president of the university.

2. Exempt Nonfaculty Employees

a. Notice of the layoff of an employee will be given six months prior to the effective date of the layoff.
b. Six months’ pay may be given to the employee in lieu of six months’ notice, but only with the prior approval of the appropriate chancellor or president of the university.

3. In the event pay in lieu of notice is approved, the effective date of the layoff is the last day the employee is actually at work.

DE. Alternatives to Layoff
1. Potential layoff employees shall be considered for vacant positions within their administrative unit for which they are qualified. The appropriate human resources officer will notify potential layoff employees of any such vacant positions.

2. A potential or notified layoff employee may be offered a reduced or modified appointment, including a change to “term” status, as an alternative to layoff.

1.3. In accordance with R04.03.035.A, a potential or notified layoff employee may be transferred, contingent upon qualifications and the ability to perform the work available, to other positions in the same or another administrative unit within the same university, to be determined in the following order of priority:

   a. To a vacancy in the same classification in the same or another administrative unit or department within the same MAU.

   b. To a vacancy in another classification in the same pay grade in the same or another administrative unit or department within the same MAU.

   c. To a vacancy in a classification assigned to a lower pay grade in the same or another administrative unit or department within the same MAU.

234. The appropriate regional human resources office will endeavor to assist notified layoff employees and employees in layoff status to find suitable employment within the university system.

354. The salary of any employee accepting an alternative to layoff as provided by this subsection will be governed by existing policy and regulation concerning position movement. However, the salary of an employee shall not be reduced during the layoff notice period unless the employee accepts a reduced appointment.

EF. Conditions Governing Benefits and Privileges While in Layoff Status

Layoff status expires one year after the effective date of layoff. An employee in layoff status:

1. remains covered by the University health plan through the remainder of the calendar month in which the layoff becomes effective. The employee will be provided notice of his/her opportunity to continue health coverage as required by law. Other benefits, including life insurance, long-term disability, and optional survivor benefits, will cease on the effective date of the layoff;

2. may apply for conversion of health insurance, life insurance, and/or long-term disability insurance during the first 31 days following the effective date of the layoff;

3. if participating in the tuition waiver program, may complete those courses in
which he/she is enrolled at the time of layoff, and is eligible for additional tuition waiver of up to 13-15 credits in any semester, to be used on any university campus, for a period not to exceed one year from the effective date of layoff. The total credits available will not exceed 2630:

4. will not contribute to the retirement system or ORP and will not accrue retirement service credit;

5. will not accrue annual or sick leave;

6. will receive compensation for any accrued annual leave as of the effective date of layoff, up to a maximum of 240 hours;

7. will not receive holiday pay;

8. may not claim sick leave; and

9. is eligible to be considered as an internal applicant for any other university position, if qualified, but will receive no other special consideration;

10. will receive only those benefits provided in this sub-section.

EG. Recall

In the event that the reason for the layoff of a regular employee abates within one year of the date of layoff, and the university decides to recall an affected employee to fill the same position within an administrative unit or department, the following procedures will control:

1. Recall will apply only to a job within the department or administrative unit from which the employee was laid off.

2. The order of recall within an administrative unit or department for affected employees having the same job class and pay will be the reverse order of the layoff within the administrative unit or department.

3. If all employees within the administrative unit or department and with the same job class and pay decline to return, all applicable recruitment procedures will be observed in filling the vacancy.

4. A recalled employee will return to the same pay, placement, and leave accrual rate as applied to the employee prior to layoff. Sick leave will be reinstated to the same balance the employee had accrued prior to layoff.

GH. Notification of Layoff and Recall Notification

Employees selected for layoff or recall will be notified in writing. The notice will state the basis for the action, specify the procedures followed and refer the employee to the
appropriate regional human resources office for assistance. Notification of layoff will be accompanied by a written explanation of the reasons for layoff and consideration of the selection factors.

Notice of layoff or recall will be considered given when sent by certified mail to the last known mailing address of the employee or when actually received by the employee, whichever is earlier.

Recall rights expire and the recalled employee will have no further benefits under this section if the employee's written acceptance of the position is not received by the appropriate regional human resources office within 15 calendar days of the date notice was given.

III. Review of Layoff or Recall Decision

Any employee who disputes a layoff or recall decision may request review as set forth below. grieve such decision in accordance with the policy and regulation governing grievance procedures, subject to the following limitations:

1. To be valid, a written grievance request for review must be filed with the chief human resources officer appropriate human resources office within 10 working days of the date notice of layoff or recall was given in accordance with sub-section GH above. The employee will submit a statement of all reasons for questioning the validity of or motivation for the layoff or recall decision, and such supporting evidence as the employee deems appropriate.

2. The scope of the grievance review will be limited to whether the aggrieved employee can establish that:

a. the procedures provided by the layoff, recall and release policy and this regulation have not been followed in deciding to layoff or not recall the aggrieved employee;

b. the decision to lay-off or not to recall the aggrieved employee was based on a reason prohibited by law; or

c. there was no reasonable basis for determining that the layoff of the aggrieved employee or a decision not to recall the aggrieved employee was not authorized under this regulation. Budget reallocations within or between any administrative units of the university are not within the scope of review.

3. The chief human resources officer or designee, or in appropriate cases a substitute, (hereafter referred to as reviewer) may decide the issues raised on the basis of the materials submitted by the employee and the administrator. The reviewer is never obligated to provide for a different procedure, but may elect to do so with respect to some or all of the issues raised, by creating a new procedure, or by adopting or by modifying an existing procedure.
4. In the event that the matter is not decided on the basis of the materials submitted, the reviewer will inform the employee and administrator in writing of the procedure to be followed.

5. The hearing officer/reviewer will make his/her recommendation on the matter within five working days of the filing of the written grievance conclusion of the review. The hearing officer/reviewer will make his/her recommendation to the chancellor, or, in the case of Statewide Administration employees, to the chief human resources officer. The chancellor, chief human resources officer, or designee, will render a decision within five working days.

46. Except in the case of a written agreement between the parties, the time limits provided hereunder will be extended only for compelling reasons as determined by the chancellor, the chief human resources officer, or designee, as appropriate.

An aggrieved employee's failure to receive a final decision in a grievance review proceeding will not delay the effective date of any planned layoff or recall.

R04.08.060 Definitions

G. Grievance

A "grievance" is an allegation or complaint related to employment by an employee or a group of employees of the university that there has been a specific violation of a Regents' Policy or a University Regulation, or a clear abuse of discretion arising from the application or administration of such policy or regulation, which directly and adversely affects the employee or group of employees.

1. The following are excluded from the definition of a grievance and cannot be processed under this Chapter:
a. complaints or disputes other than those defined above as grievances;

b. complaints or disputes which do not arise out of the employment relationship between the grievant or grievants and the university;

c. actions of the Board of Regents;

d. complaints or disputes relating to a failure to appoint an employee to a position within the university;

e. complaints or disputes related to the application or administration of a process that is subject to superior court appellate review. Such complaints or disputes will be resolved as part of such process.

2. The following are governed by alternate processes and can not be processed under this chapter:

   a. allegations or findings that an employee of the university has engaged in unlawful discrimination or sexual harassment (see Regents' Policy and University Regulation 04.02.020);

   b. complaints and disputes related to faculty promotion, renewal and/or tenure (see Regents' Policy and University Regulation 04.04.050);

   c. complaints or disputes which may be grieved under a collective bargaining agreement;

   d. complaints and disputes related to job classification (see Regents' Policy and University Regulation 04.05.030);

   e. Student allegations and complaints (see Regents' Policy and University Regulation 09.03.02);

   f. Complaints and disputes related to dismissal of at-will employees (see Regents' Policy and University Regulation 04.01.050 and 04.07.020);

   g. complaints or disputes related to layoff (see Regents' Policy and University Regulation 04.09.050).

The following are covered by this chapter with modification to one or more of the provisions herein:

   a. complaints or disputes related to layoff (see Regents' Policy and University Regulation 04.09.050);

   b. complaints or disputes related to financial exigency (see Regents' Policy and University Regulation 04.09.080.060 and 04.09.080.070);
b. complaints or disputes related to reasonable accommodation for people with disabilities (see Regents' Policy and University Regulation 04.02.030);

c. complaints or disputes related to "for cause" actions (see Regents' Policy and University Regulation 04.07.060 and 04.08.080).

Subject to a contrary agreement of the parties, grievances of an employee which are being processed when a notice is issued to an employee of intent to terminate will be consolidated with and considered and decided as part of the pretermination proceeding. The record of such proceeding will be part of the pretermination hearing.

In accordance with Regents Policy 01.03.020.A, I approve and cause to be promulgated the foregoing as emergency regulations. These revisions are effective immediately. I further direct that the Board be notified of this action at its next regularly scheduled meeting.

Patrick K. Gamble, President  
Date

cc:  Brandi Berg, Board of regents Executive Officer  
     Chancellors  
     Chief Human Resources Officer Erik Seastedt  
     General Counsel