Thursday, December 14  
1:00 - 3:30 p.m.  
ADM 204

I. Call to Order

II. Introduction of Members

President - Kim Stanford  
Vice President – Bob Kizer

APT
Bob Kizer
Elizabeth Downing
Jim Cummings
Joyce Colajezzi
Suzanne Browner

Classified
Jennifer Myrick
Lois Hall
Megan Carlson
Marilyn Borrell

Faculty
Kerri Morris
Bogdan Hoanca
Deb Narang
Suzanne Strisik
Jan Vandever

USUAA
Anthony Rivas
Karl Wing
Kristina Hurlburt
Samuel Abney

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

IV. Approval of Meeting Summary (pg. 3-5)

V. President’s Report (pg. 6)

VI. Administrative Reports

A. Chancellor Maimon (pg. 7-9)
B. Provost Driscoll
C. Vice Chancellor of Administrative Services Ejigu
D. Vice Chancellor of Advancement Lindbeck
E. Vice Chancellor for Student Services Lazzell
F. Vice Chancellor for Community Partnerships Carter-Chapman

VII. Governance Reports

A. System Governance Council (pg. 10)
B. Faculty Alliance/Faculty Senate
C. Staff Alliance (pg. 11-12)
D. APT Council (pg. 13)
E. Classified Council (pg. 14)
F. Coalition of Students/Union of Students
G. Alumni Association (pg. 15-18)
VIII. Old Business
   A. Paperless Process at UAA

IX. New Business
   A. UAA Family Friendly Campus- Kerri Morris
   B. WIN Alaska
   C. UAA Facilities/PBAC Update- Larry Foster
   D. Emergency Preparedness- Lieutenant Ron Swartz

X. Information/Attachments
   A. Revised 2006 – 2007 University Assembly Membership / Schedule
      http://www.uaa.alaska.edu/governance/

XI. Adjourn
I. Call to Order

II. Introduction of Members

X President - Kim Stanford  
APT  
X Bob Kizer  
X Elizabeth Downing  
X Jim Cummings  
Joyce Colajezzi  
X Suzanne Browner  

X Classified  
Jennifer Myrick  
Lois Hall  
Megan Carlson  
VACANT  

X Vice President – Bob Kizer  
Faculty  
Kerri Morris  
Bogdan Hoanca  
Deb Narang  
Suzanne Strisik  
Jan Vandeveer  

X USUAA  
Anthony Rivas  
Karl Wing  
Kristina Hurlburt  
Samuel Abney  

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

IV. Approval of Meeting Summary (pg. 3-5)  
Approved w/ changes

V. President’s Report (pg. 6)

VI. Administrative Reports

A. Chancellor Maimon
   • Board of Regents passed FY’08 Operating and Capital Budget  
   • Regent’s budget becomes our new agenda  
   • Pete Kelly working on Anchorage caucus  
   • Pleased with last assembly meeting and student involvement  
   • Governor Palin met with President Hamilton

B. Provost Driscoll
   • Been in contact with Jessica Armstrong, Chair of Academic Affairs  
Committee, regarding syllabi and faculty evaluations  
   • Thanks to Facilities for all of the work outside during the winter

C. Vice Chancellor of Administrative Services Ejigu
   • Did not attend

D. Vice Chancellor of Advancement Lindbeck
   • Did not attend

E. Vice Chancellor for Student Services Lazzell
   • Did not attend/ Report is posted online
F. Vice Chancellor for Community Partnerships Carter-Chapman
   • Did not attend

VII. Governance Reports

A. System Governance Council
B. Faculty Alliance/Faculty Senate
   • IDEA student evaluation pilot is moving forward
   • Curriculum Convocation was success
   • Facilities Discussion with Cindy Spear November 10 at 1:00 pm
   • Faculty Alliance Retreat was focused on student success with all three campuses
C. Staff Alliance (pg. 7-8)
D. APT Council
   • Wellness update from Mike Humphrey
   • Bringing forth new business to Assembly
E. Classified Council (pg. 9)
F. Coalition of Students/Union of Students
   • Thanksgiving Feast at UAA Commons
     o Thanksgiving Day 11:00-3:00
     o Volunteers contact Dining Services or Karl
   • USUAA is having student election Nov. 14th and 15th polls open 7 to 7 in Arts Building, Social Science Building, Student Union, Rasmuson Hall, Commons and Aviation Department
   • Student Activities - need to get students to come back to the campus when they don’t need to
   • Would like to figure out better way to posting elections signs
   • Set up meeting with Student Life, Advancement, Assembly, and Community Campuses to talk about communication and advertising events on campuses
   • Election number have been going down, trying to recruit new senators 23 seats, seven senators are on the ballot, eleven vacancies
G. Alumni Association (pg. 10-15)
   • Melanie Osborne President of Alumni Association Board
   • Alumni Association is assessing how things have been done
   • Developing communication plan and have active communication committee
   • Trying to figure out how to engage directors
   • Continuity between current students and alumni

VIII. Old Business

IX. New Business

A. Wellness Report- Mike Humphrey
   • Completed 2nd year of Summex health report
   • Will be comparing risk factors from this year to last year and its impact on overall health care cost
   • Wellness program coordinator – has made offer to WIN Alaska
   • Looking for help with conference rooms for training and presentations
B. UAA Family Friendly Campus- Kerri Morris
   • Kerri unable to attend/ Tabled to Dec. meeting
C. Paperless Process at UAA
   • Timesheets, travel paperwork, enrollment forms, petitions, student activities
     financial forms, reserving conference rooms
   • Where is it stated that electronic signatures are not acceptable
   • Is this rule local HR or statewide mandated
   • Which documents require actual signatures as opposed to electronic
     signatures
   • Add this topic to Old Business on the December agenda
   • Contact HR and possibly invite them to December meeting
   • Once Kim gets feedback on areas of concern, we can contact those people
     and have them come to assembly

X. Information/Attachments
   A. Update on Human Resource Services Director
   B. Revised 2006 – 2007 University Assembly Membership / Schedule
      http://www.uaa.alaska.edu/governance/
   C. Ph.D. in Education Leadership, K-University
      a. Hybrid Distance Delivery Program
      b. Working with Colorado State University
      c. Still need more people in program
      d. Contact Liz Downing for more information
   D. November 11th 12 to 4 “The Corporation” and discussion at APU in
      Grant Hall
XI. Adjourn
    Meeting Adjourned
• **PBAC**
  Planning Budget Advisory Council (PBAC) met Friday, December 1st and basically reviewed the current status of the FY08 capital and operating requests and initial thoughts on the upcoming 2007 Strategic Opportunity Fund and FY08 UAA budgeting process.

• **FACULTY ASSOCIATION**
  Continue to attend regular meetings of the UAA Faculty Association. BOR Chair Hughes attended December 8th, and new elected legislator Mike Doogan will be the guest this week.

• **HR DIRECTOR**
  Attended reception for Jan Parten on November 9th. At this time, Jim Mullen has been selected for a term appointment as Director of HRS at UAA. Two Associate HR Directors positions are also being created (to be filled by current HR employees).
November 22, 2006

Chancellor Elaine P. Maimon
University of Alaska-Anchorage
3211 Providence Drive
Anchorage, AK 99508-4614

Dear Chancellor Maimon:

Congratulations! Your institution is one of our newly classified, community engaged colleges and universities. Your classification affirms the institutionalization of Community Engagement at University of Alaska-Anchorage, and extends to both Curricular Engagement and Outreach & Partnerships. We will announce the first set of newly classified institutions early in December 2006; however, we want you to know of the classification decision before it becomes public.

Your institution achieved two successes with the application submitted to Carnegie for the classification. First, you were able to respond to all of the classification framework inquiries with both descriptions and examples of exemplary institutionalized practices of community engagement. Second, you were able to document and coordinate the evidence of community engagement in a coherent and compelling response to the framework’s inquiry. It was also noted that your documentation demonstrated excellent alignment between mission, culture, leadership, resources, and practices that support dynamic and noteworthy community engagement.

Even among the most effective applications, we noted that few institutions described progress in the revision of promotion and tenure policies or guidelines to recognize and reward the scholarship associated with Curricular Engagement and Outreach and Partnerships. Relatively few applications described significant revisions or used the Boyer categories to broaden the notion of scholarship to include community engagement. On a related item, few institutions acknowledged that Community Engagement is a priority in the search and hiring practices. Those that did so provided a “boilerplate” description from advertisements and/or an interview protocol with questions targeted to probe a candidate’s commitment to Community Engagement.

The second area needing continued development at all institutions is the way universities and colleges view the community and approach partnerships in community. We recommend that all institutions systematically attend to assessing community satisfaction and interest, to promoting authentic involvement of community members in the planning and implementation of community engagement, and to ensuring mutuality and reciprocity in relationships with community.
Once the list of newly classified institutions has been made public, we encourage you and your faculty, staff, and students to mentor and support those institutions that are in the initial stages of institutionalizing community engagement. Your guidance will contribute significantly to the strength of community engagement in higher education.

Your classification is not a permanent one so we will soon announce the process for renewing the Community Engagement classification in the future. Be assured that it will not be required until a reasonable time period has passed.

Again, congratulations on achieving the new classification.

Sincerely,

Amy Driscoll

Amy Driscoll
Associate Senior Scholar
Description of the New Elective Carnegie Classification, Community Engagement

The elective classification, Community Engagement, affirms that a university or college has institutionalized Community Engagement in its identity, culture, and commitments. The classification affirms that the practices of Community Engagement have been developed to the extent that they are aligned with institutional identity and constitute an integral component of institutional culture. Those practices may be focused in curricular engagement or in outreach and partnerships. Thus, an institution may be classified with a focus of Curricular Engagement, Outreach and Partnerships, or both.

Community Engagement describes the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The new classification’s categories are as follows:

Curricular Engagement describes teaching, learning and scholarship which engage faculty, students, and community in mutually beneficial and respectful collaboration. Their interactions address community-identified needs, deepen students’ civic and academic learning, enhance community well-being, and enrich the scholarship of the institution. (5 institutions)

Outreach and Partnerships describes two different but related approaches to community engagement. The first focuses on the application and provision of institutional resources for community use with benefits to both campus and community. The latter focuses on collaborative interactions with community and related scholarship for the mutually beneficial exchange, exploration, and application of knowledge, information, and resources (research, capacity building, economic development, etc.). (9 institutions)

Curricular Engagement and Outreach & Partnerships includes institutions with substantial commitments in both areas described above. (62 institutions)
Approve Governance Regulation-Final Revisions

New draft governance regulations which had been in the works over the past two years were approved.

Elect Chair

Sven Gilkey, President of the Associated Students at UAF was elected Systems Governance Council Chair.

Approve Calendar

The calendar was adopted for the rest of the academic year. Dates are as follows:
- Friday, December 15, 2006, 1:30-3:30pm audio
- Friday, January 26, 2007, 1:30-3:30pm audio
- Friday, March 23, 2007, 1:30-3:30pm audio
- Friday, April 27, 2007, 1:30-3:30pm audio

Legislative Outlook

A general discussion was had regarding the election results in each of the regions and how the new governor and the makeup of the new legislature could affect the University.

Student Success Initiative

The discussion centered on initiatives enhancing student success both inside and outside the classroom. It was noted that this was not only a University of Alaska initiative but also a nationwide trend to better serve students prior to and as they attend college.

System Governance Reports/Local Governance Reports

There were various reports regarding local initiatives, new personnel and other happenings with the governance groups or on individual campuses.

Other items of interest

None

Comments

None

Adjourn
Chair’s report – Jeff Stepp
Chair’s report included attending the Faculty Alliance on Student Success and Readiness. Jeff stated he encouraged Faculty Alliance to be collaborative with and include staff regarding this initiative. He stated that President Hamilton was including $2 million in his budget to address this issue. Fifty (50) copies of a book on student success will be available and distributed.

Public Comments
None

Staff Governance Reports - SW, UAS, UAA, UAF
Due to the length of the meeting and re-shuffling of the agenda Staff Governance reports were essentially tabled until the December meeting unless they were already included elsewhere in the meeting.

Employee Relations
Employee Relations Update – Behner
Beth Behner could not attend.

Staff Training and Development – Sakumoto
Ann Sakumoto, whose office is based out of Anchorage and who is new in this position, has been visiting the various MAU’s and community campuses. She is currently working on a needs assessment and plans to have a report available by the first quarter of 2007. She did indicate there was currently no budget set aside for staff training but hoped for some kind of reallocation as it was determined what initiatives to implement.

Wellness Program – Humphrey, Sporleder
Mike Humphrey was in Seattle and could not attend. A brief discussion was had about the contract issued to WIN Alaska to accommodate Wellness programs primarily at the three main campuses but also included community campuses. Sponsored events will include health fairs, health screenings and events such as seminars, walks and other physical activities. Debra Carter with Statewide HR was working on a communication plan.

New Hire Retirement data on ORP versus PERS/TRS
This item was tabled to the next meeting as Mike Humphrey was not in attendance and the data was not available.

Retirement Committee
No report. The retirement committee had not met recently.

HR Council activities
There had been discussion to require new employees to complete a New Employee Orientation with 30 days of hire. Currently, managers may wait until
convenient before they allow new employees to attend. This would be important with the changes in retirement benefits where the employee must self select within a given deadline after hire.

**Retiree Tuition Waivers – Rusher Employee Recognition Project Update – Ripley**

The Retiree Tuition Waiver agenda item was tabled to next meeting. An employee appreciation/recognition campaign is currently being developed to be aired on public radio.

**Other Employee Relations Issues**

Jeanine Senechal indicated that HR Audit was pending publication for UAF Human Resources. Beth Behner was intending to be available at UAF Staff Council and UAF Faculty Senate to answer questions as to findings.

Additional discussion occurred on when the salary transition grid would be dropped. Jeanine stated that until a cost analysis was done and budget was available the transition grid would remain until four years after the last job family was complete. A step would fall each year over the four years as a result. The job family project would likely be complete in the next year or two.

A draft of a revised employee recruitment regulation would be circulated by the governance office to Staff Alliance members for comment.

There is currently a project to select one service provider for background checks that are done for certain positions.

**Student Success - Stepp**

The Importance of Shared Leadership and Collaboration was discussed in the President’s report.

**Fair Process – Stepp**

Agenda item tabled to next meeting.

**Agenda items for next meeting, Tuesday, December 12, 2006**

None Discussed

**Other items of interest**

None

**Comments**

None

**Adjourn**
Administrative, Professional, Technical (APT) Council  
December 7, 2006

Reports  
Reports included highlights of the November Staff Alliance meeting (Included in this packet) and University Assembly meeting. An Academic and Research Managers meeting that APT Council member Annette DeBruyn attends and reports on did not have any significant issue that was included that would be of interest to the Council.

Old Business  
Paperless Processes  
A discussion continued on this issue. It was noted of the discussion that was had at the last Assembly Meeting that there was intended to be additional consideration at the next Assembly Meeting on the topic.

New Business  
APT Council Vice President Opening  
Liz Downing, with the Kachemak Bay Campus and the current Vice President, has resigned her position with the University. Her last day will be January 26th. It was decided to fill the position by appointment at the February APT Council meeting.

Clothing and Food Drives (Classified Council)  
Megan Carlson gave an overview of the Classified Council Clothing and Food Drive. APT Council voiced support and would communicate to other APT Council to participate as available.

January 4th APT Council Meeting?  
APT Council, on the initial schedule, had included a January 4th meeting. However, many staff often take annual the week after the Christmas and New Years holiday. It was discussed and determined the January meeting was not needed. The next regularly scheduled meeting occurs February 1st.

WIN for Alaska Presentation and Discussion  
A representative of WIN Alaska gave an approximately twenty minute presentation on services that will be provided by them. The discussion also included Mike Humphrey from UA Statewide Benefits. A question and answer session ensued after the presentation to explore the issue.

Emergency Preparedness – Officer Ron Swartz  
Officer Swartz was on training leave and unable to attend.

Information Items  
Board of Regents, December 6th – 7th, Fairbanks  
Staff Alliance, December 12th, 10:00 a.m. – Noon  
University Assembly, December 14th, 1:00 – 3:30 p.m.

Adjourn
CLASSIFIED COUNCIL REPORT TO UAA ASSEMBLY, DECEMBER 2006

Prepared by Kim Stanford

Classified Council met on December 7, 2006 (regular meeting)

- CLASSIFIED COUNCIL SERVICE EVENTS

  *Fall service event: Food and Clothing Drives*

  **Food Drive**

  We are collecting food for the Anchorage Rescue Mission. The Rescue Mission has requested meat products, such as lunch meat, hot dogs, and turkey. If you would like to donate meat for the Rescue Mission, please deliver it to the Governance Office in ADM 214 on Thursday, December 7th by 10:30 a.m. You can also deliver your donations the morning of the 7th to the following locations by 8:15 a.m., where members of Classified Council will collect them and bring them to the Administration building.

  **Clothing Drive**

  We are collecting clothing for several shelters around town. The highest priority in this clothing drive is for cold weather items, such as coats, gloves, socks, and sweaters. They have also requested toiletries such as shampoo, toothpaste, and deodorant. We will have boxes available for clothing donations until Tuesday, December 19th.

  *Spring Service Event*

  AWAIC donations (clothing, toiletry kits, etc). More info to come out in January.

  *Additional Service?*

  The Council also had discussion of a possible service event to benefit local animal shelters/rescue groups. Sandi Barclay will contact several groups to see what the needs are and we will discuss this further as a Council.

- WELLNESS PROGRAM – WIN for Alaska

  Summer Neuroth from WIN for Alaska gave a presentation introducing WIN for Alaska as University of Alaska’s wellness program provider. WIN for Alaska was recently selected through a RFP process and will be giving additional presentations to governance groups and throughout campus.

- NO JANUARY MEETING

  Classified Council will meet next February 1, 2007.
UAA Alumni Association
University Assembly Report for December, 2006

Events:

- July 1 – December 8:
  - Seawolf golf tournament (tee and green sponsorship and hole activity) – Aug. 8
  - Campus kick-off – Aug. 26
  - Freshman Convocation – Aug. 26
  - UMEDFEST – Sept. 16
  - Homecoming – Oct. 8 – 15 (multiple events throughout the week)
  - National Indian Education Association and Alaska Federation of Natives – booth at conferences Oct 19-24
  - Seawolf Socials in Bellevue and Portland, Nov 14-16
  - Curtain Call – Dec. 2

- Confirmed events, Dec – May:
  - New Student Orientation – Jan. 9
  - Seawolf Social – Anchorage Sheraton (downtown)- Jan 17
  - Alumni Awards/Alumni Night at UAA Hockey – Feb. 16
  - Curtain Call – March 3
  - Seawolf Auction (Alumni Assoc. table) May 16
  - Graduate Appreciation Lunch – April – date TBA
  - Commencement Breakfast/Commencement – May 6

- To be scheduled through July 2006:
  - Seawolf Socials – monthly moving to different locations in and around Anchorage & “the valley”
  - Hockey Alumni Golf Tournament (team or sponsorship)
  - Under development: Alumni Course Offerings – Wine Making, Seasonal Outdoor Recreation ½ day, whole day, weekend trips, Gardening in Alaska...
Alumni Membership:

- We continue to experience growth in membership. The students calling for the Annual Fund have been encouraging alumni to join and sign-up for the listserve. Overall growth trends need to be determined since there is not a mechanism to trigger renewal in place at the present time (dues) or an automated program to generate a monthly list of members.
- The new and improved on-line membership form is up and functioning! New fields have been added to gather additional information and volunteer activities updated to better reflect the current committees of the Alumni Association and our needs.
- Alumni benefits continue to be reviewed and updated.
- Membership reports are being generated and reviewed. Considerations are how to best use the information to assist in renewing members, managing members, trends and measuring membership marketing efforts. These reports will be refined and generated monthly basis.
- The Seawolf Socials in Bellevue and Portland went great. The Seattle group is actively planning a pre-game and post-game event for the SPU game on January 20th.

Marketing & Communications:

- The website has been a priority the past month. The Communications Committee has been working hard at getting information old information off of the site, updating pages, writing new ones and posting them. This process will continue until all sections of the site are up to date, functional and tested. Visitors to the site will continue to see new information and links to updated forms, event recaps and photos, upcoming events etc…
- The Communications Committee continues to draft a plan for internal and external communications. The communications plan drafted for Curtain Call resulted in best attendance yet (38 people).

Scholarships & Awards:

- The Scholarship Committee is coordinating with Financial Aid to prepare to shift the application and selection cycle for the Alumni Scholarships to coincide with UAA’s. This should result in more applicants and will ensure that application and selection takes place the same time each year.
- The Alumni Association is coordinating with Athletics to present the awards at the last home hockey game of the year. More information will come as details are confirmed but calendars should be marked for February 16th.

Homecoming 2008:

- An open meeting will be advertised the beginning of 2008 to bring together representatives across campus, students, alumni and athletics to brainstorm, set dates and discuss how to increase participation and build traditions when we have a non-traditional, non-residential campus.
Curtain Call Reception
Mrs. Bob Cratchit’s Wild Christmas Binge
December 2, 2006—Fine Arts Building
Hosted by the UAA Alumni Association

Jackie and Les Parker on their way to get in line for their seats. Les is a retired hospital administrator and a 1986 UAA graduate. Their son, Ken, graduated in 1983 and is a PGA golfer in California now.

Eileen Thompson, (‘94), Communications Chair from the UAAAA Board of Directors and Kim Barnes. Eileen helped to create Curtain Call and has enjoyed watching it catch on with other alumni.

Mingling, holiday music, friends, great appetizers and beverages, holiday treats….Everyone had a wonderful time visiting prior to the UAA Theater Production; Mrs.'s Bob Cratchit’s Wild Christmas Binge! The next UAA Alumni Association Curtain Call is scheduled for 6:30 PM. Saturday, March 3rd, 2007 prior to the production “He Who Gets Slapped”. Reservations for Curtain Call can be made by calling 786-1942. $8.00 tickets are only available through noon on Thursday, March 1st.

Sponsored in part by: AK Distributors
Our Alumni host, Randy Bohall in Bellevue and Sue Marchant from the UAA Advancement Department.

Merrilee Harrell smiles for the camera—Merrilee is a past president of the Alumni Association. Merrilee is sitting with Lynn and Lucy Luther and Sue Marchant.

Is that former UAA Chancellor Lee Gorsuch? It is and he is visiting with Rodika and Darrin Tollefson who drove in from Gig Harbor to say hello to everyone! Lee is now President of City University in Bellevue and Rodika is a freelance writer if you are in need of one :)

Sean Kane visits with Tlisa Northcutt, both JPC graduates. Bob and Wyn Hagmaier are enjoying the appetizers and greeting newcomers as they arrive.

Everyone shared, told stories, compared memories of professors and life at UAA. Some of it was pretty darn funny! Glen Martens (standing) still has his shootout tickets which he first bought in 1978! Way to go Glen!

So, Saville and Joe ran into each other at a Chamber of Commerce event, discovered they were both UAA® grads. They have a regular lunch together and considered the two of them to be the Portland Alumni Chapter until now!