Tuesday, April 17, 2018
1:00-2:00 p.m.
ADM 204

I. Call to Order:
II. Introduction of Members
   [P = Present   E = Excused   X = Absent]

III. Approval of Agenda (pg. 1-2)
IV. Approval of February Summary (pg. 3-4)
V. President’s Report
VI. Guest Speaker
   A.

VII. Administrative Reports
   A. Interim Chancellor, Samuel Gingerich
   B. Interim Provost & Executive Vice Chancellor, Duane Hrncir
   C. Interim Vice Chancellor of Administrative Services, Pat Shier
   D. Vice Chancellor of Advancement, Megan Olson (pg. 5-9)
   E. Vice Chancellor of Student Affairs, Bruce Schultz (pg. 10-14)
   F. Chief Information Officer, Adam Paulick
   G. Institutional Self-Study Chairs, Susan Kalina, Larry Foster & Jennifer Brock (pg. 15-17)

VIII. New Business
   A. Staff Recognition Policy, John Moore (pg. 18-29)
   B. Staff Appreciation Day, Brenda Levesque
   C. Staff Longevity Awards, Brenda Levesque

2017-2018 University Assembly Membership

<table>
<thead>
<tr>
<th>Staff Council</th>
<th>Faculty</th>
<th>USUAA</th>
<th>Alumni Association</th>
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<tr>
<td>Brenda Levesque</td>
<td>Sharon Chamard</td>
<td>Josiah Nash USUAA Ombudsman</td>
<td>Jennifer Wisel Alumni Relations</td>
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<td>College of Health</td>
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<td>Kathy Lardner</td>
<td>Maria Williams</td>
<td>Moira Pyhala USUAA Representative</td>
<td>Chelsea Avichayil Alumni Relations</td>
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<td>Scott Downing</td>
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<td>Matt Morse Alumni Relations</td>
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<td>Kendra Conroy</td>
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<td>Elizabeth Winfree</td>
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<td>Center for Human Development</td>
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IX. Old Business

X. Governance Reports
   A. System Governance Council
   B. Faculty Senate/Faculty Alliance (pg. 30)
   C. Staff Council/Staff Alliance (pg. 31-50)
      1. Staff Alliance Summary 4-4-18
      2. Staff Council AGENDA 4-5-18
      3. Human Resources Council Updates 3-23-18
      4. Student Access Gateway Meeting Summary 3-23-18
      5. Staff Council Request for Participation in Full Deans & Directors Meetings 3-21-18
      6. Establishment of an Annual UAA Staff Appreciation Day 3-7-18
      7. Staff Council Summary 3-1-18
      8. Staff Council Testimony to BOR 2-20-18
      9. JHCC Meeting Summary 2-21-18
   D. Union of Students/Coalition of Students
   E. Alumni Association

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

XII. Adjourn
Tuesday, February 27, 2018
1:00-2:00 p.m.
ADM 204
Link to Live Skype Meeting

I. Call to Order:
II. Introduction of Members
   [P = Present  E = Excused  X = Absent]

2017-2018 University Assembly Membership

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| P             | Brenda Levesque  

College of Health       | P     | Sharon Chamard  

Justice       | P     | Josiah Nash  

USUAA Ombudsman       | A     | Jennifer Wisel  

Alumni Relations       |
| A             | Kathy Lardner  

College of Education       | P     | Maria Williams  

Alaska Native Studies       | A     | Moira Pyhala  

USUAA Representative       | A     | Chelsea Avichayil  

Alumni Relations       |
| P             | John Moore  

College of Arts & Sciences       | E     | Scott Downing  

English, KPC       | P     | Alex Jorgensen  

USUAA Speaker       | A     | Matt Morse  

Alumni Relations       |
| E             | Kendra Conroy  

Business Enterprise Institute       |       |       |       |
| E             | Elizabeth Winfree  

Center for Human Development       |       |       |       |

**NO QUORUM**

III. Approval of Agenda (pg. 1-2)
IV. Approval of Summary (pg. 3-4)
V. President's Report
VI. Guest Speaker
   A. Lean Six Sigma Project Managers, LuAnn Piccard & Matthieu Ostrander
      *Update on LEAN’s alignment with UAA 2020*

VII. Administrative Reports
   A. Interim Chancellor, Samuel Gingerich
   B. Interim Provost & Executive Vice Chancellor, Duane Hrncir
   C. Interim Vice Chancellor of Administrative Services, Pat Shier
   D. Vice Chancellor of Advancement, Megan Olson  (pg. 5-9)
   E. Vice Chancellor of Student Affairs, Bruce Schultz  (pg. 10-13)
   F. Chief Information Officer, Adam Paulick
   G. Institutional Self-Study Chairs, Susan Kalina, Larry Foster & Jennifer Brock

VIII. New Business
A.

IX. Old Business

X. Governance Reports
   A. System Governance Council
   B. Faculty Senate/Faculty Alliance
   C. Staff Alliance
   D. Staff Council (pg. 14-17)
      Brenda gave update on Staff Council
   E. Union of Students/Coalition of Students
   F. Alumni Association

XI. Information/Attachments
   A. Upcoming Governance Events (recurring item)
   B. Staff Recognition Policy, John Moore
      Briefed the group on the status of the policy and requested support from other governance groups.

XII. Adjourn
Recruitments

- Director of Marketing & Communications - Advancement has hired David Webb who started April 16. David brings a wealth of Marketing, Communications and Public Relations experience from the private sector which will be invaluable as we move forward.
- Director of Alumni Engagement (finalists expected on campus in April/May)
- Director of Philanthropy (Summer 2018)

ConocoPhillips Arctic Science and Engineering Endowment Awardees

On March 23, the 2017 awardees of the ConocoPhillips Arctic Science and Engineering Endowment ($450,000 in total funding) presented their research and projects to ConocoPhillips leadership. Projects include:

- Accelerated Corrosion Under Insulation (CUI) Test Apparatus Continuation (Matthew Cullin)
- Reinvigorating Arctic Oil/Gas Exploration with new Shelf-edge Exploration Concepts (Jennifer Aschoff and Simon Kattenhorn)
- Vortex-Induced Vibration in Marine Pipelines with Application to AKLNG (Jifeng Peng)
- Arctic Coastal Erosion Modeling Using Machine Learning and Process-Based Approaches (Tom Ravens and Mathew Kupilik)
- Mycelium-based Biomaterials for Sustainable Thermal Insulation in the Arctic (Zhaolui Joey Yang and Phillippe Amstislavski)
- Snow Cover in Alaska: Comprehensive Review (Gennady Gienko, Scott Hamel and Rob Lang)

Retirees Reception

Chancellor Gingerich invited this year’s retirees to join him for hors d’oeuvres and refreshments at the chancellor’s residence Wednesday, April 11. This annual tradition honors the many years of service dedicated to the university by our valued retiring faculty and staff.

Spring Hooding and Commencement

RSVP for the graduate degree hooding and commencement ceremonies by April 27! Hooding takes place Saturday, May 5, 3 p.m. at the Wendy Williamson Auditorium. Commencement will be held Sunday, May 6, 1 p.m. at the Alaska Airlines Center. Please remind students that they must apply for graduation prior to RSVP’ing for the ceremonies. Guest tickets are required for the spring commencement ceremony only and are available at the campus bookstore. Please note: new security screening will be in place for entrance into the Alaska Airlines Center. Watch your email and the commencement website for details on these procedures coming soon.
FALL 2017 Commencement Ceremony

*1174 summer and fall semester graduates were celebrated at December commencement. 452 walked in the ceremony, 69 more students than in December of 2016.

*127 Faculty member participated in commencement ceremonies.

**ALUMNI RELATIONS NEWS/UPDATES**

**Alumni Relations** will be moving out of their current location on May 12th and will reside in the Administration/Humanities Building Suite 236 until Mid-August while construction is underway in the Consortium Library building.

**Career Networking Night | March 29**
Students and recent grads met with UAA alumni for the second Career Networking Night. Organized in partnership with USUAA and UAA Career Exploration & Services, the event provided one-on-one career advice and answers to post-grad questions through speed-networking and an alumni panel in the Student Union.

**Economics and Honors College Alumni Reception | April 19**
Alumni are invited to a welcoming reception honoring economics and Honors College graduate Dr. Kelcie Ralph ’09, who will deliver the keynote discussion at the 2018 Undergraduate Research and Discovery Symposium. Ralph’s doctoral thesis at UCLA examined the causes and consequences of the decline in driving among young people. Her research centers around urban planning, equitable access and encouraging a shift away from automobiles. A former Marshall Scholar, she is an assistant professor of transportation planning at Rutgers University. Interested graduates can RSVP to seawolf.forever@alaska.edu or 907-786-1942.

Alumni reception: 6-7 p.m. in Student Union Den
Keynote discussion, open to all: 7-8:30 p.m. in Student Union Cafeteria

**Psychology Alumni Night | April 19**
Psychology alumni will reconnect with professors and classmates and help kick off the Behavioral Sciences Conference of the North (BSCN) 2018 at the annual Psychology Alumni Night. This year’s keynote speaker is psychology alumna Erin Johnson, B.A.'05, M.S.'10, Ph.D '12, presenting "Lessons Learned: Practicing Psychology in Rural Alaska." The event begins with a reception at 5:30 p.m. in the Lewis Haines Conference Room (Room 307) of the UAA/APU Consortium Library. The keynote address begins at 7 p.m. Interested graduates can RSVP by email to Stephanie Brown (sabrown2@alaska.edu)
College of Engineering Hall of Fame Induction ceremony May 4
The College of Engineering Alumni chapter will induct its third class of honorees into the COE Hall of Fame during a reception in the Engineering & Industry Building Solarium 201. This event will coincide with the Order of the Engineer ceremony, recognizing the class of 2018. Celebrate the college's past and present graduates at this annual alumni event. Contact seawolf.forever@alaska.edu for more information.

Chicago Area Alumni Meeting | May 16
The Chicago Area chapter will host its annual meet and greet in Evanston, Illinois on Wednesday, May 16. If you know any graduates near Chicago, encourage them to attend by emailing seawolf.forever@alaska.edu for more details.

DEVELOPMENT NEWS/UPDATES

CORPORATE GIFTS

ExxonMobil Corporation donated $175,000.00 to the Alaska Native Science & Engineering Program.
ConocoPhillips Company donated $88,500.00 to the College of Engineering for the Lab Actuator & Equipment, the Alaska Native Science & Engineering Program and the Machetanz Art Festival.
Alaska Kidney foundations, Inc. donated $42,389.00 to the Alaska Kidney Foundation Scholarship and the School of Nursing; Renal Care Nursing Elective and Renal Course Scholarships.
Chugach Alaska Corporation donated $40,000.00 to the Excellence in Alaska Native Business and Public Policy.
Atwood Foundation donated $23,300.00 to the College of Arts & Sciences Theatre & Dance AY19 Performance Season, the Kachemak Bay Writer's Conference and the Elaine Atwood Scholarship.
Alaska Regional Hospital donated $15,000.00 to the UAA Surgical Technologist Program.

NEW FUNDS

CAS Crossing the Finish Line Completion Scholarship - To provide financial assistance for tuition and other related educational expenses to a full-time student who may otherwise be unable to obtain a four-year college degree. This scholarship shall be provided to students seeking a bachelor's degree at the University of Alaska Anchorage within the College of Arts and Sciences.

Engineering Conference Student Travel Award - To assist students enrolled in the College of Engineering at the University of Alaska Anchorage to attend a sanctioned meeting or conference in or outside of the State of Alaska.
**UAA ASCE Student Competitions** - To provide funds to support ASCE student competitions at UAA.

**PWSC Health and Fitness Center** - To provide support for the Health and Fitness Center at the Prince William Sound College.

**PHONATHON**

"Ruffalo Noel Levitz (RNL) began working with UA in September to implement a system-wide Phonathon program, housed at UAA's calling center. The program has raised $130,273 in pledges and cash gifts for UAA and $92,145 in pledges and cash gifts for UAF totaling $222,418 for both MAU's. The donor count for UAA is 1493, UAF is 837 with a total of 2330 for both MAU's."

**UNIVERSITY RELATIONS NEWS/UPDATES**

**MEDIA**

UAA appeared in more than 400 articles in March. Coverage highlights include:

- Reuters article on budget deficits for oil states cited report by UAA’s Institute of Social and Economic Research; article appeared in multiple news outlets nationwide.
- Anchorage Daily News article cited UAA’s Applied Environmental Research Center as working with New Jersey-based contractor BEM Systems to estimate anticipated shoreline loss at two Air Force radar sites in Alaska.
- Alaska Public Media quoted Jilly Ramsey, a UAA behavioral health training coordinator in a story about mental health first aid classes.
- Anchorage Press runs UAA syndicated story about two journalism students who plan to turn their capstone project into a physical magazine for the residents of Spenard.
- Petroleum News covered faculty research funded by ConocoPhillips Arctic Science and Engineering Endowment Awards.
MARCH SOCIAL MEDIA

Facebook: 18,323 fans (+.5%)
Twitter: 6,375 followers (+1%)
Instagram: 3,550 followers (+1%)
YouTube: 401 subscribers (+2%)
LinkedIn: 39,514 followers (+1%)
Community Total: 68,163 (+.5%)

FACEBOOK - Top Posts
1. STUDENT SUCCESS VIDEO: Amazing Stories Rachel Dunbar Nursing Student (5.4K impressions, 388 engagements)
2. COMMUNITY SHARE: Iditarod Start Video KTVA (2.8K impressions, 96 engagements)
3. CAMPUS VIDEO: Spring Break Moose (3.1K impressions, 66 engagements)
4. COMMUNITY UPDATE: Glenn Highway Shutdown Update (1.8K impressions, 17 engagements)
5. CAMPUS COMMUNITY STORY: Plan a Night at the Planetarium (1.7K impressions, 34 engagements)

TWITTER - Top Tweets
1. STUDENT SUCCESS STORY: Arctic Youth Ambassadors (29K reach, 10 engagements)
2. STUDENT/PROGRAM SUCCESS STORY: Turn Anchorage into a Ski Town (14.5K reach, 119 engagements)
3. STUDENT PHOTO: UAA Student Leaders Advocating in Juneau (14K reach, 8 engagements)
4. COMMUNITY EVENT: Think Tank Promotion (11.7K reach, 8 engagements)
5. ALUMNI SUCCESS STORY: Bridgette Ellis ‘04 Guinness World Records (9.6K reach, 10 engagements)

INSTAGRAM - Top Posts
1. STUDENT REGRAM: Student Leaders advocating in Juneau! (179 likes)
2. CAMPUS: Shoveling after fresh snowfall (165 likes)
3. SATELLITE CAMPUS: Ice climbing at Prince William Sound College (130 likes)
4. PROFESSORS: UAA Professors in their element / candids (107 likes)
5. CAMPUS / STUDENTS: Students proudly stand by their Gear Room mural (92 likes)

LINKEDIN - Top Posts
1. COLLEGE STORY: Prince William Sound College Outdoor Leadership (12K impressions, 63 interactions)
2. PROGRAM STORY: Iditarod Spring Break (9.3K impressions, 41 interactions)
3. STAFF INTERVIEW: A discussion with Dr. Claudia Lampman, Interim Vice Provost for Student Success (4.3K impressions, 29 interactions)
4. STUDENT SUCCESS STORY: Geology Students Competing in Imperial Barrel Award competition (2.7K impressions, 44 interactions)
5. ALUMNI SUCCESS STORY: Heather Harris, CEO of Big Brothers Big Sisters Alaska talks about giving back to the community (2.4K impressions, 39 interactions)
Admissions & Recruitment
Kids2College is this Friday, April 20. UAA will have approximately 800 5th and 6th graders visiting campus to cap off the college awareness lessons they have been participating in within their schools. This program continues to be a valuable partnership between Alaska Commission on Postsecondary Education (ACPE), the Anchorage School District and UAA. Recruitment encourages the campus community to wear their green and gold on Kids2College day.

Recruitment participated in the Seawolf Ready program to assist new incoming students with their remaining admission steps as well as helping some students complete their application for admission.

Recruitment is in the height of the college fair season. Our admissions counselors have returned from Valdez, Dillingham, and Kenai Peninsula schools in addition to Minnesota and Texas fair circuits. While in Minnesota, one of UAA’s admissions counselor connected with two UAA alumni teaching in high schools hosting college fairs. Alum Cynthia Cain ’99 joined the UAA table to help draw her students from Champlin Park High School over to excite them about the opportunities at UAA. UAA will also be represented in the upcoming California college fair circuit, primarily talking to sophomores and juniors.

Career Exploration and Services (CES)
CES hosted the We’re Hiring Career Fair on April 12 in the Student Union from 10:00 am to 2:00 pm. Student participants totaled 1,027 and 23 companies and non-profits were represented as well as 56 recruiters from government agencies, insurance, retail, and the construction industries, car rental agencies, branches of the military, and Alaska fisheries. Students had the opportunity to pose for a complimentary professional headshot; 30 students took advantage of the photo shoot.

This month, CES also hosted the Spring Etiquette Luncheon on April 6. UAA students experienced dining with employers and refining their etiquette. The business partners that participated were Target, Bureau of Land Management, Progressive Insurance, and Enstar Natural Gas. Dr. Terry Nelson, Graduate Programs Director and Associate Professor for Management and Marketing in the College of Business and Public Policy presented on the value of networking. At the end of the month, CES will host the 2018 Seawolf Etiquette Luncheon for Student Athletes on Friday, April 27 from 11:30 am–1:00 pm in the Lucy Cuddy Hall.

CES also launched five Blackboard modules to 5,707 online students. University students are able to access these training opportunities at a time most convenient for them. The topics are Career Exploration, Networking 101, Resume & Cover Letter Basics, and Interviewing Basics. To date, 1,967 students have engaged with at least one module.

Dean of Students Office: Student Conduct; Alcohol, Drug, and Wellness Education; and Care Team
The Dean of Students Office partnered with the Office of Equity and Compliance, Student Health & Counseling Center’s Health Promotion Team, Athletics, and various other student groups and university departments to put on a fundraising event called Stand Strong for STAR. The event took place on April 6 and featured renowned spoken word artist FreeQuency. The event raised over $750 for Standing Together Against Rape (STAR).

Alcohol, Drug, and Wellness Educator Brittney Kupec is working to rebrand the sober support gathering group on campus to engage students in recovery on campus.

Student Conduct and Ethical Development Coordinator Megan Wilbur formalized several UAA student conduct processes within the new statewide Maxient system and continued to provide one-on-one faculty consultations regarding the new academic integrity policy. Megan also finalized student conduct reporting for UAA’s upcoming accreditation.

The Care Team Coordinator organized a two-hour training of biology tutors on March 9 on the topic of Classroom Disruption. Leading the training were Lisa Terwilliger, Steve Hawkins, and Anyon Turner.
Disability Student Services (DSS)
DSS was awarded $92,000 for the design, development, and implementation of an Accessible Wayfinding Campus and Navigation System (AWCNS) by the new Innovative Technology Solutions Fund committee of the University Technology Council. The primary target beneficiaries of this system are those who are blind and visually-impaired (BVI); however, the free application (app) will benefit all students, faculty, staff, and campus visitors with real-time location access. It will be available to iOS and Android users. The installation of this system supports principles of Universal Design by enhancing access to the college experience for everyone, including those who have disabilities. Frequently, campus-designed environments consider visible and tactile factors rather than taking a multi-sensory approach. The AWCNS overcomes typical sensory barriers. The project from design to implementation will take approximately five months and Heather Swanson, DSS Assistive Technology Specialist, is the project manager. This is groundbreaking technology that will promote UAA’s commitment to inclusion nationwide.

Multicultural Center (MCC)
On April 7, the Multicultural Center hosted its 23rd annual Students of Excellence Awards Program. Students Alexandra Ellis and Leslie Pridgen were awarded Student of Excellence Awards for 2018. Students Andres Antuna, Geser Bat Erdene, Nyabony Gat, and Anthony Taylor were awarded the Eleanor Andrews Scholarship for the spring 2018 semester. In addition, the AHAINA Mentors were honored for their exceptional work increasing retention and persistence of UAA AHAINA students.

New Student Orientation (NSO)
Registration for the 2018-2019 Howl Days (orientation for new students) is now open. For more details and the schedule, see: uaa.alaska.edu/students/orientation/howl-days.

Office of the Registrar
The Office of the Registrar hosted CLSS (read “class”) training sessions April 11 and 12 to train academic schedulers and schedule approvers on the new academic scheduling software. The sessions were well attended and the software well received. The Office of the Registrar will continue refining the software in partnership with the colleges as schedulers use it to make spring 2019 schedule changes. Summer and fall 2018 schedule changes should be made using Class Schedule Forms.

Fall 2018 open registration began April 16. This means all students, including UAF and UAS admits and non-degree-seeking students, can register for fall 2018 courses for which they meet prerequisites and registration restrictions.

The deadline to apply for spring graduation is April 27. Students submit their application through UAOnline.

2018-19 catalog edits are due Friday, April 27. Page owners received an email earlier this semester inviting them to begin working on necessary edits. Changes are made in nextcatalog.ualaska.edu (login with UA credentials). All catalog pages need to be submitted to workflow, even if there are no edits. Please remember this is not an opportunity to edit courses or programs. Email uaa.catalog@alaska.edu with any questions.

Final exams are May 1–5. Faculty and students are encouraged to use the final exams search to confirm the day, time and/or location of their final exam(s).

Final spring grades for full semester-length courses are due in UAOnline by 11:59 pm on May 10. Missing grades can delay graduation and/or financial aid disbursement and affect academic standing.

Office of Financial Aid
The Office of Financial Aid conducted a series of financial literacy events to celebrate April as national Financial Literacy Month. In addition to general financial aid and scholarship sessions and the Savvy Seawolf Series workshops on budgeting, credit, and loans, guest speakers presented on topics such as investment basics, home buying, cybersecurity, and salary negotiating. The headline event, comedian and financial advisor Colin Ryan, drew over 200 people to his
Student Health & Counseling Center (SHCC)

Five SHCC Nurse Practitioners are completing their preceptorship commitment with College of Health, School of Nursing, graduate student interns. Supporting our graduate students through the provision of clinical internships meets the three 2020 UAA Goals of advancing a culture of institutional excellence, assisting students to complete their educational goals, and supporting the graduation rates of students to fill Alaska’s needs.

An increase to the 2018/19 Federal Pell Grant was approved in late February and updated federal financial aid award letters will be emailed to impacted students shortly. Federal Pell Grant eligible students interested in summer classes should be reminded of new financial aid rules that allow them to receive their grants in the summer, even if they received full-time payments in the fall and spring. As students register for summer classes, their summer Pell Grants will appear on their financial aid award letters within one week. Students with questions should contact the Office of Financial Aid directly.

Most academic departments with Foundation scholarships must select their recipients by April 20. Fall 2018 scholarship award notices are currently being sent to both incoming and current students, with most scheduled to be notified by May 1.

Residence Life

Residence Life’s 2018-2019 student staff recruitment has culminated with sending out dozens of placement and decision letters on April 5 and 6. Offers for positions were delivered, in addition to alternate letters, regret letters, and Summer Resident Advisor letters. Candidates have until April 11 to accept the offered leadership opportunity.

A Women’s House event was held in the Cama-i Room on April 4. This was a place for women to talk with other women about women’s health and healthy relationships with SHCC staff Betty Bang and Hannah Guzzi. A total of ten women attended including a young woman who is transgender, male to female. It was a very engaging event and it worked great with the men gathering and playing board games by the fire just outside the Cama-i Room. There were a lot of men excited about the Men’s House event that would take place the following week.

Spring wellness workshops are also concluding by offering students a final opportunity to learn about Getting Unstuck from the symptoms of depression on April 11, 1:00–2:00 pm and Stress and Anxiety Management on April 17, 11:30 am–12:30 pm. Students can also learn about support for ADHD Demystified on April 13, 1:00–2:00 pm and skills for Gatekeepers Suicide Prevention on April 20, from 1:00–2:00 pm. All workshops are located in Rasmuson Hall, Room 112.

The SHCC Health Promotion Team, including student Peer Health Educators, have been engaged in supporting activities for Sexual Assault and Domestic Violence Awareness Month, including Stand Strong for STAR on April 6, Men’s House on
April 11 in the Cama-I Room, Friendly Feud on April 12 in the Commons Cafeteria, and multiple bystander trainings.

Please join the SHCC in supporting our UAA students to finish strong, by partaking in the Free Soup Lunch on April 25, 11:00 am–1:30 pm in the Rasmuson Hall Lobby.

Student Life & Leadership (SL&L)

This April, Student Life & Leadership invites a season of student celebration and transition.

On April 5-6, Student Life & Leadership held the 34th Annual Student Showcase Academic Conference, featuring twenty student presentations, including one group, from various academic disciplines. Based upon combined scores from faculty reviewers and community panelists, three award winners and three honorable mentions were named at a reception immediately following the conference. This year’s Student Showcase Award Winners were: Khafani Abel (Scribbles of a Prince: How Henry VIII Affected Elizabeth I and Her Letter Writing), Ioana Lobontiu (Sanity and Insanity, Self and Society in the Theater of the Absurd: A Comparative Study of Dramas by Friedrich Durrenmatt, Eugene Ionesco, and Marin Sorescu), and Stacy Newbern (Evaluation of Neuropathic Pain with Peripheral Vascular Disease: An Integrative Review). Honorable Mentions went to: John Macy (The Intentional Soul), Addison Downing (Ishmael Essay), and Dong Won Yu, Lesley Garcia, Lesly Mislang, Amanda Oslon & Rachel Sanders (But Is It Really Clean? A Microscopic Perspective of the UAA Public Bathrooms).

On May 2, SL&L will host an expanded UAA Leadership Honors & Awards Reception to celebrate Leadership Honors recipients, Seawolf Leadership and Community Service Award recipients, Emerging Leaders Program Graduates, and other leadership honors, awards, and scholarships. The reception will take place from 3:30–5:00 pm in the Student Union Den by invitation only.

USUAA Elections were facilitated for offices of the President, Vice-President, Senators, Concert Board, Media Board, and Green Fee Board, as well as two constitutional amendments. Alec Burris and Geser Bat-Erdene were re-elected to the offices of President and Vice-President of USUAA, respectively, with Clare Baldwin, Manal Sharife, Nathaniel (Shoya) Watanabe, Alex Jorgensen, Ankhbayar Batkhurel, Teresa Robel, Rose Kruger, Joe Longuevan, Radames Bradley Mercado-Barbosa, and Zachary Christy elected or re-elected as Senators. Cody Herron-Webb and Garrison Theroux were elected to Concert Board; and Sydney Deuseberry, Michael Keller-Miller, and Robert Hockema were elected to Green Fee Board. Both constitutional amendments passed vote.

As we close out the Spring 2018 academic semester, the staff of Student Life & Leadership wish all of our students good luck on finals and best wishes for the summer. Students taking classes at UAA and staying in Anchorage this summer should stay tuned for summer student programming.

Student Life & Leadership Upcoming Events:

- **Juried Student Art Show**—April 12–27
  Hugh McPeck Gallery, Student Union

- **Walter Martin Family Concert**—Friday, Apr. 13, 6:30 pm
  Student Union, Cafeteria
  Free for UAA students taking 6+ credits with ID (tickets at UAATix.com). $15 for UAA staff, faculty, alumni, and the general public. Free for youth ages 12 and under.

- **Explore More Series Indoor Rock Climbing (in partnership with the Alaska Rock Gym)**—Saturday, April 14, 10:30 am
  $10 for UAA students taking 6+ credits with ID (tickets at UAATix.com). Meet up at Alaska Rock Gym.

- **Latin Dance Salsa Night: Cha Cha** (in partnership with Alaska Dance Promotions)—Tuesday, April 17, 7:00 pm
 CAFeteria, Student Union, Cafeteria
  Free for UAA students taking 6+ credits with ID.

- **Talent Show**—Thursday, April 19, 7:00–9:00 pm
  Fine Arts Building, Recital Hall (ARTS 150)
  Free for UAA students taking 6+ credits with ID (tickets at UAATix.com). $5 for UAA staff, faculty, alumni, and the general public.

- **UAA Late Nights**—April 23–26, 30 & May 1–3
  Various events held on campus throughout the week.
• Emerging Leaders Program—Friday, April 27, 8:00 am–3:00 pm
  Student Union Den
  Open only to UAA Emerging Leaders Program participants.

• UAA Leadership Honors & Awards Reception—
  Wednesday, May 2, 3:30–5:00 pm
  Student Union Den
  By invitation only to honor recipients of UAA Leadership Honors and other awards.

• USUAA General Assembly Meetings—Fridays, 3:00 pm
  Lyla Richards Conference Room, Student Union

Student Outreach and Transition (SO&T)

SO&T is launching Seawolf Ready, a pilot program designed to reach out to graduating seniors from local high schools who have selected UAA as their college of choice. The program will support their onboarding to UAA. This collaborative effort is facilitated by Student Transition Advisor in the Multicultural Center Tamika Dowdy, Admissions Counselor in Enrollment Services Valerie Svancara, Director of TRIO Student Support Services Kelly Foran, and Director of TRIO Upward Bound Kaitlin DeMarcus. The partnership engages colleges, departments, programs and services across the university community.

This early outreach effort assisted high school students from East, West, Bartlett, and Service with completing important processes in preparation for their attendance at UAA. The goal is to encourage students to maintain awareness of their placement test requirements, admission, financial aid, and enrollment statuses; complete required steps prior to leaving high school; and connect with UAA support services for guidance in navigating their transition to college.

Seawolf Ready events were hosted between March 28 and April 10; 182 graduating seniors were served. The leadership team is in the process of evaluating the data to determine the impact of the program.

TRIO Programs

TRIO Student Support Services (SSS) & TRIO Upward Bound (UB)

SSS and UB will co-host UAA’s TRIO Programs 2018 Graduation Celebration on Friday, April 27 in the Student Union from 6:00–8:00pm. The UAA community is invited in celebrating with the graduating TRIO students.
How do you contribute to UAA’s Mission & Core Themes?
Tell us your story!

Mission:
The mission of the University of Alaska Anchorage is to discover and disseminate knowledge through teaching, research, service, engagement, and creative expression. Located in Anchorage and on community campuses in Southcentral Alaska, UAA is committed to serving the higher needs of the state, its communities, and its diverse peoples.

UAA is an open-access university with academic programs leading to occupational endorsements; undergraduate and graduate certificates; and associate, baccalaureate, and graduate degrees in a rich, diverse, and inclusive environment.

CORE THEMES

Teaching and Learning
Research, Scholarship, and Creative Activity
Student Success
UAA Community
Public Square

Self-Study Report: Thanks to all who contributed to the report, either by writing a section or providing input and feedback along the way! It truly was a group effort! A special thank you to the Office of Institutional Effectiveness for getting the report into its final shape.

The report is posted on the Self-Study website, along with the Institutional Assessment Plan, the Reaffirmation of Accreditation PowerPoint, and the Mission Fulfillment Brochure. To request printed copies of the tri-fold brochure, please contact Academic Affairs.

Briefings: As part of further engaging the campuses and their communities, outreach briefings are being held with administrative and governance leadership groups. The Mission Fulfillment brochure developed for these briefings demonstrates that UAA is meeting its mission and using assessment to inform decisions and improvements.

Monitors: Check out the monitors across our campuses for Core Theme stories!

- Fall 2018 October 8-10, 2018 Site Visit
Curriculum

Continuing Education/Non-Credit: The updated process and forms for non-credit and continuing education offerings are posted on the Curriculum Website under "Continuing Education/Non-Credit Offerings." This section also connects to the public-facing Continuing Education that links to all college and campus offerings.

Syllabus Review for Course Learning Outcomes
Course student learning outcomes are required to be published in syllabi, to communicate expectations with students and to meet UAA's accreditation standards. In Fall 2017, Academic Affairs collected 460 syllabi across all colleges, representing all sections of five Tier 1 GER courses, as well as a representative sampling of Tier 2 GERs and upper-division and graduate courses.

The project showed faculty are including outcomes in their syllabi, but in some cases, may not have updated the outcomes to match revisions approved through the curriculum process. As faculty update syllabi each semester, please verify the outcomes match the CIM course approval system or the course content guide archive for courses not yet reviewed in CIM. A similar review of Spring 2018 syllabi is being conducted this April.

Program Licensure Information in the Catalog
The Undergraduate and Graduate Academic Boards approved an expedited process to update program Catalog copy for programs which lead to national or state eligibility requirements for licensure or entry into an occupation or profession. This is an accreditation requirement. Academic Affairs is working with the colleges to confirm program language for these updates.

Course Fees

Course Fee Review
Per the Course Fee Policy, colleges must regularly review course fees, with an opportunity for student comment and input at a minimum of every five years. Deans will be asked to complete a review of all fees in their colleges over the summer.

Program Student Learning Outcomes Assessment

Annual Academic Assessment Survey (Deadline June 15, 2018)
All programs, including those with suspended admissions, must complete the Annual Academic Assessment Survey, open April 1 - June 15, 2018. Each program has a designated faculty member assigned to complete the survey. The survey captures information about faculty efforts around student learning and improvement and helps UAA to highlight these efforts.

Annual Academic Assessment Report (Deadline October 15, 2018)
All active programs, i.e., not those with suspended admissions, must conduct annual academic assessment activities according to their assessment plan and submit an AY18 Annual Academic Assessment Report to their dean/community campus director by posting it to the Academic Assessment Repository site by October 15, 2018.

Deans and campus directors have designated a faculty member responsible for uploading each program’s annual academic assessment report to the Academic Assessment Repository. The reporting faculty assignments are posted on the site, along with a template and instructions.

College and Program Assessment Coordinators
The AAC Chairs and Academic Affairs will host a general meeting with deans, campus directors, and designated college and program assessment coordinators in May.
**Academic Assessment Committee Listening Session**
The Faculty Senate Academic Assessment Committee hosted a listening session with program and college assessment coordinators on February 2nd. The session provided an opportunity to hear stories about positive, productive assessment activities, and gather feedback to improve UAA’s assessment process and support assessment coordinators in their work.

**General Education Workshop Series**
Dan Kline, General Education Director, concludes the AY18 GER assessment series with the GER/AA Assessment Soiree.

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<th>Location</th>
<th>Time</th>
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<th>Register</th>
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<tr>
<td>Mon 5/7 -Tues 5/8</td>
<td>LIB 307</td>
<td>9:00-1:00</td>
<td>GER/AA Assessment Soiree</td>
<td>Register</td>
</tr>
</tbody>
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**Cyclical Academic Program Review**

**2018 Program Review**
The Deans submitted their commendations and recommendations to OAA on March 1st. Programs were given two weeks to submit any responses to OAA.

**Program Accreditation**

Programs preparing a self-study, annual report, or other communication to an external accreditor, as well as those planning site visits, must coordinate with their dean’s office and Academic Affairs.

**Program Accreditation Actions**
- The Surgical Technology AAS program submitted a self-study for initial accreditation in March.
- The Early Childhood Development AAS program was granted initial accreditation in March.
- The Legal Studies UC/AAS/BA/PBCT programs were granted reapproval in February.
- The Social Work BSW/MSW programs hosted a site visit in February.
- The Paramedical Technology AAS program submitted a self-study for reaccreditation in January.
- The Construction Management AAS/BS program submitted a progress report in December.

**International and Intercultural Affairs**

**New Education Abroad Coordinator**
Please join us in welcoming Patrick Moore, UAA’s new Education Abroad Coordinator. Patrick comes to UAA from Texas A&M University.

**International and Intercultural Partnerships**
UAA recently established international partnerships with the National University of Mongolia (Mongolia) and Heilongjiang University (China).

**Reimagining Education Abroad Faculty Workshop**
In February, Academic Affairs partnered with the Faculty Senate Ad Hoc Committee on Education Abroad for a faculty workshop.
To: Sam Gingerich, Interim Chancellor  
University of Alaska Anchorage

Fr: Monique Marron,  
UAA Governance Office

Re: UAA Staff Recognition Policy

On October 5, 2017 the Staff Council approved a resolution to support the UAA Staff Recognition policy.

Please see the enclosed documents for more information.

If I may be of further assistance, please let me know.

Chancellor  
☐ Approved  ☐ Disapproved

Comments:

This needs to be reviewed by all governance groups give and a new policy is proposed  

Samuel Gingerich, Interim Chancellor  
Date  

Nov 20, 2017
Resolution FY18-04
Resolution: UAA Staff Recognition Policy

MOTION: The Staff Council of the University of Alaska Anchorage (UAA) approves the following resolution.

Adoption of UAF employee recognition policy (04.05.001) at UAA.

RATIONALE:

WHEREAS, UAA has no employee recognition policy, and

WHEREAS, UAF has existing policy (04.05.001), and

WHEREAS, the President supports the use of this policy but prefers that each university administer their own program (memo to Staff Alliance 5/26/2017);

THEREFORE, Staff Council approves the resolution:

The University of Alaska Anchorage Staff Council supports the adoption of a staff recognition policy similar to the policy that exists at the University of Alaska Fairbanks (04.05.001) – see attached.

This motion shall be effective immediately upon passage.

Respectfully Submitted,

John Moore
Staff Council Co-Vice President

-------------------------------
Staff Council voted on: October 5, 2017
14 (Date)
Yes:___________
No:___________
Abstain: 1
Absent: 5

Brenda Levesque, Co-President

Ryan J. Hill, Co-President

October 5, 2017
Date

October 5, 2017
Date
MEMORANDUM

Date: May 26, 2017

To: Nate Bauer, Staff Alliance Chair

From: Jim Johnsen, UA President

Re: Response to Staff Alliance FY18 Compensation Recommendations

Thank you for the Staff Alliance’s (SA) May 3, 2017, memo itemizing its compensation recommendations for FY18. In case you are not aware of the Statewide Administration Assembly’s Resolution 2017-04 passed April 19, I have attached a copy. This resolution recommends parity between university employees and the benefits they receive, asking for reinstatement of the annual leave cash-out program, “for all non-executive and non-represented university employees.”

My decision on each recommendation contained in your May 3 memo is related below; no. 5 serves as my official response to SAA Resolution 2017-04. Each decision has the benefit of consultation with CHRO McGee and the Summit Team.

1. **Increased Personal Holidays**
   SA proposes that “UA employees ... receive additional personal holidays for FY18.” Currently, only non-exempt staff are eligible for the one personal holiday each fiscal year. Although the university provides generous annual and sick leave accruals, in the interest of equity and appreciation for the hard work of all our staff, I am willing to expand the personal holiday benefit to all non-represented exempt employees, but I do not support increasing the number of personal days beyond our current practice.

2. **Employee Recognition Program**
   SA asks for systemwide implementation of an employee recognition program similar to what is in effect at UAF. My preference and that of the chancellors is that the three universities and the System Office each continue to offer and manage their own employee recognition programs. I agree strongly with what I think is the underlying intent of this recommendation -- that is to recognize and celebrate the high quality work our staff performs for the university.
3. **Loyalty/Retention Bonus**
   After achieving a specified time-oriented milestone, SA proposes that an employee receive a small bonus. In our current fiscal climate, there is no funding mechanism to support this. I do support each university and the System Office continuing to recognize on an annual basis longevity milestones with award celebrations and gifts. In addition, I encourage the campuses to provide retention bonuses on a case-by-case basis as funding and the university's priorities may be appropriate. I sincerely appreciate our governance bodies for their involvement in these annual celebrations.

4. **Non-mandatory Winter Closure**
   SA requests that employees are allowed to work over winter closure and that the winter break is made a soft closure. I believe the current practice of hard closure with specifically approved exceptions is in the best interest of the university, specifically as the practice results in real cost savings at a predictable time each year. Therefore, no change will be made at this time.

5. **Annual Leave Cash-In**
   Both SA and SAA ask that parity is returned to the annual leave cash-in program. I appreciate the interest in this policy change. I am especially sensitive to the fact that some employees lose annual leave each year and that employees may not be getting the time off needed to recharge. Therefore, I am expanding the annual leave cash-in program to include all eligible non-represented exempt and non-exempt employees. Employees will be eligible to cash in up to 40 hours of their annual leave once per fiscal year. However, in order to maintain work life balance, employees must have taken 80 hours of annual leave prior and have 40 hours remaining in their annual leave bank to be eligible to cash in annual leave. I have asked Human Resources to work on this implementation and more details will be communicated to employees in the near future. In addition, I recognize there are very real cost and productivity implications that result from expanding the program and will continue to evaluate this benefit for employees and the university.

JRJ

cc: Morgan Dufseth, UA System Governance Executive Officer  
    Eric Johnson, SAA Chair  
    Keli McGee, UA CHRO  
    UA Summit Team
Statewide Administration Assembly

Resolution 2017-04
Regarding Annual Leave Cash-In at the University of Alaska

Whereas, the University of Alaska (UA) changed its annual leave cash-in program in FY15 to no longer allow employees in grade 80 or above positions to cash out up to 40 hours of annual leave per year; and

Whereas, the UA FY 2018 preliminary budget contains no cost of living adjustment for employee compensation schedules; and

Whereas, many university employees use the annual leave cash-in program to supplement their income or to reduce their annual leave as it approaches the maximum allowable amount; and

Whereas, continuing the program for employees in grade 79 or below positions creates an inequality between employees at the university, as wages are not solely dependent on grade; and

Whereas, there should be parity between university employees and the benefits they receive, regardless of position classification.

Therefore be it resolved, the Statewide Administration Assembly asks UA administration to reinstate the annual leave cash-out program for all non-executive and non-represented university employees.

Adopted by the Statewide Administration Assembly the 19th day of April 2017.

Eric Johnson, President

Voting results as attested by Morgan Dufseh, Executive Officer:
Yes: 9      No: 2      Abstained: 0      Absent: 0
Employee Recognition Policy

POLICY STATEMENT
Putting people first is a UAF core value. Recognition shows employees they are valuable contributors to accomplishing the UAF mission. This policy establishes standards, considerations, and approval processes for employee recognition. Under this policy, the Chancellor delegates decision authority to approve informal and formal recognition awards at the Dean/Director level or the Provost/Vice Chancellor level (see Procedures below).

BACKGROUND & JUSTIFICATION
Recognition is an important element of “putting people first” and serves to motivate and reward employees for exemplary work above and beyond that which is required by a position description.

DEFINITIONS

Eligible Employees: All non-represented exempt and non-exempt regular or term employees are eligible to participate in this employee recognition program. Student employees are eligible for cash bonuses but are not eligible for paid time off.

Ineligible Employees: Employees in a bargaining unit are not eligible for recognition under this policy, but may be eligible for recognition as allowed under a governing collective bargaining agreement. Temporary employees, faculty, and executives are not eligible to participate in this program.

Informal Recognition: An informal recognition award may take the form of a cash bonus of up to $500 and/or non-cash awards such as up to 3 days of leave with pay; gift certificates; meals; plaques; certificates of appreciation; and items such as university sweatshirts, caps, or shirts; tickets to sporting or theater events; etc. The purchase of non-cash items with department funds is subject to applicable University representational allowance regulation [R05.02.07(F)].

Events or employee behaviors leading to informal recognition may include exemplary teamwork, completion of a special project, employee generated new or improved work procedures, special effort under unique or difficult circumstances, and employee appreciation. This list provides common examples and is not exhaustive.

Formal Recognition: A formal recognition award may take the form of cash bonuses of up to $2,500, up to 5 days of leave with pay, or may take the form of a higher profile institutional, organizational, or department-wide program that occurs on a regularly scheduled basis, characterized by an event to acknowledge significant contributions of an individual employee or
team. Formal recognition events might include employee of the month, employee of the year, or other similar formal programs.

Events leading to formal recognition may be the same as for informal recognition, but at a sustained level of performance or at a higher level of performance.

REFERENCES RELIED UPON
Recognition awards are subject to federal income tax withholdings and other withholdings as required by law. Recipients need to be aware of their tax obligations and University Regulation 05.02.07 regarding gifts and awards.

RESPONSIBILITIES
Awards of recognition are discretionary to the University.

If a supervisor desires to give an eligible employee a recognition award, the supervisor must complete and sign an award form (Informal Recognition Award and Formal Recognition Award forms are attached to this policy), identifying the justification for the award. Supervisors are responsible for ensuring that the level of recognition requested and awarded corresponds to the level of accomplishment and to administer recognition in a consistent manner. An Informal Recognition Award form must be approved by the appropriate Dean/Director; a Formal Recognition Award form must be approved by both the appropriate Dean/Director and the appropriate Provost/Vice Chancellor. It is the responsibility of the Dean/Director or Provost/Vice Chancellor to approve recognition that is warranted and funded. Approved awards are funded by the awarding unit’s budget.

Supervisors should identify and convey to employees the behaviors and accomplishments that will be rewarded, recognizing that incentives are a powerful motivator if expectations are clearly set out, but are a powerful de-motivator if expectations are not transparent or not achievable. Human Resource consultants can assist supervisors in formulating recognition standards for their departments. Department Payroll and Personnel Assistants (PPAs) will be knowledgeable about this policy and the required forms and can assist employees with proper timesheet coding and/or job form completion where required.

Supervisors are responsible for tracking the days of recognition leave awarded to an employee, which is best handled by written memo to the employee or copy of the approved award form to the employee.

Human Resources will process payment of recognition awards and withholdings consistent with state and federal laws. Human Resources will enter data and track or audit recognition awards to provide reports on utilization of this Employee Recognition Policy.
NON-COMPLIANCE
Administrators must be cognizant of budgetary constraints; awards may not negatively impact department budgets and may not be given from restricted funds. Administrators are responsible for identifying funding source. Inconsistent application of this policy could bring claims of favoritism and/or discrimination toward the supervisor which will be investigated by Human Resources.

EXCEPTIONS
See Definitions above for eligible and ineligible employees.

PROCEDURES
A. The supervisor completes an Informal Recognition Award or Formal Recognition Award form (forms are attached to this policy) for an eligible employee. The completed form must contain the supervisor’s justification for the award request. The supervisor is prohibited from discussing the recognition request with the employee until final approval of the award is secured. The supervisor sends the completed and signed award form via confidential means (examples: inner-campus mail in an envelope marked confidential; as a PDF attachment to an email) to the appropriate Dean/Director for review and approval.
B. If the Dean/Director denies the award, he/she indicates his/her denial on the award form and returns the original form to the supervisor in a confidential envelope.
C. When a Dean/Director approves an informal award, the Dean/Director sends the original, approved informal award form to Human Resources in a confidential envelope and sends a copy to the supervisor via confidential means (see A above). The supervisor provides the employee and the department PPA with a copy of the approved award form. If the award is paid leave, the supervisor makes the employee aware that paid recognition leave needs to be recorded on the employee’s time sheet under earnings code 460, that the leave must be used within the fiscal year it is awarded, and that unused leave will be lost upon the employee’s termination or separation from UAF. Leave may not be awarded from restricted funds.
D. When a Dean/Director approves a formal award, the Dean/Director sends the original, approved formal award form via confidential means to the appropriate Provost/Vice Chancellor for review and approval.
E. If the Provost/Vice Chancellor denies a formal award, he/she indicates his/her denial on the award form and returns the original form to the supervisor in a confidential envelope.
F. When a Provost/Vice Chancellor approves a formal award, the Provost/Vice Chancellor sends the original, approved formal award form to Human Resources in a confidential envelope and sends a copy to the supervisor via confidential means (see A above). The supervisor provides the employee and the department PPA with a copy of the approved award form. If the award is paid leave, the supervisor makes the employee aware that paid recognition leave needs to be recorded on the employee’s time sheet under earnings code 460, that the leave must be used within the fiscal year it is awarded, and that unused leave will be lost upon the employee’s termination or separation from UAF. Leave may not be awarded from restricted funds.
G. Human Resources Payroll will update Banner as necessary and file approved award forms in the appropriate employee’s personnel file.
POLICY APPROVED BY:

Brian D. Rogers, Chancellor
University of Alaska Fairbanks

Signed: July 17, 2009
INFORMAL RECOGNITION AWARD
(Up to $500 and/or 3 days paid leave)

Please print or write legibly

Employee Name: ________________________________ ID No: ______________

☐ Regular ☐ Term ☐ Student Employee

Department Org/Fund/Account: ________________________________

Awards, whether leave or monetary, may only be charged to unrestricted funds.

Type of Award: Monetary (EC 710) $ _______ Leave (EC 460) _______ hours

Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee’s termination or separation from UAF.

Justification for Award:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Requesting Supervisor’s Name: ________________________________

Supervisor’s Institute/School/Unit & Department: ________________________________

Requesting Supervisor’s Signature: ________________________________ Date: ________

Dean/Director - circle one: Approved Denied

Dean/Director’s Signature: ________________________________ Date: ________

Instructions, after final APPROVAL
Dean/Director: Send original to UAF HR and a copy to supervisor via confidential means.
Supervisor: Present a copy to the employee and department PPA.
Employee: Write EC code 460 on time sheet when using leave award.
PPA: Ensure EC is properly coded on timesheet; submit time sheet to HR.

Instructions, if Award is DENIED
Dean/Director: Return original form to supervisor in a confidential envelope.
FORMAL RECOGNITION AWARD
(Up to $2,500 and/or 5 days paid leave)

Please print or write legibly

Employee Name: __________________________ ID No: ____________

☐ Regular  ☐ Term  ☐ Student Employee

Department Org/Fund/Account: __________________________
Awards, whether leave or monetary, may only be charged to unrestricted funds.

Type of Award: Monetary (EC 710) $ _______ Leave (EC 460) _______ hours
Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee’s termination or
separation from UAF.

Justification for Award:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Requesting Supervisor’s Name: __________________________
Supervisor’s Institute/School/Unit & Department: __________________________
Requesting Supervisor’s Signature: __________________________ Date: ____________

Dean/Director - circle one:  Approved  Denied
Dean/Director’s Signature: __________________________ Date: ____________

Provost/VC - circle one:  Approved  Denied
Provost/Vice Chancellor Signature: __________________________ Date: ____________

Instructions, after final APPROVAL
Provost/VC: Send original to UAF HR and a copy to supervisor via confidential means. Supervisor: Present a copy
to the employee and department PPA. Employee: Write EC code 460 on time sheet when using leave award. PPA:
Ensure EC is properly coded on timesheet; submit time sheet to HR.

Instructions, if Award is DENIED
Provost/VC: Return original form to supervisor in a confidential envelope.
At its meeting on April 16, 2018, the Faculty Senate passed three resolutions or motions of particular note: 1) a resolution of support for a UAA Staff Recognition Policy, 2) a motion to endorse the UA Faculty Alliance request to amend University regulation R10.04.040 (concerning GER alignment), and 3) a curricular change adding an Alaska Native-themed general education requirement.

Faculty Senate committees continue their work. Here is a small sample: The Academic Assessment Committee recently reviewed the plans for the Construction Management AAS and BS programs, Public Health Practice MPH, and Radiological Technology AAS and reviewed ten informational plans. The ACDLITe Committee organized an e-Learning Luncheon, and has been involved in campus discussions over a Bookstore contract with Pearson aimed at reducing textbook costs to students. The Institutional and Unit Leadership Review Committee has surveyed faculty in the College of Engineering and the College of Arts and Science and will soon begin surveying faculty from Kodiak College.

Sharon Chamard
Faculty Senate President
Staff Alliance Meeting Summary  
April 4, 2018  
Representatives: Brenda Levesque & Ryan J. Hill

Tara Ferguson – UA Statewide Compensation Director  
- Survey sent out to set priorities for HR for FY19. Please complete by April 6, 2018. At last count, there were 137 responses.  
- Pay equity and market analysis study: this is moving forward. There was an advisory meeting yesterday. We just finalized the vendors. Tara is unsure of what level of detail will be shared with the community. We have never done a study like this for staff before.  
- Open enrollment will begin April 16.  
- UAA Chancellor search is underway. UAA has hired a new VCAS who will start on May 3. Candidates for the UAF Provost will be on campus soon. Statewide will start the search for the CITO this month.

Chair’s Report  
- I am concerned about the new process for employee tuition discounts of 25% for Occupational Certificates will be burdensome on staff. It is a very manual process.  
- The Student Access Gateway is underway. I’m glad UAA was able to send a Governance representative. We look to UAA Staff Council leadership to keep Staff Alliance updated of their progress.  
- The House finally passed their budget with an additional $19 million for the University.  
- Do you know how many students from 100 9th graders will graduate from college – only 9.

UAF Staff Council  
- Will be offering their first lunch & learn on April 10th from 12-1pm on Crucial Conversations which will be provided by internal employees. It will be streamlined with a link on the UAF Staff Council webpage.  
- President Johnsen to attend the next UAF Staff Council meeting and will be there to discuss any staff concerns brought forward.  
- UAF is also looking from within to network internally to find resources for those who work with similar processes.  
- UAF currently holding a Blood Drive and Food Drive.  
- UAF holds their meetings on the 2nd Tuesday of each month.

UAS Staff Council  
- Reviewing nominations for Staff Make Students Count as well as the Chancellor Excellence Award.  
- They have 4 positions open for UAS Staff Council  
- Juneau will be hosting the Annual Alaska Natives Conference. 9-12th grade students will be presenting research projects.  
- UAS is working hard to collaborate with Native organizations in helping to meet the 2025 goals.  
- UAS discussing whether their Staff Development Day should be the responsibility of Staff Council or Human Resources.
UAF noted that their University Relations area is responsible for Staff Development Day with volunteers from Staff Council.
This year they are working on 4 tracks: Professional, personal, fitness, and indigenous. Their day also includes longevity awards.

UA Statewide Assembly
- There last meeting was held on March 8th. They discussed the changes to employee tuition waivers and the safety training for CPR that was provided by UAF.
- They are in need of AED trainings for everyone in their buildings.
- April 18th is their day for employee awards and longevity recognitions.
- They are receiving Staff Council nominees for the new year and so far have 25.
- Next week they will be doing a lunch & learn on Records Management and anyone from UAF is welcome to join.
- Next meeting is April 12th.

UAF noted that they have AEDs in probably every building and they are maintained by Facilities. The same is true for Statewide. Best to review with UA Risk Officers about how to have them on other campus buildings.

Staff Health Care Committee – No meeting held in March
Compensation Committee – seem to be getting lots done via emails. They will be asking for a small staff increase to President Johnsen and want to continue each year.
Morale Committee – to meet soon
Staff Emeritus – to meet soon

System Governance – postponed
Joint Health Care Committee – meeting cancelled
System-Wide Councils Updates provided

Resolution for Staff Representation on Search Committees – Unanimously approved

Layoff Notice for Hourly/Non-Exempt Employees – going through other committees for review and waiting for the Resolution from the SA Compensation Committee.

Staff Emeritus – this Resolution is also going through a number of committees for review. It will be reviewed by the Academic Affairs Council, Human Resources Council, and then General Counsel. Some faculty not on-board or supportive of this Resolution as they feel it devalues theirs.

Grant-funded positions serving on Staff Council with supervisor’s approval is okay. However it is still being reviewed by General Counsel when serving on council and being paid with grant funds.

Discussion re how to have a continuation of some Staff Alliance members from one year to another.

Meeting adjourned.
Thursday, April 5, 2018
9:30 a.m.-11:30 a.m.
LIB 302
Link to Live Skype Meeting

I. Call to Order

II. Introduction of Members

[P = Present    X = Absent    C = Call In]

2017-2018 UAA Staff Council Membership

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<th>Name</th>
<th>Position</th>
<th>Term:</th>
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<th>Name</th>
<th>Position</th>
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<td>Ryan Hill</td>
<td>(Co-President) Residence Life</td>
<td>17-19 CP: 16-18</td>
<td>S</td>
<td>Lorraine Stewart</td>
<td>(Kodiak) Career &amp; Technical Education</td>
<td>17-19</td>
<td>H</td>
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<tr>
<td>Brenda Levesque</td>
<td>(Co-President) College of Health</td>
<td>17-19 CP: 17-19</td>
<td>H</td>
<td>Teresa Kimmel</td>
<td>College of Education</td>
<td>17-19</td>
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<tr>
<td>John Moore</td>
<td>(Co-Vice President) College of Arts &amp; Sciences</td>
<td>17-19</td>
<td>S</td>
<td>Liz Winfree</td>
<td>Center for Human Develop.</td>
<td>16-18</td>
<td>H</td>
</tr>
<tr>
<td>Kathy Lardner</td>
<td>(Co-Vice President) College of Education</td>
<td>16-18</td>
<td>H</td>
<td>Anne Lazenby</td>
<td>Disability Support Services</td>
<td>17-19</td>
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<tr>
<td>Falon Harkins</td>
<td>Parking Services</td>
<td>17-19</td>
<td>S</td>
<td>Charlotte Titus</td>
<td>Justice Center</td>
<td>17-19</td>
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<tr>
<td>Kendra Conroy</td>
<td>Business Enterprise Institute</td>
<td>16-18</td>
<td>S</td>
<td>Krystal Offord</td>
<td>College of Arts &amp; Sciences</td>
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<tr>
<td>Hillary Haslip</td>
<td>Bookstore</td>
<td>17-19</td>
<td>S</td>
<td>Betty Hernandez</td>
<td>KPC College of Health</td>
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H=Hourly/Non-Exempt  S=Salary/Exempt

III. Approval of the Agenda (pg. 1-3)

IV. Approval of the Summary (pg. 4-6)

V. President's Report
   A. Guest speakers
      i. Dr. Maria Williams, Faculty Senate First Vice President (9:30 am - 9:45 am)
      ii. Ron Kamehele and James Yauney, Human Resource Services (9:45 am - 10:00 am)
      iii. Megan Olson, Vice Chancellor of University Advancement (10:00 am-10:15 am)
      iv. Drs. Kalina, Foster, and Brock, Institutional Self-Study Tri-Chairs (10:15 am-10:30 am) (pg. 7-9)
v. Kyra McKay, Employee Wellness Coordinator (10:30-10:45)
B. Chancellor’s Search Update
C. Meeting Location for June, July, and August
D. Faculty Senate Executive Board Meeting
E. Staff Alliance Report

VI. New Business
A. Appreciation Day Memo (pg. 10)
B. Full Council of Deans and Directors Representation Memo (pg. 11)
C. Retirement Benefits Email Exchange (pg. 12-24)
D. Resolution FY18-16 Recognition and Support of the LEAN Six Sigma Project Manager (pg. 25-26)
E. Motion FY18-17 Officer Duties (pg. 27-29)

VII. Old Business
A. Budget Request Memo (pg. 30-31)
B. Election Timeline (pg. 32)
C. (Constitution) Motion FY18-14 Removal of Academic Year and APT & Classified (pg. 33-35)
D. (Bylaws) Motion FY18-15 Removal of Academic Year and APT & Classified (pg. 36-38)
E. Professional Development Offer from University Advancement

VIII. UAA Staff Council Committees
A. Communications & Marketing Committee (Chair: Hillary)
   (Members: Sandy, Anne, Weston, Hillary, Tania)

B. Staff Recognition Committee (Chair: Charlotte)
   (Members: Charlotte, Krystal, Teresa, Betty)

C. Events Committee (Chair: Romanie)
   (Members: Liz, Dave, Kathy, Romanie, Jessica)

D. Compensation & Benefits Committee (Chair: John)
   (Members: John, Kendra, Falon)

IX. UAA Campus Committees
A. Diversity Action Council (pg. 39)
   (Representative: Romanie)
   (Reporter on Funding Requests: Ryan)

B. University Assembly (Reporter: Liz)
   (Representatives: Brenda, John, Kathy, Liz, Kendra)

C. Facilities Space and Planning (Reporter: Kathy)
   (Representative: Kathy)

D. Campus Safety Committee
   (Representative: Dave, Tania)

E. Institutional Self Study
   (Representative: Ryan)
F. Planning and Budget Advisory Council (PBAC) (pg. 40)
   (Reporter: Brenda)
   (Representative: Brenda, John)

X. UA Staff Alliance Committees
   A. Staff Alliance (pg. 41-47)
      (Representatives: Brenda, Ryan)
   
   B. Staff Health Care Committee (Reporter: Sandy)
      (Representatives: Sandy, Hillary, Alt: Charlotte)
   
   C. Joint Health Care Committee (Reporter: Brenda)
      (Representative: Brenda)
   
   D. Staff Compensation Committee (Reporter: John)
      (Representatives: John, Kendra, Alt: Dave, Kallynn)
   
   E. Morale Committee (Reporter: Krystal)
      (Representatives: Krystal, Falon)
   
   F. Staff Emeritus Ad Hoc Committee (Reporter: Betty)
      (Representatives: Betty)

XI. Informational Items:
   A. Student Access Gateway Meeting (pg. 48)

XII. Open Forum

XIII. Adjourn:
Statewide Human Resources is striving to make improvements to the HR System, benefits and procedures to better help employees. Here is an update on system wide projects that are currently in process. We are working on the details of these projects and communication will be sent to those directly impacted prior to the effective date of the change. To see previous versions of this communication please go to the Statewide Human Resources web page at the following link:  
http://alaska.edu/hr/whats-new-at-statewide/index.xml.

**Statewide HR Project Survey for FY19**
A survey went out on 3/20/18 to ask people for their top picks for implementation. You can access the survey at  http://uaa.co1.qualtrics.com/jfe/form/SV_bNKhLVj2NVdhhch. Surveys must be completed by April 6th and the results will be shared with the HR Council on April 12th for prioritization of projects.

**Banner 9 Upgrade**
Banner will be upgrading to version 9 in October. This will impact all functional areas including HR, Finance, Student and Financial Aid. Training will occur late summer and early fall. Communication about training opportunities will be announced by each functional area. If you are interested, you can review the Banner 9 navigation training at the following link:  

*Update as of 3/21/18:* Final testing plan will be distributed to campus HR offices by 3/23/18. Testing results are due back 4/13/18. Results are due back to the vendor, Ellucian by 4/19/18. HRIS is working with OIT to move HR processing rules to the PREP instance of Banner in preparation of Banner 9 training development.

**Accelerated Collection and Processing of New Hire Paperwork**
HR Representatives from each campus are working to speed up the gathering and entering of HR documents needed to establish new employees in the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect data efficiently and securely.

*Update as of 3/21/18:* Team is redesigning electronic intake forms for new hires. Test forms will be presented to focus groups on 4/19/18.

**Standardization of FML processing**
HR Representatives from each campus are working to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This will include assessing current
processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect FML requests efficiently and securely.

**Update as of 3/21/18:** Team is finalizing the standard employee communications required by federal regulations. They will start working this month on a tool assessment to help determine the best way to implement the common procedures.

**Faculty and Staff Compensation Equity Study**
SWHR is in the process of creating an RFP to solicit a vendor to perform a faculty and staff salary and benefit market analysis. This was project was requested by President Johnsen and should be completed by the end of this fiscal year. It was announced in a memo from him on 11/27/17.

**Update as of 3/23/18:** Meet with the advisory and working groups to go over project scopes, timelines and what their roles are within the groups. Finalize timelines and schedules for faculty and pay equity projects.

**UAFT Faculty transitioning to UNAC Collective Bargaining Agreement**
The University was able to resolve litigation and begin implementation of Alaska Labor Relations Agency Decision & Order 301 (D&O 301). As a result, the majority of UAFT faculty will become subject to the UNAC Collective Bargaining Agreement (CBA).

**Update as of 3/23/18:** HRIS is working with the regional payroll and personnel offices on developing instructions and processes to ensure smooth system changes as faculty move from A9 to F9 in Banner. Budget offices are updating NBAPOSN through April. These changes will not impact transitioning UAFT faculty pay or benefits. UAFT faculty will transition in the system on May 13, 2018. Labor Relations is providing training to campus directors and deans new to supervising UNAC faculty.

**FY19 Open Enrollment**
SWHR is in the process of implementing new electronic forms for Open Enrollment election of FY19 benefits. These will be accessed through UAOnline for greater security. More information will be forthcoming as we get closer to the Open Enrollment begin date of April 16, 2018. UA Choice Health Plan and life insurance rates will not be changing for FY19.
Update as of 3/21/18: The team is making revisions to the draft electronic open enrollment form. HR Information Systems is working with vendors and OIT on benefit file changes. Updates to the website will be completed prior to April 16th.

Wellness Rebate Payout Changing
Employees (and spouses) who qualify for the FY19 wellness rebate by April 30 will see it as a lump sum payment in November, 2018. This is a change from the current bi-weekly credit for the rebate. The goal is to simplify the process for payroll offices, and we’re seeing if a larger lump sum payout will incentivize more employees to participate in the program.

Update as of 3/21/18: Employees are starting to see the changes in their paychecks and have asked questions, but overall it’s been well accepted.

Bona Fide Termination Regulations for PERS/TRS Retirees
The State of Alaska has adopted regulations clarifying how long an employee must be terminated before being rehired after retirement to be considered a “bona fide termination” of employment. Retirees under age 62 must be terminated from all employment for six months before returning to work in any capacity. Retirees age 62 and older must be terminated for at least 60 days. There can be no pre-arranged return-to-work agreement at the time of retirement. This will impact UA’s retirees who wish to return to work as adjunct or temporary employees. More details can be found on the Division of Retirement and Benefits website: http://doa.alaska.gov/drb/headlines/2017/09/20/return-to-work/#.WpXEp3xG2U1

Alcohol and Other Drug Annual Notice Collaboration
Representatives from the three dean of students offices are working on a protocol that would provide documentation to ensure constant compliance with Federal regulations and foster a spirit of collaboration among the three universities in developing a documented process for annual notices sent to employees and students as required by the Drug Free Schools & Communities Act.

Update as of 3/23/18 Still waiting on Student Services Council for review and approval of proposed notice collaboration protocol.

Leadership Development
President Johnsen in conjunction with the Board of Regents tasked SW HR to facilitate a needs assessment and to provide recommendations on developing a UA leadership and succession plan.
The leadership development team is compiling information through a survey to assess what is currently provided by the University.

*Update as of 3/23/18:* A list of leadership development programs across the University has been compiled. The next step is to put together a leadership development advisory team to develop a vision and plan for enhancing our leadership capacity and succession.

**Required Training**
Required training is now available through MyUA. Campus Risk officers are responsible for communicating to their employees.

*Update as of 3/23/18:* A communication is being sent out March 27 outlining the all employee required training, frequency, and learning management system. The next steps are to work with the Universities to include other required training in our learning management system for employee ease, reporting, and greater compliance.

**Faculty Time Off Cash-In**
Faculty Time Off (FTO) cash-in as included in the current CBA is pending legislative budget approval. All forms and processes are ready to be implemented once approval is received.

*Update as of 3/20/18:* Budget bill (HB321) has passed the House and Senate. Effective dates of both bills are March 16, 2018. Once the governor signs the bill into law, Labor Relations will notify United Academics the benefit is available to UNAC faculty members who are eligible to cash in FTO. Information on how to Cash In FTO will be located on the SWHR website **once the benefit is available.** [http://alaska.edu/benefits/leaves/annual-leave-cash-in/](http://alaska.edu/benefits/leaves/annual-leave-cash-in/)

**Student Wages Meeting Minimum Wage**
President approved the recommendation to increase the student wages to meet State of Alaska minimum wage of $9.84 effective mid-May (start of summer student assignments). A review of the student salary schedule will be a FY19 future project and prioritized by the HR Council along with other project requests.

**Employee Tuition Waiver Changes**
The president has approved a regulation change to eliminate the 6 month waiting period for new employees to use the tuition waiver. Also, the minimum grade requirements has been eliminated.
**Update as of 3/23/18:** The new online form reflecting the regulation changes will be available at the start of April. A University communication by the President will also go out at the same time.

**Campus Housing Portal**
The campus housing portal that has been available to students through UAOnline is now also available to employees. Effective 3/13/18, a link was included in the Employee menu of UAOnline to go directly to the housing portal. This was requested by UAF Residence Life as many employees use housing services.

**Removal of Transition Steps from Temporary Salary Schedule**
Effective the first full pay period in July 2018, the transition steps for temporary employees will be deleted. Departments with employees in those steps currently should be working with their campus HR office to transition to another valid step prior to this date.

**Changes to Staff Benefit Charges**
Effective this year, Summer additional assignments and overloads will no longer have staff benefit charges for annual leave, sick leave, or holiday pay. Staff benefits will continue to be charged.

**Tax Deductions for Employees in Canada**
Effective April 1st, three new deductions will be set up in Banner for employees that live and work in Canada. This is done in order to remain compliant with Canadian tax laws.

**HSA Calendar Limits - 2018**
The HSA family contribution limits for 2018 have been lowered to $6,850 per updates to the IRS regulations. These changes must be in Banner by March 23rd.

**ACA Compliance**
The 1095c forms for employees were generated March 1st and mailed to employees. These forms are also accessible through UAOnline. The electronic file that was submitted to the IRS on March 1st. However, errors were identified and a revised file must be transmitted to the IRS by April 1st.
**Fiscal Year End Processing (April through July)**
HR system and campus offices will start working in preparation of fiscal year end the first week of April. The fiscal year end processes include updating Banner with updated benefit charges and deduction set-ups, loading the FY19 budget, updating leave banks, moving employees to new salary schedules, extending term funded positions to FY19, and setting up faculty with contract extensions and additional assignments.

**myUA Support**
HR Information Systems (HRIS) took on the support of myUA at the end of 2017. In February, information was sent to the campuses about moving training modules to myUA. HRIS has been reformatting and uploading training modules supplied by Everfi and campus departments into myUA and developing reports for supervisors and departments. As more people are becoming aware of the new tools and functionality, requests for updates and assistance have been steadily increasing. There are functions within myUA that are not being utilized or are underutilized by the University. The team is committed to making improvements and rolling them out on a monthly basis. Some of the upcoming improvements will include better standardized reports, updated security settings, and training distribution.

**Recruitments of Leadership Positions**
**UAA Chancellor**
- March 9, 2018 UAA held open forums
- Search Committee identifying dates for on campus finalist visits

**UAA VCAS**
- Beverly Cotton Shuford named Vice Chancellor for Administrative Services
- Starts May 3, 2018

**UAF Provost**
- Search information
- Early March 2018 – First round of interviews
- Early/mid April 2018 – Campus visits for finalists
- July 2018 or soon thereafter – New provost assumes office

**UA VPASA**
- Reopening recruitment March/April 2018
UA CITO
  ● Beginning recruitment

UAS Alaska College of Education Executive Dean
  ● Two finalists identified: Dr. Steve Atwater and Dr. Kathryn Hildebrand
Student Access Gateway meeting summary
Friday, March 23, 2018
Submitted by: Kendra Conroy

This team has been meeting and working since October 2017 so my first meeting was spent listening and understanding. This meeting was only 15 minutes and was an update regarding two projects related to improving online services for students:

1. A 48-page RFP has been developed and was introduced to the team members. The request is seeking bids relating to a turnkey electronic gateway online access program for prospective, former and current students in order to easily find and access online University of Alaska information and services. The team was encouraged to review the RFP; any suggestions or comments must be submitted by Friday, March 30, 2018. The goal is to release the RFP as soon as possible but was disappointed to realize it will be impossible to implement a new gateway system for the Fall 2018 semester.

2. UA has contracted with Strategies 360 (S360) to lead a test group of students through a user interface testing phase. The contract has been accepted but has not been signed; the funds have been approved. The test group will include individuals (pre-students and current students) with little experience and knowledge of the University. S360 will collect data relating to student behavior, views and desires relating to an interface system and present a report to the University. A meeting will be set soon for this team and S360 to work together to build the test group.

The Student Access Gateway Team meets every two weeks; Fridays at 11:00.
Staff Council Participation in the Full Deans and Directors Meetings

Over the past few years, the University of Alaska has demonstrated a firm commitment to shared governance on the system and campus level. Staff Council has greatly appreciated the inclusion of their representatives on many councils, committees, and task forces.

The Full Council of Deans and Directors has become an increasingly important and informative meeting for the entire campus. Representation at this meeting is diverse and includes a wide variety of faculty, staff, and administrators. For this reason, Staff Council would like to request the Provost consider allowing representation from staff governance at this meeting. We believe due to the important nature of this meeting 2 representatives from Staff Council would be appropriate.

The reasoning behind this request is multi-faceted. Participation of governance groups in meetings such as these is vital for communicating important changes and updates happening at the institution. Additionally, staff members are heavily integrated into the academic units and support the instruction that happens on campus. Staff are fully invested in the academic mission of the institution and their involvement in decisions that impact their work would benefit all.

Thank you for your consideration. We appreciate the support you have provided Staff Council in the past and we look forward to working with you in the future. Please let us know should you like to meet for further discussion.
DATE: March 7, 2018

TO: UAA Interim Chancellor Samuel Gingerich & Cabinet

FROM: Brenda Levesque & Ryan Hill, Co- Presidents, UAA Staff Council

SUBJECT: Establishment of an annual UAA Staff APPRECIATION DAY under Human Resource Services

We are writing to request that an official annual Staff Appreciation Day be established at UAA, and fall under the responsibility of Human Resource Services as has UAA Development Day in years past.

We have received feedback from staff that they enjoy having a day of appreciation for them. We recommend this day reflect the goals and schedule of Appreciation Day in 2017 and Development Days in years past. We strongly recommend lunch be provided, and staff are given the remainder of the day off once the event ends.

We may wish to consider taking this day to also recognize staff with longevity awards.

UAA Staff Council does feel they do not have the resources to organize Appreciation Day and do feel it is more a function of a human resources department than a governance group.

In the past, this special day has always been held in early May, and we recommend that it continue to be held then.

Please know that staff finds professional development offerings the most important that can be provided to them for their on-going growth in an educational environment. The Appreciation Day is separate from professional development and once training offerings can be provided throughout the year, staff would not want to lose that opportunity.

We look forward to your support and commitment of this recommendation on behalf of all staff at UAA.

Thank you for your time and consideration.
UAA Staff Council

Thursday, March 1, 2018
9:30 a.m.-11:30 a.m.
LIB 302
Link to Live Skype Meeting

I. Call to Order

II. Introduction of Members (21 MEMBERS)

[P = Present  X = Absent  C = Call In]

2017-2018 UAA Staff Council Membership

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III. Approval of the Agenda (pg. 1-3)

Approval of Agenda with one change: Replace LuAnn Picard with Matthieu Ostrander as guest speaker.

IV. Approval of the Summary (pg. 4-7)

Approval of Summary.

V. President's Report

A. Guest speakers

i. Drs. Kalina, Foster, and Brock, Institutional Self-Study Tri-Chairs (9:45 am-10:15 am)

In attendance but had Co-President, Ryan Hill, (who also serves on their committee) present the slide presentation and the new brochure was handed out. Ryan did an excellent job and kept members engaged. Recommendations from council: add more active pictures to slides, enjoyed seeing pictures of community campuses, have a small card or magnet designed so employees can have at their desk and become more aware of the core themes and goals.
ii. LuAnn Picard, LEAN Center for Excellence (9:30 am)
Matthieu Ostander provided a slide presentation on LEAN – process improvement and how it Aligns with UAA 2020 GOALS. Matthieu will send slide presentation for distribution to council members. Matthieu also provided an excellent presentation with stats on how many employees have taken the white belt trainings, how many new processes have been implemented, how much financial value these process improvements have brought to the university.

B. Chancellor’s Search Update
More open forums, posting is up, advertising in place
C. Vice Chancellor of Administrative Services Search Update
Everything is done. Waiting for ANNOUNCEMENT.
D. Staff Alliance Report (pg. 8-11)

VI. New Business
A. Board of Regents Public Testimony (pg. 12)
Ryan testified on council’s behalf. See attached.

REVIEW of Motions for By-Law Changes:
B. Motion FY18-09 Staff Council Vacancies (pg. 13-15)
APPROVED with a unanimous vote of 18-0-0-3.
C. Motion FY18-10 Absences from Staff Council Meetings (pg. 16-17)
APPROVED as amended with a unanimous vote of 18-0-0-3.
D. Motion FY18-11 Duties of Co-Presidents (pg. 18-19)
APPROVED as amended by a vote of 18-0-0-3.
E. Motion FY18-12 Election of Committee Chairs and Committee Participation (pg. 20-21)
APPROVED: Yes: 17, No 1, Abstain 0, and Absent 3.
F. Motion FY18-13 Election Timeline (pg. 22-23)
REVIEW in April due to requirement that constitutional amendments sit for 30-60 days.
G. (Constitution) Motion FY18-14 Removal of Academic Year and APT & Classified (pg. 24-26)
REVIEW in April due to requirement that constitutional amendments sit for 30-60 days.
H. (Bylaws) Motion FY18-15 Removal of Academic Year and APT & Classified (pg. 27-29)
Tabled to coincide with FY18-15, which requires one month of review before being voted on.
I. Election Timeline (pg. 30)
J. Professional Development Offer from University Advancement (pg. 31)
Discussion re proposal. Council is already doing just not every Friday or every other Friday. Co-Presidents will reply to email and ask that they reach out to our Events Committee to discuss further and get additional clarification of this offer.

VII. Old Business
A. Resolution FY18-08 Nonretention & Layoff Notice Period (pg. 32-34)
Additional discussion that carried over from last meeting. The Staff Alliance Compensation Committee did approve this recommendation. UAA Staff Council was waiting to ensure we were in agreement before submitting to Staff Alliance if council members approved. The primary concern was submitting when it would be more of a financial burden on the university. However, it was felt by council members that it takes just as long for an hourly employee to find a new job as a salaried in today’s job market. This resolution would also bring equity to hourly and salaried as was done last year with personal days with both groups receiving one day per fiscal year. The other concern was instead of moving the non-exempt employee up to three months, a change to again reduce exempt might be the outcome and we did not want a change to the exempt notice period – just a change to the non-exempt.
Resolution vote: Yes 15, No 3, Abstain 0, Absent 3.

B. Budget Requests
Co-Presidents, Ryan and Brenda, had put together theirs for the retreat, bringing in community campus representatives to the retreat, etc. The Events Committee had also submitted theirs. Now waiting for the Employee Recognition Committee’s budget. Once we have that we will send forward to the Chancellor.
VIII. UAA Staff Council Committees

**Communications & Marketing Committee** (Chair: Hillary) (Members: Sandy, Anne, Weston, Hillary, Tania)
**Staff Recognition Committee** (Chair: Charlotte) (Members: Charlotte, Krystal, Teresa, Betty) (pg. 35)

**Events Committee** (Chair: Romania) (Members: Liz, Dave, Kathy, Romania, Jessica)
**Compensation & Benefits Committee** (Chair: John) (Members: John, Kendra, Falon)

IX. UAA Campus Committees

**Diversity Action Council** (Representative: Romania)
(Reporter on Funding Requests: Ryan)
**University Assembly** (Reporter: Liz) (Representatives: Brenda, John, Kathy, Liz, Kendra)
**Facilities Space and Planning** (Reporter: Kathy) (Representative: Kathy)
**Campus Safety Committee** (Representative: Dave, Tania)
**Institutional Self Study** (Representative: Ryan)
**Planning and Budget Advisory Council (PBAC)** (Reporter: Brenda) (Representative: Brenda, John) (pg. 36)

X. UA Staff Alliance Committees

**Staff Alliance** (Representatives: Brenda, Ryan)
**Staff Health Care Committee** (Reporter: Sandy) (Representatives: Sandy, Hillary, Alt: Charlotte)
**Joint Health Care Committee** (Reporter: Brenda) (Representative: Brenda) (pg. 37)
**Staff Compensation Committee** (Reporter: John) (Representatives: John, Kendra, Alt: Dave)
**Morale Committee** (Reporter: Krystal) (Representatives: Krystal, Falon)
**Staff Emeritus Ad Hoc Committee** (Reporter: Betty) (Representatives: Betty)

XI. Open Forum

XII. Adjourn:
11:32am
UAA Staff Council Testimony  
Presented by Ryan J. Hill, Staff Council Co-President  
February 20, 2018

Madam Chair and members of the Board of Regents, my name is Ryan Hill and I am contacting you today from Anchorage. I am one of two Co-Presidents of Staff Council at UAA, the governance body that represents non-unionized staff employees at the institution. Our organization is committed this year to keeping the Board informed of initiatives we are undertaking, so I would like to provide you a quick update on four items:

1. UAA’s Staff Council was pleased to host Dr. Jim Johnsen, University of Alaska System President, at their February meeting for approximately one hour. President Johnsen spoke to the budget, UA 2020 Goals, the importance of student retention and meeting the State of Alaska’s workforce needs, and UA’s lobbying efforts in Juneau. President Johnsen also addressed the increased participation of governance leaders in system business, among other topics. I am happy to report the meeting was the best attended one Staff Council has seen in many years.

2. UAA’s Staff Council is considering a resolution to standardize notice of layoff and nonretention in University Policy to three months. Staff Council believes equity is critical, and no substantive difference exists between the importance and difficulty of salaried versus hourly work. Upon passage, the resolution will go to Staff Alliance for consideration.

3. A clear finding of the Staff Morale Survey was a gap in the availability of professional development opportunities at the institution for staff members. To address this issue, Staff Council conducted a follow up survey asking staff members what topics they are interested in, and what talent exists in the community for trainings. Staff Council is planning some workshops over spring break for staff members to attend.

4. An additional finding from the Staff Morale Survey is a lack of recognition and appreciation for staff members. To address this issue, Staff Council has created the Staff Appreciation Award. This monthly award allows employees to recognize their co-workers in several different areas, including service above and beyond an employee’s job duties, exceptional customer service, and demonstrating innovation. Staff Council will also be introducing an online “Thank You” card for all to use to reach out to others to recognize good work and show appreciation.

Thank you for your time. I am happy to answer any questions or follow up with additional documentation as needed.
JHCC Meeting Summary  
Wednesday, February 21, 2018  
Submitted by: Brenda Levesque

2nd Quarter Utilization Review of UA medical and pharmacy provided by Lockton. Overall, we are doing as expected. Pharmacy usage with generic drugs and discounts provided bring a lower cost for FY18 vs. FY17. Medical higher but still in ballpark of Premera’s Alaska large group norm.


Motion to maintain the same benefit contribution rates for FY19 as was for FY18. Passed unanimously by JHCC.

Motion now with Keli Hite McGee, UA Chief Human Resource Officer

OPEN ENROLLMENT PROCESS CHANGES: Using NEXTGEN software for UAOnline open enrollment. This system walks you through the process. They have gone from 34 pages down to 10 pages in updating the process. There will be a Beneficiary link for you to make changes. Links for other areas of changes you might like to make during open enrollment. The system will know you and what campus you are on, etc. since it is the UAOnline system. Unfortunately, having it interface with Banner has not been worked through and data entry will still need to be done. However, everyone should see a much more streamlined and user-friendly open enrollment process.

The merge for UAFT faculty to UNAC is effective May 13th. There is an UAFT card drive to join UNAC of the remaining 30 or so folks. Looks good that all will so that we have one faculty union.