University Assembly
Audio: 786-6755 | ID: 284572 | Agenda

Tuesday, January 16, 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

<table>
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<tr>
<th>Staff Council</th>
<th>Faculty</th>
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<th>Alumni Association</th>
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<td>Brenda Levesque&lt;br&gt;College of Health</td>
<td>Sharon Chamard&lt;br&gt;Justice</td>
<td>Josiah Nash&lt;br&gt;USUAA Ombudsman</td>
<td>Jennifer Wisel&lt;br&gt;Alumni Relations</td>
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<td>Kathy Lardner&lt;br&gt;College of Education</td>
<td>Maria Williams&lt;br&gt;Alaska Native Studies</td>
<td>Moira Pyhala&lt;br&gt;USUAA Representative</td>
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<td>Elizabeth Winfree&lt;br&gt;Center for Human Development</td>
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III. Approval of Agenda (pg. 1-2)

IV. Approval of Summary (pg. 3-4)

V. President's Report

VI. 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

E. Vice Chancellor of Student Affairs, Bruce Schultz (pg. 5-8)

F. Chief Information Officer, Adam Paulick

G. Institutional Self-Study Chairs, Susan Kalina, Larry Foster & Jennifer Brock

VII. New Business

A.

VIII. Old Business

IX. Governance Reports

A. System Governance Council
B. Faculty Senate/Faculty Alliance

C. Staff Alliance (pg. 9)

D. Staff Council (pg. 10-12)

E. Union of Students/Coalition of Students

F. Alumni Association

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

XI. Adjourn
Tuesday, December 19, 2017
1:00-2:00 p.m.
ADM 204
Link to Live Skype Meeting

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

IV. Approval of Summary (pg. 3-4)

V. President’s Report

VI. Administrative Reports
   A. Interim Chancellor, Samuel Gingerich
   B. Interim Provost & Executive Vice Chancellor, Duane Hrncir
   C. Interim Vice Chancellor of Administrative Services, Pat Shier
      i. Budget discussion: President Johnsen wanted $341M but will probably be $317M. On January 18th he will talk about budget and training on fund raising
      ii. $70M for maintenance
      iii. AKOSH on campus (environmental and Health folks here
          1. Dangerous places
          2. Smells: chemical round up and will be disposed per regs
          3. Policy update and training
          4. Mandatory upcoming training – online – PageUp
      iv. PBAC will become an education process on flow of funds
   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
i. Web accessibility working towards better service
   1. Of the 400 authors 70 attended training
   2. Novis language
   3. Training all others – initial & annual
   4. Plan on how it will be maintained & publish...will take 18 months to get in place

ii. BlackBoard update this Friday
   1. Word count for discussion board

iii. Email policy
   1. Slimmer version coming for Governance review
      - Data backup will be IT responsibility
      - Email forwarding clarified
   2. Requested feedback on Windows Blackboard upgrade
      - All faculty through Faculty Senate
   3. Innovation Tech Council
      - Funding for folks w/tech ideas to help students with their school
      - Website -> rubric and submission ideas
   4. ITC (UA wide) reg change on PWs coming: If someone needs your PW for a specific reason it first goes through ITC; group account can be identified by person

G. Institutional Self-Study Chairs, Susan Kalina, Larry Foster & Jennifer Brock (pg. 15-17)
   i. October 28th team visit

VII. New Business
   A.

VIII. Old Business

IX. Governance Reports
   A. System Governance Council

   B. Faculty Senate/Faculty Alliance (pg. 18)
      i. Planning a February rally for budget & education purposes
      ii. January 13 & 14 Faculty Alliance retreat

   C. Staff Alliance

   D. Staff Council

   E. Union of Students/Coalition of Students

   F. Alumni Association

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

XI. Adjourn
Office of Student Affairs

Alaska PEAK (Purposeful Engagement, Assessing Knowledge)

Student employees and their supervisors are invited to participate in Alaska PEAK, elevating student employment as a high-impact educational practice. Learn more by attending a supervisor orientation session on Monday, January 29, from 3:00–4:00 pm in EIB 413 or visit uaa.alaska.edu/alaskapeak.

Alaska PEAK is a framework for the on-campus student employment experience that leverages reflective learning and relationship building between student employees and their supervisors. It provides a guide for supervisors to create meaningful and enriching experiences and coach students to develop the ability to articulate their transferable skills, greatest accomplishments in their roles, their goals for the future and their path to get there.

If you have questions about Alaska PEAK, please contact Whitney Brown, Assessment and Strategic Projects Director (wabrown3@alaska.edu) or Molly Orheim, Director of Career Exploration and Services (mdorheim@alaska.edu).

Supervisor Roundtables

Alaska PEAK Supervisor Roundtables offer a monthly opportunity for staff to get together to connect as student employee supervisors, discuss the progress of Alaska PEAK, share experiences and strategies for supervision, and learn together through professional development offerings. These are informal brown-bag style get-togethers, so feel free to bring a snack or lunch. The following sessions will be held in the Student Union Leadership Lab, Room 206:

- Wednesday, Feb. 14, 10:00–11:00 am
- Friday, Mar. 9, 12:00–1:00 pm
- Wednesday, April 11, 3:00–4:00 pm

Admissions & Recruitment

Admissions and Recruitment staff are finalizing the spring Academic Insight events. These yield events are geared towards fall applicants and their families and designed to provide an opportunity for potential students and their families to interact with their academic college in a meaningful way. Invitations will be going out to all current fall 2018 applicants soon. Admissions counselors will also be outreaching to the main ASD and Mat-Su high schools counselors to help spread the word.

Academic Insight Event Dates

- Feb. 8: Community and Technical College (CTC)—Aviation
- Feb. 15: CTC—Culinary
- Feb. 22: CTC—Building Technology
- Feb. 22: College of Education
- Feb. 24: College of Arts and Sciences
- Mar. 9: College of Engineering
- Mar. 20: College of Business and Public Policy
- Mar. 23: CTC—Automotive
- Mar. 30: College of Health

There are currently 1,326 applications for fall 2018.

Career Exploration & Services (CES)

CES is all set for spring 2018. Students are invited to launch their career by taking advantage of these upcoming events on Thursdays:

- **Speed Resume Review**—Feb. 15, 10:00 am–2:00 pm
  - Lyla Richards Conference Room, Student Union 103
- **City-Wide Career & Job Fair**—Feb. 22, 9:00 am–3:00 pm
  - Student Union
- **UAA Career Networking Night**—Mar. 29, 5:30–8:00 pm
  - North Cafeteria, Student Union
- **We’re Hiring Career Fair**—Apr. 12, 10:00 am–2:00 pm
  - Student Union

Event details can be found on Seawolves@Work (Powered by Handshake). Students can activate their account today at uaa.joinhandshake.com. Login with your UAA username and password.

UAA began its first-ever sophomore/junior campaign. An email recently went out to all sophomore and juniors who have taken some type of college preparedness/entrance exam (ACT/SAT/PSAT) with Alaska and targeted out-of-state populations. An additional email went out to any sophomore or junior who had inquired specifically about UAA.
Dean of Students Office: Student Conduct; Alcohol, Drug, and Wellness Education; and Care Team

The Drug Free Schools and Communities Act Biennial Review was completed for 2015-2017. The Biennial Review evaluates the effectiveness of the UAA Alcohol and Other Drug (AOD) Prevention Program and also examines whether UAA is assigning disciplinary sanctions consistently for AOD violations.

The Alcohol, Drug, and Wellness Educator (ADWE) has joined the State of Alaska Department of Public Health (DPH) Marijuana Workgroup. The DPH has provided marijuana education materials to the ADWE that were received well by UAA students at educational tables in December.

The ADWE and Health Promotion Office will begin creating monthly newsletters with trending health information and resources for students.

The Dean of Students Office is continuing to spread the word about the Student Conduct Advocates program and working on how best to offer support to students who are going through the student conduct process.

On January 26, Student Conduct & Ethical Development Coordinator Megan Kolendo and Care Team Coordinator Lisa Terwilliger are training community campus staff on how to use Maxient, the new Student Conduct and Care database.

Enrollment Services (ES)

Enrollment Services has expanded its lobby hours through February 2 to accommodate students as we kick off the spring semester. Students are able to speak directly to staff from Financial Aid, Admissions, Veteran Student Services, and the Registrar’s Office from 9 am–5 pm, Monday–Friday.

Military & Veteran Student Services (MVSS)

MVSS has further integrated its VA and DoD TA processes to consolidate tracking, case file notes and complete records into one single location. Staff have also processed 201801 benefits for 752 students to date with another 280 in the queue.

Native Student Services (NSS)

NSS will be hosting its 2018 spring semester Welcome Potluck on Friday, January 26 from 3:00 to 5:00 pm. This event is open to all. Following the potluck at 7:00 pm, NSS, in collaboration with the College of Business and Public Policy (CBPP), the Alaska Native Professional Association (ANPA), and the Alaska Native Media Group will be sponsoring a panel discussion of the Alaska Native Claims Settlement Act (ANCSA) from the perspective of three generations. This panel will be moderated by Jenifer Romer and will include Willie Hensley (Visiting Distinguished Professor of Public Policy), Dr. Gary Ferguson, and Kacey Hopson. All UAA students, staff, and faculty are invited to this event. Additional panel discussions will be held on February 23 and March 23.

New Student Orientation (NSO)

NSO hosted Spring Howl Days 2018 (orientation for new students) on Thursday, January 11. The student registration was the highest it has been in ten years for this event; 220 students that are new to UAA signed up to attend. Due to the size of the group, the event was hosted in the Wells Fargo Sports Complex Gymnasium. As is typical, the university community turned out to welcome these students to campus. The energy was great and the pride of the Seawolf Nation reigned supreme.

Office of the Registrar

The Office of the Registrar published a DocuSign version of its Secondary Student and Parent/Guardian Agreement form in late December. High school students and their parents can now sign the agreement electronically, and it routes directly to Office of the Registrar staff for processing. This has created greater efficiency and allows these students to register earlier. Feedback thus far has been positive.

The Office of the Registrar awarded 780 degrees and certificates to 761 UAA-Anchorage students during the fall semester.

The spring add/drop and credit-to-audit period begins January 16. Faculty approval is required to add classes the week of January 22, including classes with open seats, and faculty
are encouraged to give approval with a registration override in UAOnline. The add/drop and credit-to-audit deadline is January 26 at 5:00 pm.

Office of Financial Aid (OFA)
Financial aid for the spring semester began disbursing to student accounts on January 6. Scholarship Payment Requests must be submitted by Friday, January 26 to ensure payment is applied prior to the February 5 payment deadline. Students are encouraged to submit their 2018/19 UA Scholarship applications by the February 15 deadline. The Office of Financial Aid is hosting several scholarship workshops between now and the deadline. Departments that would like the Financial Aid Office to present to their students are encouraged to email uaa_scholarships@alaska.edu. Staff and faculty on scholarship selection committees will be required to use Academic Works to review applicants and make recipient selections this spring—more information and training opportunities will be available in February.

Residence Life
Residence Life hosted a successful spring retreat for the professional staff at the BP Energy Center on Friday, January 5. The professional staff updated language for our core values, finalized preparations for spring training, discussed spring Welcome Home Week, and planned out the semester’s staff developments.

Residence Coordinator Julia Vizcaino received the competitive “New Connections Award” to attend the NASPA Annual Conference this year in Philadelphia.

Residence Life student staff members had a record semester for academic performance. The average cumulative GPA for staff members after the fall 2017 semester was 3.37, and the term average was 3.38. Ten of Residence Life’s 42 staff members had a 4.0 term GPA.

Residence Life welcomed Meredith McIntire back to UAA as a temporary hire for the West/Templewood Residence Coordinator position. Meredith previously worked in Student Affairs as a Senior Academic Advisor.

Student Health & Counseling Center (SHCC)
On December 28, the State of Alaska, Department of Health, issued a health alert focused on the growing mumps outbreak in Anchorage. At this time, there have been no reports of students having this illness on campus. The SHCC has been communicating with both internal and external health partners daily. Please call the SHCC at 786-4040 if you have any questions about this illness or your mumps immunization status.

The SHCC started the new semester on January 3, with a full day of staff development activities. A highlight included watching and discussing the webinar, “Understanding Student Distress and Academic Success,” offered through the American College Health Association. On January 10, SHCC staff participated in CPR training.

Upcoming health promotion outreach activities include a campus-wide poster campaign focused on sexual assault prevention and alcohol use, Bystander Intervention Trainings, and Gatekeeper Suicide Prevention Trainings. The SHCC will offer the following topics in workshop format this semester: Test Anxiety, Organization Skills & ADHD, Wellness and Resilience, and Getting Unstuck: Depression Management.

Student Life & Leadership (SL&L)
Student Life & Leadership ended the 2017 calendar year with several annual programs, including the UAA Crafts Fair and Late Nights programs, which both saw banner year attendance from students, faculty, staff, and community members.

The department will begin 2018 in similar fashion, launching several signature programs to kick off its Spring 2018 calendar.

Again this year, Student Life & Leadership welcomes faculty and staff to recommend students for recognition at the 2018 Chancellor’s MLK Student Appreciation Brunch. This year’s brunch will take place on January 27 from 11:00 am to 1:00 pm in the Student Union Cafeteria. A keynote speech will be
presented by Symone Sanders, former press secretary for U.S. Senator Bernie Sanders’ 2016 presidential campaign, political strategist, and CNN political commentator. Student recommendations will be accepted through January 19—for the online recommendation form, see: uaa.alaska.edu/mlk-student-appreciation.

The Bartlett Lecture Series, established in 1970 by the Bob Bartlett Memorial Fund and the University of Alaska, also returns in 2018 featuring a free lecture titled, “Collective Impact: Bending Toward Justice,” by Marika Anthony-Shaw on February 1 at 7:30 pm in the Wendy Williamson Auditorium. Shaw is a former touring member of the Grammy-award winning Canadian indie rock band Arcade Fire and founder of Plus1. She has effectively built a global movement for good by partnering performing artists with high-impact nonprofits.

Student Life & Leadership invites members of the UAA and surrounding communities to join in these and other programs as we enter into 2018.

Student Life & Leadership Upcoming Events:

• Claybody Art Show—Jan. 18–Feb. 2
  Hugh McPeck Gallery, Student Union
  Opening Reception on Thursday, Jan. 18, 4:00–6:00 pm
  First Friday Reception on Friday, Feb. 2, 5:00–7:00 pm
• Latin Dance Salsa Night—Tuesday, Jan. 23, 7:00 pm
  North Cafeteria, Student Union
• First UAA Club Council Meeting of 2018—Friday, Jan. 26, 1:00–3:00 pm
  Cafeteria, Student Union
• 2018 Chancellor’s MLK Student Appreciation Brunch
  Featuring Keynote Speaker Symone Sanders—Saturday, Jan. 27, 11:00 am–1:00 pm
  Cafeteria, Student Union
*By invitation only for UAA students, faculty, and staff.
  Recommend a student by Jan. 19 online: uaa.alaska.edu/mlk-student-appreciation.
• Student Involvement Fair—Wednesday, Jan. 31, 11:15 am–2:00 pm
  Student Union

• Bartlett Lecture Series Presents Marika Anthony Shaw, “Collective Impact: Bending Toward Justice”—Thursday, Feb. 1, 7:30 pm
  Wendy Williamson Auditorium
  Free and open to general public.
• First Friday Paint Night (in conjunction with First Friday in Hugh McPeck Gallery)—Friday, Feb. 2, 7:00–9:00 pm
  Cafeteria, Student Union (tickets at UAATix.com)
• USUAA General Assembly Meetings—Fridays, 3:00 pm
  Lyla Richards Conference Room, Student Union

TRIO Upward Bound (UB)
(UB) has hired its new team to lead the work of supporting low-income and first generation college students. This federally funded college access program helps high school students to prepare for and enroll in college. The UB team will work with students at Bartlett and West High Schools in the Anchorage School District; serving grades 9th through 12th. The UB staff are:

• Kaitlin DeMarcus, Director
• Bernadine Duenas, Program Assistant
• Jessica Delgado, Advisor-Coordinator at West High School
• Rachel Watters, Advisor-Coordinator at Bartlett High School

The TRIO UB staff are located in the University Center, Suite 130, 3801 Seward Highway, Anchorage, Alaska 99503.
Phone: (907) 786-4829
Email: uaa_ub@alaska.edu
HR Council to Staff Alliiance and all staff governance members

**TUITION WAIVER CHANGES** to BOR Regulation R04.06.010 Employee Education Benefits

The proposed changes:
- removes the probation period for new employees to use tuition waivers
- removes the GPA requirement (2.0 for undergraduate courses, 3.0 for graduate)
- clarifies a 'spouse' include financially interdependent partners
- notes tuition waivers cannot be used for WWAMI and VetMed courses

There is an effort to have these changes in effect by the Spring 2018 semester.

Joint Health Care Committee motions to UA Chief Human Resources Officer – Approved, now to President

Recommended Changes to **Wellness Rebate** of $600 employee and $600 spouse to be provided in a lump sum payment and **premium credit** of $479 for UA Premera members.

UAA Staff Council

- Motion FY18-07: Resolution regarding Recognition and Support of the HPER Wellness Break Program and Wellness Coordinator position.
- **Staff Professional Development Survey** for trainings during Spring Break.
- **Staff Morale Survey Results** provided at Deans and Directors meeting on December 6, 2017. Will present in January to Administrative Services leadership team.
- **Recognition Committee** working with IT to establish an **Online Thank You Card**. IT is waiving cost for Staff Council as this is a small commitment and has wide reaching impact of the effort.
Thursday, January 11, 2018
9:30 a.m.-11:30 a.m.
LIB 302

Link to Live Skype Meeting

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II. Introduction of Members

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H=Hourly/Non-Exempt  S=Salary/Exempt

III. Approval of the Agenda (pg. 1-3)
Approved with one correction to Lorraine’s name in the membership block.

IV. Approval of the Summary (pg. 4-6)
Approved with request to delete Lorainne’s name listed under membership block.

V. President’s Report
A. Guest speakers
   i. Susan Kalina and Larry Foster, Institutional Self-Study Tri-Chairs (9:45 am)
   Recent version to Cabinet. Changes made and presentations and brochures will start going out mid-January-early February. The Report is now tighter and more focused with highlighted standards. Challenges have been added to core themes. Next week plan to provide PP presentations and brochures out to groups. Ask that employees read the Self-Study and consider “What do you do in your daily work that contributes to our core themes for student success?”
Target audience is the University System and everyone else. Strategy: one for the main campus and one for community campuses. Ask that the Chancellor’s emails include messages about the self-study, add signage to inside of buildings, emphasize “Amazing Stories”.

ii. Claudia Lampman, Interim Vice Provost for Student Success
Claudia has been with the University for about 26 years. She began her new position in November. Main goal is transforming the 1st year experience for students to improve retention and graduates. Putting plans in place to help students get to the right field of study and continue with their academic goals. It’s hard navigating the University and we want to make this process easier. New students start with admissions counselors and will then move to the 1st year advisors. There will also be an outreach to those who are interested but have not applied. 1st year students will declare a meta-major which is a general area of interest whether it be Business, Engineering, Health, Education, etc. They will then take tests to see what courses best fit them and determine what field they would most likely succeed in. Working with EAB for advising tools, academic advisors, degree works, risk profile, mobile apps, etc. This will free up needed time for our degree advisors and help streamline the introductory period of college life for new students. The 1st year advisors will be located at the Student Union. Looking at possibly 10 advisors. Hope to extend to transfer students. Looking at best practices and ways to change the culture. Advisory Council working on process improvement. Would like to adopt the use of short videos for those applying to the University.

B. Chancellor’s Search Update
In process. National recruitment using a national consultant for the search. Moving forward.

C. Vice Chancellor of Administrative Services Search Update (pg. 7)
6 candidates to interview and have open forums with. 2 candidates are internal, the remaining are from out-of-state.

D. President Johnsen attending February Meeting
Please send Ryan and Brenda a list of questions and/or topics you would like to have President Johnsen address.

E. Budget Process
Currently Staff Alliance does not have a budget. Ryan and Brenda would like to ask for your input for what your committee needs might be and outline those with an estimated amount. Would like to have representatives from community campuses come to our retreat. Other MAUs offer that to their community campuses. Once all information is compiled, this request will go to the Chancellor for review.

F. Staff Alliance Report (pg. 8-14)
   i. Faculty Regent Memo (pg. 15-18)
   Both Faculty and Staff would like a seat on the BOR. This request has to go through our legislators for their approval. Faculty is moving forward alone and prefers not to collaborate with staff on this request. Even though President Johnsen has concerns and has outlined those concerned, Faculty will be moving forward. Staff Alliance also plans to move forward with their request and hopes to do so where it does not hinder the process. Staff Alliance meeting tomorrow to discuss further.

VI. New Business
A. Retirement Benefits
A review is being requested to determine why employees hired during July 1, 2006 and June 30, 2015 and who chose PERS over ORP did not receive the Pension Plan benefit that all employees have? Yet, those employees who selected ORP (the healthier plan) were eligible for the Pension Plan. We would like a WHY and what can be done now to make this right? This review will be done by the Staff Council Compensation and Benefits Committee.

B. Veteran’s Day as Floating Holiday
Upon going to a COMMON CALENDAR, the spring break holiday became a Chancellor holiday. It has continued to be observed during spring break and we believe the other MAUs also observe during the same time. The question being posed is since UAA has been named a "friendly military campus" for many years that perhaps, UAA should recognize Veteran’s Day as the floating holiday?? Concerns addressed by council members – we hold many events on that day for our veterans, how would that affect course hours especially in a month when there are 2 additional days off, etc. More to review and discuss.

VII. Old Business
A. Joint Health Care Committee Motions
RFP for medical/dental/vision cancelled for a year. Waiting on State of Alaska to determine if we should group together for health insurance.
Still waiting for determination from the IRS as to retirement and returning to work as a retiree.
Review of 1st quarter utilization FY17 vs. FY18. Pretty much on par. Emergency room visits have gone down, as well as cost for Pharmacy (more use of generic drugs), a few additional high claims over $100,000 in
FY18 over FY17.

B. Resolution Responses from the Chancellor (pg. 19-55)
   i. Resolution FY18-03 Diversity & Inclusion: Approved
   ii. Resolution FY18-04 Recognition Policy: Seek Other Governance Support
   iii. Resolution FY18-05 Staff Morale: Approved
   iv. Resolution FY18-06 Search Committee Involvement: Disapproved
   v. Resolution FY18-07 Support of HPER Coordinator & Program:
      Still under review. Additional information requested from Chancellor that has been sent to him for review and decision.

VIII. UAA Staff Council Committees
   A. Communications & Marketing Committee (Chair: Hillary)
      (Members: Sandy, Anne, Weston, Hillary, Tania)
      Everyone likes the Staff Council Update that goes out after each meeting. Need to send out a separate communication re Staff Makes Student Count award for nominations.
      Weston thought this might be something Better could do.

   B. Staff Recognition Committee (Chair: Charlotte)
      (Members: Charlotte, Krystal, Teresa, Betty)
      Moving forward with Truffle event in March and working with IT on the electronic “Thank You” card.

   C. Events Committee (Chair: Romanie)
      (Members: Liz, Dave, Kathy, Romanie, Jessica)
      Haven’t seen survey results yet but committee meeting soon to review.

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

IX. UAA Campus Committees
   A. Diversity Action Council
      (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) (Reporter: Brenda)
      (Representative: Brenda, John)

X. Adjourned.