AGENDA
UAF STAFF COUNCIL #271
Monday, May 2, 2016
8:45 - 11:15 AM
Wood Center - Ballroom
Google Hangout

I. 8:45 - 8:50 CALL TO ORDER & ROLL CALL
   A. Call to Order
   B. Roll Call
   C. Approval of Staff Council Meeting #271 Agenda
   D. Approval of Staff Council Meeting #269 Minutes (Mar. 2016)
   E. Green Dot Minute
      ii. Attachment 271-17: Message from President Johnsen on Title IX External Review - April 22, 2016

II. 8:50 - 9:00 STATUS OF PENDING ACTIONS
   A. Staff Council Resolution 2016-269-Proposed Changes to UA Reg. ‘R.04.07.110.I. Review of Layoff or Recall Decision’
   B. Staff Council Resolution 2016-E-2: Resolution in Support of ASUAF’s Position Regarding SB 208 - Elimination of the Alaska Performance Scholarship and the Alaska Grant Program
      i. Attachment 270-2: Resolution 2016-E-2 - Approved

III. 9:00 - 9:05 PUBLIC COMMENT

IV. 9:05 - 9:20 OFFICERS REPORTS
   A. Faye Gallant, President
   B. Nate Bauer, Vice President

V. 9:20 - 9:30 GOVERNANCE REPORTS
   A. Leslie Drumhiller - ASUAF
B. Orion Lawlor, President Elect - Faculty Senate

VI. 9:30 - 10:10 UNFINISHED BUSINESS
A. Univ. Advocacy’s Staff Mentoring Interest Survey Results
   i. Attachment 271-8: Final Survey Results
B. Chancellor Search Update
C. UA Strategic Pathways
D. Staff Volunteer Day Proposal Discussion
E. Statewide Transformation Team update
F. UA Telework Regulation R04.01.050.G
   i. Attachment 271-20: UA Regulation R04.01.050.I - Approved
G. Committee Representatives
   i. UAF Employee Engagement Subcommittee
H. 2016-2017 Officer Election
   i. Election of 2016-2017 President
      a) Accept final nominations and close nominations for President
      b) Candidate statements
      c) Vote
      (Break - 5 min.)
         d) Announcement of election result
   ii. Election of 2016-2017 Vice President
      a) Accept final nominations and close nominations for Vice President
      b) Candidate statements
      c) Vote
      d) Announcement of election result
   iii. Motion 2016-271-1: Motion to Ratify Officer Election
         a) Attachment 271-1: Draft Motion 2016-271-1

VII. 10:10 - 10:15 STAFF ACHIEVEMENTS AND HIGHLIGHTS
A. Jeff Richardson, Marketing and Communications - AK Press Club Award
B. Diana Campbell, GI - AK Press Club Award
C. Richard Machida, 2016 UA Staff Emeritus
D. Libby Eddie, 2016 UA Staff Emeritus
E. Carolyn Chapin, 2016 UA Staff Make Students Count Award Winner for UAF

VIII. 10:15 - 10:30  CHANCELLOR’S REMARKS

IX. 10:30 - 10:50  NEW BUSINESS

A. Motion to Move Computer Science from Unit 10 (CNSM, Museum) to Unit 3 (CEM, SOM, NRM)
   i. Attachment 271-15: Draft Motion 2016-271-2

B. Motion to Place All University and Student Advancement (USA) Departments in Unit 7 and to Rename Unit 7: University & Student Advancement
   i. Attachment 271-14: Draft Motion 2016-271-3

C. UAF Emergency Action Plan Policy Review

D. Proposed Revisions to UA Regulation R04.07.115 Employee Furlough - Draft
   i. Attachment 271-3: Proposed Revisions

E. Proposed Revisions to UA Regulation ‘R04.06.130 Sick Leave’
   i. Attachment 271-4: Proposed Revisions

F. Proposed Revisions to UA Regulation R04.01.050 Types of Employment
   i. Attachment 271-5: Proposed Revisions

G. UA Meritorious Service Award - Nominations Sought
   i. http://www.alaska.edu/uajourney/meritous-service-awards/

H. Employee Giving Initiative

X. 10:50 - 11:00  INTERNAL COMMITTEE REPORTS

A. Elections - Brandi Marrero, Chair
   i. Attachment 271-10: Annual Committee Report

B. Membership and Rules - Trish Winners, Chair
   i. Attachment 271-18: May Committee Report
   ii. Attachment 271-19: Annual Committee Report

C. Rural Affairs - Chris Brooks, Chair
   i. Attachment 271-12: May Committee Report

D. Staff Affairs - Jane Groseclose, Co-Chair & Samara Taber, Co-Chair
   i. Communications Subcommittee - Samara Taber, Chair

E. University Advocacy - Jami Warrick, Co-Chair, Phil Jacobs, Co-Chair
XI. INTERNAL AD HOC COMMITTEE REPORTS
   A. Chancellor’s Cornerstone Award Committee

XII. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)
   A. Staff Alliance- Staff Health Care Committee - Lesli Walls, Rep; Stacey Howdeshell, Rep; David Bantz, Alt; Sue Mitchell, Alt
   B. Staff Alliance Compensation Working Group - Brad Krick, Chair; Faye Gallant; Janine Smith; Mike Cox
      i. Attachment 271-7: May Committee Report
   C. Staff Alliance Morale Committee - Lesli Walls, Rep; Jami Warrick, Rep

XIII. EXTERNAL UAF COMMITTEE REPORTS (written only)
   A. Accreditation Steering Committee - On Hiatus
   B. Chancellor’s Advisory Committee for the Naming of Campus Facilities - Jesse Atencio, Rep
   C. Chancellor’s Diversity Action Committee (CDAC) - On Hiatus
   D. Chancellor’s Planning and Budget Committee - Nate Bauer, Rep; Trish Winners, Alt
   E. Chancellor Search Committee - Faye Gallant, Rep
   F. Fresh Air Campus Challenge Committee - Brad Krick, Rep; Sue Miller, Alt - On Hiatus
   G. Master Planning Committee (MPC) - Brad Krick, Rep
      i. Attachment 271-6: May Committee Report
   H. Meritorious Service Award Committee - Connie Huizenga, Rep
   I. Parking Appeals Committee (PAC) - Brad Krick, Rep
      i. Did not meet
   J. People’s Endowment Committee - Jessica MacCallum, Rep
   K. RISE Board - Ian Olson, Rep
   L. Sustainability in Dining Committee - Mathew Mund, Rep

XIV. UAF AD HOC COMMITTEE REPORTS (written only)
   A. Training & Employee Development Working Group Update - Jessica MacCallum
XV. 11:00 - 11:15 ROUND TABLE DISCUSSION

XVI. 11:15 ADJOURN
University of Alaska Fairbanks
Staff Council
Motion 2016-271-1
Draft

Motion 2016-271-1:
Motion to Ratify 2016-2017 Officer Election Results

MOTION:

UAF Staff Council moves to ratify the following election results for the offices of UAF Staff Council President and Vice President for 2016-2017:

President:

Vice President:

EFFECTIVE: June 1, 2016

RATIONALE: The Elections Committee has reviewed and certified these election results. The term for newly elected officers runs from June 1, 2016 through May 31, 2017, in accordance with the UAF Staff Council Constitution and Bylaws.

__________________________  __________________________
Faye Gallant, President, UAF Staff Council  Date
University of Alaska Fairbanks  
Staff Council  
Resolution 2016-E-2  
Approved  
April 11, 2016  

UAF Staff Council unanimously approved the following resolution via electronic vote on April 11, 2016.

Resolution 2016-E-2 - Approved
A Resolution Supporting the Position of the Associated Students of the University of Alaska Fairbanks (ASUAF) in Their Opposition to State of Alaska Senate Bill 208 (SB 208), ‘An Act eliminating the Alaska education grant program and the Alaska performance scholarship program; and providing for an effective date.’

WHEREAS, UAF Staff Council is the elected representative body of the staff of the University of Alaska Fairbanks; and

WHEREAS, ASUAF is the elected representative body of the students of the University of Alaska Fairbanks; and

WHEREAS, the Alaska State Senate is currently considering SB 208, which would eliminate both the Alaska education grant program and the Alaska Performance Scholarship Program; and

WHEREAS, ASUAF recently passed a resolution in opposition to SB 208; and

WHEREAS, the Alaska Performance Scholarship Program has made higher education accessible for thousands of Alaska students; and

WHEREAS, Staff Council recognizes the central focus of UAF’s mission to “educate students for active citizenship and prepare them for lifelong learning and careers”; and

WHEREAS, Staff Council also supports UAF’s work to “emphasiz[e] the circumpolar North and its diverse peoples”; now

THEREFORE, BE IT RESOLVED, that UAF Staff Council stands with ASUAF in their opposition to State of Alaska Senate Bill SB 208, ‘An Act eliminating the Alaska education grant program and the Alaska performance scholarship program; and providing for an effective date.’

(Attachments)

Faye Gallant, President, UAF Staff Council  
Date  
April 19, 2016
SR 186-005 Opposing Alaska Senate Bill 208
Sponsor: Senator Murph
First considered 4/3/2016

Whereas, The student body of UAF strongly appreciates the Alaska Performance Scholarship and Alaska Education Grant, understanding that these awards are critical for providing education in Alaska, and;

Whereas, The compressed timeline of SB 208 has afforded students little opportunity to testify on the Alaska Performance Scholarship and Alaska Education Grant's importance, raising significant concern, and;

Whereas, The Alaska Performance Scholarship provided assistance to over 3,000 students this year, and;

Whereas, The Alaska Performance Scholarship and Alaska Education Grant provide critical incentives for students to pursue higher education in the state of Alaska, and;

Whereas, Students educated in Alaskan colleges are significantly more likely to stay in the state, strengthening the Alaskan economy and community, and;

Whereas, Ensuring that college graduates remain in Alaska is crucial to establishing the economic strength and diversity that will build Alaska's future, and;

Whereas, Many students would be unable to attend higher education institutions at all without the benefit of the Alaska Performance Scholarship or Alaska Education Grant, now therefore be it;

Resolved, That the student body of UAF strongly opposes Alaska Senate Bill 208, as students believe it will cause significant damage to the vitality of higher education in Alaska and consequently harm the state economy, and be it further;

Resolved, That the student body of UAF affirms the importance of the Alaska Performance Scholarship and Alaska Education Grant to higher education in Alaska.

Statement of Purpose: To oppose Alaska Senate Bill 208 and support the Alaska Performance Scholarship and Alaska Education Grant.

Statement of Fiscal Impact: $0
5-0-1
Officiated vote (yes, no, abstention)

Jonathan Schurz, ASUAF Senate Clerk

Allyssia Garcia, ASUAF Senate Chair

Mathew Carrick, ASUAF President

Date Passed

April 3, 2016

Date

April 6, 2016

Date

4/6/16
SENATE BILL NO. 208

"An Act eliminating the Alaska education grant program and the Alaska performance scholarship program; and providing for an effective date."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

Section 1. AS 14.42.030(e) is amended to read:

(e) The commission may

(1) adopt regulations under AS 44.62 (Administrative Procedure Act) to

(A) carry out the purposes of

(i) AS 14.43.091 - 14.43.325, 14.43.510 - 14.43.750 [AS 14.43.091 - 14.43.849], 14.43.990, AS 14.44, and AS 14.48; and

(ii) AS 14.43.910 and 14.43.920 as they relate to the


(B) ensure compliance with the requirements imposed by state and federal statutes and regulations governing the guaranty, insurance, purchase, or other dealings in eligible loans by federal agencies, instrumentalities, or corporations; and

(C) establish standards for the

(i) administration of hearings conducted under

AS 14.43.153; and

(ii) administrative enforcement of collection orders under AS 14.43.151 - 14.43.155;

(2) delegate to the executive director of the commission or a subcommittee of the commission any duty imposed on or power granted to the commission by this chapter, AS 14.43, AS 14.44, or AS 14.48, except its power to adopt regulations and its duty to consider appeals under AS 14.43.100(b) and AS 14.48.120;

(3) establish task forces, committees, or subcommittees, not necessarily consisting of commission members, to advise and assist the commission in carrying out its functions;

(4) contract with or use existing institutions of postsecondary education or other individuals or organizations to make studies, conduct surveys, submit recommendations, or otherwise contribute to the work of the commission;

(5) establish fees for the review of an out-of-state institution that

(A) requests approval for participation in the programs under AS 14.43.091 - 14.43.325, 14.43.510 - 14.43.750 [AS 14.43.091 - 14.43.750], 14.43.990, and AS 14.44; and

(B) is not accredited by a national or regional accreditation association recognized by the Council for Higher Education Accreditation;

(6) collect all fees and costs incurred in collection of the amount owed on a loan or repayment obligation if the loan or repayment obligation becomes delinquent or in default; in this paragraph, fees and costs include attorney fees, court costs, and collection fees charged by a collection agency; and

(7) if approved by the department, receive and analyze performance data for students in grades kindergarten through 12 and enter into contracts for the purpose of assessing education outcomes.

Section 2. AS 14.43.810(a) is amended to read:

(a) The Alaska performance scholarship program is established to provide scholarships for students who graduate from high school on or before July 15, 2016, [GRADUATES] who are Alaska residents to attend a qualified postsecondary
in an institution in the state.

* Sec. 3. AS 14.43.820(a) is amended to read:
  
  (a) Subject to appropriation, the commission shall award an Alaska performance scholarship to an applicant who
  
  (1) is a resident of the state as defined in AS 01.10.055;
  
  (2) graduated or will graduate within six months from a high school in the state;
  
  (3) except as provided in (c) of this section, has completed a core academic curriculum of high school level coursework that includes
  
  (A) four years of mathematics, four years of language arts, four years of science, and four years of social studies, one year of which may include a foreign language, an Alaska Native language, fine arts, or cultural heritage; or
  
  (B) three years of mathematics, four years of language arts, three years of science, four years of social studies, and two years of a foreign language or an Alaska Native language;
  
  (4) has a minimum grade-point average in high school of 2.5 or higher; the department shall set by regulation minimum requirements based on a substantially similar standard for districts that do not assign grades;
  
  (5) has achieved a minimum score on a
  
  (A) college entrance examination; or
  
  (B) standardized examination designed to measure a student's level of preparedness to make the transition to work, as selected by the department; [AND]
  
  (6) is enrolled in good standing in a course of study at a qualified postsecondary institution in this state that is intended to result in the award of a certificate or degree; and
  
  (7) applies to the commission on or before July 15, 2016.

* Sec. 4. AS 14.43.825(b) is amended to read:
  
  (b) A student's eligibility for a scholarship terminates six years after the date the student graduates from high school unless the student qualifies for an extension of time allowed by the department by regulation. The department may not extend a student's eligibility for a scholarship past July 15, 2022.

* Sec. 5. AS 14.45.130(a) is amended to read:
  
  (a) A religious or other private school that elects to comply with AS 14.45.100 - 14.45.130 shall maintain permanent student records reflecting immunizations, physical examinations, standardized testing, academic achievement, and courses taken at the school; [AND LEVEL OF ELIGIBILITY FOR AN ALASKA PERFORMANCE SCHOLARSHIP UNDER AS 14.43.810 - 14.43.849].

* Sec. 6. AS 37.14.750(a) is amended to read:
  
  (a) The Alaska higher education investment fund is established in the general fund [FOR THE PURPOSE OF MAKING GRANTS AWARDED UNDER AS 14.43.400 - 14.43.420 BY APPROPRIATION TO THE ACCOUNT ESTABLISHED UNDER AS 14.43.915(a) AND OF MAKING SCHOLARSHIP PAYMENTS TO QUALIFIED POSTSECONDARY INSTITUTIONS FOR STUDENTS UNDER AS 14.43.810 - 14.43.849 BY APPROPRIATION TO THE ACCOUNT ESTABLISHED UNDER AS 14.43.915(b)]. Money in the fund does not lapse. The fund consists of
  
  (1) money appropriated to the fund;
  
  (2) income earned on investment of fund assets; and
(3) donations to the fund; AND
(4) MONEY REDEPOSITED UNDER AS 14.43.915(c).

* Sec. 7. AS 14.03.113 is repealed July 16, 2016.
* Sec. 8. AS 14.43.400, 14.43.405, 14.43.406, 14.43.415, 14.43.420, 14.43.810, 14.43.820, 14.43.825, 14.43.830, 14.43.840, 14.43.849, 14.43.915; and AS 37.14.750(c) are repealed July 16, 2022.

* Sec. 9. The uncodified law of the State of Alaska is amended by adding a new section to read:

APPLICABILITY. The Alaska Commission on Postsecondary Education may not award an Alaska performance scholarship under AS 14.43.810 - 14.43.849 to a new applicant who first applies for a scholarship after July 15, 2016.

* Sec. 10. The uncodified law of the State of Alaska is amended by adding a new section to read:

TRANSITION: REGULATIONS. The Department of Education and Early Development, the Department of Labor and Workforce Development, and the Alaska Commission on Postsecondary Education may adopt regulations necessary to implement changes made to their respective authorities by this Act. The regulations take effect under AS 44.62 (Administrative Procedure Act), but not before the effective date of the law being implemented.

* Sec. 11. The uncodified law of the State of Alaska is amended by adding a new section to read:

RETROACTIVITY. Sections 2 - 4 of this Act are retroactive to July 15, 2016.

* Sec. 12. Sections 1, 5, and 6 of this Act take effect July 16, 2022.

* Sec. 13. Except as provided in sec. 12 of this Act, this Act takes effect immediately under AS 01.10.070(c).
R04.07.115 Employee Furlough

To address budgetary shortfalls in any unit of the university, employees may be subject to furlough via temporary unpaid leaves of absence or via prospective, temporary reductions in pay and equivalent work hours. Prior to implementation of a furlough plan, other reductions and cost savings, as well as revenue generation, will be considered and implemented as appropriate.

A. Definitions:

1. Furlough: Temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall.

2. Budgetary shortfall: A status of financial health in which projected or actual expenditures are anticipated to exceed revenue.

Employees may request a reduced contract in lieu of furlough. Requests are subject to approval by the employees’ dean/director and the regional human resources office.

B. A furlough plan may include, but not be limited to, any of the following at the discretion of the university:

1. A specified number of days each pay period, month or year may be designated as furlough days, with no business being conducted on those days.

2. Salaries of exempt employees may be reduced by a specified percentage.

3. Non-exempt employees may have reduced-hour work weeks (for example, work week reduced from 40 hours to 37.5 hours) or reduced contracts (for example, work schedule reduced to less than 10 days per pay period and/or less than 12 months per year).

4. A different number or percentage of furlough days for employees in different pay grades or classifications.

Reduction of pay will include reduction of expected effort.

C. All university employees (full or part-time, regular, term or temporary) may be subject to furlough, except:

1. Employees who hold H-1B visas, as defined in 20 CFR 655.731;

2. Graduate/teaching/research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees;

3. Employees on military leave with pay;

4. Employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and

5. Employees whose compensation is derived 100% from restricted funds.
D. Employee benefits during a furlough will be affected as follows:

1. Accrual of annual and sick leave will be reduced by a furlough.

2. Holiday pay for benefit-eligible employees will not be reduced for a holiday immediately before or after a furlough day.

3. Health care and life insurance benefits will not be reduced by a furlough.

4. Pay deductions authorized by an employee during a furlough will not be reduced. The employee remains responsible for making all employee contributions during a furlough period, including health coverage.

5. Retirement contributions by both the employee and the University will be reduced by a furlough. Service credit may also be reduced.

E. A furlough plan for unit(s) affected by a budgetary shortfall will be implemented upon recommendation of the chancellor and the vice president for finance and administration, and approval of the president. The president shall consult with governance prior to approval. Governance may request financial records for any unit affected by furlough.

1. The Statewide Office of Human Resources will distribute notice of the president’s approval of a furlough plan to affected employees at least sixty (60) days prior to implementation. The furlough plan will specify the amount or percentage of furlough time and the applicable time period.

2. After a furlough plan has been implemented, the president may establish a review committee established by the president shall to examine ongoing need and efficacy on a quarterly basis.

3. The president may reduce or cancel a furlough plan at any time.

F. Upon notice of a furlough plan, supervisors may schedule furlough days, in consultation with the employee, subject to the operational needs of the department. Furlough schedules shall be approved by the department dean/director and the regional human resources office.

G. Furlough days shall be taken on days that the employee would normally be scheduled to work. Employees may not be directed or permitted to work on furlough days or to work more than 40 hours in the work week in which a furlough day is taken. No employee may use paid leave to offset all or any portion of a furlough.

H. Furlough provisions for employees under collective bargaining agreements will be clarified through Memoranda of Agreement with each bargaining unit.

I. The Chief Human Resources Officer or designee will review any appeals from employees claiming extreme financial hardship under a furlough plan.
J. The provisions of this section apply only to employee furlough and are not applicable to layoff or any other type of termination of university employment.
R04.06.130. Sick Leave.

B. Leave Accrual

1. Eligible exempt and nonexempt employees accrue 4.62 hours sick leave per 80 paid hour pay period.
   a. Exempt and nonexempt full-time and part-time employees accrue sick leave based on hours paid.
   b. Overtime and premium paid hours do not qualify for sick leave accrual.
   c. Extended temporary employees accrue sick leave based on hours paid.

2. At termination, all sick leave accumulations are lost, except as follows:
   a. Employees who are rehired into a leave eligible position within three years after layoff will have their previous accrued sick leave reinstated.
   b. Extended temporary employees who do not work 30 hours or more during a look back period will not continue to accrue sick leave, but will retain any accrued sick leave until they have a break in service of at least 10 working days.

3. Temporary employees and student employees earn no sick leave; however, appropriate sick leave credit, not to exceed 60 hours, is granted retroactively to temporary employees employed on at least a half-time basis who change to regular status without a break in service.

4. Sick leave does not accrue during sabbatical leave, unpaid hours, terminal leave (leave taken during pay period(s) immediately prior to an identified termination date), special assignments, overload, summer appointments, additional assignments, contract extensions, or periods for which workers’ compensation benefits are paid.

5. Sick leave will accrue on an hours paid basis when a continuing employee returns to a new fiscal year contract.

6. Full payment for accumulated unused sick leave will be made to the employee's estate if the death occurs while the employee is employed by the university.
R04.01.050. Types of Employment

G. Extended Temporary Employees

Extended temporary employees are employees who work in unbudgeted positions and
1. are reasonably expected to work on average at least 30 hours per week; or
2. have qualified for health coverage during the most recent look-back period.

An employee will not be employed for more than 18 months in extended temporary
status. If employment continues beyond 18 months, without a break in University
service, a term-funded or regular status job will be developed and a recruitment
conducted. A break in service is a period of at least 120 days.

Adjunct faculty, seasonal employees and student employees are not eligible for
extended temporary status.
Master Planning Committee
Report for Staff Council Meeting #271
May 2016

Brad Krick, Representative; Alternate Not Filled (Kara Axx filled in during Brad’s absence)

MPC met on April 21, 2016. The April 7, 2016 meeting was cancelled due to a lack of agenda items.

Smith Lake Ski Trail Access
UAF Facilities Services Division of Design and Construction utilized a group of engineering students to design improved trail access to Smith Lake off of the Big Whizzy trail. The students did a great job on the project and MPC unanimously recommended construction of the trail next winter. The project is pending final approval by the UAF Chancellor.

Painting the Chancellors House
There is a project to paint the Chancellors House this summer. Paint options were reviewed by MPC. Final decision will be made at the next MPC meeting.

Summer Construction
Facilities Services has a draft construction map that the committee reviewed. It will be released publicly in the next week or so. There is reduced activity this year from the past few years.

Next Meeting
Master Planning is scheduled to meet again on May 5 and May 19.
Staff Alliance Compensation Committee
Report for Staff Alliance
April 2016

Present: Maureen Hunt, Brad Krick, John Moore, Monique Musick, Michelle Warrenchuk

The committee was scheduled to meet on March 16. Due to a lack of attendance, the group rescheduled to April 6, from 10 to 11 AM. The next scheduled meeting is on April 20.

Salary Compression Data Discussion:

The committee discussed the salary compression analysis mentioned by Tara Ferguson during the February meeting. Brad reported to the group that he sent Tara an email asking for the report. Tara said the analysis was unfinished and that there was “no meaningful data” that could be taken from it. She said her office plans to do a new analysis in FY17. The committee discussed what we would hope to gain from this data and whether it was necessary for our goal of advocating for the return of step increases. There was general agreement that it was better to go ahead with a recommendation for step increases and not try to obtain salary compression data directly. John pointed out that the group should be prepared to request this data if it becomes a reason for denying step increases.

End of Year Recommendations:

The committee discussed possible end of fiscal year recommendations to Staff Alliance. Monique suggested that any recommendations should be ready by the end of May or beginning of June for budget planning purposes. Although Compensation usually doesn’t make any recommendations regarding the coming fiscal year, the group agreed to write a FY17 recommendation to encourage UA to use part of the proposed 2.5% increase as a step increase. Maureen volunteered to draft this recommendation.

John and Maureen shared concerns that limiting ATB increases in favor of step increases could affect new hires and current employees who are moving internally. Monique pointed out that new hires are in the best position to negotiate movement on the steps. Brad said that UA has had years [FY97 - FY00, for example] where staff had step movement but no ATB increases, so new employees could have lost pay relative to cost of living.

Monique shared the Board of Regents’ policy and regulation regarding compensation, which includes UA’s rules for how pay is affected by different kinds of internal moves: http://www.alaska.edu/bor/policy/04-05.pdf

Brad volunteered to draft a recommendation for the FY18 compensation number. The group generally agreed that we should still aim for continuing movement on the steps.
The committee discussed the possibility of a recommendation regarding UA's bonus system. Monique suggested waiting until after the next report from the Statewide Transformation Team, which should happen before the next Compensation meeting. John volunteered to draft a recommendation if the committee chooses to make one.
1. Have you participated in formal (i.e., assigned) or informal (unassigned) mentored training in any of your current or former job roles? (Total Responses: 168)

   - Neither: 47.0%
   - Informal Mentoring: 42.9%
   - Both: 9.5%
   - Formal Mentoring: 0.6%

2. Whether formal or informal, how effectively would you rate your mentored training experiences at UAF? (Total Responses: 168)

   - Least effective: 1%
   - Somewhat effective: 6%
   - Not very effective: 5%
   - Neither very effective nor not very effective: 9%
   - Very effective: 15%
   - Most effective: 11%
   - No response: 5%

3. In general, how important do you consider mentoring to the success of staff members in new roles? (Total Responses: 166)

   - Not important: 19%
   - Somewhat important: 26%
   - Neither very important nor not very important: 52%
   - Very important: 1%
4. If supported by your supervisor/department, how willing would you be to accept a designated role as mentor to staff in new or advanced/developing roles with which you’re familiar?
(Total Responses: 168)

5. If supported by your supervisor/department, how desirable would you consider the opportunity to be mentored by designated staff familiar with your current or prospective role(s)?
(Total Responses: 168)

If supported by your supervisor/department, how many hours per month would you consider appropriate to devote to designated mentor/mentee participation?
(Total Responses: 168)
Emergency Action Plan Policy

POLICY STATEMENT

The University of Alaska Fairbanks (UAF) strives to provide a safe and secure environment. It is the policy of UAF that each building occupied by one or more employees will have a current Emergency Action Plan (EAP); for each EAP to be updated at least annually and when changes occur, and; for all employees to review each applicable EAP at least annually.

BACKGROUND AND JUSTIFICATION

Prior to implementation of this policy, each academic and administrative department was required to maintain an emergency action plan specific to the department. Inasmuch that multiple departments occupied a building, some buildings had numerous emergency action plans, resulting in duplication of effort and requiring a high level of coordination. This policy requires a single EAP per building, maintained by the assigned building coordinator in coordination with each of the departments in the building.

The requirements for EAPs are set forth in Occupational Safety and Health Administration (OSHA) regulations adopted by the State of Alaska’s Occupational Safety and Health (AKOSH) Plan. This policy is intended to conform to OSHA regulations regarding EAPs. Some requirements of this policy may exceed OSHA requirements.

The purpose of the EAP is to provide guidance in determining the appropriate actions to take to prevent injury and property loss from the occurrence of emergency incidents, including evacuation. During emergency situations, special procedures may be required to control and mitigate an emergency. Final acceptance of an EAP grants authority to those individuals and/or positions responsible for implementing and carrying out the plan.

REFERENCES RELIED UPON


Proposed UAF Policy __________
 Revised: __________
BOR Regulation R05.09 – Risk Management and Environmental Health and Safety
UAF Fire Safety Policy 12.03.03

**RESPONSIBILITIES**

**Vice Chancellor for Administrative Services:** In conjunction with deans and directors, ensure that a building coordinator is identified for each building meeting the criteria for a required EAP.

**Deans and Directors:** In conjunction with the VCAS, ensure that current contact information for key departmental personnel is provided to each applicable building coordinator.

**Building Coordinators:** Maintain the EAP in a current state with updated building information and contact information for key departmental personnel. Review EAP at a minimum of once per year coinciding with the beginning of the fall semester. Submit updated plans to the UAF Fire Chief for final acceptance and distribution.

**Supervisor:** Ensure new employees are familiar with the EAP, and that all employees review the EAP at least annually or when substantive changes to the plan occur.

**Employees:** Remain familiar with the EAP for each building he or she occupies.

**UAF Emergency Management Coordinator:** Maintain a repository of accepted EAPs for all buildings, in a manner that is accessible to all employees. Provide guidance to building coordinators in EAP development and maintenance. Review, accept, and file new and updated EAPs.

**NON-COMPLIANCE**

Failure to properly maintain and routinely update the EAP may result in employees not being ready in the event of an emergency. Failure to comply with this policy may increase liability for the University and expose UAF to AKOSH citations and penalties (fines).

**EXCEPTIONS**

Buildings that are not occupied by at least one employee are not required to have an EAP.

**PROCEDURES**

1. At least annually and whenever changes in personnel or the building occur, the building coordinator should review and update the EAP. The annual review typically coincides with the beginning of the fall semester.
2. New employees should be made familiar with the EAP during their initial orientation, and all employees should review the EAP at least annually or after major updates are made. The annual

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1 UAF Fire Chief at the time of policy adoption.
Proposed UAF Policy ________
Revised: ________
refresher should occur at the beginning of the fall semester following the annual EAP review. These are the responsibilities of all supervisors.

3. All EAPs will follow a standard format in order to achieve standardization from building to building and ensure compliance with applicable OSHA regulations. A standard template will be made available with the following minimum elements:
   - Fire and emergency reporting procedures;
   - Procedures for emergency evacuation, including the type of evacuation and exit routes;
   - Procedures for personnel necessary to delay evacuation where critical operations exist;
   - Procedures for securing protected information (e.g. HIPPA, FERPA, APSIN, etc.);
   - Procedures to account for occupants after evacuation;
   - Procedures for performing rescue and medical duties; and
   - Relevant contact information.
   - Alarm systems and provisions to accommodate occupants who cannot recognize an audible or visual alarm.

4. Updated EAPs should be forwarded to the fire chief who, in collaboration with the building coordinator, will finalize, accept, and publish the EAP. Once accepted, the building coordinator will need to inform supervisors and other building occupants.

5. Printed copies of the EAP should be provided in key locations and/or with key personnel in the building.

6. When a building alarm sounds or an emergency occurs, key personnel identified in the EAP shall execute their responsibilities specified in the EAP. The EAP will guide emergency action.

POLICY APPROVED BY:

__________________________________________
Mike Powers, Interim Chancellor
University of Alaska Fairbanks
**Committee Members:**

- Brandi Marrero, Chair
- Phil Jacobs
- Nicole Dufour (Secretary)

**Purpose of Elections Committee:**

- *Bylaws Section 5.III. Elections Committee*
  a. The chairperson shall be elected from the committee members.
  b. The committee shall have the following responsibilities
     1. Conduct elections for Unit Representatives, At-Large seats, Vice President, and President
  c. Responsible for filling vacancies in units with no representation. The chairperson of the committee may establish subcommittees for specific issues.

**Accomplishments throughout the Year:**

- Successful Fall Election for even numbers units with all but 2 seats being filled
- Unit Representatives reached out to their constituents and filled all but one vacant odd numbered seats with partial term memberships, leaving staff council with only one odd unit vacancy

**Pending Actions:**

- Revision of current elections software by a programmer
- Switching elections to OrSync, the student governance and club election software
- May election of Staff Council Vice President and President
- Currently working with Membership and Rules to re-organize the Staff Council units to reflect updated organizational changes
PUBLIC REPORT
ON
ADMINISTRATIVE RESPONSE TO
UAF TITLE IX ISSUES

March 31, 2016
PUBLIC REPORT ON
ADMINISTRATIVE RESPONSE TO
UAF TITLE IX ISSUES

March 31, 2016

Jeffrey M. Feldman
Kristin Anger
SUMMIT LAW GROUP
813 D Street, Suite 200
Anchorage, Alaska 9950
I. INTRODUCTION

This report is the result of an external, independent review of the administrative response by the University of Alaska (UA) statewide office and by the University of Alaska – Fairbanks (UAF) to issues involving UAF’s compliance with Title IX requirements governing investigation and imposition of discipline for instances of sexual harassment and sexual assault on campus.

Unquestionably, the issues raised are important and sensitive. The problem of sexual misconduct on campus rightfully has become the focus of attention by academic communities across the country and by the U.S. Department of Education. Expectations and standards of performance for complying with Title IX have evolved and expanded over the past five years. UAF, like many other universities, encountered difficulty in making the changes in policies, procedures, personnel, resource allocation, and discipline enforcement that are required to ensure a robust response to the problem of sexual misconduct on campus and compliance with Title IX requirements.

This report identifies and examines the reasons for the difficulties UAF experienced with its student discipline and Title IX programs. The report also assesses the administrative response to those difficulties by leadership both at UA and UAF.
I. DESCRIPTION OF RETENTION AND ASSIGNMENT

Jeffrey M. Feldman of the Summit Law Group was contacted in September, 2015 by University of Alaska President James Johnsen. President Johnsen, acting at the direction of the University’s Board of Regents, sought assistance in conducting an external review of several issues relating to compliance by the University of Alaska – Fairbanks with Title IX requirements governing investigation of and imposition of discipline in connection with incidents of sexual assault and sexual harassment occurring on the UAF campus or in connection with UAF sanctioned activities. Upon confirming that Mr. Feldman and his firm did not have a conflict of interest in taking on this assignment, a formal letter of engagement dated September 24, 2015 was signed.

To focus the investigation and ensure that the issues that were of principal concern to the Board of Regents were addressed, after consultation with General Counsel for the University, the assignment was defined as investigating and assessing the following three issues:

1. Focusing on root causes, why was the major sanctions student discipline process not initiated for sexual assault allegations arising at UAF between 2011 and 2014?

2. Once this failure was discovered, did UA leadership (UAF, System, & Board) take appropriate steps in a timely manner to assess and remedy the problem?

3. Have steps taken to date adequately and effectively addressed the systemic or other failures that occurred, ensuring appropriate administrative investigation of serious student misconduct, including Title IX violations, and initiation of appropriate disciplinary procedures?

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1  20 U.S.C. §1681 et seq.
II. DESCRIPTION OF INVESTIGATIVE PROCESS

To address the three questions presented by the Board of Regents, the relevant facts and information were gathered, organized, and reviewed as follows:

Collection and Review of Documents. With the assistance of the office of the General Counsel, a large quantity of documentary material was collected, including:

- University of Alaska policies;
- Correspondence and emails generated or received by individuals responsible for investigation, processing, or supervising major discipline cases and Title IX compliance since approximately 2011;
- The report of the University of Alaska auditor prepared in April 2015, and the auditor’s update report prepared in June 2015;
- Correspondence and guidance received from or sent to the U.S. Department of Education, Office of Civil Rights, in connection with its enforcement of Title IX and its review and audit of Title IX compliance by the University;
- Memoranda and chronologies relating to Title IX compliance and student discipline cases generated by University of Alaska and UAF personnel;
- Portions of case files generated in connection with investigation and processing of UAF student discipline cases; and
- Summaries of changes and steps taken by UAF to enhance Title IX compliance.

Collected documents were Bates numbered, scanned, and loaded into a database for review.
Creation of Chronology. To better understand the history of the issues under review, the collected documents were used to create a chronology of significant events, covering the period from February 2011 to January 2016.

Witness Interviews. With assistance from the General Counsel, and following an initial review of the documents, eighteen individuals were identified who either had primary knowledge of relevant events; or had participated in the investigation, processing, or supervision of student discipline cases; or had knowledge or responsibility for Title IX compliance at UAF, UAA or within the UA statewide office. With one exception, interviews were scheduled and conducted with each of those individuals. They included the following:

Kari Burrell   
UAF Vice Chancellor

Amber Cagwin  
UAF Dean of Students Office, Coordinator

Patrick Gamble
Former UA President

Anita Hartmann
UAF Human Resources

Susan Henrichs
UAF Provost

Michael Hostina
UA General Counsel

James Johnsen
UA President

2 One individual, former UAF Dean of Students Donald Foley, retired from University employment in May 2015 and declined to be interviewed. Dean Foley had responsibility for administering UAF’s student discipline program during a portion of the period of time under review. Unquestionably, it would have been helpful to have been able to talk with him and obtain his recollections, views, and impressions. But substantial information relating to Dean Foley’s tenure and actions was available from other individuals who either worked below, above, or with him, and by the written record. In the aggregate, it is believed that the critical facts and information relevant to the issues under review were obtained, notwithstanding the absence of a witness interview with Dean Foley.
Mae Marsh  
*UAF Diversity Director*

Laura McCullough  
*Former UAF Residence Life Director, current UAF Dean of Students*

Michael O'Brien  
*UA Associate General Counsel*

Nikki Pittman  
*UA Auditor*

Michael Powers  
*Interim Chancellor at UAF*

Kris Racina  
*Former UAF Associate Vice Chancellor, Interim Dean of Students*

Ana Richards  
*UAF Diversity Office*

Brian Rogers  
*Former Chancellor UAF*

Michael Sfraga  
*UAF Vice Chancellor*

Marva Watson  
*Former UAA Diversity Director*

All of the individuals interviewed were helpful and cooperative, and each responded to questions with a high level of professionalism, candor, and directness. Each appeared to be genuinely dedicated to openness and compliance on the part of the University with its Title IX obligations.

**Final Document Review.** Once the witness interviews were completed, a second review of a small sub-set of documents was conducted to confirm some information and details, and ensure an accurate and complete understanding of the facts and events.
III. FINDINGS

1. Over the last decade, Title IX increasingly has been relied upon to combat sexual harassment and sexual violence on college campuses across the country. The United States Department of Education (DOE) has initiated active enforcement of Title IX in this area through investigations, audits, and the issuance of detailed guidance documents advising colleges and universities of the preventive and corrective steps they should take to effect Title IX compliance.

2. One of the most significant developments in Title IX enforcement was issuance of a “Dear Colleague Letter” (DCL) on April 4, 2011, by the U.S. Department of Education’s Office of Civil Rights (“OCR”). The DCL spelled out a number of specific requirements and expectations that would necessitate policy and procedural changes for many educational institutions.

3. Approximately three years later, on April 29, 2014, OCR supplemented the Dear Colleague Letter with a follow up guidance document titled “Questions and Answers on Title IX and Sexual Violence.” This 46-page document provided detailed guidance on a range of compliance issues, including incident reporting, confidentiality, investigations, hearings, interim measures and remedies, appeals, training and education and the impact of other statutes and constitutional protections.

4. When OCR issued the April 2011 DCL, the University of Alaska (UA) General Counsel’s office forwarded it to administrators at the various campuses.

5. Responses to the DCL varied by campus. The University of Alaska - Anchorage (UAA) moved quickly in 2011 to form a “Title IX Implementation Team” to analyze what steps were necessary to achieve Title IX compliance. By comparison, the response by the University
of Alaska - Fairbanks (UAF) was less proactive, which may have been attributable in part to staffing issues during the relevant time period.

6. UAF appointed a new Director of Diversity and Equal Opportunity in March 2012, approximately one year after the DCL was issued in 2011. That individual researched Title IX requirements and reorganized the Diversity/EEO office.

7. Although UAF began taking some initial steps toward Title IX compliance in 2012, there was an overall lack of coordination and communication between UAF’s Diversity/EEO personnel and those individuals who were responsible for investigating and imposing discipline for instances of student misconduct falling within Title IX.

8. In May 2014, the University received written notice that OCR would be conducting a Title IX compliance review of the UA system. The OCR notice included extensive documents requests to which the UA system and individuals campuses would be required to respond, and further advised that OCR staff would schedule site visits and staff interviews.

9. In the months following the issuance of the OCR Question and Answer guidance and the OCR notice that the UA system would be subjected to a Title IX compliance review, UA learned of several student discipline cases that raised significant concerns about how UAF had been responding to sexual misconduct allegations.

10. In each of the cases, once steps were taken to provide safety for the victim, and once the offending student was removed from the environment (either voluntarily, or by being trespassed from the University or a dormitory, or by being incarcerated), the student discipline process either was not completed or in some instance, was not initiated.

11. After learning of these problems, UA conducted a formal audit of UAF’s student discipline procedures in 2015. The audit report was completed in April 2015 and was thorough.
and well documented. The report indicated that UAF’s failure to handle major discipline cases properly was not limited to sexual misconduct cases.

12. As to the specific discipline cases that had triggered the audit, the report found that UAF had not initiated a major sanctions process in five sexual assault cases between July 2011 and July 2014 despite having concluded that the sexual assaults had occurred, and further had failed to adequately document reasons for not taking further action in nine other cases.

13. Notwithstanding the failure to initiate a major sanctions process for these cases, the audit found that UAF had taken immediate steps to ensure that reported victims were safe and supported, such as trespassing parties from residence halls and campus facilities and/or offering counseling to the reported victims.

14. The following major root causes explain why the major sanctions process was not initiated for sexual assault allegations arising at UAF between 2011 and 2014:

   (a) The discipline philosophy of UAF’s Dean of Students. The discipline philosophy of the Dean of Students focused on ensuring victim safety and rehabilitation. Once victim safety was ensured, the required disciplinary process was not engaged or completed as it was not perceived as necessary. This practice did not comply with Regents’ policy and university regulations, or with the expanding regulation of sexual misconduct on college campuses, and the increasing scrutiny of how universities were responding to sexual assault.

   (b) UAF lacked qualified and capable personnel to guide UAF’s response to the 2011 DCL. The UAF EEO Director would retire at the end of that year without taking any apparent action in response to the DCL. Likewise, there is no indication of any awareness of or response to the DCL by UAF’s Dean of Students. The April 2011 DCL could have been a catalyst through which UAF discovered the lapse in its student discipline process, especially in
the context of sexual misconduct. But because UAF’s response to Title IX developments was slow and initially ineffective, the failure to initiate the major sanctions process in sexual assault cases remained under the radar.

  (c) A lack of oversight and resources at UAF. Top administrators at UAF incorrectly assumed that appropriate action had been taken or deferred to the Dean of Students’ determinations. Top administrators did not understand the implications of Title IX on such cases until much later, noting a lack of guidance on compliance in that area prior to 2014.

  15. The following secondary root causes also account for why the major sanctions process was not initiated for sexual assault allegations arising at UAF between 2011 and 2014:

  (a) Lack of a system to monitor and track cases. During the period under review, UAF had no process or system in place by which staff in one department would automatically be alerted to, or able to monitor or track, misconduct cases as they were opened and processed. This sometimes left individuals who had Title IX responsibilities in the dark about allegations and the status of pending cases.

  (b) Lack of monitoring and guidance by UAF administration and the absence of a Title IX compliance function at the UA statewide office. A further contributing factor to the disciplinary failure at UAF was the lack of oversight and support by upper administration personnel at UAF. In addition, and as is the case with other university-based compliance functions, prior to 2014 there was no student discipline or Title IX compliance function at UA statewide, leaving student discipline and compliance in the hands of campus personnel.

  (c) UAF’s failure to request guidance and direction. A further factor contributing to the breakdown in UAF’s handling of sexual misconduct cases was UAF’s failure to seek guidance from the General Counsel’s office as these cases arose during the 2011-2014
time frame. The General Counsel’s office had regular contact with UAA and with University of Alaska - Southeast (UAS) personnel during this period about processing sexual misconduct cases on those campuses, and it provided guidance about addressing those cases in accordance with Title IX requirements. The approach was markedly different at UAF. Had UAF sought direction from the General Counsel’s office regarding its handling of sexual assault cases between 2011 and 2013, there would have been an opportunity for UA system oversight of UAF’s handling of these cases.

16. Once the systemic, policy, and performance failures associated with UAF’s Title IX program were identified in 2014, leadership at UAF and at UA began to marshal resources and take steps to remedy the problem and begin to correct the deficiencies. Among the steps taken were the following:

(a) **Recognition of the Problem by the General Counsel.** The recognition by the General Counsel of the condition of UAF’s Title IX program and compliance, particularly with respect to the several serious and unresolved student discipline cases, was the single most significant aspect of the University’s response. Most of the remedial steps and actions that ultimately were taken grew from inquiries and requests for information and documents that the General Counsel made of UAF leadership.

(b) **Internal audit.** In December 2014, the General Counsel made a formal request that the University’s audit office conduct an audit of UAF’s student discipline cases and Title IX compliance. The audit was thorough and provided a comprehensive assessment of how student discipline had been administered at UAF and the status of cases that arose between 2011 and 2014.
(c) **Engagement by Board of Regents.** Starting in February 2015, the University Board of Regents sought and received regular updates on the Title IX and student discipline issues. These increased reporting demands and efforts helped maintain focus on these issues and highlighted places where progress was not being made quickly enough or, in some instances, was absent. The Board’s engagement on these issues conveyed that Title IX compliance was a priority for the University system, and that administration would be held accountable for lack of progress toward compliance.

(d) **General Counsel’s initiation of internal information requests and follow-up on past cases.** In addition to the information requests made by and in connection with the audit by the U.S. Department of Education’s Office of Civil Rights, and the information requests made in connection with the audit conducted by the University’s audit department, the General Counsel also transmitted information requests to UAF. Up to that point the focus had been on identifying individual cases where follow-up may be needed to effect Title IX compliance. In March 2015 the General Counsel sought information regarding UAF’s handling of specific matters.

(e) **Increased Coordination Among Campuses Facilitated by Title IX Task Force.** In May 2014, after UA received notice that OCR would be conducting a Title IX compliance review, an Associate General Counsel was directed to take the lead at the statewide level to oversee Title IX issues. A statewide task force comprised of individuals throughout the University of Alaska organization with responsibility for Title IX compliance was assembled. Members participate in weekly telephone conferences to evaluate and share best practices for Title IX compliance.
(f) **Change in Leadership.** Both UA and UAF underwent a change in leadership during 2015. The new UA President and Interim UAF Chancellor have pursued and reinforced a change in focus and emphasis on Title IX compliance, and in remediating the organizational, systemic, and policy weakness that led to the compliance problems that came to light in 2014. For example, a new statewide coordinator for Title IX issues has been appointed and UAF has established its own campus Title IX Task Force to engage with UAF leadership on issues related to Title IX.

(g) **Actions and Initiatives Pursued by UAF.** UAF has made significant progress in addressing the organizational, personnel, and policy changes necessary to ensure compliance with Title IX requirements, including:

- Update of policies and procedures for responding to sexual harassment, including sexual assault
- Appointment and training of coordinators and professionals
- Training for faculty, staff and students
- Increased awareness, outreach, and prevention measures
- Establishment by UAF of its own internal Title IX Task Force to ensure that its senior administrators are actively engaged in and apprised of Title IX compliance issues.

17. While substantial steps have been taken to address and remedy the Title IX and student discipline issues at UAF, for periods of time several factors served to undermine the process of assessing and remedying the problems, or slowed progress in resolving them. Those factors include the following:
(a) Increasing tension in the relationship between the General Counsel and UAF administration.

(b) There were occasions when conflicts of views and opinions surfaced among UA and UAF personnel on how to address Title IX issues. Once the differences in views became apparent, the UA President sometimes did not quickly or decisively step in and resolve them.

(c) UAF upper leadership did not act swiftly to correct the problems with UAF’s student discipline efforts once they were discovered. UAF leadership failed to fully appreciate the scope and nature of the problems presented.

(d) A further factor that interfered to some extent with University leadership’s ability to swiftly remedy the failures at UAF was the natural tension between the independence of individual campuses and the control sometimes exerted at the statewide level.

18. Based on interviews with UAF personnel and a review of the relevant documents, it is apparent that UAF is committed to Title IX compliance and has implemented numerous operational, procedural, and staffing changes to ensure that the University will respond effectively to serious student misconduct, including sexual misconduct, going forward.

19. The past cases in which UAF failed to take appropriate disciplinary action have been reviewed. Most of the cases have been reopened to evaluate sanctions. In coordination with the General Counsel’s office, some of those cases have been transferred to other UA campuses for adjudication so as to avoid any perceived conflicts of interest.

20. UAF’s compliance efforts include:

(a) Appointment of a new Dean of Students.

(b) Establishment of a functioning Title IX office.
(c) Structural changes that ensure transparency in the discipline process and knowledge of the status of pending cases by all stakeholders.

(d) Acquisition of case tracking software, enabling centralized tracking of student conduct cases across departments.

(e) Employee training on Title IX requirements.

(f) Establishment of a Title IX Task Force.

(g) More robust engagement in Title IX matters by UAF upper administration.

(h) Closer coordination with the office of the General Counsel.
III. CONCLUSION

UAF’s failures with regard to student discipline and Title IX compliance from 2011 to 2014 are well documented. During that time frame, the record reflects a complete lapse in UAF’s student discipline process based on its failure to impose major sanctions for sexual assault or other serious misconduct. UAF’s compliance with Title IX requirements also lagged behind other institutions, both in terms of responding to specific incidents of sexual misconduct and in adopting an infrastructure to meet Title IX’s range of training, policy and procedural requirements.

UAF’s failures can be attributed to multiple factors, including the lack of an informed and capable staff for a period of time, insufficient allocation of resources to student discipline and Title IX compliance, a lack of oversight by UAF administration, a lack of early guidance and oversight at the statewide level, and UAF’s tendency to handle matters internally. These were organizational – institutional and systemic – failures; but they were not the result of an intentional disregard of legal requirements.

Once the problems at UAF were identified, the record reflects that the University of Alaska took extensive and effective action to assess and remedy the problems. The General Counsel’s office, in particular, has spearheaded efforts to identify the facts, evaluate deficiencies in procedures and the handling of particular cases, and pursue corrective action. UA leadership, including the Board of Regents and President Johnsen, have demonstrated the University’s commitment to remedying past failures and ensuring compliance going forward through active oversight of compliance efforts, creating a new role at the statewide level to oversee compliance, and action to ensure administrators will be held accountable for a lack of Title IX compliance. And UAF itself has taken significant steps to implement procedural, staffing and structural
changes to meet Title IX requirements and prevent future lapses in addressing student misconduct. These collective efforts should ensure that the past failures at UAF will not be repeated. UAF witnesses detailed the range of actions taken to fulfill Title IX requirements. Equally important, UAF personnel described a fundamental change in culture that encompasses far greater awareness of Title IX obligations and a commitment to compliance. At the statewide level, the Board of Regents and President have declared a firm commitment to Title IX compliance through words and action, and there is far greater statewide oversight and system-wide coordination regarding Title IX compliance.

Further efforts will be needed to sustain and advance the University of Alaska’s commitment to Title IX compliance. As noted, amending Board of Regents policies and procedures related to employees is still necessary to achieve Title IX compliance. Ensuring adequate resources – both in terms of staffing and funding – at the statewide and campus levels will also be critical. It will also be important to ensure that the next UAF Chancellor understands the need to make Title IX compliance a priority. It would also be advisable for UAF to evaluate the allocation of staffing and oversight given to student discipline. While UAF’s removal of responsibilities other than student discipline from the plate of the UAF Dean of Students should be beneficial, that office is still perceived to be understaffed. And because the Vice Chancellor to which the Dean of Students reports has a very broad scope of responsibility, concerns about adequate oversight persist.
Rural Affairs Committee Meeting

Wednesday, April 13, 2016
14:00-15:00

Google Hangouts

1. Roll Call:
   • Chris Brooks
   • Chad Oleson
   • Kimberly Knudsen
   • Evelyn Pensgard - Excused

2. Announcements: None

3. Unfinished Business/Updates
   • CRCD Meeting Schedule – Update on scheduling CRCD speaker.
   • Nome Fiber Access – Update on delivery of high-speed access services (attachment).

4. New Business: None

5. Discussion Items: Chancellor Powers visit to the Nome Campus for Title IX.


Committee Members:

Chris Brooks, Chair
Evelyn Pensgard
Chad Oleson
Kimberly Knudsen
University of Alaska Fairbanks
Staff Council
Motion 2016-271-3
Draft

UAF Staff Council Motion 2016-271-3
Motion to move University and Student Advancement Departments to Unit 7 and rename Unit 7 to 'University and Student Advancement.'

MOTION:

UAF Staff Council moves to endorse that staff from the University and Student Advancement Departments will be included in Unit 7 for representation.

EFFECTIVE: Next Regular Election for Odd-Numbered Units
REASONING: After restructuring, the majority of USA Departments are located in Unit 7. After reviewing all of the USA Departments, it seems consistent for them to be grouped together in one unit, meeting the Bylaws’ requirement of geographic locations, community interest and population. Other USA departments are currently listed in Unit 7. This will result in a change in Staff Council Representative seats for Units 7 and 9. The Unit and Representative changes will not take effect until the next regular election for odd-numbered units. There is no longer a Vice Chancellor for Students so the unit name should be updated.
UAF Staff Council Motion 2015-271-2
Motion to move Computer Science from Unit 10 (CNSM, Museum) to Unit 3 (CEM, SOM, NRM)

MOTION:
UAF Staff Council moves to endorse that staff from Computer Science will be included in Unit 3 for representation.

EFFECTIVE: Immediately

REASONING: Computer Science is now completely within the College of Engineering and Mines (CEM) and represented by Unit 3. Computer Science was previously partially under Mathematics in Unit 10.
External review of Title IX at UAF

Earlier this morning, you likely received an email from UA President Jim Johnsen regarding the results of a review of our past practices involving Title IX, sexual misconduct and student discipline. As the president notes in his email, you can read the full report on the review online [http://bit.ly/ua-titlex-feldman](http://bit.ly/ua-titlex-feldman).

There were no surprises in the review. It reiterates what we already knew and what I shared with you back in October: For a period of time, we failed to follow our own student discipline policies for the most serious violations of the student code of conduct, including sexual assault.

Last fall, in the wake of that discovery, I called on our campus community to come together to create a culture of support, caring and safety. Six months later, I am so proud of how you have responded.

Students and employees alike have stepped up and volunteered to become ambassadors of that change through the national Green Dot bystander awareness program. At least 98 percent of our employees have completed Title IX training and hundreds of students have participated in online alcohol awareness and healthy relationships training. Our investigation and discipline process is solid. It provides due process to both accusers and the accused and is something that students can be confident in. And it’s working. We’ve seen a marked increase in the number of sexual misconduct reports. It may seem counterintuitive, but that’s a positive sign, because we believe those numbers mean that people know where and how to report and have confidence that their university will do the right thing.

Our work is not done, but we have come a long way, and each of you deserves some credit for that. Changing a culture isn’t the work of one person, of one team, of one department. It’s the work of an entire community. I am confident that our community will continue to work hard to become a campus where silence is never expected, where we support each other and where it’s clear that sexual violence and
harassment, and those who perpetrate it, have no place at our university.

Thank you for your continued support and diligence. Working together, we can and will make a difference.

If you or someone you know needs information, support or access to campus resources, please visit http://uaf.edu/titleix/.

UAF-Staff-L mailing list
UAF-Staff-L@lists.alaska.edu
Message from President Johnsen on Title IX External Review

UA Outreach <ua-outreach@alaska.edu>  Fri, Apr 22, 2016 at 8:34 AM
Reply-To: ua-outreach@alaska.edu

April 22, 2016

Dear Colleagues –

Today, I released the external review of factors that led to the breakdown in student discipline processes at the University of Alaska Fairbanks (UAF). The Board of Regents and I commissioned an independent review last fall, and I retained Anchorage attorney Jeff Feldman to look at three issues: the root causes for the discipline breakdown; whether UA leadership (UAF, System, & Board) took appropriate action once the problem was discovered; and whether effective steps were taken to address the systemic or other failures that occurred.

The report identified three primary causes for the failure: the discipline philosophy of the former UAF dean of students; an initial lack of understanding and response to 2011 Title IX guidance; and a lack of oversight by top UAF administrators as well as inadequate resources for Title IX and student discipline.

In addition to the primary causes, the review concluded there were multiple factors that led to the failures including: “the lack of an informed and capable staff for a period of time, insufficient allocation of resources to student discipline and Title IX compliance; a lack of oversight by UAF administration, a lack of early guidance and oversight at the statewide level; and, UAF’s tendency to handle matters internally.” The report noted that: “These were organizational – institutional and systemic – failures; but they were not the result of an intentional disregard of legal requirements.” The report also concluded that while there was some initial delay in addressing the mishandled cases, UA and UAF administration took effective action, including identifying the facts, evaluating deficiencies in procedures and the handling of particular cases, and pursuing corrective action.

Regarding systemic issues, Feldman concluded that “(a) the statewide level, the Board of Regents and President Johnsen have declared a firm commitment to Title IX compliance through words and action, and there is far greater statewide oversight and system-wide coordination regarding Title IX compliance.” At the campus level, Feldman found that UAF had implemented procedural, staffing and structural changes to meet Title IX requirements and prevent future lapses. “Equally important, UAF personnel described a fundamental change in culture that encompasses far greater awareness of Title IX obligations and a commitment to compliance.” Finally, the report warned of the need for continued emphasis on oversight and adequate resources.

While profoundly disappointed when I learned about these failures, I am pleased that UAF has implemented a great number of improvements. I am especially thankful that Chancellor Mike Powers and his team confronted the problems in a very proactive and public way. He has involved the campus community to ensure change happens, which has had a remarkable effect, and the country and his community and campus have noticed.

Sadly, sexual assault is all too common across the nation, in Alaska, and at the University of Alaska. Spurred by widespread recognition and condemnation of sexual assault and concern for its victims, I have appointed a Title IX liaison, Associate Vice President Saichi Oba, to coordinate a multiyear initiative with the goal of providing learning environments safe from sexual assault. The actions underway include:

- Faculty & staff training and expanding the Green Dot Bystander Intervention Program
- A system-wide working group comprised of campus staffs from HR, Student Conduct, Title IX offices and from SW General Counsel, Public Affairs and Student & Enrollment that audio conference weekly to discuss and collaborate on issues germane to Title IX
- A quarterly Title IX scorecard from all campuses that documents status of staffing, training, compliance and overall awareness
- Commencement of climate surveys and 3rd party quality and compliance reviews
- Ongoing reporting to the Board of Regents

SC 50
Of course there is more work to be done. Cultural change can’t be accomplished overnight. But we are doing the right thing, and taking responsibility when things go wrong. We are making the necessary changes but we have to recognize it will be a process that will require ongoing training and vigilance with the absolute commitment to put our students’ safety at the top of our priorities.

The full report can be found at www.alaska.edu

Sincerely,
Jim Johnsen
President, University of Alaska

https://www.alaska.edu/stopthesilence/
https://uaf.edu/titleix/
### Membership & Rules AGENDA

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date/Owner</th>
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</thead>
<tbody>
<tr>
<td>1 Roll Call - Trish Winners (C), Brad Krick, Mathew Mund, Melissa Parks. Quorum is met.</td>
<td></td>
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<tr>
<td>Overview of Annual Report draft. Discussed 2 purposes for the annual report: 1. Future M&amp;R Members can see a summary of what has been done in the past and get an idea of what remains to be done in the future. 2. Capture accomplishments for team to celebrate their wins together!</td>
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<tr>
<td>Pick date(s) for M&amp;R celebration of finishing Bylaws Review!! 6/14 meeting in person, Wood Center upper deck.</td>
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<tr>
<td>Brief discussion of timing of future &quot;scheduled&quot; Unit Reviews by M&amp;R; not reviews generated by member requests. Will vote at next meeting on whether to continue work in meetings over the summer. 5/10/16</td>
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<tr>
<td>Move discussion of roles of At Large Reps to next meeting.</td>
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<tr>
<td>Next Staff Council Meeting 5/2 - Mathew Mund presenting unit change motions.</td>
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</tbody>
</table>

**Action Items:**

Finalize Annual Report:  
https://docs.google.com/document/d/1J8pLMCM9JqZv58hedSeK0QxpyplWS24GPQeL7uco2_/edit

**Future Business:**

Next M&R Meeting: 5/10/16

**MEMBERS:**  
Trish Winners (C), Jessica MacCallum, Brad Krick, Mathew Mund, Amanda Wall, Melissa Parks

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_Where M&R Spells Fun!_
Staff Council Membership & Rules Annual Report 2015-2016
August 2015 - April 2016
The Membership and Rules Committee is a permanent Staff Council committee, established on Sept. 1, 2013. The committee shall have the following responsibilities:

Review and maintain the Bylaws and Constitution to reflect the needs of the body.

ACCOMPLISHMENTS - Rules; Bylaws Reviewed & Updated
- Reviewed in-depth Bylaws Sections 6, 7, 8, 9, & 10 (and created 11)
- Generated motions to update bylaws. (1 - Sections 6 & 7, 1 - Section 8, 1 - Sections 9 & 10, 11)
- Completed 2 year review of all Bylaws for consistency and updates. Next Bylaw review will include comparisons/consistency with other UA governance groups and more in-depth analysis of the workings of the bylaws. Constitution was also reviewed in year 1, but changes are still waiting on Statewide language updates.

Review unit compositions and generate and/or accept petitions for unit compositions changes as required.

ACCOMPLISHMENTS - Unit Reviews
- Began process for reviewing units - M&R worked with unit reps on reviews of Units 7 and 9 in response to request; created motion to combine all USA Departments into Unit 7.
- In response to request, M&R reviewed and wrote motion to move Computer Science into Unit 3.
- Going through the process for the 2 requested unit reviews has helped crystallize the process we should take in future for reviews; including reps from affected units in the work is essential. The SC Secretary notified M&R of the review and updates she is planning for the SC Unit Composition document; she will update before we begin our overall review/restructure of units. The M&R Committee acknowledged it will always be a moving target as departments are frequently restructured at UAF, so it would be useless to wait until things are “done” before beginning units review work.

Responsible for parliamentary procedure of the Staff Council meetings.

ACCOMPLISHMENTS - Parliamentary Procedure
- Were available for questions; confirmed proper application of Bylaws when requested.

ACCOMPLISHMENTS - Membership
- Built and implemented a Staff Council Representative “Roles, Responsibilities and Expectations” document as a service to new members; premiered at 2016 new members orientation 2/8/16 where it was well-received.
- Created monthly SC meeting summaries as a service to members; reps could customize the summaries as desired and forward to their units. Part of the goal was to help spread knowledge of Staff Council to increase membership and participation in future.

ACCOMPLISHMENTS - M&R Committee
• At the request of Executive Board M&R reviewed issues relating to a member changing units during a term; held conversations, did fact-finding including a survey of all SC Reps to garner ideas and direction. M&R created Motion successfully adopted by Staff Council to update Bylaws wording for future.
• M&R worked with Elections committee and considered Election Bylaws in regards to a tie. This work will continue with the M&R and the Elections Committee. Consensus was that there should be a run-off vote of all staff in the unit, with a 1 week limit for votes.

**FUTURE - M&R Committee**
• The committee plans to take on a discussion and definition of the role of an At-large rep, and develop an RR&E document specific to this role (Roles, Responsibilities & Expectations.)

**Our Amazing Committee Members This Year:** Jessica MacCallum, Samara Taber (former), Aly Englert (former), Mathew Mund, Brad Krick, Amanda Wall, Melissa Parks, Trish Winners (Chair)

*Where M&R Spells Fun!*
To:    James Johnsen, President

From:   Ardith Lynch, Interim Chief Human Resources Officer

Date:   April 11, 2016

Re:     Proposed regulation on telework

Attached for your review and approval is a new regulation regarding telework.

Approximately five years ago, a group composed of Risk Services, OIT and Human resources staff and leadership developed documents including a draft regulation and a telecommuting agreement, which incorporated guidelines for selecting employees who are suitable candidates for telework, protecting confidential information, avoiding liability exposure, etc. The telework agreement has been in use, but the proposed regulation was not adopted at that time.

A draft telework regulation was circulated to campus HR leadership in December 2015 and subsequently discussed by the Summit Team on January 12, 2016. A revised version of the draft regulation was sent to Governance on January 25, 2016. I received verbal input from the Statewide Administration Assembly and written input from one employee and have made some revisions to the draft based on that input.

The final version of the proposed regulation is attached for your review and approval.

I approve and cause to be promulgated the attached University Regulation R04.01.050.5 regarding telework. This regulation is effective July 1, 2016.

James R. Johnsen, President

cc:    Brandi Berg, Board of Regents Executive Officer
       Chancellors
       General Counsel

Date 4.22.2016
R. [new number]. Telework

This regulation applies to work outside of the primary university-provided workplace during scheduled work hours for one or more days a week on a regular basis. This regulation does not apply to faculty who are on sabbatical or other approved leave, or to faculty who, consistent with their approved workload, are physically present to teach in the university setting and to maintain reasonable office hours at the primary university-provided workplace.

A. Telework is an arrangement in which the university permits an employee to work during scheduled work hours at an alternate location that is remote from the primary university-provided workplace. Under this arrangement, the employee maintains close contact with his/her supervisor and coworkers through various forms of communication technology and fulfills all performance expectations.

1. Telework arrangements are at the discretion of the university and require written approval as follows.
   a. All arrangements for telework require approval of the supervisor and the department dean/director, in consultation with appropriate Human Resources personnel.
   b. For regular faculty, an arrangement for telework must be reflected in the faculty member’s workload. The university reserves the right to modify the nature of the workload in a manner consistent with the applicable collective bargaining agreement.
   c. An arrangement for work to be performed outside the State of Alaska requires a written telework agreement and advance written approval of the supervisor, the department dean/director, the regional human resources office, the chancellor, and the statewide human resources office. Approval by the dean/director confirms that the department or program has identified and budgeted for taxes, insurance, and administrative costs associated with the work activity outside of Alaska.

2. Requirements for approval of a telework arrangement include the following:
   a. The nature of the work shall be such that face-to-face direction or interaction with others is minimal or may be scheduled to permit teleworking. Tasks that benefit from uninterrupted work time are suitable for telework, such as writing, editing, reading, analysis, design work, and computer programming.
   b. Telework must be compatible with the operational and customer service needs of the department or program.
   c. The overall impact of the employee’s total time out of the university-provided workplace must not adversely affect the mission of the department or program.
   d. Taxes, insurance, and administrative costs incurred to maintain an employee who works outside of the state of Alaska must be identified and budgeted by the department or program. Statewide Human Resources will charge the department or program for all fees associated with the work activity outside of Alaska.
   e. Telework must not subject confidential records to unauthorized disclosure.

3/24/16
f. The need for specialized material or equipment must either be minimal or flexible.
g. Telework must not adversely affect customer service delivery or employee productivity.
h. The employee must have excellent productivity and work habits, including the ability to be self motivated and have minimal face to face daily supervision, and must maintain the expected quantity and quality of work while teleworking. A telework agreement may include provisions to ensure that all performance expectations are met.
i. The employee must be able and willing to provide an adequate and safe work space that is free of distractions.

B. Telework Requests.

1. An employee who desires to work at a location other than the primary university-provided workplace shall submit a written request to their supervisor for consideration.

2. An employee with a disability who desires a telework arrangement as a reasonable accommodation under the Americans with Disabilities Act shall submit a request to the affirmative action officer in accordance with University Regulation 04.02.033.

C. Work hours and Scheduling

1. The employee shall be reachable by telephone, fax, pager, or e-mail during scheduled work hours.

2. The employee shall be on-site at their department or program to attend required meetings and training sessions, and to perform work as requested by the supervisor.

3. Overtime work for a non-exempt employee must be pre-approved in writing by the supervisor. An employee who works overtime without advance written approval is subject to discipline.

4. The employee shall obtain supervisory approval before taking leave in accordance with university policy. The university, as a public agency, has policies and practices established pursuant to principles of public accountability under which certain employees accrue annual leave and sick leave and may be placed on leave without pay for absences when accrued leave is not used.

D. Telework Location and Safety

1. The employee shall maintain an appropriate alternate work place. The university is not responsible for any costs associated with setup of a home office or the tax, insurance and other legal implications for the business use of an employee’s home. The responsibility for understanding and fulfilling all such obligations shall rest
4. An employee who engages in telework authorizes the university to take possession of any work related documents or equipment and to copy the entire contents of any storage device, media or backup equipment or service that has been used to generate or store university related records. The University shall follow the procedures applicable to University-owned equipment in Regents' Policy and University Regulation 02.07.

G. Geographic differentials will not be paid if the employee's telework location is not in the same geographic area as the university-provided workplace or if the employee's university-provided workplace is in a location for which a geographic differential does not apply.

H. The employee will be responsible for payment of all transportation and subsistence expenses for travel between the telework location and the university-provided workplace, except as otherwise specified in a written telework agreement approved by the department dean/director and the regional human resources office. Travel at university expense must comply with R05.02.060.

I. Employees shall make arrangements for dependent care while teleworking. Telework is not an alternative means for an employee to fulfill dependent care obligations.

J. Telework arrangements are granted on a temporary and revocable basis. The university may suspend or terminate telework arrangements at any time for any reason or no reason and require the employee to report to the primary work location upon written notice, not to exceed ninety (90) days. The university's decision to grant, deny, or terminate a telework arrangement is not subject to university grievance policies.

K. If this regulation conflicts with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.
solely with the employee.

2. The university may inspect the alternate workplace.

3. The employee shall immediately report to the supervisor any job related injuries.

4. The university is not responsible for injury to any other person or to property arising out of the use of or activities in the alternate workplace. The employee shall not hold business visits or meetings at an alternate workplace. The employee shall hold the university harmless for injuries to others or damage to property at the alternate workplace.

5. In case of injury, theft, loss, or tort liability, the employee shall grant the university unlimited access to investigate and to inspect the alternate workplace.

E. Equipment

1. Unless the university agrees otherwise, employees who are approved for a telework arrangement will provide their own internet and telephone connections and associated equipment, and appropriate office furnishings. Employees are responsible for maintenance and repair of such equipment. The university is not liable for loss, damage, or wear to employee-owned equipment.

2. Supervisors may approve use of university computers and other equipment on a case-by-case basis. The employee shall not use, or allow others to use, university equipment for purposes other than university business.

3. All equipment, records and materials provided by the university remain the property of the university and shall be immediately returned to the university upon request.

F. Information Security

1. Employees shall comply with all laws, rules and procedures applicable to University employment, including Regents Policy and University Regulation 02.06, and shall safeguard all information that has not been disseminated to the public, including confidential records and proprietary university information that is accessible from their alternate work location.

2. Employees shall ensure that appropriate security mechanisms are present and enabled on university owned equipment, as well as on employee-owned equipment if used for University business, and shall ensure that security updates are maintained on such equipment.

3. The employee shall return all papers, computer files, and other records to the university at the end of the assignment or upon request.
SHCC Meeting Notes
Meeting date: March 31, 2016
From Kathleen McCoy

Plan impact on members
The SHCC received a briefing from Erika Van Flein and David Hinkley (Lockton) of the same plan impact materials that they presented first to JHCC on March 25. Their report was a request from the February JHCC for data analysis showing impact of 125% Medicare allowable charge for out-of-network providers. This change when into effect July 1, 2016. JHCC members heard from constituents about high balance billing events.

That analysis convinced the JHCC to write and approve this recommendation to UA’s CHRO:

Motion 16.3: The Joint Health Care Committee recommends that the University of Alaska Chief Human Resources Officer implement an increase in the non-contracted provider reimbursement from 125% to 200% of Centers for Medicare and Medicaid Services (CMS) starting 1 July 2016.

This is made only as a recommendation to the University. At SHCC, Erika mentioned that UA Legal is waiting to hear if the state employee plan will be moving to $125% Medicare as UA currently is. So no word yet on whether allowable charge will move to 200% of Medicare with the new plan year.

The JHCC also discussed whether plan members under the FY16 allowable charge strategy should be provided some allowances. Erika counseled against reprocessing claims as a certain nightmare for the health plan member. She noted that some balance billing has been written off by providers already.

Based on her suggestions, JHCC settled on having Premera reach out to plan members experiencing issues to encourage connection to Patient Care, the auxiliary patient advocacy service paid for by the university to assist with medical billing issues. Patient Care could double check their bills and make sure that all the paperwork is correct. They could also ask providers on behalf of the patient to consider a write off of some or all of the balance billing.
Some of the spreadsheets from Erika and David’s reports are attached to the JHCC March 25 report made to this body as well. Not reattaching them here.

**Healthyroads update**  
You’ll find this update attached here. One thing you may find interesting is a breakdown on which employee groups are most using the wellness incentive, $600 rebate opportunity. Unrepresented staff are by far the highest users.

**Health plan premium rate increase**  
(Of note, occurred after this JHCC meeting.)

JHCC had voted to apply $1 Million of the over recovery toward health plan FY17 premium rates, keeping them almost the same as fy16. But in the process of working up materials for open enrollment, UA benefits discovered a math error. The over-recovery was applied twice, incorrectly. So now, with the over-recovery applied correctly, the health premium rates will be going up nearly 11% for almost every plan for FY17. UA Benefits is still prepping materials for open enrollment, but this was an early head’s up on this development. Attached, find the health plan premium spreadsheet by health plan type. This chart is attached.

**Lastly, Statewide Voice story on health plan consumerism**  
This [story](#) helps explain how consumers can use some plan benefits to keep their costs lower when facing either high costs: Patient Care and the medical travel benefit. Please share the link widely.
Office of Human Resources
3295 College Road, Suite 108
P.O. Box 757860
Fairbanks, Alaska 99775-7500

TO: Deans and Directors
FROM: Brad Lobland, Human Resources Director
DATE: April 28, 2016
RE: Tools for supervisors and managers to support employees

Our university leadership understands the challenges of uncertain times, and it can be difficult to continue to engage our employees at a time when many departments are facing severe budget cuts and even layoffs.

Many of you are both colleagues and friends of those who may receive personnel actions such as layoff notices, non-renewals and contract reductions. The stress to the supervisor is very real too; the action is not just a number or an entry in a data sheet, these are difficult decisions driven by our fiscal crisis.

In light of this, we are hoping that the following will be useful tools to you and your employees as you move through the process. Please share this memo, as appropriate, with all supervisors and managers in your departments.

These resources are available for all employees:
- Human Resources consultants at 474-7700.
- Employee Assistance Program. Use link for contact information and company ID — http://www.alaska.edu/benefits/employee-assistance-progr/

Possible suggestions for minimizing impacts to all employees:
- Supervisors should review the workloads for all employees; evaluate and stop all non-critical work to lower stress and heavy work assignments
- Reassign critical work to those who are best able to carry heavier work loads
- Understand the unique needs of employees; find creative ways to encourage and engage them
- Stay readily available and keep lines of communication open
- Generously and frequently thank employees
- Host events to help pull teams back together
- Invite your Human Resource consultant to a department meeting
- Talk to your staff about potential career development, growth opportunities and goals for your department.

Please encourage your employees to share the Employee Assistance Program widely. Our employees are our critical to our success as we move forward. Please contact UAF Human Resources or your consultant for additional assistance.

cc: Faculty Senate
    Staff Council