MINUTES
UAF STAFF COUNCIL #268
Monday, February 8, 2016
8:45 - 11:15 AM
Wood Center - Ballroom
Google Hangout

I. CALL TO ORDER & ROLL CALL
A. Call to Order
- The meeting was called to order by President Faye Gallant at 8:48 AM.

B. Roll Call
Present: (GH = Google Hangout)
Jessica Allard
Jessica Armstrong
Kara Axx
Nate Bauer
Chris Brooks (GH)
Aly Englert
Susie Freii
Faye Gallant
Stacey Howdeshell (GH)
Connie Huizenga
Kimberly Knudsen
Phil Jacobs
Jessica MacCallum
Brandi Marrero
Jenell Merrifield

Present (cont.):
Kaydee Miller
Sue Mitchell
Mathew Mund
Emilie Nelson
Dean Ojala
Evelyn Pensgard (GH)
Wendy Rupe
Carrie Santoro
Samara Taber
Christina Thompson (GH)
Amanda Wall
Lesli Walls (GH)
Jami Warrick (GH)

Present (continued):
Lena Krutikov
Absence:
Jenell Merrifield

Excused (cont.):
Chad Oleson
Melissa Parks
Trish Winners

Proxy:
Cat Williams (for B. Krick)

Absent:
Jesse Atencio
Jill Dewey-Davidson
Jane Groseclose

Guests and Others Present:
Mike Powers, Interim Chancellor, UAF
Brad Lobland, Director, UAF HR
Nicole Dufour, Staff Council Ex. Scty.

C. Approval of Staff Council Meeting #268 Agenda
- Approved as presented

D. Approval of Minutes - Staff Council Meeting #266 (Nov. 2015)
- Approved as presented

E. Approval of Minutes - Staff Council Meeting #267 (Dec. 2015)
- Approved as presented

II. STATUS OF PENDING ACTIONS
A. Leave Share Resolution
i. Attachment 268-1: UA Regulations R04.06.130. Bereavement (Updated Jan. 2016)
ii. Attachment 268-2: R04.06.130 Bereavement FAQ
- For new members, Staff Council has been working on this issue for over a year. A former Staff Council member supervised a staff member who was using the leave share program while caring for a terminally ill spouse. The spouse passed and the leave share program no longer applied during the bereavement period. During this very difficult time, this staff person had no support in effect from the university. They were missing pay in addition to having to deal with the loss of a spouse. Staff Council proposed changes to UA Regulations to address this.

- At the same time, another problem in the way that the leave share program was written was identified. If you were on leave share and you came into work for even an hour, the clock would reset for leave share and the staff member would once again have to wait two weeks before they would be eligible for leave share.

- UAF Staff Council took these issues up through System Governance, where they were supported. The President signed the approved changes over winter break. These final regulation changes are as we requested. This is a huge win for Staff Council.

- The updated Regulations are attached, as is an FAQ which provides guidance.

- Ardith Lynch, the new Statewide Interim Chief Human Resources Officer (CHRO), drafted the FAQ.

B. Staff Volunteer Day Proposal and Resolution

- The Staff Volunteer Day Proposal and Resolution is another project that Staff Council has been working on for some time. It was originally supported and signed by outgoing Chancellor Brian Rogers. We have been waiting for the interim chancellor and his cabinet to move forward in the development of the associated details. Staff Council left the details of the plan open since we knew that this would require a lot of work that we would not be able to undertake as a body.

- There have not been any updates in the past few months. During PreStaff last week, Interim Chancellor Powers indicated that he has moved forward in seeking advice from people outside of this cabinet, including from key community leaders. The university will need the support of the community for this to work. This is a positive step.

- Over the past few months, we have communicated to the interim chancellor that we understand that this is a difficult time, especially in terms of budget challenges. There will be people, regardless of when this issue goes through, who will question whether it is a wise idea to use university resources on behalf of volunteer organizations in our communities. We as a body feel that this makes sense and that it is a strong sense of investment in our communities. Interim Chancellor Powers is attempting to confront some of these questions beforehand, so that when leadership feels it is time to move forward instituting a plan, that it is smart and that it anticipates many of the challenges.

- The chancellor indicated that the board of advisors had mixed feelings on this idea. At least one person who responded was very supportive. Others raised the same concerns regarding the costs and related budget circumstances. This does not mean that it stops moving forward, it just means that this is something that we will have to address. This is something that we knew from the beginning.

- The current process is a bit muddled. Typically, once the chancellor signs off on something, the process would begin. However, we have had a change in chancellor’s. We expect this to have more activity over the next year.

- The draft proposal is available on the Staff Council website: www.uaf.edu/files/uaegov/staff-council/meetings/SC264/Attachment_264_3_Staff_Volunteer_Day_Proposal_Signed_Chancellor_FINAL.pdf

C. Staff Alliance Resolution 2015-1: Regarding Revisions to University Regulation 02.09 - Public Safety

i. Attachment 268-14: Staff Alliance Resolution 2015-1 - Approved

- Previously, there was nothing in regulation to address university public safety officers or police responding to something off campus. Existing regulations did not address their jurisdiction nor did they outline priorities, with campus safety coming first. This does not change anything in practice. Rather it aligns
regulations with current practice.
- The proposed changes were distributed and feedback was collected. There was little feedback received and what was received was positive. Staff Alliance passed a resolution approving the revisions.
- If you have any big concerns, please send them directly to Faye. We can still submit feedback, but for the most part, this process has been completed.

III. PUBLIC COMMENT

A. Brad Lobland, Director of UAF Human Resources
   i. Handout 268-1 – Performance Evaluation Draft
   - A digital copy of these documents will be distributed following the meeting.
   - Currently there are multiple employee evaluation forms.
   - Brad recently returned to the university after being away for 5 months working in the private sector.
   - During his time away, he learned that the private sector conducts performance evaluations a little differently. We don’t have to necessarily look at all of the written information and essential functions. Everyone has a ‘position description,’ (PD). At the university we typically look at the items on the PD and rate people off of what they actually do and how well the PD is written. We need to look away from evaluating these ‘essential functions’ and towards looking at ‘job factors,’ which can be used for anyone.
   - UAF Human Resources (HR) wanted to create a shorter evaluation form which is meaningful to employees and supervisors. They also didn’t want to create an exhaustive form. Many supervisors tend to fill out the evaluation form because it is required and they do not spend a lot of time on it. A perfect supervisor will have performance evaluations on their desktop and they will update them weekly. However, this is difficult to do and time is of the essence.
   - Employees should have feedback on their performance and they wanted to incorporate this into the form.
   - They wanted to include on the form a sport where employees can evaluate themselves.
   - This evaluation form is intended to be a tool to start a conversation.
   - Evaluation forms should be an interactive process that is a development tool. Performance evaluations are not to catch the employees doing something wrong or to recap something bad that occurred. These are really about looking back at the last twelve months and also looking to the future and to help an employee grow professionally.
   - Today, Brad was present to go over the draft form. They will also be sending the draft form out electronically. He was also present to request feedback on the form. Brad would like feedback from Representatives both as a Staff Council member and as a staff member.
   - This is in draft form. People are already asking to use this. This will also be available in the upcoming release of PageUp. HR has not decided if there will be one form or multiple forms that people can chose from. The form needs to meet three criteria – that there is a standard, it is an interactive process, and it is used as a development tool. Feedback on this draft is important.
   - A 30-day turnaround was requested, in light of the March PageUp roll out.
   - The draft form will look similar to the president’s form, with a few changes. Changes include the removal of ‘essential functions’ and different rating levels which provide a more standard scale,
   - The form will be totally electronic. As you hover over the items, a description will appear for skill and clarity, leaving no question as to whether or not you have the right definition. The definitions have been printed out and these will be attached to the email. You can also provide feedback on the definitions.
   - Item will include communication, competency, results, responsibility, character, and leadership and/or management. You can provide feedback on the entire document. HR’s goal is to make the form and the process more useful to supervisors and employees.
   - There are drop down menus under employee rating and supervisor rating.
   - If you get an ‘NI’ = ‘needs improvement,’ then the supervisor needs to come up with an action plan to
address this. This is really about sitting down and planning out how to get the employee to the level that
they need to be.
- The evaluation is supposed to be a two-way conversation.
- The third page includes ‘performance goals.’ This will include the performance goals from the prior year.
  Often performance goals are written on an evaluation and then forgotten. We don’t want this to happen.
- Right now the form has only one goal. This is due to the fact that right now some people are doing two or
  three jobs and we have to be realistic with people right now. We want to get one goal out there because that
  could be a huge accomplishment during a twelve-month period.
- Employees do not have to agree with the evaluation, they can attach their comments.
- Staff Council will gather comments and submit consolidated feedback to Brad.
- Brian Rogers rolled out 360 degree evaluations for executives. After we get the simple form out there and
  training on it, we could roll out more of a 360 staff evaluation which would take a group of Staff Council
  and other people to come up with a meaningful evaluation that is administered and asks for feedback. You
  often get meaningful feedback when you ask people other than your supervisor for feedback.
- In terms of people doing multiple jobs by taking on more assignments, we need to address this as an
  institution. We don’t want people doing two jobs and not being either compensated or at the grade level
  they should be. We need to make sure that PD’s are up-to-date. When you take on multiple or additional
  responsibilities, there is nothing to say that you can’t go in as an employee, update your PD, and then
  submit it to your supervisor. Do not wait on your supervisor to update the PD. Do this as an employee. If
  you do not have access to your PD, contact HR.

Employee Engagement
- The chancellor will probably be reaching out for a smaller employee engagement subcommittee. They
  really want to get Staff Council and Faculty Senate involved in employee engagement.
- They are being very careful in how they are rolling out the results since this was a personal survey. This was
  personal for people to fill out - you are talking about your workplace, your coworkers, and your supervisor.
  Brad, along with the work committee, and Interim Chancellor Powers, have been very careful in how it is
  rolled out and this is why it is taking a little longer to get the survey results out. They do not want to roll
  this out in a way that results in people feeling as though they are being retaliated against, or people feeling
  that it is not happy. The results were pretty good in terms of working with your supervisor and coworkers,
  which tells us a lot. There are some disconnects with the leadership and the organization and this just
  means being more transparent and being better communicators.

IV. OFFICERS REPORTS

A. Faye Gallant, President
- New Representatives were welcomed. Questions are welcome at any point during the meeting.

UA CHRO Search
- The search for the new UA Chief Human Resources Officer (CHRO), has been extended. This role impacts
  staff significantly, as this person will work closely with governance groups and the decisions they make
  regarding what types of policies and actions to take impact staff.

Chancellor Search
- For new members, Faye is serving on the search committee for the new chancellor, representing staff.
- There were 41 applicants for the position. The committee recently did a straw poll to identify the eight
  candidates that the committee would most like to advance to the semi-final stage and interview.
- Faye felt there were a lot of strong candidates.
- The committee will meet this Wed. to finalize the results and determine who the committee can reach
  consensus on and move forward with. Semi-finalist interviews will be conducted at the end of the month.
  The process is completely confidential up to the point that the three finalists are named.
- The committee will then identify the three finalists will do on campus visits, probably in early April.
- There will be listening sessions, as were conducted with the interim chancellor and President Johnsen.

**Title IX**
- Title IX training has been successful and widespread. Every student athlete has gone through Green Dot Training. In all, over three hundred students have been trained in Green Dot.

**Strategic Pathways**
- The Board of Regents (BOR), had their retreat last week. ‘Strategic Pathways’ resulted from this meeting. The draft document is expected to be distributed by Statewide (SW) sometime today. System Governance will have a feedback form, which all staff can use to provide feedback.
- It will be important to be constructive in our feedback. Even if you do not approve of the idea, complaining about the changes may be seen as resistance just for the sake of resistance. You are encouraged to be targeted if there are specific things that you are concerned about. Be very specific about what your concerns are and how they might be addressed.
- We will work to compile feedback and to provide high level feedback to the President on these issues.
- It appears to be transformative, but at this time, there are many undefined areas. For example, it is unclear what the term ‘lead university’ means. They are working to get more details and will be urging that we take the time to do this properly.
- The question as to whether or not Strategic Pathways will happen appears to have already been addressed and determined by the President Johnsen and the BOR. Most of our feedback will likely make a difference in how it happens.
- If the document comes out today, on schedule, you should receive a feedback form as soon as tomorrow.
- On the feedback form, they will be able to sort it down to UAF staff. UAF Staff Council could look at the feedback from only UAF staff. The timeline is currently unclear. If we have the time, we could pass a formal resolution at the next meeting with our feedback or we could vote on a resolution by email, if we are on a shorter timeline. If we have consensus on some main points, Faye could submit a memo with the feedback as President of UAF Staff Council.
- Faye was supposed to meet with President Johnsen last week, however, he was unable to meet due to complications from shoulder surgery.
- The 2017 Arctic Council Ministerial meeting will be hosted by UAF. This is the largest annual international arctic meeting. A big factor in their decision to hold the meeting in Fairbanks was how well UAF handled the Arctic Energy Summit this past fall during one of the bad weather days. The summit was in progress at the Regency Hotel where power was lost. UAF staff member Diana Campbell, with the G.I. quickly reorganized and move the summit to UAF. The meeting was able to continue due to her efforts.
- At a recent System Governance Council meeting, President Johnsen indicated that we can expect to see a ‘guns on campus’ bill coming through the state legislature. This will likely be similar to what we saw last year with a bill that was tabled. We do not know exactly what the bill will look like this year. President Johnson believes that the university’s best chance of influencing this will be to work to get the bill amended prior to it being voted on. He expects that whatever form the bill is in when voted on will pass, as it is likely to be popular with legislative constituents and does not cost money. This is something to watch. If this is something that you are concerned about, either way, you can talk to your legislators.
- Please note, if you talk to your legislators about this or any other item, you are doing so as a concerned constituent. You are not speaking to them on behalf of UAF Staff Council. Staff Council does not engage with the legislature on an individual level, if we do so, it is as a body. Please also follow university policy when submitting feedback to the legislature.

**B. Nate Bauer, Vice President**
- Since the Planning and Budget Committee convened the committee’s purpose and approach have shifted,
especially as a result of Strategic Pathways. The committee is chaired by Provost Susan Henrichs.

- Those who have followed the budget process over the last few years will remember that in the past, programs submitted reviews and profiles and there was special program review. After this the Planning and Budget Committee sought options from other sources, such as the Budget Options Group, and then made recommendations based on ground up information.

- This process has shifted this year. This year at the vice chancellor and director level, departments will submit recommendations of their own for how their profile could be shifted, and budgets adjusted. The Planning and Budget Committee was then in charge of approving changes or picking the ones that they thought were the best. This was the priority when the committee convened.

- Since this time, President Johnsen sent out information on Strategic Pathways, with preferences from the BOR. At this point, the immediate responsibility of the Planning and Budget Committee is to draft feedback for Strategic Pathways from the committee. This is happening on a shorter time scale than the budget decisions for which the committee was initially responsible.

- As Faye mentioned there are a lot of general points which regard to Strategic Pathways that are unclear. To some extent, Nate feels that this was on purpose. He feels that President Johnsen and his leadership are generally interested in receiving feedback on the specifics of Strategic Pathways.

- Feedback from Planning and Budget and feedback from Staff Council will be important in terms of how these transformational changes will occur. These are not immediate changes. They will likely happen over a few years, even five to ten years. Please keep in mind when we receive information about Strategic Directions that these are not all immediate changes, some will take time.

- The BOR meets in Fairbanks in Feb. Public testimony from staff is extremely important. For staff members who have access to changes in the university as a result of budget, as a results of increased workloads, it is important for the BOR to understand these changes, especially as they impact students. We all understand there are many levels of stratification to the university. It is often difficult for the BOR to access and understand how the university has been impacted at the staff level by budget decisions. One of the few ways that the university structure allows for this information to get directly to the regents is through the public comment period. You are encouraged to think hard about what you would like the BOR to know about our experience as staff people and how we impact or have access to the student experience. You are encouraged to compose a message to deliver to the BOR.

- The BOR meeting is Feb. 18 - Feb. 19 here in Fairbanks.

- Last fall Nate put together an excellent guide on how to participate in BOR public testimony. We will send this out to Staff Council Representatives again, prior to the BOR meeting. You can share this information with the staff in your units.

- We have been assured that the information shared in public comment is taken seriously.

V. GOVERNANCE REPORTS

A. Leslie Drumhiller, ASUAF

- The Juneau Legislative Affairs Advocacy Conference will be held in Juneau from Feb. 27 – Mar. 1. Eight UAF students will be taking part in this conference, which involves advocating for the university to the legislature.

- Students will be coordinating with Faculty Senate to work on reforming the grade appeals process to make it more accessible, transparent and fair.

- ASUAF is encouraging students to testify at the upcoming BOR meeting.

B. Orion Lawlor, President Elect – Faculty Senate

- Faculty Senate recently updated the General Education Requirements (GER), which now has a classification list system. Instead of students having to take specific a course, they can choose from a relatively long list of
courses. They tried to broaden the list of courses students can take while still making advising possible.
- The state budget is a big concern for Faculty Senate. There is a huge hole in the budget that we must fill. The university’s budget has a lot of sources other than state revenue. The state revenue portion will still be a hit hard. Even the best case scenario, under the Governor’s budget, we are still looking at a 20-30-million-dollar gap. We need creative solutions for identifying how we can come out of this situation stronger.
- We really need to help figure out what the long term plan for the university will be.
- The common catalogue is something coming from the provost, which is more of a shared services model. This provides more options for everyone which is a win-win.
- Faye noted that an overview of the budget process can be found on the UAF Office of Management and Budget website.

VI. UNFINISHED BUSINESS
A. University Advocacy Committee - ‘Staff Mentoring Interest Survey’

B. Chancellor Search Update
   See Section IV. Officer Reports

C. Committee Representatives (none)
   - All Staff Council representatives must serve on at least one permanent committee. More information will be provided during Staff Council Orientation.
   - Additionally, periodic opportunities will arise for people interested in serving on external committees.

VII. BREAK

VIII. INTERNAL COMMITTEE REPORTS
- During Orientation, later in the day, committee chairs will provide an overview of the topics that their committees are currently working on.

A. Elections – Brandi Marrero, Chair
   - There were only a few units that had open seats following the past election. We were also able to fill some of the open odd numbered unit seats. Election results have been distributed.

B. Membership and Rules - Aly Englert (for Trish Winners, Chair)
   - The committee last met in Dec. They will meet next Tues. Feb. 16, from 2-3 pm via Google Hangout. All are welcome to join the meeting.
   - The committee is currently focused on reviewing the bylaws. There is one motion to amend the bylaws that will be before Staff Council in March.
   - The committee also put together a template on Representative 'Roles, Expectations and Responsibilities,' which will be shared during Orientation later this afternoon; it has also been posted online. This will help provide an idea of what is expected of Staff Council Representatives. This is meant to be a guiding document and not anything required.
   - The committee has been looking at unit reviews, but Strategic Pathways, this may be postponed.

C. Rural Affairs - Chris Brooks, Chair
i. Attachment 268-8: Feb. Committee Report
   - The Rural Affairs Committee addresses issues that staff face in rural locations and facilities. They are working on issues that are specific to rural campuses. Currently they are putting together a survey to identify some of the issues that are facing staff in rural locations. Recent work has addressed the
implementation of the tobacco-free policy in rural locations.
- The impacts of the smoking ban at various locations and various issues that have occurred were discussed.

D. Staff Affairs – Jane Groseclose, Co-Chair & Samara Taber, Co-Chair
- Staff Affairs met Jan. 15. They spent almost the entire meeting discussing the ‘Layoff and Recall’ Regulations. They have identified an area for which the committee needed additional clarification. This was forwarded to Ardith Lynch, CHRO for clarification. The committee’s report, which is attached, contains additional information.

E. University Advocacy – Jami Warrick
  i. Attachment 268-6: Feb. Committee Report

IX. STAFF ACHIEVEMENTS AND HIGHLIGHTS
- Staff achievements and highlights can be presented during Staff Council meetings. You can also submit them online through the Staff Council website.
- Laura McCollough, Director of Residence Life, was recently promoted to Dean of Students.

X. CHANCELLOR’S REMARKS
Recent Appointments
- Larry Hinzman was recently named Vice Chancellor for Research, after a six-month search. Once Larry was named, it was interesting to see the affirmations coming from across the community, state, and nation. He is extremely well regarded in national and international communities.
- Hajo Eicken was recently named Director of the International Arctic Research Center (IARC).

Chancellor Search
- The chancellor search is underway. An executive search firm has been hired. There will be visits in March. April would be the time for finalists with a decision in late April or May with a transition sometime over the summer.

Upcoming Events
- Arctic Science Week will be in mid-March, which will bring scientists from across the world to Fairbanks.
- UAF was also selected to host the 2017 Arctic Council Ministerial Meetings. Ambassadors from across the world, including Senator Murkowski and other D.C. representatives, will be here for this meeting. This is a great showcase for the work on the arctic that is being done at the university.
- The Board of Regents meets next week here in Fairbanks on Thurs. and Fri. This is a wonderful opportunity to communicate, express thoughts, ideas, concerns, or highlight areas to promote Fairbanks and UAF. Chancellor Powers suggests that you keep your comments short and succinct, but there is no better voice than faculty, staff, and students. You are encouraged to coordinate this testimony. The crisper and more insightful, the better.
- There is a Chancellor’s forum, scheduled for Tues. Feb. 23.
- The Summit Team meets tomorrow. They will be focusing on Strategic Pathways.
- On Friday, Jan. 22, there was a BOR retreat. The idea of Strategic Pathways came forward at that time. This was just a couple of weeks ago. Then on Tues. Feb. 2, they were scheduled to meet in person with the chancellors, provosts, and vice chancellors for administrative services to continue to work on the Strategic Pathways concept. President Johnsen ended up in the hospital, which sets things back a bit. The Pathway discussion is occurring when he is not at the top of his physical game, which has been a challenge. They will meet again tomorrow as the Summit Team. They will take this issue up again.
- Interim Chancellor Powers noted that he is aware of how confusing and ambiguous this can be. Coming from the health care side, there were more mergers and acquisitions than the year before and the year before that - the world is on end. Someone said very thoughtfully, if in this world of health care if you do not have a passion for complexity and a high tolerance for ambiguity, you will not survive. This is what is happening in the health care world. He would attribute this to the same thing that is happening here at UAF, in particular. This is a new look at how the effort of an entire academic system can be streamlined – through the idea of Strategic Pathways. But we don’t have all of the answers. You are just hearing about it now, and starting to hear about some of the implications and ramifications of enrollment, of where students are coming from, of reputation, budget, streamlining services, shared services – questions go on and on. We don’t have all of these answers. You have heard about the concept; the ice has been broken. This is where we are in the process.

- The document that is going out today is Strategic Pathways, 2016 – 2025. This is a long term effort. You cannot turn on a dime, so you will not see sudden stops and changes. It is unnerving, it is unsettling, but we do not have all of the answers yet. Change is difficult, we all know that. High tolerance for ambiguity is needed for this time.

- The degree to which you can testify at the regents meeting, your insights, your front line understanding of what is happening in various areas, will be helpful. Be thoughtful and be vocal about what you are seeing.

- The budget process continues. This threads through the whole issue of Strategic Pathways. We have a governor’s budget. We are looking at making up a 26-million-dollar gap. The previous two years was a 42-million-dollar gap total, so you get a sense of the magnitude of what we are dealing with. This is unprecedented change in Alaska.

- We are working through this in the Planning and Budget Committee now. The important thing is that as we look strategically at Strategic Pathways we have an FY17 budget, here and now, that we have to put together and balance.

- Theoretically, the legislature wraps things up in April, although we could see a special session. We should see the legislature’s recommendations in April, and then we will finalize things by June. We are paying close attention to the budget issues.

- Engineering remains the number one capital priority for the entire University System. We will probably have to look at some other financing capitals.

- Funds for combined heat and power have been secured. They were shut down for the winter; they will restart work on March 1. You will begin to see continued progress on this project.

- UAF is a bit behind the curve because of the age of the facilities as opposed to the other campus

- The hookup to College Utilities water is expected to happen sometime this spring. Interim Chancellor Powers will look into when this will occur and get back to Staff Council.

XI. NEW BUSINESS

A. Staff Awards

i. UAF Chancellor’s Cornerstone Award

- Nominations for this award are due by Feb. 26. You are encouraged to submit a nomination. This is a great opportunity to recognize staff who go above and beyond their job responsibilities. This is the most prestigious staff award given out by UAF. The award will be presented on Staff Recognition and Development Day in May. We have an ad hoc committee who will review nominations and submit their recommendations to the chancellor.

ii. UA Staff Make Students Count Award

- This is the most prestigious award given to staff throughout the University of Alaska system. The award will be presented at a Board of Regents meeting. There will be four awards given out, one for each location:
UAF, UAS, UAA, and Statewide. The winner receives one-thousand dollars and two Alaska Airlines round trip tickets. This nomination takes some effort to put together, but it is definitely worth the effort. Nominations for this award are due by Feb. 12.

iii. Outstanding Staff Council Achievement Award
   a) Nominations Now Open
      - Nominations for the 2016 Outstanding Staff Council Achievement Award were officially opened. This award recognizes outstanding contributions to staff governance over the past academic year. Faye and Nate, as Staff Council officers, are not eligible for this award.
      - There is a link on the Staff Council homepage to submit nominations. Contact the Staff Council office if you have any questions.

B. Proposed New Regulation on Telecommuting
   i. Attachment 268-5: Draft UA Telework Regulation
      - This is a newly proposed UA regulation Ardith Lynch, Interim CHRO, shared this document with us. There are currently no UA regulations about working remotely or telecommuting.
      - This is not on a tight timeline, but it would be good if we can consider a resolution with targeted feedback at the March Staff Council meeting. HR is willing to work collaboratively on this. Please think critically when reviewing the document, which is attached. It is important to share this document with the staff in your units for feedback.
      - We will setup a Google doc where people can submit suggestions.

C. UA Hiring and Travel Restrictions
   i. Attachment 268-12: Travel and Hiring Restrictions FAQ
   ii. Attachment 268-13: UAF Memo Re: Additional Guidance on Travel and Hiring Restrictions
      - Expecting that everyone has seen the communications regarding travel and hiring restrictions announced by the president, our internal UAF travel restrictions were outlined by Associate Vice Chancellor Raaj Kurapati and the hiring restrictions were outlined by Brad Lobland, Director of UAF HR. The additional guidelines and FAQ are attached. If you begin to see that there are certain issues or problems which have not been raised, they can always be discussed at our next meeting.

D. UA Strategic Pathways
   i. Attachment 268-3: Memo from President Johnsen on Strategic Pathways
      - The original email from President Johnsen was distributed systemwide; this is also attached.
      - Hopefully today we will receive the draft document, and soon after that, a feedback form.
      - The idea behind Strategic Pathways is that we will differentiate more clearly between the three universities with each university having a specific role for various programs.
      - We still don’t have anything along the lines of definitions that will provide us information on what these changes will mean regarding university policies, student impacts, etc.
      - We need to be watching carefully for this and we need to be prepared to provide constructive feedback.
      - We all have many questions about this process, but we do not have any answers yet.

Additional Items
   - UAF is also looking at some upcoming additional changes to the travel process that resulted from the work of the Process Improvement Team. There was a travel process improvement project, this is the follow up to that work. There are several areas where UAF is stricter than the State of Alaska is for travel. For example, we require receipts for anything over $25, while the state requires receipts for anything over $50. The team
will propose some changes as they go through this process. These proposed changes should come through governance. If you have any ideas or concerns, please email them to Faye at fsgallant@alaska.edu.

XII. ANNOUNCEMENTS

A. Staff Council Lunch with Interim Chancellor Powers
   - Lunch with Interim Chancellor Powers and a few of the Vice Chancellor’s will be later today. We hope that all Representatives will be able to attend. This is a good once a year opportunity for members.

B. Staff Council Orientation
   - Returning representatives are encouraged to attend, but are not required to attend.

C. UA Furlough FAQs
   - Attachment 268-10: UA Furlough FAQ for Exempt (Salaried) Employees (May 5, 2015)
   - Attachment 268-11: UA Furlough FAQ for Non-Exempt (Hourly) Employees (Apr. 24, 2015)
   - This has been a hot issue over the past few years. Many people are often curious about how furloughs can impact us. The impacts of furloughs as opposed to layoffs has been an issue of interest for some time.
   - This is important information for both Representatives and for the staff in your units. As you communicate with the staff in your units, notify them that these FAQs are available online to help explain the process.

D. Board of Regents Meeting in Fairbanks February 18-19th
   - As mentioned earlier in today’s meeting, the regents will be meeting here in Fairbanks Feb. 18 & 19. You are encouraged to participate in public comment. If you have not been to a BOR meeting here before, these are streamed online and in Butrovich. Typically, public testimony is taken at the beginning of the day. It is always a good idea to coordinate presentations from a larger group when possible.

XIII. INTERNAL AD HOC COMMITTEE REPORTS

A. Performance Evaluation Joint Campaign Ad Hoc Committee
   - This committee is currently not active. Brad Lobland discussed evaluations earlier today. As the PageUp process moves forward this spring, this ad hoc may have more responsibilities.

XIV. 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
   - SHCC met this past Thurs. SHCC is working on a series of road maps to help people deal with various situations. This is just beginning to get off the ground. They will have more information soon. There is also a JHCC meeting later this month.

B. Staff Alliance Compensation Working Group – Brad Krick, Chair; Faye Gallant; Janine Smith; Mike Cox

C. Staff Alliance Morale Committee - Lesli Walls, Rep; Jami Warrick, Rep

XV. 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
   - Committee not scheduled to meet

G. Master Planning Committee (MPC) – Brad Krick, Rep
   i. Attachment 268-7: Feb. Committee Report

H. Meritorious Service Award Committee – Connie Huizenga, Rep

I. Parking Appeals Committee (PAC) - Brad Krick, Rep
   - Did not meet

J. People’s Endowment Committee – Jessica MacCallum, Rep

K. RISE Board – Ian Olson, Rep

L. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell

M. Sustainability in Dining Committee - Mathew Mund, Rep
   - Did not meet

XVI. UAF AD HOC COMMITTEE REPORTS (written only)

A. Training & Employee Development Working Group Update - Jessica MacCallum

XVII. ROUND TABLE DISCUSSION

XVIII. ADJOURN
   - The meeting was adjourned by Vice President Nate Bauer at 11:02 AM.
R04.06.130. Sick Leave.

A. Definitions

1. A "qualifying event" is an absence

a. for an illness, injury, healthcare professional appointment and/or treatment of the employee;

b. to care for an immediate family member with an illness, injury, disability, healthcare professional appointment and/or treatment when care by the employee is necessary, or an absence within five days after the death of an immediate family member;

c. to avoid the passing on of a contagious disease by the employee;

d. to attend a funeral;

e. approved for University Family and Medical leave, except absences for a qualifying exigency and absences after the first three days off work due to a work-related injury or illness; or

f. for an illness which continues for more than three days when the employee is on annual leave.

2. "Immediate family member" refers to an employee’s spouse, financially interdependent partner, parent, child, sibling, stepparent, grandparent, parent of a spouse or financially interdependent partner, grandparent of a spouse or financially interdependent partner, and child of a financially interdependent partner.

a. "Parent" refers to the biological parent of an employee, or an individual who stood in place of the parent of the employee when the employee was either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

b. "Child" refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent.

3. "Medical certification" means certification from a health care provider that sets forth the following information:

a. The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;

b. The approximate date on which the serious health condition commenced,
and its probable duration;

c. A statement or description of appropriate medical facts regarding the patient’s health condition for which sick leave or FML leave is requested. The medical facts must be sufficient to support the need for leave. Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;

d. If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the employee’s job as well as the nature of any other work restrictions, and the likely duration of such inability;

e. If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care for the family member;

f. If an employee requests leave on an intermittent or reduced schedule basis for planned medical treatment of the employee’s or a covered family member’s serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery;

g. If an employee requests leave on an intermittent or reduced schedule basis for the employee’s serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and

h. If an employee requests leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such leave is medically necessary to care for the family member, which can include assisting in the family member’s recovery, and an estimate of the frequency and duration of the required leave.

An employee who requests leave to care for a covered service member shall obtain a certification as described in 29 CFR 825.310.

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. Employees who are rehired into a leave eligible position within three years after layoff will have their previous accrued sick leave reinstated.

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.

C. Conditions for the use of sick leave:

1. Sick leave will be granted only for a qualifying event.

2. The use of sick leave for absences covered by FML leave requires approval of the regional human resources office. The employee must provide the regional human resources office with sufficient medical certification or recertification upon request.

3. The use of sick leave for absences that are not approved for FML leave requires the approval of the employee's immediate supervisor. The employee must submit medical certification or other evidence of the qualifying event to document the employee's need for sick leave for absences that exceed ten workdays. The supervisor may also request evidence of an illness of less than ten days or medical appointments. During periods of sick leave in excess of two biweekly pay periods (4 weeks) the employee must provide the supervisor with medical certification at predetermined regular intervals stating the condition of the employee's availability for return to work.
4. The employee must make proper notification as follows:

   a. The employee who is absent because of illness must notify, or if unable to have another notify, the supervisor within the first hour of the normally scheduled work day. If the need for sick leave is a result of an emergency condition, the employee’s supervisor must be notified as soon as possible.

   b. During a qualifying event of any duration, the employee must provide the supervisor with as much advance notice as possible of the anticipated beginning and ending dates of the absence.

   c. An employee must provide at least 30 days advance notice before sick leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days notice is not practicable, such as required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

   d. Unless the employee’s absence is expected, the employee must continue to notify the supervisor each normal work day of an absence for the qualifying event.

5. Sick leave may not be used in advance of accrual.

6. The qualifying event period in excess of an employee's accrued sick leave will be charged against the employee's annual leave accumulation.

7. Sick leave will not be used during a holiday or a regular day off. An employee may use sick leave during the calendar year end holiday closure upon submission of written evidence of illness or a professional appointment or treatment.

8. Sick leave may be used to arrange or attend a funeral. The eligibility rules for bereavement leave are as follows:

   a. The sick leave must be approved by the employee's supervisor.

   b. Sick leave may be used for an absence within five days after the death of an immediate family member. Sick leave of up to five consecutive work days may also be used to arrange or attend the funeral of a member of the employee's immediate family.

   c. Up to one work day of sick leave may be taken to attend the funeral of a friend or relative not in the immediate family.

   d. The supervisor will determine the number of employees who may attend
the funeral of a deceased employee. An employee attending such a funeral must report sick leave for the time away from the job.

9. Sick leave may be taken as terminal leave only in the event the employee meets requirements for taking such leave. Terminal leave must be approved by the chief human resources officer.

10. Sick leave is paid at the employee's regular rate of pay effective for the time period for which leave is taken.

11. Paid sick leave may be denied if an employee fails to timely notify the supervisor, fails to provide evidence of the qualifying event, or fails to provide medical certification.

12. Paid sick leave is discontinued immediately:
   a. upon employee's return to work status;
   b. upon determination by the employee's supervisor with professional medical advice that the employee is able to return to work;
   c. upon refusal or failure by the employee to submit clear evidence of a qualifying event on request or as required (in this case, the leave may be retroactively disallowed);
   d. when the employee is eligible and qualified for disability retirement under the applicable state retirement system or Social Security;
   e. upon exhaustion of sick leave;
   f. after the third day of disability, for an employee with a workers' compensation claim; or
   g. upon the expiration of the employee's job assignment.
   h. upon termination for any reason or no reason.

13. Sick leave requests which are not covered in regulation or requests for special consideration are to be submitted through administrative channels to the regional Human Resources office. The regional Human Resources office, after evaluation, will forward a copy of the request and its recommendations to the chief human resources officer for final determination.

D. Leave Share Program

1. Purpose: The leave share program is established to allow employees to donate sick leave to an employee who needs additional leave coverage for a medical emergency
that will require the prolonged absence of the employee from duty and will result in the substantial loss of income to the employee.

2. Definitions:

For the purpose of this regulation, the following terms will have the meaning as indicated below.

Employee: An employee is any person in the employment of the university in a position that is eligible to accrue sick leave, except for extended temporary employees.

Leave Share Donor: An employee who voluntarily requests transfer of accrued sick leave hours to the sick leave account of a leave share recipient.

Leave Share Recipient: An employee whose application to receive sick leave from the accrued sick leave account of Leave Share Donor(s) has been approved in accordance with subsection 3(c) and whose leave has been designated either as FML leave for a serious health condition in accordance with R04.06.144.B, University Family and Medical Leave or as bereavement leave in accordance with R04.06.130.C(8)(b).

Medical Emergency: A serious health condition of the employee or the employee’s immediate family member, or the death of a member of the employee’s immediate family, that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available. The employee’s absence for the medical emergency must be designated as FML leave for a serious health condition in accordance with R04.06.144.B or as bereavement leave in accordance with R04.06.130.C(8)(b), and must exceed the employee’s accrued leave balances by 80 or more work hours.

3. Procedures

a. Program Participation:

A full-time employee may participate in the leave share program for a maximum of 65 scheduled working days (520 hours) during a rolling 12 month period measured backward from the date the employee uses any donated sick leave. Part-time employees may qualify and participate according to their prorated proportion of full-time.

b. Application for Leave Share Hours

An employee or the employee’s representative may request leave share hours by completing either the Family and Medical Leave (FML) application for a serious health condition or providing medical documentation of the death of a member of the employee’s immediate family for bereavement leave, and submitting a completed leave share application.

c. Review of Application
The regional human resources director or designee will consider the application and determine whether the employee is eligible for leave share, whether the employee's absence is a medical emergency and has been designated as FML leave for a serious health condition in accordance with R04.06.144.B or as bereavement leave in accordance with R04.06.130.C(8)(b), and whether the employee has been on sick leave without pay (SLWOP) for the medical emergency for at least 80 work hours within a period of 28 calendar days.

d. Exclusions

Leave cannot be donated to employees receiving compensation under Workers' Compensation, Long Term Disability, or any other compensation plan, to extended temporary employees, to employees on parental leave, or to any employees not eligible to accrue and use accrued sick leave.

e. Administration of Approved Application

At the employee's request, the regional human resources office may issue a request for sick leave donations on behalf of the leave share recipient (anonymity may be requested).

An employee who wishes to donate sick leave to a leave share recipient will complete a sick leave donation form and submit it to the regional human resources office. The employee must have at least 80 hours of accrued sick leave remaining after donated hours are deducted. Donations will be accepted on a first come, first used basis. The sick leave donation form will not be valid for more than the number of hours needed by the recipient in a given pay period. Separate forms may be submitted each pay period for additional donations.

After the leave share recipient has used 80 hours of sick leave without pay (SLWOP) for the medical emergency within a period of 28 calendar days, the transfer of leave hours from the leave share donor(s) to the leave share recipient will be made on an as-needed basis by pay period. Forty hours of donated leave will be credited retroactively to the recipient.

The leave share recipient may not receive more than the actual number of hours needed. Leave share donations may not be used for the first 40 hours of the qualifying 80-hour SLWOP period. Donations may not be used beyond the leave share recipient's termination date, exhaustion of FML leave, exhaustion of bereavement leave, or exhaustion of leave share benefit, whichever occurs first, or beyond a leave share donor's termination date.

f. Impact on Leave Share Donor

According to Revenue Ruling 90-29, an employee who donates sick leave under a bona-fide employer-sponsored leave-sharing program for medical emergencies does not realize any income or incur any deductible expense or loss either upon the surrender or deposit of that leave or its use by the recipient.
Sick leave donated and used by the recipient is the property of the recipient and will not be returned to the donor.

g. Impact on Leave Share Recipient

In accordance with Revenue Ruling 90-29, amounts paid by an employer to a leave share recipient pursuant to a bona-fide employer-sponsored leave sharing plan for medical emergencies are included in the gross income of the recipient as compensation.

h. Request for Reconsideration of Denial

If an employee’s application for leave share is denied, the applicant may request reconsideration within 10 working days by the chancellor (or designee) or, if the applicant is a statewide employee, the president (or designee). Any reconsideration constitutes the final administrative determination of the matter by the University and is not subject to appeal, grievance or arbitration. Any further review of such decisions must be pursued within 30 days of the final decision in accordance with Alaska Rule of Appellate Procedure 602(a)(2).

i. Prohibition of Coercion

An employee may not directly or indirectly intimidate, threaten, or coerce any other employee or otherwise interfere with such an employee's right to choose whether or not to donate, receive, or use sick leave under the leave share program.

h. Records

The leave share and FML application, decision, and other relevant documentation will be maintained separately from employee’s permanent personnel file. A record of the number of hours used from the leave share program will be kept in the permanent payroll file.
Frequently Asked Questions on Bereavement Leave  
(University Regulation R04.06.130 – revised effective 1/4/16)

Q: What is bereavement leave?

A: University employees may use accrued sick leave for different types of bereavement leave:

1. An absence within five days after the death of an immediate family member (new, effective 1/4/16);

2. Up to five consecutive work days to arrange or attend the funeral of an immediate family member;

3. Up to one work day to attend the funeral of a friend or relative not in the immediate family.

An employee may use up to ten days of sick leave after the death of an immediate family member: for absences within five days after the death of an immediate family member and/or for up to five days to arrange or attend the funeral (at any time). Immediate family member is defined in R04.06.130.A.2.

Q: Can donated leave (leave share) be used for bereavement leave?

A: Yes, if an employee is approved for leave share, donated leave can be used for up to ten days of bereavement leave: for absences within five days after the death of an immediate family member and/or for up to five days to arrange or attend the funeral of an immediate family member.

Q: How does an employee qualify for leave share?

A: The employee’s absence must be designated as Family and Medical Leave (FML) for a serious health condition or as bereavement leave for an immediate family member, and a full-time employee must have been on Sick Leave Without Pay for at least 80 hours within 28 calendar days (revision, effective 1/4/16). With the leave share application, the employee must either submit the FML application for a serious health condition or provide medical documentation of the death of an immediate family member.

Q: What qualifies as documentation of the death of an immediate family member?

A: If the employee has been on FML to care for a terminally ill family member, their FML certification may indicate that the condition is terminal. A note from a medical provider or an obituary could also document the reason for the employee’s absence.
**Q: What is the timeframe in which an employee needs to provide the documentation?**

A: Usually, documentation is submitted with the application for leave share. If an employee has been approved for leave share while caring for their immediate family member, and additional documentation is necessary for bereavement leave, they should submit it as soon as reasonably possible so that they can continue in paid status. If the employee has not already been approved for leave share, the documentation should be submitted with the leave share application.

**Q: Are extended temporary employees eligible for leave share?**

A: Extended temporary employees are not eligible for leave share. Temporary employees are generally not benefit-eligible, but an exception is made for health coverage and sick leave for extended temporary employees. The expectation for the leave “share” program is that employees will be leave donors as well as leave recipients. By the nature of their short-term employment which is limited to 18 months, temporary employees will rarely be in a position to donate leave. Finally, because extended temporary employees are hired for a limited period of time to fill a specific need, a lengthy absence does not meet the university’s needs.

Please contact your regional Human Resources office if you need additional information.
Message from President Jim Johnsen on Planning our Future

UA Outreach <ua-outreach@alaska.edu>  
Reply-To: ua-outreach@alaska.edu  
To: nmdufour@alaska.edu  
Mon, Jan 25, 2016 at 4:50 PM

25 January 2016

TO: University of Alaska Community
FROM: Jim Johnsen, President
SUBJECT: Planning Our Future

The University of Alaska Board of Regents held its annual strategic planning meeting last Thursday and Friday in Anchorage. The meeting included academic and administrative leaders from the system office and the campuses.

The purpose of the meeting was to set the long term course for Alaska’s university system during this most difficult financial period for the state. The Regents were unanimous in their commitment that the university provide excellent programs at each of its campuses, ensure access to the opportunities only the university can provide Alaskans, and do so more effectively.

The meeting began with a report on the university’s progress and challenges in meeting the state’s high priority needs for higher education. The presentation was followed by detailed information on the university’s organizational structure, the roles and responsibilities of the Regents and university administration, the missions of its campuses, the wide range of academic programs offered across the state, cost cutting steps already underway, options for restructuring, and planning for an additional budget cut this year.

The Regents’ focus then moved to how the university could, through a more unified plan:

1. cut expenses in both academic programs and administration while investing in areas of need and opportunity
2. reduce the number (and cost) of redundant programs across the campuses while maintaining wide access to those programs for place committed students
3. diversify revenues so the university does not depend so much on the state
4. improve the student experience and their ability to make progress toward their goals
5. build on our world leading research to diversify the economy
6. meet the state’s workforce needs by working with employers and K-12 leaders (with special focus on the production of teachers and health care workers)
7. manage deferred maintenance on our aging buildings
8. engage faculty, students, staff, alumni, and the community in this process

The one formal action taken by the Regents (by unanimous vote) was to support a draft framework for a long term strategic plan for the university and to charge me with building out the plan for Regents’ consideration at their next meeting in February.

Jo Heckman, Chair of the Board of Regents, said: “President Johnsen discussed strategic pathways that UA can embark upon to address the many challenges facing our university. At these difficult fiscal times, it is important to note that our university has provided world class education to Alaskans for nearly one hundred years and will be here to educate Alaskans for the next hundred years. It's incumbent upon us to clearly define a university that can do just that through its three major campuses. We have areas of excellence and expertise at each of our campuses and we hope to highlight and strengthen our campuses while eliminating redundancy, thus becoming more streamlined and efficient. I believe this is the best way to use our resources and is also the best way to serve our students and our state. The Regents gave their unanimous support to President Johnsen to proceed with the Strategic Pathways model and present to us again for review at our February meeting.”
The draft framework supported by the Regents is based on several core principles:

Focus:
Each of the three universities will focus their research, teaching, and outreach activities on that university’s unique set of strengths, capabilities, advantages, and opportunities. Each university will serve as a “lead campus” in its areas of focus for the UA system.

Access:
Instead of a wide range of academic degree programs delivered by each campus, diverse program options will be available from the “lead campus” to students across the system via e-learning (distance education). In addition, at each campus there will continue to be a wide range of courses offered, though there may be fewer full degree programs provided by each campus.

Diversity:
By assigning “lead campus” responsibilities to each campus, we can maintain or even expand the diversity of program options available across the system while avoiding unnecessary and costly duplication of programs at each campus.

Excellence:
Each program will be resourced sufficiently to be excellent, thus allowing the university to retain and attract top quality faculty, recruit more Alaskan and “outside” students, and attract more private donations and specialized grants and contracts.

Consistency:
General Education Requirements (GERs), liberal arts and humanities courses, developmental education classes, and career and technical certificate and degree programs will be available broadly at all campuses. The university will continue to enable student transfers and flexibility through common calendars, GERS, and courses. In addition, there will be greater consistency in administrative systems and educational technologies across the university.

The university has accomplished a great deal during the decade of higher state oil revenues. We have graduated more than 50,000 students and enabled them to improve their abilities and their earnings; initiated or expanded programs to meet state workforce needs in areas like health care, process technology, engineering, mining, and others; and led the world in arctic and Alaska-focused research. We will do everything we can to become more cost effective, but we need a level of State financial support to continue to be a strong contributor to the economic and social well-being of the state.

I, and all of university leaders, will continue to advocate for the value of the University to Alaska and for the fact that there are few investments the state can make that will provide a greater return.

The next step in the process is to build out the draft framework with greater detail as to the academic areas of focus for each “lead campus” accompanied by a high level planning and implementation timeline, communication plan, a listing of the significant issues and challenges that must be worked through, and a plan for engagement of the university’s key internal and external stakeholders. This document—tentatively referred to as Strategic Pathways—will be presented in public session to the Board of Regents at its meeting in February. A working draft of the document will be posted on the website later this week.

With continued support from the Regents, the university will use the plan for decisions required by the budget process this year, for identification of any impacts on academic programs, for consultation with governance and other important stakeholders, and for the full implementation process over the coming several years.

Thank you for your attention to this important issue for our university. As this process develops, we will make sure you are informed and have the opportunity for input.
01/15/2016 | 10 a.m. — Rasmuson Library, Room 602
Attendees: Jane Groseclose, Sue Mitchell, Nicole Dufour, Jesse Atencio, Brad Krick, Samara Taber, Stacey Howdeshell, Celena Brown

Current/ongoing business:

Reviewed and discussed regulations for the new layoff review process.

See page 13
REGENTS’ POLICY CHAPTER IV - HUMAN RESOURCES Chapter 04.07 - Employee Relations
http://www.alaska.edu/bor/policy/04-07.pdf

I. Review of Layoff or Recall Decision

3. The chief human resources officer or designee, or in appropriate cases a substitute, (hereafter referred to as reviewer) may decide the issues raised on the basis of the materials submitted by the employee and the administrator. The reviewer is never obligated to provide for a different procedure, but may elect to do so with respect to some or all of the issues raised, by creating a new procedure, or by adopting or by modifying an existing procedure.

Concerns possibly needing clarification:

- The primary concern is that there is no verbiage that prevents the reviewer from being the same person as initiated the layoff.
- We would like a clearer timeline for the review process. The employee has 10 days from the date notified of layoff to request the review, the reviewer has unlimited days to review, once the review is completed, the reviewer must make a recommendation to the Chancellor in 5 days, the Chancellor has 5 days to make a final decision. The timeline does not delay the effective date of the planned layoff. We discussed changing the verbiage from within 5 working days of the conclusion of the review to within 10 working days of the request for review.
- We would like clarification on "The reviewer is never obligated to provide for a different procedure, but may elect to do so with respect to some or all of the issues raised, by creating a new procedure, or by adopting or by modifying an existing procedure". This sentence seems circular/contradictory to 2.a (e.g. if a laid off employee claims the process wasn't followed, the reviewer can simply change the process rendering the claim invalid).
- Up for discussion: in the case a notified employee was successful in their review case, do they receive the same benefits as a recalled employee, specifically sick leave reinstatement? Since they are not technically recalled, they don't specifically qualify for the recall policies, (page 11) and if their employment lapsed during the review period they may lose their sick leave.

Important Links:

Changes to Regulations R04.07.110 & R04.08.060.G (March 2, 2015):
http://www.uaf.edu/files/uafgov/staff-
Response from Erik Seastedt, CRHO, to Monique Musick, Staff Affairs Chair Regarding Proposed Changes to R04.07.110 and R04.08.060.G (March 2, 2015):
http://www.uaf.edu/files/uafgov/staff-council/meetings/SC260/Attachment_260_2_Eric_Seastedt_Response_to_Staff_Alliance_March_2_2015_Layoff_Grievance_Changes.pdf

http://www.uaf.edu/files/uafgov/UAF_SC_Resolution_2015_259_2_Support_Staff_Alliance_Response_Prop_Layoff_Regs_Approved_Signed.pdf

Memo from Monique Musick, Staff Alliance Chair, to Erik Seastedt, CHRO regarding proposed changes to R04.07.110 and R04.08.060.G (This document will be linked in the next few days)
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.
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 performance, 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 that is separate from food preparation areas and sources of water. 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 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 equipment, including computer system, software, printer, phone, and furnishings. Employees are responsible for maintenance and repair of their equipment. The university is not liable for loss, damage, or wear to employee-owned equipment.

2. Supervisors may approve temporary or occasional use of university 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.
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.
University Advocacy Committee Report – January 2016

Attendees: Jami Warrick, Nicole DuFour, Phil Jacobs

The Advocacy Committee met January 13, 2016. Discussion topics included the following:

Staff Mentoring Survey and suggestions for moving ahead: The committee discussed Margo Griffith’s recommendation to work with TED in formulation of groups (forums) that could be a resource for staff to ask questions and seek input from their peers in a variety of work-related capacities (specific work questions, work culture, etc). This would be a separate venture from TED’s expert database, which provides a list of subject area experts willing to work with staff. I spoke briefly with Melissa McDonough, a member of the TED team that works within IAB, and plan to follow up with her.

Exercise/wellness classes for staff:

The results of the survey that closed on 1/8/16 show that respondents are very enthusiastic about the possibility of attending exercise/wellness classes sponsored by DRAW. Survey results were sent to Kaydee Miller in support of her Healthy Nanooks proposal. I will follow up with Kaydee to see where we are at in regard to class offerings.

The next committee meeting is scheduled for Wednesday, February 10, 2016.
MPC met on January 28. There were not many people at the meeting (5 voting members) and the agenda was short. The main and only item was a presentation from Design Alaska.

**Color Scheme for Combined Heat & Power Plant:**

Design Alaska presented two possible color schemes for the CH&P plant. One scheme was in warm tones, the other cool. The schemes are only examples - UAF can choose to use different colors, but a decision about will have to be made by approximately February 11. MPC will take up this item at our next meeting.
Rural Affairs Committee Meeting
Wednesday, January 13, 2016
14:00-15:00
Google Hangouts

1. Roll Call: Chris Brooks and Evelyn Pensgard.
2. Announcements: No Announcements.
3. Topics:
   A. Work on survey of rural campuses and facilities tabled until next meeting due to lack of attendance. Discussion continued.
   B. Tobacco policy implementation observations.
4. Next Meeting: Wednesday, February 10, 2016, 14:00.

Committee Members:

Chris Brooks, Chair
Evelyn Pensgard
Chad Oleson
Staff Alliance Compensation Committee
Report for Staff Alliance
January 2016

Present: Maureen Hunt, Brad Krick, Tom Langdon, Marianne Ledford, John Moore, Monique Musick, Elizabeth Winfree, Maureen,

The committee met on Wednesday, January 20, from 10:00 to 11:00 AM. This meeting was held via Google Hangouts; future meetings will be held via the phone line.

FY17 Pay Increase Discussion:

Brad brought up a question asked of a UAF Staff Council Representative: would staff consider rejecting a pay increase in favor of fewer layoffs? The committee discussed that the President and the Regents have indicated that they want parity between union and non-union groups. In addition, the plan is for vertical, programmatic cuts so

The committee discussed concerns about furlough. Changes in UA administration means that systemwide furloughs are unlikely, but individual campuses may still be looking to furlough for cost savings.

Invite UA’s Compensation Director to a Future Meeting:

The committee agreed to invite Tara Ferguson to the February meeting.

The group discussed some possible questions and topics, including longevity-based pay increases, salary compression, the role of the salary schedule, which collective bargaining agreements are coming up, merit increases, and bonuses.

FY18 Pay Discussion:

The group discussed the need for data when making proposals to Staff Alliance for FY18. The next Anchorage CPI report - for the second half of 2015 - should be available near the end of February.

Statewide HR did a market survey for the IS job family approximately 2 - 3 years ago.

During the January 12 Talk of Alaska broadcast (http://www.alaskapublic.org/2016/01/15/the-future-of-the-university-of-alaska/), UA President Jim Johnsen was asked by a caller if UA would cut pay. His response was no, because UA has to maintain and compensate good employees.
Furlough FAQ for Exempt (salaried) University Employees

What is a furlough?

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president. Furlough plans for exempt employees will be a temporary reduction in pay during the fiscal year.

As a salaried employee, how will my pay be affected by a furlough?

When an exempt employee is furloughed, their salary during the furlough period is reduced by a percentage commensurate to the number of furlough days assigned. If, for example, there is a 10-day furlough in FY16, your annual gross earnings would be reduced by 3.8%, and you would receive 10 furlough days to be used between July 1, 2015 and June 30, 2016. Regardless of when an exempt employee uses the furlough days, the reduction salary will begin the first full pay period in July.

How are furlough days scheduled?

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department. The FY16 systemwide leadership furlough will be “floating” furlough days. Furlough days can be taken during the holiday closure or before or after a holiday.

When can I start using my furlough days?

Employees can use any of their floating furlough days beginning on July 1 of the affected fiscal year. Furlough days must be used on or before June 30 of the fiscal year end. They do not carry over to the next fiscal year.

Can furlough time be used in less than full day increments?

Yes, you can do hourly increments just like annual and sick leave.

How does a furlough affect PERS service credit?

A reduction in annual pay will not affect PERS service credit.

How does a furlough affect my PERS retirement benefit?
The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the salary reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Contact your regional HR office for more information if you think you might be in one of your high three or five salary years.

How does a furlough affect my ORP retirement?

A furlough will reduce the amount paid into employees’ ORP accounts, but does not affect vesting in the plan.

How does a furlough affect my other benefits?

Furloughs will not reduce your FTE (full time equivalent) status. Therefore, your annual leave and sick leave accrual will not be affected. Holiday pay will be reduced by the same percentage as the furlough, like any other pay. Furlough days may be taken before or after a holiday. Annual leave remains subject to a maximum accrual of 240 hours.

How does this furlough affect my health coverage and other benefit deductions?

It doesn’t. Your deductions will continue to be withheld from each of your bi-weekly paychecks just as they are now.

How does a furlough affect my agreement to voluntarily reduce my employment?

If you have agreed to a voluntary reduction, that time will be deducted from your mandatory furlough. For instance, if you agreed to a five day reduction in your schedule, you would not be required to take any mandatory furlough days if you are subject to a five day furlough; but if, for example, there is a ten day furlough, your five day voluntary reduction would be deducted, resulting in an additional five days of furlough.

If I am on Family and Medical Leave Act (FMLA) leave, do furlough days affect my leave?

An employee who is approved for FMLA leave may use the mandatory furlough days in place of sick leave or annual leave. Furlough days will not count against an employee's FMLA leave entitlement.

Are any employees exempt from a University furlough?

Yes: employees who hold H-1B visas, as defined in 20 CFR 655.731; graduate/teaching/research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees; employees on military leave with pay; employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and employees whose compensation is derived 100% from restricted funds.

Can I do any work on a furlough day?

A furlough day is to be treated like any other leave or weekend day.
How do I submit my furlough leave?

Use the furlough earnings code of 650 for L- Furlough Time on your timesheets after July 1, 2015, to keep track of the furlough days you take.

What if I have employees who are partially funded from grants who are furlough eligible? How do I account for their effort, budget plan and predict effort and budgets for the future?

The Grants and Contracts offices are the main point of contact for furlough questions as they relate to grants, communication to sponsors, related budgets, effort reporting, etc.
Furlough FAQ for Non-Exempt (Hourly) Employees

What is a furlough?
A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president.

As an hourly employee, how will my pay be affected?
Your hourly pay will remain the same, but the number of hours that you work in a fiscal year will be reduced by a furlough. You will be on leave without pay (LWOP) on furlough days. Employees may not substitute paid leave or other forms of paid time off for any hours or days designated as furlough time.

How are furlough days scheduled?
Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department. Employees may not work more than 40 hours in the work week in which a furlough day is taken. Furlough days can be taken during the holiday closure or before or after a holiday. Non-exempt employees may take a maximum of five furlough days per pay period.

When can I start taking my furlough days?
Employees can use any floating furlough days beginning on first full pay period in July of the affected year. Furlough days must be taken on or before June 30 of the affected fiscal year.

How does a furlough affect my PERS service credit?
PERS service credit is affected if an employee has more than ten days of leave without pay during a calendar year. If you have taken LWOP for another reason during the calendar year, you may want to consider working a reduced weekly schedule in lieu of a furlough. An employee with a weekly schedule of at least 30 hours per week is eligible for full PERS service credit. Please contact your regional human resources office for more information.

How does a furlough affect my PERS retirement benefit?
The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Employees in their high three or five salary years should
consider other options, such as a reduced work year (11 months vs. 12 months), which will reduce service credit but not impact high salary calculation. Please contact your regional human resources office for more information.

**How does a furlough affect my ORP retirement?**

A furlough will reduce the amount paid into employees’ ORP accounts, but does not affect vesting in the plan.

**How does a furlough affect my leave accrual and other benefits?**

Employees accrue annual and sick leave based on hours in paid status in each pay period; thus, time in unpaid status reduces leave accrual.

Holiday pay will not be reduced unless you reduce your percent of full time (FTE). You may take furlough days before or after a holiday. Annual leave remains subject to a maximum accrual of 240 hours.

**How does this furlough affect my health coverage and other benefit deductions?**

Your deductions will continue to be withheld from each of your bi-weekly paychecks just as they are now. If you have no earnings during any pay period, you will have to pay the usual deductions for health care and other benefits for the pay period(s) of LWOP. Limiting the number of furlough days to five per pay period allows deductions to be taken from earnings for work or leave during the pay period.

**How does a furlough affect my agreement to voluntarily reduce my employment?**

If you have agreed to a voluntary reduction, that time will be deducted from your mandatory furlough. For example, if you agreed to a five day reduction in your schedule, you would not be required to take any mandatory furlough days if you are subject to a five day furlough; if you are subject to a ten day furlough, your five day voluntary reduction would be deducted, resulting in an additional five day furlough.

**If I am on Family and Medical Leave Act (FMLA) leave, do furlough days affect my leave?**

An employee who is approved for FMLA leave may use the mandatory furlough days in place of sick leave or annual leave. Furlough days will not count against an employee's FMLA leave entitlement.

**Can I do any work on a furlough day?**

No. Non-exempt employees may not work on furlough days or any other day when they are not approved to work.

**May I volunteer to do my job on a non-pay basis during a furlough period?**

No. Non-exempt employees may not volunteer to perform their usual job functions on furlough days or any other day.
Are any employees exempt from a University furlough?

Yes: employees who hold H-1B visas, as defined in 20 CFR 655.731; graduate/teaching/research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees; employees on military leave with pay; employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and employees whose compensation is derived 100% from restricted funds.
FAQs for Travel Restrictions

Why are we restricting travel?
The State of Alaska, our single largest source of revenue, is facing a $3.5 billion budget deficit and has imposed strict restrictions on travel. It is prudent for the university to support fiscal responsibility while at the same time ensuring that travel that is essential for our faculty and staff to serve our students and our research and outreach are maintained.

When are the travel restrictions effective?
Travel that occurs on or after February 1, regardless of when reservations were made.

Who is affected?
All University employees traveling on unrestricted funds.

Who is not affected?
Employees traveling on restricted funds. Restricted fund (Fund 2/3) travel should proceed as normal.

Is the restriction just for out-of-state travel?
No. This restriction is for in-state, out-of-state and international travel.

What is “essential travel?”
Essential travel will be determined by the Chancellor/Vice Chancellor/Provost (depending on the travel destination) or the President/Vice President. Examples of essential travel include travel on official business related to obtaining new grant funding, as well as travel associated with fundraising, recruitment and enrollment activities and outreach.

Travel by regular faculty directly associated with instructional responsibilities and/or participation in professional conferences/workshops fulfilling requirements for promotion and tenure may be deemed essential.

Who will determine if travel is essential?
President, Chancellor or Vice President/Vice Chancellor/Provost as outlined in the President’s memo will be required for all travel for their employees.

What if out-of-state travel is mostly paid for by an organization (90 percent) but the university is required to pay a conference entry fee or a hotel room? Would that be allowed?
All costs associated with travel are included. As such, incurring hotel or conference fees are included under the travel restriction.

Can I travel out-of-state to get continuing education credits to maintain my credentials for my job?
Obtaining continuing education credits will be an important consideration of the Chancellor/Vice Chancellor/Provost or President/Vice President in their determination if the
travel is essential. Their determination will likely depend on whether or not such credits are available in-state or on-line.

How will new travel approvals be accommodated through Travel and Expense Management (TEM)?

First, before entering the travel authorization into TEM, it may be advisable to contact the respective Vice Chancellor/Vice President/Provost to determine if the travel will be approved. In TEM, the respective Vice Chancellor/Vice President’s Banner ID (“snxxx”) will need to be entered as an approver by selecting “Approve and add approver” after all other supervisor(s) have approved.

How should reauthorization for travel already approved but not completed be accomplished?

Reauthorization is applicable for travel occurring on or after February 1. Do not re-route the travel through TEM. Rather, contact your travel office for a list of pending travel that has been approved, and secure documentation of approval by the appropriate approver. If any previously authorized travel is denied, contact your travel office for guidance on how to release it in TEM, and the related encumbrance.

FAQs for Hiring Restrictions

Who is affected?

All positions funded wholly or partially funded by unrestricted funds are subject to review and approval as outlined in the President’s memo.

What if a position is partially funded by restricted funds?

Only fully restricted fund positions are exempt. Split funded positions (i.e. restricted and unrestricted) are subject to review and approval.

To what types of positions do the restrictions apply?

Regular, term and temporary positions, but not students, adjuncts and teaching/research assistants.
MEMORANDUM

TO: Deans, Directors, Fiscal Staff, Travel Coordinators and PPAs
FROM: Raaj Kurapati, Associate Vice Chancellor for Financial Services  
Brad Lobland, Human Resources Director
DATE: January 15, 2016
RE: Additional Guidance on Travel and Hiring Restrictions

In light of the state’s fiscal challenges and at the Governor’s request, UA President Johnsen has suspended all non-essential travel and hiring funded wholly or in part by unrestricted funds*. Additional guidance, including approval for essential travel and hiring, is provided in this memo.

Travel:

All travel funded 100% by restricted funds will follow the normal approval process as required by UA regulation R05.02.06A.

Delegated signature authority and self-approval authority for travel funded in whole or in part by unrestricted funds is rescinded until further notice. Delegated authority for 100% restricted fund travel remains in place.

All domestic travel that occurs on or after February 1, 2016 requires the approval of the respective vice chancellor or the provost. All international travel requires additional approval by the chancellor; these requests shall be routed through the vice chancellors and will be reviewed by the chancellor on Monday morning each week. Trips that were previously approved (prior to the president’s January 6, 2016 memo) must be reapproved. Travel expense reports submitted to the Office of Finance and Accounting without these approvals will be returned to the departments to secure the appropriate approvals.

For self-supported events that include travel (using event funds, where revenue comes mostly from user fees), departments can request blanket travel approval for the trip rather than submitting individual TAs for approval. The blanket request should include estimated costs, a description of the event, trip dates, and a complete list of travelers. The requests are routed as described above for individual travel. The approval should be attached to each traveler’s TA.

For general questions on travel, please contact Geoff Jacobs at 474-6170.

* Including general fund, recharge/auxiliary, event funds, TVEP and match.
Hiring:

Hiring restrictions do not apply to positions funded 100% by restricted funds. In addition, the restrictions do not apply to student positions, adjuncts, and teaching/research assistants funded by unrestricted funds. Please continue to follow your department’s traditional approvals for these positions.

All other new hires funded wholly or partially by unrestricted funds (including term, temporary and part-time employees) should be routed through the respective vice chancellor or the provost for the chancellor’s approval. Like the international travel approvals, these requests will be reviewed on Monday mornings.

In addition, recruitments that are currently open will need re-approval by the respective vice chancellor or the provost before any employment offers are made. If you are unsure of whether to proceed on a current recruitment, please check with your supervisor or UAF Human Resources.

For general questions on hiring, please contact your department’s Human Resources consultant.

Note that the vice chancellors and the provost may have their own process internally for routing requests to those offices for approval. For questions about those processes, please work with your leadership.

cc: Core Cabinet
    Debby Queen, Executive Assistant to the Chancellor

Attachment
Staff Alliance

Resolution 2015-01
Regarding Revisions to University Regulation 02.09 – Public Safety

Whereas, revisions to University Regulation 02.09 - Public Safety create alignment with current Alaska Statute and case law; and

Whereas, university regulation never before addressed the extent of campus police law enforcement authority and jurisdiction; and

Whereas, without the proposed revisions, the authority and jurisdiction of university police could be called into question, potentially leading to arrests being overturned; and

Whereas, the Staff Alliance supports and promotes campus and community safety and safe working conditions;

Now, therefore be it resolved, the Staff Alliance supports the proposed revisions wholeheartedly and without reservation.

Adopted by Staff Alliance the 15th DAY OF DECEMBER, 2015.

________________________________
Faye Gallant, Chair

Voting members’ results as attested by Morgan Dufseth, Executive Officer:
Yes: 8
No: 0
Absent: 0
Vacant: 0