

MINUTES
UAF STAFF COUNCIL #269
Monday, March 7, 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)
 Susie Frei (GH)
 Faye Gallant
 Jane Groseclose
 Stacey Howdeshell (GH)
 Connie Huizenga (GH)
 Phil Jacobs
 Kimberly Knudsen
 Brad Krick
 Lena Krutikov
 Jessica MacCallum (GH)
 Brandi Marrero

Present (cont.)

Jenell Merrifield
 Kaydee Miller
 Sue Mitchell
 Mathew Mund
 Emilie Nelson
 Melissa Parks
 Evelyn Pensgard (GH)
 Chad Oleson (GH)
 Wendy Rupe (GH)
 Carrie Santoro
 Samara Taber
 Christina Thompson (GH)
 Amanda Wall
 Lesli Walls (GH)
 Jami Warrick
 Trish Winners

Proxies (none)

Excused (none)

Absent

Jesse Atencio
 Jill Dewey-Davidson
 Dean Ojala

Guests

Nicole Dufour, Staff Council Ex.
 Scty., UAF
 Margo Griffith, Human
 Resources, UAF
 Orion Lawlor, Faculty Senate,
 UAF
 Mae Marsh, EEO Director &
 Title IX Coordinator, UAF
 Mike Powers, Interim
 Chancellor, UAF
 Kayt Sunwood, Women's
 Center, UAF

- Quorum was met

B. Approval of Staff Council Meeting #269 Agenda

- Approved as presented

C. Approval of Minutes - Staff Council Meeting #268 (Feb. 2016)

- Approved as presented

II. STATUS OF PENDING ACTIONS

A. Staff Volunteer Day Proposal and Resolution

- Interim Chancellor Powers is still unsure if there is enough support for the proposal in his Cabinet

or in the advisory groups. While there are people in both groups that see value in the proposal, there remains a lot of anxiety about an effort such as this that will cost the university money, at a time when we are facing such drastic cuts. There are still ways to move forward with such an effort using resources that the university has as a first step. They discussed a few options during PreStaff.

- Nate would like for the proposal to go back to the University Advocacy Committee to make a few modifications, including the removal of university donated time. Nate recognizes that the inclusion of university donated time was a core component of the proposal and he still feels strongly that the university stands to benefit in some pretty specific ways from doing so. However, for it to make any progress at this point, it seems like university donated time needs to be removed.
- The support that this idea received from the Chancellor's Office was during a time when the budget had already been decided last year and under a different chancellor. These conditions have changed and are some of the reasons that this has not moved forward with the same momentum.
- Nate hopes that the Advocacy committee will be willing to consider the idea of reworking the proposal. This is also open to discussion with the larger group. There are a few different ways that we can move forward, but to move forward we need to approach it from a different angle. As background for new members, the volunteer day proposal had been conceived of in a variety of different ways over the years. At one point there was a proposal through the Staff Alliance Compensation Committee to have a volunteer leave category. This never got much traction because of the idea that if you are getting paid by the university, are you really volunteering? This evolved over time to the idea of a volunteer day where large volumes of people from UAF get out into the community on a specific day to work on high visibility projects to show our support for and connection with the community.
- Ultimately, the proposal that went forward included the employee using four hours of annual leave and the university providing the additional four hours of leave which the employee would charge to their timesheet. When this came to Staff Council, budget concerns were raised. At the time, Chancellor Brian Rogers was in support of the idea, but asked that we wait until the legislature was out of session before we approved it. With Chancellor Rogers support, this passed relatively easily.
- We are now moving into tougher budget times, and this may be why we are seeing some hesitation from the Chancellor's Office and the Community Advisory Board. We really didn't have access to this board the first time around, but they provide a very valuable perspective as the goal is for this to speak to the community. If the message they are getting is that the university has the time and resources to spend on this, this may not be the message we want to send. They continue to be excited about the idea. It may be possible to get this in place for when budget times improve.
- These are not separate issues of perspective from state legislators on the university budget and a misunderstanding about the value that we provide, not just to Fairbanks proper, but to all of the communities of all of our campuses. There is a strong connection in Nate's mind between that lack of understanding and lack of context, and the work that we could do as part of something like a university volunteer day.
- Interim Chancellor Powers appears to understand the potential for the work we could do as part of an organized university volunteer day and establishing more awareness among state government and budget decision makers about the widespread value that the university and its staff provide.
- There appears to be a large amount of enthusiasm from the Chancellor's Office about staff people moving forward with volunteer day in some form. It also is not lost on them that the university stands to get a lot of credit if something like this goes forward. This is why, from the University Advocacy's perspective that it made sense for the university to contribute work hours as a sort of partnership. It just remains very difficult to make a commitment like this at this time. For the rest of the academic year, instead of waiting for conditions and nuanced opinions to change amongst core cabinet, we could be doing work as a staff body to make decisions and sort of do a first step of a volunteer day where we use annual leave or a weekend day, in an organized way. The university already has available resources, and capabilities that we as staff members have to organize and plan efforts like this, so that we can begin to show the benefits of a proposal like this before the university is committing money to it.
- At this point we have the plan on the table, specifically that the university match will not work.

But they are supportive of the idea. We would like for this to go back to the Advocacy Committee, where a detailed plan will be created with a rough time frame. The committee was initially thinking of a particular week, possibly a week per term, and encourage staff to take, at this point, a full day of annual leave.

- University Advocacy agreed to work on this issue.

III. PUBLIC COMMENT

A. Kayt Sunwood

- Staff are invited to celebrate International Women's Day, including the social, economic, and cultural achievements of women. Urgent action is needed to work on gender parity. There will be an event tomorrow, outside of the Wood Center Ballroom, where everyone can sign a pledge to work on gender equity. Those attending can take a selfie pledge at the selfie station to help accelerate the equity clock. internationalwomensday.com [#pledgeforparity](https://twitter.com/pledgeforparity)

IV. OFFICERS REPORTS

A. Faye Gallant, President

- Faye attended semi-finalist interviews last weekend. She is pleased with the very competitive pool.
- As Chair of Staff Alliance, Faye met with President Johnson last week. Most of the conversation focused on Strategic Pathways. Faye stressed that, when talking about involving people in a process and transparency, rolling something out and then asking for feedback is not always the most interactive way. Rather, involving people on the ground level, may be more beneficial.
- They discussed some of the ways that governance can be involved in the process, other than just coordinating feedback. One possibility, which he will consider, would be for Staff Alliance to be able to appoint people to serve on the various work teams that will be moving forward over the summer as part of Phase 1. This would give us an opportunity to be more proactively involved and allow for staff to provide feedback on the ground level. This would help ensure that we get a campus perspective in this process. President Johnsen seemed very open to this possibility, but there is nothing certain at this time. We can follow up with him on this issue when System Governance Council (SGC) meets with President Johnsen to discuss Strategic Pathways.
- The student governance leaders from ASUAF, UAS, and UAA, recently travelled to Juneau for a Legislative Advocacy Trip. They all agreed on a common platform for the three universities that they then advocated for. The platform that they agreed upon included supporting the governor's budget for the university, opposing 174 - the guns on campus bill, and funding the UAF engineering building.
- Board of Regents Chair, Jo Heckman will be our guest speaker at the April Staff Council meeting. This will open a dialogue with her for Strategic Pathways. The more interaction we have with the Board of Regents (BOR), the more they can understand our role and what we have to offer, in terms of the diversity, the various perspectives, and what we are working on.
- The House Finance subcommittee passed their recommendation for the university budget 300 million. This was much lower than the Governor's 335 million, and the 350 million the university requested.
- The Senate Finance subcommittee started with 325 million for the university, which is still 10 million under the governor's budget. This is still really harsh for us, but better than the House subcommittee number.
- If the two final numbers for the House and Senate are different, then they will go to a conference committee to work on the details. It will be late April before the legislature agrees on a number. It then goes to the governor for signature. Ideally in mid-May we will know what we are looking at for next year. This was very delayed last year.
- As a reminder, you are free to, in your own time, with your own resources, to contact your representatives and speak to the importance of the university. The message resonates much more strongly if you are willing to put something on the table. It is really easy to provide feedback.
- Most people have already seen the chancellor's message that went out sometime last week and included the rough timeline of when things can be expected.

B. Nate Bauer, Vice President

- Nate also encouraged Staff Council members to contact their state legislators. It is clear that the university has already provided a strong response to budget anxieties. The more we are able to sustain this effort, the better.

Planning and Budget Committee

- The priorities for the Planning and Budget Committee shift some each time it meets due to rapidly changing conditions. The committee meets roughly once a week. There are a number of high priority issues including strategic pathways, budgets, and budget related conditions. Last meeting resulted in a draft response letter from the committee to President Johnsen. The letter includes language about what the role of the Planning and Budget Committee. If you would like to see a draft of the letter, contact Nate. Nate read the language of a portion of the letter regarding the purpose of the Planning and Committee:

The UAF Planning and Budget Committee is a broadly representative group of employees appointed and chaired by Provost Susan Henrichs that advises Chancellor's Core Cabinet on budget decisions and institutional change. The committee has met annually for about that past twenty years but the tasks of the committee have changed as UAF's financial circumstances changed.

- Last year the committee was in charge of developing ideas, which were forwarded to the vice chancellors. These were then reviewed by the provost and her group of vice chancellors. This year the process is somewhat reversed. The vice chancellors were responsible for reviewing the activities under their watch and coming up with proposals, which would then be submitted to the Planning and Budget Committee for review. The committee has yet to start this review, in part due to Strategic Pathways, which has been on the front burner for this committee.
- It is unclear what the timeline is for Strategic Direction. Until more clarity is received from the regents, it may be hard to figure out how to respond and what timeline we are on. President Johnsen appears to have a specific timeline in mind, but on the campuses we are struggling to figure out what to expect.
- Strategic Pathways seems to be taken by the administration as - this is where we are going. It is not communicated as though it is an idea. If it is just an idea, it would be helpful to communicate this better. It is hard to say that these decisions have not been made when there are people in the administration acting and speaking as though these decisions have already been made.

V. GOVERNANCE REPORTS**A. Leslie Drumhiller - ASUAF (no report)****B. Orion Lawlor, President Elect – Faculty Senate**

- Board of Regents Chair, Jo heckman will be the guest speaker at this afternoon's Faculty Senate meeting. They will likely discuss Strategic Pathways. The uncertainty of Strategic Pathways and of budget cuts makes it hard to plan.
- Faculty Senate is facing the problem that, if we have to cut programs, how do we decide what programs to cut and who decides what to cut. For example, the Computer Science department gave up a masters in software engineering. They looked at their department's expertise and faculty and determined they did not have the resources to offer this degree. This was a difficult decision.
- If you are interested in hearing Regent Heckman's comments, you are welcome to attend this afternoon's Faculty Senate meeting.

VI. UNFINISHED BUSINESS**A. University Advocacy Committee - 'Staff Mentoring Interest Survey' (no update)****B. Chancellor Search Update**

- Interviews with semi-finalists were conducted weekend before last. The interviews were fantastic. The committee settled on four semifinalists who will be on campus next month for in-person

interviews and forums. Each candidate will be on campus for 1 and a half days. On the second morning they will have separate focused meetings with staff, faculty, and students.

- Staff Council will host the forums. We will be responsible for taking the lead in the space, getting the word out, and organizing things. They decided that it would be better to have separate faculty, staff, and student forums where everyone is engaged. In open forums, staff tend to be less engaged. We want to ensure all staff have the opportunity to ask questions and be involved in the process.
- As governance leaders you will be expected to be there if possible. We will get more details out once they are available.
- As soon as their travel is fully confirmed, the names of the finalists will be announced. They expect travel to be confirmed soon. In addition to their names, their bios and photos will also be available.
- The candidates are all very strong and very different from each other in their backgrounds, personalities, and approaches. They have all been through similar budget situations.
- The search committee will work on final feedback and then the president will make the final decision on who to make the offer to. The goal is for President Johnsen to make the offer in April and then get the person up here as soon as possible once the offer is made.

C. Outstanding Staff Council Achievement Award

i. Nomination Deadline: March 25, 2016

ii. Submit nominations online: www.uaf.edu/uafgov/staff-council/2012-outstanding-staff-co/

D. Proposed New Regulation on Telecommuting

- There were a few real good points made on the shared Google Doc. We would like to get this feedback wrapped up and send a summary up to Ardith and cc the chancellor. If you have not looked at this yet, please take a look this week. Friday, Faye will send out a memo with our feedback out. The deadline for submitting feedback is this Thurs.

E. UA Strategic Pathways

- There is a slightly more fleshed out document on the Strategic Pathways website. The last page of the document includes a timeline. Faye's understanding of the timeline is that President Johnsen will be establishing criteria for the Phase 1 programs and then he will put those criteria out for feedback. Once people agree on the criteria, those programs will be part of phase 1. This might be programs with low enrollment or ones with multiple master's or professional degrees across the universities, etc.
- This summer, there will be number crunching and data gathering for the Phase 1 programs. Once faculty come back on contract in the fall, these teams will work through identifying if a university is a lead in a particular program and where there are multiple leads. The work teams will then make their recommendations.
- President Johnsen's thought is that the regents will make decisions for the Phase 1 programs based on the working team's recommendations at the Feb. 2017 BOR meeting. This would put us about a year out as far as any decisions regarding program cuts. In the short term, we would be identifying the programs that would be the first to be analyzed and adjusted based on the Strategic Pathways model. Then, there would be a second and a third wave of programs after that. Part of the 5 - 10 year timeline probably includes the teach out periods. If we decide to stop offering a degree program, we have to teach out the program by providing a way for students enrolled in the program to be offered the opportunity to graduate within a reasonable time.
- What has been decided is that we have a framework that we will put programs through and then make decisions about them. What has not been decided is what schools or departments will be at particular colleges. These are things that we will evaluate. There is a lot up in the air in terms of what any of this actually means and what impacts there might be to faculty, staff, and students. What does appear to have been decided is the framework, this is the approach that they are taking; they will evaluate things using this structure and model and will be looking to make decisions within this framework. They are quite committed to the framework, what this looks like when implemented remains a huge question.
- If we get a 300 million budget, things would move a lot faster in that they would want to use the general philosophy of Strategic Pathways when making budget cuts this year.

- It appears as though President Johnsen will meet with System Governance. The governance group would continue to provide feedback.

F. Draft Performance Evaluation Feedback

- We would like to wrap this feedback form up, as well, so that they can roll the form out. UAF HR is looking forward to finalizing this, as people are already requesting to use the form. Email the feedback directly to Faye by this coming Thurs.

G. 2016-2017 Officer Election - Opening of Nominations

- Nominations for Staff Council President and Vice President are now open. You can submit nominations to the Staff Council Office. You do not need to be a current Staff Council Representative in order to run for office. The election is in May. The term is one year.

H. Committee Representatives (none)**VII. BREAK****VIII. GUEST SPEAKER****A. Margo Griffith, UAF Sr. Human Resources Consultant: 'PageUp' Overview**

- Margo was present to provide an overview and introduction to PageUp, which will be replacing UAKjobs.
- UAF Human Resources (HR) is set to roll out PageUp on Mar. 8.
- If you have not seen information on PageUp from your unit regarding this, contact your PPA or HR. PPAs have already been notified of this change.
- They will be offering walkthroughs that are primarily geared towards supervisors, approvers, and HR users.
- There will be a 30-day overlap between UAKjobs and PageUp. After April 8, you can no longer use UAKjobs. There is a pretty strict cutoff.
- The search functions in the career portal for PageUp are easier to use than those in the former system.
- For applicants who already have an application in UAKjobs, porting it to the new system will be on a case by case basis. Some of the positions that are out there will have to be manually moved over. Some of the positions will be closed out in UAKjobs and started again in PageUp, with that 30-day overlap. If there are positions out there and the recruitments are not finalized, they will have to migrate them over to PageUp.
- Those who are recruited through PageUp will have the ability to go through the onboarding process through the new system. They hope that the new system resolves a lot of the lags that we have been experiencing with hiring and onboarding.
- There is a four-hour walkthrough that employees can take for more training. There are also some upcoming hands-on workshops that staff can take for further training.
- PageUp will eventually be used for recruitment, onboarding, performance evaluations, and employee training. Right now they are only doing the recruitment and onboarding piece. The performance and training modules are scheduled to go live in July.
- PageUp is more intuitive and easy to use than UAKjobs.
- PageUp has super users on campus.
- This is a new system, we will have some bumps on the road, but they can make changes on the fly since there are super users at each campus, which were not available in the old system.
- More information is available at www.alaska.edu/hrtraining/myua

VIII. INTERNAL COMMITTEE REPORTS**A. Elections – Brandi Marrero, Chair - *Did not meet*****B. Membership and Rules - Trish Winners, Chair**

i. Attachment 269-2: March Committee Report**C. Rural Affairs - Chris Brooks, Chair**

- The committee met the second week of Feb., as a meet and greet.
- They will be finalizing their questionnaire for rural campuses. They will also have guest speakers from rural campuses to hear more about what staff are facing at various locations.

D. Staff Affairs – Jane Groseclose, Co-Chair & Samara Taber, Co-Chair

- The committee submitted a resolution, which will be discussed later in the meeting.

E. University Advocacy – Jami Warrick - No Report**IX. STAFF ACHIEVEMENTS AND HIGHLIGHTS****A. Ross A. Imbler, Director of Annual Giving with Development and Alumni Relations**

- Ross recently received the Rising Star Award in Philanthropy from the Council for Advancement in Support of Education – District 8.

B. Erin Albertson, G.I., Office of Proposal Development, G.I.

- On Feb. 26, Erin received the G.I.'s 2016 Outstanding Staff Performance Award

X. CHANCELLOR'S REMARKS**Budget Process**

- The provost and vice chancellors have developed and refined two proposals for the Planning and Budget Committee, one at 26 million dollar cut and one at a 36 million dollar cut. This week, the provost's and vice chancellor's proposals are due to the Planning and Budget Committee. They now go into the shared governance phase of this review. By the end of the March, we will propose or provide initial layoff and termination notices for any employees who may be impacted. This is largely due to requirements under collective bargaining. They may well be rescinded after we hear more and deliberate more, relative to the legislative process. In mid-March to mid-April the Planning and Budget Committee will be reviewing proposals that the vice chancellors have put forth. The committee will hear from the vice chancellor's regarding the suggested cuts and the vice chancellors will have the opportunity to provide written feedback on the cuts. June 1 will be the final announcements relative to allocation. Any notices that go out will be at the end of March will the hope that some will be rescinded.

Current legislative session

- The House Finance – University subcommittee is scheduled to finalize their budget for the university today or tomorrow. Chancellor Powers thanked everyone who contacted legislators, the outpouring of support from across the state and particularly Fairbanks has been extremely helpful.
- When the regents are in town, do not hold back. It is not uncommon for 20 students to show up and show a sense of solidarity while one person speaks. Fisheries is an example of this. You are encouraged to remain that engaged and if there is an additional call for letters, to the degree that you can stop and shoot an email. Emails may be the very best way to communicate with your legislators. Be short and sweet in your messages and provide your name. Always give and take in any of your messages. You may want to be highly critical in your approach, but you are encouraged to be very balanced.
- We start with the Governor's cut to 335; Representative Wilson's House Finance subcommittee say 300 million. Representative Pete Kelly's Senate Finance subcommittee is proposing 325 million. The best guess is really somewhere between the House and Senate numbers (300-325 million), but it is hard to say at this point.

SB 174 – Concealed carry on Campus

- This is playing out on campuses and even hospitals across the US. We find ourselves in a relatively pro-gun state. The current UA strategy and tactic is to propose six amendments to see if we can work within the confines of the motion. These amendments refer to limitations to situations where behavior indicates risk of harm to a student or others, no guns on student dormitories and other

shared living quarters, in K-12 programs, in Health and Counseling, in Title IX offices, in adjudication of staff or student disputes, and the requirement to carry a permit.

Chancellor Search

- Thing will be moving quickly. Forums will be held for you to participate in and attend.

Strategic Pathways

- This was first introduced at the end of Jan., on the heels of that regents retreat. At the Faculty Senate retreat it was also introduced the same day. In Feb., the issue was taken up at the formal Board of Regents (BOR) meeting. This is only really about five weeks old. Over the course of the five weeks we have seen more clarification on what is to transpire going forward.
- What you have seen on the SW website recently is Phase 1 July – Sept. 2016, establishing goals, collecting data and beginning analysis, Oct. - Dec. 2016 convene teams to analyze data, Jan. 2017 present recommendations to the president., Feb. 2017 president presents recommendations to the regents. Apr. – Jun. 2017 teams begin to implement changes, and Jul. – Sept. 2017 implementation continues and Phase 2 begins.
- In the current budget climate, keep an eye on Strategic Pathways, you will want to weigh in on this, but right now our focus is the FY17 budget.

Upcoming Events

- Over 100 volunteers are expected to show up for Arctic Science Summit week. We hope you have an opportunity to attend or participate as scientists from around the world come to UAF.

Title IX

- Interim Chancellor Powers and Mae Marsh, Title IX Coordinator & Director of Diversity, just came back from Nome where they had a full agenda on Title IX training. There was great engagement from the community of Nome. Nome's school district adopted Green Dot.
- Regent John Davies will hold a listening session March 23.
- Over 350 persons have received Green Dot Training.

Questions and Other Comments

- UAA and UAF are partnering with Washington State on a 2+2 chemical engineering program.
- All things are on the table, furlough is a strong possibility. Those announcements should be made towards the end of March
- Question - Retirement Benefits - has there been any discussion of layoffs who are not fully vested within the retirement system. There has not been discussion of this. The chancellor will send an email back to Staff Council with more information.
- With the 26 million dollar cut, we are looking at efficiencies, overhead, savings that are not going to be touching lives. As we see more of what comes out of the Senate, then we can be more specific. At the moment, the choice would be to find administrative efficiencies.
- This particular university model and the autonomy of the regents is pretty significant relative to national models. You are hearing more about geographic representation on the BOR, you are seeing more about the legislature reaching in and being more aggressive on the operating side. The effort it to, as much as possible, save jobs.
- Chancellor Powers will also get back to Staff Council with more information regarding when UAF will be switching over to College Utilities for water

XI. NEW BUSINESS

A. Staff Council 2016-2017 Officer Election - Opening of Nominations

- Nominations were opened for 2016-2017 Staff Council president and vice president. Email your nominations to the Staff Council Office. Nominations can also be made at the Apr. or May Staff Council meetings. Contact one of the officers if you have any questions about workload or expectations.

B. Chancellor Finalists Campus Visits (see above)

C. SB 174 - Guns on Campus

i. Attachment 269-6: Resolution Regarding SB174 - DRAFT

- In 2014, basically the same bill came forward and was tabled. Staff Alliance passed a resolution in 2014 on this issue. The attached draft resolution is an updated version of that resolution.

- When advocating in Juneau, students made it clear that they opposed SB174. We have also seen materials from faculty stating that they oppose it. There is value in saying that the faculty, staff, and students at the university jointly oppose SB174.
- Some representatives expressed interest in Staff Council taking an official position on this issue.
- Many constituents are not okay with the perspective that we are going to lose the bill anyway, that we should work on amendments.
- In the interest of time, the issue was postponed for email vote. There are a few edits that need to be made including the fact that UA has modified its position since the draft resolution was written. This is a time sensitive issue that can't wait until the next Staff Council meeting. Staff Alliance meets tomorrow and will have a similar resolution before them. The officers would feel better voting on that Staff Alliance resolution knowing how UAF Staff Council feels.
- Staff Council members did not have a good idea of where their constituents stood on this issue. Due to this, it was determined that Staff Council will conduct a very quick one question poll with a one-day turnaround, Faye will have the results for all UAF staff going into the Staff Alliance meeting. A vote on a UAF Staff Council resolution will take place by email later in the week.

D. Motion to Amend UAF Staff Council Bylaws Sections 6 & 7

i. Attachment 269-1: Motion 2016-269-1: Motion to Amend Bylaws Sections 6 & 7 – Approved

- Unanimously approved as presented by roll call vote as follows:

For:

- Jessica Allard
- Jessica Armstrong
- Kara Axx
- Chris Brooks
- Susie Frei
- Jane Groseclose
- Stacey Howdeshell
- Connie Huizenga
- Phil Jacobs
- Kimberly Knudsen

For (cont.)

- Brad Krick
- Lena Krutikov
- Jessica MacCallum
- Brandi Marrero
- Jenell Merrifield
- Kaydee Miller
- Sue Mitchell
- Mathew Mund
- Emilie Nelson
- Melissa Parks

For (cont.)

- Evelyn Pensgard
- Chad Oleson
- Wendy Rupe
- Carrie Santoro
- Samara Taber
- Christina Thompson
- Amanda Wall
- Lesli Walls
- Trish Winners

Against: (none)

E. Resolution Proposing Modifications to the University of Alaska Regulation '04.07.110 I. Review of Layoff or Recall Decision' - Approved

i. Attachment 269-4: Resolution 2016-269-1 – Approved

- Resolution 2016-269-1 was unanimously approved.

XII. GUEST SPEAKER

A. Mae Marsh, UAF Director of Diversity and Equal Opportunity; Title IX Director

Keven Calderara, UAF Title IX Investigator and Compliance Specialist

i. Attachment 269-7: Title IX Scorecard

ii. Handout 269-3: Title IX Scorecard Criteria

- Kevin was hired at the university on Oct. 2014. Kevin has ten years of experience in law enforcement, on the federal side, dealing with sexual assaults, fraud, and other issues.
- The president was looking for a way to measure and gauge the progress on being in compliance with Title IX. The Title IX teams from UAA, UAF, and UAS came together to create the criteria in terms of the Title IX scorecard, which was included with the agenda. They researched the

documents and guidance that had been put out by the Office for Civil Rights (OCR). They also included things that were seen in the settlement agreements at other universities that had not been put into OCR guidelines and included these as best practices.

- You can see by the scorecard that one of our biggest issues is that our policies have not been updated for a very long time.
 - The President gave a charge to a group from UAA, UAF, and UAS to develop new policy.
 - This group came together on Feb. 25-26, and the three Title IX Coordinators met again last week.
 - During these meetings, they developed a draft policy. They extracted all information on discrimination, sexual assault, and harassment based on a protected status, out of the code of conduct and out of HR and put it into Policy 01.02, so that it is a standalone policy, it is all in one place and easier to find.
 - The president gave them until April 1 to have a draft on his desk. They have a draft of Policy 01.02. All the others have the policy and the regulation updated. They do not have the UA Regulation R01.02 completely rewritten.
 - What they have finished will be coming out the latter part of this week for comment. You will have approximately two weeks to read, review, and submit comments on the drafts.
 - Mae will send these documents to the Staff Council Office for distribution
 - These changes are to align us with federal regulation to ensure that we are in compliance. It has to be easily understood, so they are revamping the whole thing to make it easily understandable. There is a lot of guidance that must be included, and this is what they put in their criteria from OCR. They are using these to guide them as they rewrite the policy.
 - Mae will also send out the criteria.
 - 90% of this is required to be included in UA Policy and Regulations.
- UAF Strategic Plan for Title IX and Preventive Efforts**
- Chancellor Powers has asked Mae to develop a strategic plan for Title IX and preventive efforts. Mae would like to present this to Staff Council at a future meeting.

XIII. INTERNAL AD HOC COMMITTEE REPORTS

A. Performance Evaluation Joint Campaign Ad Hoc Committee

B. Staff Make Students Count Ad Hoc Committee

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

i. Attachment 269-8: Health Care Information

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

i. Handout 269-1: Committee Report

- The committee recently met with Tara Ferguson, UA Director of Compensation. Tara indicated that furlough discussions were not happening at her level. She did agree with something that Tom Langdon, Statewide Assembly President said, that the current administration is not a fan of furlough, but she could not comment past this.
- They also asked her about proposed compensation increase of 2.75% for FY17. The governor's budget had not included funding for non-represented staff, but had included funding for union staff. According to Tara, it was too soon to say what the university would do about this issue. Faye noted that the regents have said that if union staff were to get increases, they are committed to non-union staff also getting increases. The budget gaps and scenarios discussed earlier in the meetings do take into account these increases. That is not to say that they would fund it. They would have to find it from somewhere else, which means cuts.

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

XV. ANNOUNCEMENTS

A. Environmental Health, Safety, and Risk Management (EHSRM) Survey

- EHSRM will be sending out a safety perceptions survey related to occupational safety, similar to the one conducted a few years back. The survey will run March 21 – April 4. They would like to have as many people take the survey as possible. They are offering incentives, including iPad drawing for taking the survey.

XVI. 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**
 - i. Attachment 269-3: March Committee Report**
- C. Chancellor's Diversity Action Committee (CDAC) – On Hiatus**
- D. Chancellor's Planning and Budget Committee - Nate Bauer, Rep; Trish Winners, Alt**
- E. Chancellor Search Committee - Faye Gallant, Rep**
- F. Fresh Air Campus Challenge Committee – Brad Krick, Rep; Sue Miller, Alt - On Hiatus**
- G. Master Planning Committee (MPC) – Brad Krick, Rep**
 - i. Attachment 269-5: March 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. Sustainability in Dining Committee - Mathew Mund, Rep - No Report**

XVII. UAF AD HOC COMMITTEE REPORTS (written only)

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

XVIII. ROUND TABLE DISCUSSION (off the record)**XIX. ADJOURN**

- President Faye Gallant adjourned the meeting at 11:47 AM.

SC 269

Motion 2016-269-1- Approved

Attachment 269-1

University of Alaska Fairbanks**Staff Council****Motion 2016-269-1***Approved***March 7, 2016**

The University of Alaska Fairbanks unanimously approved the following motion on March 7, 2016, by roll call vote:

For:

Jessica Allard
 Jessica Armstrong
 Kara Axx
 Chris Brooks
 Susie Frei
 Jane Groseclose
 Stacey Howdeshell
 Connie Huizenga
 Phil Jacobs
 Kimberly Knudsen

For (cont.):

Brad Krick
 Lena Krutikov
 Jessica MacCallum
 Brandi Marrero
 Jenell Merrifield
 Kaydee Miller
 Sue Mitchell
 Mathew Mund
 Emilie Nelson
 Melissa Parks

For (cont.):

Evelyn Pensgard
 Chad Oleson
 Wendy Rupe
 Carrie Santoro
 Samara Taber
 Christina Thompson
 Amanda Wall
 Lesli Walls
 Trish Winners

Against: (none)**UAF Staff Council Motion 2016-269-1**

Motion to Amend UAF Staff Council Bylaws to Clarify the Bylaws Amendment Process and Reestablish Quorum Requirements.

MOTION:

UAF Staff Council moves to amend the organization's Bylaws to clarify the bylaws amendment process and reestablish quorum requirements, as follows:

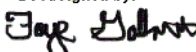
EFFECTIVE: Immediately

REASONING: This motion amends, adds, and strikes language in both Sections 6 and 7 to clarify the amendment process and align the Staff Council quorum requirements with Robert's Rules of Order. Grammatical changes are made to Sections 6.D. and 6.F. Section 6.G. is removed as we believe this body should abide by its bylaws as a whole—as Robert's Rules state—or change them using due process. Quorum is defined in Section 7.A. as a simple majority rather than 51%, and is expanded to include individuals who are

SC 269

Motion 2016-269-1- Approved
Attachment 269-1

participating via telecommunication. Section 7.B. decreases quorum requirements for committee meetings from a majority to two or more participants.

DocuSigned by:

7E9C8458E641469...

April 5, 2016

Faye Gallant, President, UAF Staff Council

Date

Motion 2016-269-1 (cont.)**CAPS** = Addition~~strike-through~~ = Deletion**Section 6. Amendments**

D. Once verified, the Membership and Rules Committee will forward ~~it~~ **THE PROPOSED AMENDMENT** to the Executive Board for addition to the draft agenda of the next Staff Council meeting. The proposed amendment will be distributed before the next Staff Council meeting.

F. Approval of amendment(s) to the Bylaws requires a quorum and two-thirds vote of all **UAF STAFF COUNCIL members** representatives present **AND** eligible to vote ~~in the UAF Staff Council~~. The vote will be ~~by~~ **HELD BY** roll call vote.

~~H.G. Suspension of bylaws must cite the specific section to be suspended and be approved by a two-thirds vote of the Staff Council members present.~~

Section 7. Quorum

A. A ~~majority shall consist of~~ **QUORUM IS MET WHEN A SIMPLE MAJORITY 51%** of the total count of Staff Council Representatives **OR THEIR DESIGNATED PROXIES, EITHER IN PERSON OR BY ELECTRONIC MEDIA, IS PRESENT AT A UAF STAFF COUNCIL MEETING.**

B. ~~The presence of a majority of the representatives or their designated proxies, either in person or by electronic media, shall constitute a quorum.~~ **A QUORUM IS MET AT STAFF COUNCIL PERMANENT AND AD HOC COMMITTEE MEETINGS WHEN MORE THAN ONE INDIVIDUAL IS IN ATTENDANCE, EITHER IN PERSON OR BY ELECTRONIC MEDIA.**

| 2/16/2016 | Membership & Rules Committee Report | Action Item Date/Owner |
|-----------------|--|------------------------|
| 1 | Roll Call - Present: Brad Krick, Trish Winners, Jessica MacCallum, Mathew Mund; quorum met. Guests: Amanda Wall, Kara Axx, Nicole Dufour | |
| 2 | Welcome guests - Amanda Wall and Kara Axx, new SC Reps | |
| 3 | MOTION: Changes to Bylaws Sections 6 & 7 - All M&R approved the motion, to present at March SC Mtg. | A. Englert |
| 4 | Bylaws Review Section 8: Completed review, Mathew Mund writing up the motion for suggested changes. | M. Mund |
| 5 | RR&E Update - Handed out to new reps at Orientation. Also now posted on Staff Council website. Successful roll-out of new tool for Membership. | M. Mund |
| 6 | Executive Board requested M&R to consider the issue of Election TIE-BREAKERS: Will book Phone meeting with Elections, or invite to join at next M&R Mtg | T.Winners |
| | Unit Reviews: April Meeting - Write Summary Plan & Timeline - Work on Units 7&9 first; known issues. Meet with 7&9 reps and get their recommendations on how the units should change. - Nicole says a previous re-org discussion included rationale on having "community interest" vs "geographic locations"; she will send (or re-send) to Trish to review. Comment: Brad's advice is to work with the unit reps to work out the changes they want to see; they have better knowledge and it would be a heavy load for M&R to carry to work this out for all groups. We had previously discussed ensuring they were included as they'd have the best knowledge/info for their groups, but we had not discussed them taking the workload of sorting. | T.Winners |
| | Planning Celebration on the Golf Course (deck) after work one day soon! | |
| | | |
| | | |
| MEMBERS: | Trish Winners (C), Jessica MacCallum, Brad Krick, Aly Englert, Mathew Mund | 5 |
| | | |
| | <i>Where M&R Spells Fun!</i> | |

**CHANCELLOR'S ADVISORY COUNCIL FOR THE NAMING OF
CAMPUS FACILITIES
COMMITTEE REPORT**
by Jesse Atencio

The Naming Committee met on Feb 2, 2016 @ 10:00 a.m.

Present was Martin Klein, Jesse Atencio and one other person joined later on the phone.

The agenda was to get up to date on the latest naming project for UAF. UAF is going to name a new road and rename two roads to comply with the road naming guidelines the Fairbanks North Star Borough uses for Emergency Services such as Police and Fire service. At this point, there is a list of proposed names but nothing has been changed yet. The current plan for naming roads on campus is to name streets after River Systems in the State of Alaska.

There is also a plan to give many buildings on campus actual street addresses which will also bring the University into compliance with the FNSB naming and addressing system. There are lots of buildings on campus that only have building numbers but no street addresses. The buildings will keep their building numbers for campus purposes but the buildings will be assigned street address numbers.

The final item is not yet finalized yet but there is another request to name a room after a donor but the donation has not yet been made.

The next meeting has not yet been scheduled but I will be notified when we are to meet.

Master Planning Committee
Report for Staff Council Meeting #269
February 2016

Brad Krick, Representative; Alternate Not Filled

MPC met on February 25.

Color Scheme for Combined Heat & Power Plant:

The MPC passed a motion approving the warmer color scheme for the CH&P Plant. The color scheme will be gradated in four layers with a darker bronze color at the bottom and a white color at the top. A sample of the colors will be created and MPC will be able to view the colors 'live' as it were before the scheme is completely set.

Combined Heat & Power Construction:

Construction is beginning right away. Forms are being placed now and concrete will be poured in April. Steel will go vertical in June 2016 with continuous construction throughout 2016 and 2017. Testing of the plant will begin in early 2018, with the plant expected to be operational by Fall 2018.

The new plant will be considerably larger than the current plant. The overall building is 110 feet high (current plant 65 feet high) and the stack is 210 feet high.

Facilities Services Update:

Facilities is preparing a summer construction map. They're expecting a light season.

UAF is in the process of naming streets and trails that are currently without names. There is also work being done to standardize building addresses. Some building numbers will change (not many - half a dozen).

College Utilities Water Switchover:

The connection to College Utilities is complete, but not turned on yet. This will happen sooner rather than later, but there's no specific timeline.

**University of Alaska Fairbanks
Staff Council
Resolution 2016-269-1**

DRAFT

**Resolution in Support of the University of Alaska and the Board of Regents' position on
SB 174 "An Act relating to the regulation of firearms and knives by the University of
Alaska"**

Whereas, the University of Alaska presented its position on SB 174 via a position paper issued on February 12, 2016 (attached);

Whereas, the University of Alaska affirmed the Constitutionality of its policies in a 2014 letter from UA General Counsel to the Senate Finance committee (attached);

Whereas, the University of Alaska outlined its clear concerns with regard to campus safety and concealed carry handguns on campus in the 2014 letter from General Counsel to Senate Finance;

Whereas, the Staff Alliance agrees that the University of Alaska's policies regarding weapons on campus are reasonable and prudent;

Whereas, the Coalition of Student Leaders of the University of Alaska voted to oppose SB 174 and provided testimony in opposition during their legislative advocacy event;






Whereas, SB 174 would make it more difficult for the University of Alaska to proactively take measures to prevent violence on its campuses;

Therefore be it resolved that, the Staff Alliance supports the University of Alaska and the Board of Regents in opposing SB 174, "An Act relating to the regulation of firearms and knives by the University of Alaska."

UAF Title IX Compliance Scorecard January 2016





REQUIRED FOR COMPLIANCE

UAF – all campuses

| | | | |
|--|--|---|--|
| 1. Key Board Policy and University Regulations' Ability to Support Compliance | P01.02 |  | Compliant |
| | P04.02 |  | <p>UA's Sexual Harassment policy for employees, found in 04.02, is red because aspects of the policy do not comply with state and federal regulations. For instance, the policy does not allow for anonymous complaints, but OCR guidance on Title IX would require a review of an anonymous complaint.</p> <p>To achieve state and federal regulation compliance regarding Title IX, the UA Title IX team will draft an updated policy for consideration.</p> |
| | P04.08 |  | <p>UA's policy for Employee Dispute and Grievance Resolution found in 04.08 is red because it does not meet guidance from OCR on certain critical procedures for ensuring a balanced and fair Title IX process. For instance, if the complaining party were a student, they would not have the same appeal rights at the completion of the investigation as the respondent employee would. OCR firmly requires that both parties get equal opportunity to appeal.</p> <p>To achieve state and federal regulation compliance regarding Title IX, the UA Title IX team will draft an updated policy for consideration.</p> |
| | P09.02 |  | <p>UA's Student Conduct process found in 09.02 is yellow because while the policy is compliant, the process is lengthy making it difficult to meet OCR 60-day guidance for resolution.</p> <p>To achieve state and federal regulation compliance regarding Title IX, the UA Title IX team will ask draft updated policy with a more efficient process.</p> |
| | 2. University Title IX Procedures |  | <p>In March 2014, UAF TIX Task Force mapped a systematic process which is the initial step in establishing written procedures. This process has been tested and updated numerous times. Our procedure is flexible to meet any additional changes and will easily comport with the BOR policy and University regulations as they are updated to comply with TIX requirements. UAF began mapping BOR policy in 2014, as well as developed a jurisdiction matrix, a concise gatekeeper analysis, a student sanctioning matrix and a quad clarifying essential steps under OCR's</p> |



For definitions and complete details on each element, see Title IX Scorecard Metrics document.

UAF Title IX Compliance Scorecard January 2016

| | | |
|---|---|---|
| | | <p>requirement to stop, remedy, investigate, and prevent sex based harassment. Based on UAF's preemptive work, in November 2015, the UA TIX Team finalized the BOR map and created a UA jurisdiction matrix. The UA TIX Team is currently requesting a charge giving authority and resources to update BOR policy and University regulation.</p> <p>Improvements made at UAF resulted in a 338% increase in reporting in 2015/2016 school year. All allegations of discrimination were thoroughly investigated with a staffing level of 64% of industry recommended staffing standard.</p> |
| 3. Published Notice of Nondiscrimination that comports with 34 CFR 106.9 requirements. |  | <p>UAF researched this requirement, drafted language and shared with all UA campuses. The UAF notice is published on our website and contains all the correct information and required language. Broader publication as prescribed by 34-CFR-106.9(a) requires funding and is ongoing, estimated completion by the end of Feb 2016.</p> |
| 4. Published Anti-Harassment Statement |  | <p>UAF's anti-harassment statement is published on the webpage and on our Cornerstone news outlet meeting all requirements.</p> |
| 5. Title IX Coordinator |  | <p>Title IX coordinator responsibilities have been added to the Director of Diversity & Equal Opportunity. Therefore, our coordinator has multiple and significant duties assigned (Director Diversity & Equal Opportunity, all EEO and Title IX training, all discrimination and Title IX and EEO investigations, ADA compliance, advisory services). While current focus has been on compliance with 2011 DCL regarding sex based harassment and assault, implementation of overall responsibilities contained in OCR 2015 Resource Guide will require a Compliance Office. This Compliance Officer will be responsible for conducting assessments of athletics; recruitment, admissions and counseling; financial aid; student discipline; housing; marketing; gender equity in academic programs - especially STEM; gender equity in extracurricular activities; adjustments for pregnant and parenting students; equity for transgender students; gender equity in employment; equity for international students; and equity for students with disabilities. Each of the required areas will be addressed by collaborating with the responsible VCs in identifying measurable standards and collecting statistics.</p> |
| 6. Professional Development for Staff with Title IX Responsibilities |  | <p>Resources required to fully comply with the required annual specialized training for Coordinator, Investigators, Title IX Deputies, campus points of contacts and professionals with Title IX responsibilities.</p> |

For definitions and complete details on each element, see Title IX Scorecard Metrics document.




UAF Title IX Compliance Scorecard January 2016

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| 7. Training for Students, Faculty and Staff |  | <p>EMPLOYEES: It was the preemptive work of UAF in 2012 that resulted in new language in the union contracts and allowed all campuses to mandate training to faculty. In June 2014, Chancellor Rogers notified all employees that Title IX training was mandatory.</p> <p>In July and August 2014, UAF began a massive training program for faculty and staff achieving a 98% training completion rate. There were 63 in-person training sessions including presentations in Bethel, Kotzebue, Dillingham and Nome. On-line training was offered and TIX training is included as part of our Supervising for Success, Respectful Workplace and Reslife Training. Completion rates are captured when employees logged on to complete the follow-up quiz.</p> <p>In the summer of 2015, UAF institutionalized our TIX training requirement by writing policy making it mandatory for all new employees and requiring all employees to refresh every two years.</p> <p>In February 2016, the training module for employees will be available from EverFi and will be marketed for all employees.</p> <p>STUDENTS: In Spring 2015, UAF created a Title IX Student Training Committee. It was the research conducted by UAF's committee that enabled UA to timely implement on-line training for all campuses in August 2015. When EverFi offered to provide Haven Healthy Relationships and AlcoholEdu the first year free if all campuses signed up, the President subsequently offered to fund the first two years. Resources are required to maintain contractual services for training after 2018. UAF is revisiting a decision in making training mandatory for all students.</p> |
| 8. Responsible Employee Notification |  | <p>In February 2014, all employees were notified that they are "responsible employees", meaning that if they have knowledge of sexual harassment or sexual assault, they must report the incident to TIX within 24 hours. 98% of employees have been trained on their responsibilities. New employees are notified of their responsibilities as part of the 'on-boarding' process.</p> |

NOT Required for Compliance at this time, but considered "**Best Practice**" & **Recommended**




For definitions and complete details on each element, see Title IX Scorecard Metrics document.

UAF Title IX Compliance Scorecard January 2016

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| 9. Climate Survey |  | <p>UA conducted a climate survey within the past year, but did not meet all criteria for compliance. The survey was designed & implemented without the cross-functional components (e.g., student involvement in campus climate) and is not broken down by campus.</p> <p>UAF has conducted subsequent focus groups with students to further examine climate.</p> <p>UAF is forming an advisory committee which is recommended to provide input to future surveys.</p> |
| 10. Unified Tracking System |  | <p>UAF purchased Maxient Conduct Manager software (the industry standard) in June 2015 and is the pilot site for implementation. In January 2016, UAF went live with Maxient and the university feed will be completed by mid-February. Previously cases were tracked with a detailed excel spreadsheet by D&EO, with Conduct Coordinator by ResLife, by a shared drive with Dean of Students, and through a separate system for employees. Maxient unifies all systems (Title IX, Human Resources, Dean of Students, Resident Life, Campus Police). 24% of UA student cross UAF, UAA and UAS boundaries and expansion of Maxient to all UA campuses will provide a unified system across the UA system. Ongoing resources will be needed to maintain the system and to fund an administrator.</p> |
| 11. Prevention and Awareness Programs |  | <p>Resources are required to hire a Prevention Coordinator to organize efforts.</p> <p>UAF is a leader in implementation of the Green Dot bystander intervention training for student leaders and influential employees, however, all efforts are being completed by individuals on a volunteer basis or as an additional duty.</p> <p>UAF has increased programming through the Student Services. Since Fall 2015, UAF has offered 9 substantial programs through the Wood Center including a theater production at orientation, Sex Signals, The Mask We Live In, Take Back the Night, as well as an It's on Us Photoshoot and a Sexual and Romantic Health Fair. ResLife promoted awareness through week-long activities during their Sexual Assault Awareness Week and other programs.</p> <p>UAF's marketing campaign was recognized as the 'gold standard' by OCR. UAF is establishing a team to refresh the campaign. We recently updated the UAF homepage so there is a 'one-click' method to access TIX. Additionally, the D&EO and Title IX websites were recently updated.</p> <p>UAF continues their awareness efforts with published articles, radio talks, support of a new student survivor group, booths at events, presentations to shared governance</p> |

For definitions and complete details on each element, see Title IX Scorecard Metrics document.

UAF Title IX Compliance Scorecard January 2016

| | | |
|---|---|---|
| | | <p>groups, support of the Women in Research group and the Women At Work forum. We have also made presentations to community groups such as Rotary, Fairbanks City Mayor, AAUW, IAC, U.S. Army and Alaska Magistrate. On-going effort include collaborative efforts with the Fairbanks North Star Borough School District, the City of Fairbanks, and the U.S. Army.</p> <p>In 2015, UAF applied for a DOJ grant and an AVON grant to bolster our prevention efforts but was not successful. Efforts to acquire funding are on-going and essential.</p> |
| 12. MOUs with Law Enforcement |  | <p>UAF has been the leader in establishing MOUs with law enforcement. The initial draft was developed by UAF and we have worked directly with the Alaska State Troopers to establish a MOU that will cover not just UAF, but all campuses. AST is reviewing the MOU and we expect signature shortly. Collaboration between UAF and local agencies is on-going. MOUs with local agencies will follow AST model. Additionally, UAF signed a MOU with ROTC.</p> |
| 13. Victim & Respondent Support |  | <p>Resources are required. UAF has no on-campus advocacy and victims are often confused, disoriented and traumatized. Through collaborative arrangements and a signed MOU, the Interior Alaska Center for Non-Violent Living (IAC) provides on-call/as-needed victim services. Additionally, we have established a transportation agreement with IAC to get victims across town to the center. UAF has been working with GCI on a project to establish a 'virtual advocate' that would have video connection directly with IAC. UAFs is a member of the Fairbanks SART Team, the Fairbanks Primary Prevention Partnership, and has two employees that serve on the IAC board. UAF has no respondent advocate.</p> |
| 14. Recurring Review of Program Response |  | <p>UAF has an established a Case Review Committee that conducts quarterly reviews of our response to sexual assault. UAF continually adapts and improves our response. Due to needed policy updates, not having enough investigators, and assigning investigators cases other than TIX (full spectrum of EEO), UAF cases typically take longer than the OCR goal of 60-days.</p> |

For definitions and complete details on each element, see Title IX Scorecard Metrics document.



UNIVERSITY
of ALASKA
Many Traditions One Alaska

To: Abel Bult-Ito, Chair
Joint Health Care Committee

From: Ardith Lynch, Interim Chief Human Resources Officer

A handwritten signature in black ink, appearing to read 'Ardith Lynch'.

Date: March 2, 2016

Re: JHCC Motions from February 25, 2016

Thank you for your memo transmitting the motions from the Joint Health Care Committee meeting on February 25, 2016.

The following motions are hereby approved for the reasons stated in your memo:

Motions: The Joint Health Care Committee recommends that the University of Alaska Chief Human Resources Officer implement the FY17 employee contribution rate tables (attached) in which \$1 million of employee over recovery is used (Motion 16.1) to set the rates as displayed in Option A (Motion 16.2).

Thank you for your efforts and diligence to continue the productive work of the JHCC.

JOINT HEALTH CARE COMMITTEE

MEMORANDUM

DATE: February 25, 2016

FROM: Abel Bult-Ito, Chair - Joint Health Care Committee (JHCC)

SUBJECT: Motions as approved for your consideration following the 12-25-16 Meeting

TO: Ardith Lynch, University of Alaska Chief Human Resource Officer

Dear Ardith,

The Joint Health Care Committee (JHCC) met today, February 25, 2016, for a regular phone/video conference meeting.

Following substantive discussions, the JHCC passed the following motions for your consideration.

Motions: The Joint Health Care Committee recommends that the University of Alaska Chief Human Resources Officer implement the FY17 employee contribution rate tables (attached) in which \$1 million of employee over recovery is used (Motion 16.1) to set the rates as displayed in Option A (Motion 16.2).

Please provide a written response to the intent of motions 16.1 and 16.2 within the 20-day timeframe in accordance to the Collective Bargaining Agreements between the University and the Union represented groups.

Respectfully,



Abel Bult-Ito, Professor of Neurobiology
Chair Joint Health Care Committee

Cc: Local Union Presidents, Staff Alliance Chair, and JHCC members

University of Alaska
Fiscal Year 2016-2017 Employee Plan Rate Scenario
Base Annual Rates without surcharges

| Line # | Headcount projection as of Feb 2016 | FY16 Actual Rates | FY17 | | FY17 % Change | FY17 \$ Change | 1M Option | | FY17 % Change | FY17 \$ Change | FY17 | | FY17 % Change | FY17 \$ Change | |
|------------|-------------------------------------|-------------------|---------------------|---------------------|---------------|----------------|---------------------|-------|---------------|----------------|------------|-------|---------------|----------------|--|
| | | | Proj Rates Option A | Proj Rates Option B | | | Proj Rates Option C | | | | | | | | |
| "750" Plan | | | | | | | | | | | | | | | |
| 1 | EE | \$2,264.00 | \$2,266.00 | 0.09% | \$2.00 | 1.72% | \$2,303.00 | 1.72% | \$39.00 | 3.47% | \$2,344.00 | 3.47% | \$80.00 | | |
| 2 | EE + SP | 4,980.00 | 4,983.00 | 0.06% | \$3.00 | 1.71% | 5,065.00 | 1.71% | \$85.00 | 3.47% | 5,156.00 | 3.47% | \$176.00 | | |
| 3 | EE + CH | 3,396.00 | 3,398.00 | 0.06% | \$2.00 | 1.71% | 3,454.00 | 1.71% | \$58.00 | 3.47% | 3,516.00 | 3.47% | \$120.00 | | |
| 4 | EE + 2CH | 4,301.00 | 4,304.00 | 0.07% | \$3.00 | 1.70% | 4,374.00 | 1.70% | \$73.00 | 3.48% | 4,453.00 | 3.48% | \$152.00 | | |
| 5 | EE + 3 or more CH | 20 | 4,980.00 | 0.06% | \$3.00 | 1.71% | 5,065.00 | 1.71% | \$85.00 | 3.47% | 5,156.00 | 3.47% | \$176.00 | | |
| 6 | EE + SP + 1CH | 113 | 6,112.00 | 0.05% | \$3.00 | 1.70% | 6,216.00 | 1.70% | \$104.00 | 3.47% | 6,328.00 | 3.47% | \$216.00 | | |
| 7 | EE + SP + 2CH | 107 | 7,018.00 | 0.06% | \$4.00 | 1.70% | 7,137.00 | 1.70% | \$119.00 | 3.47% | 7,266.00 | 3.47% | \$248.00 | | |
| 8 | EE + SP + 3 or more | 67 | 7,696.00 | 0.05% | \$4.00 | 1.70% | 7,827.00 | 1.70% | \$131.00 | 3.46% | 7,967.00 | 3.46% | \$271.00 | | |
| HDHP Plan | | | | | | | | | | | | | | | |
| 9 | EE | \$1,111.00 | \$1,112.00 | 0.09% | \$1.00 | 1.71% | \$1,130.00 | 1.71% | \$19.00 | 3.60% | \$1,151.00 | 3.60% | \$40.00 | | |
| 10 | EE + SP | 2,444.00 | 2,446.00 | 0.08% | \$2.00 | 1.72% | 2,486.00 | 1.72% | \$42.00 | 3.56% | 2,531.00 | 3.56% | \$87.00 | | |
| 11 | EE + CH | 1,666.00 | 1,667.00 | 0.06% | \$1.00 | 1.74% | 1,695.00 | 1.74% | \$29.00 | 3.54% | 1,725.00 | 3.54% | \$59.00 | | |
| 12 | EE + 2CH | 2,111.00 | 2,113.00 | 0.09% | \$2.00 | 1.75% | 2,148.00 | 1.75% | \$37.00 | 3.55% | 2,186.00 | 3.55% | \$75.00 | | |
| 13 | EE + 3 or more CH | 18 | 2,444.00 | 0.08% | \$2.00 | 1.72% | 2,486.00 | 1.72% | \$42.00 | 3.56% | 2,531.00 | 3.56% | \$87.00 | | |
| 14 | EE + SP + 1CH | 169 | 2,999.00 | 0.07% | \$2.00 | 1.73% | 3,051.00 | 1.73% | \$52.00 | 3.53% | 3,105.00 | 3.53% | \$106.00 | | |
| 15 | EE + SP + 2CH | 189 | 3,443.00 | 0.06% | \$2.00 | 1.71% | 3,502.00 | 1.71% | \$59.00 | 3.54% | 3,565.00 | 3.54% | \$122.00 | | |
| 16 | EE + SP + 3 or more | 96 | 3,776.00 | 0.05% | \$2.00 | 1.72% | 3,841.00 | 1.72% | \$65.00 | 3.55% | 3,910.00 | 3.55% | \$134.00 | | |
| CDHP Plan | | | | | | | | | | | | | | | |
| 17 | EE | \$761.00 | \$762.00 | 0.13% | \$1.00 | 1.84% | \$775.00 | 1.84% | \$14.00 | 3.68% | \$789.00 | 3.68% | \$28.00 | | |
| 18 | EE + SP | 1,674.00 | 1,676.00 | 0.12% | \$2.00 | 1.73% | 1,703.00 | 1.73% | \$29.00 | 3.58% | 1,734.00 | 3.58% | \$60.00 | | |
| 19 | EE + CH | 1,142.00 | 1,143.00 | 0.09% | \$1.00 | 1.75% | 1,162.00 | 1.75% | \$20.00 | 3.59% | 1,183.00 | 3.59% | \$41.00 | | |
| 20 | EE + 2CH | 23 | 1,446.00 | 0.07% | \$1.00 | 1.73% | 1,471.00 | 1.73% | \$25.00 | 3.60% | 1,498.00 | 3.60% | \$52.00 | | |
| 21 | EE + 3 or more CH | 10 | 1,674.00 | 0.06% | \$1.00 | 1.73% | 1,703.00 | 1.73% | \$29.00 | 3.58% | 1,734.00 | 3.58% | \$60.00 | | |
| 22 | EE + SP + 1CH | 98 | 2,054.00 | 0.10% | \$2.00 | 1.75% | 2,090.00 | 1.75% | \$36.00 | 3.55% | 2,127.00 | 3.55% | \$73.00 | | |
| 23 | EE + SP + 2CH | 99 | 2,359.00 | 0.08% | \$2.00 | 1.74% | 2,400.00 | 1.74% | \$41.00 | 3.56% | 2,443.00 | 3.56% | \$84.00 | | |
| 24 | EE + SP + 3 or more | 58 | 2,587.00 | 0.08% | \$2.00 | 1.74% | 2,632.00 | 1.74% | \$45.00 | 3.56% | 2,679.00 | 3.56% | \$92.00 | | |

University of Alaska
Fiscal Year 2016-2017 Employee Plan Rate Scenarios
 Biweekly Rates (19 Payperiods)- Base Annual Rates without surcharges

| Line # | Headcount projection as of Feb | FY16 Actual Rates | 1M Option | | | | FY17 Proj Rates Option A | FY17 | | | | FY17 Proj Rates Option B | FY17 | | | | FY17 Proj Rates | FY17 | | | |
|------------|--------------------------------|-------------------|---------------|----------------|---------------|----------------|--------------------------|---------------|----------------|---------------|----------------|--------------------------|---------------|----------------|---------------|----------------|-----------------|---------------|----------------|--|--|
| | | | FY17 % Change | FY17 \$ Change | FY17 % Change | FY17 \$ Change | | FY17 % Change | FY17 \$ Change | FY17 % Change | FY17 \$ Change | | FY17 % Change | FY17 \$ Change | FY17 % Change | FY17 \$ Change | | FY17 % Change | FY17 \$ Change | | |
| "750" Plan | | | | | | | | | | | | | | | | | | | | | |
| 1 | EE | 488 | \$119.16 | | | | \$119.26 | 0.08% | \$0.10 | | | \$121.21 | 1.72% | \$2.05 | | \$123.37 | 3.53% | \$4.21 | | | |
| 2 | EE + SP | 307 | \$262.11 | | | | \$262.26 | 0.06% | \$0.15 | | | \$266.58 | 1.71% | \$4.47 | | \$271.37 | 3.53% | \$9.26 | | | |
| 3 | EE + CH | 108 | \$178.74 | | | | \$178.84 | 0.06% | \$0.10 | | | \$181.79 | 1.71% | \$3.05 | | \$185.05 | 3.53% | \$6.31 | | | |
| 4 | EE + 2CH | 51 | \$226.37 | | | | \$226.53 | 0.07% | \$0.16 | | | \$230.21 | 1.70% | \$3.84 | | \$234.37 | 3.53% | \$8.00 | | | |
| 5 | EE + 3 or more CH | 20 | \$262.11 | | | | \$262.26 | 0.06% | \$0.15 | | | \$266.58 | 1.71% | \$4.47 | | \$271.37 | 3.53% | \$9.26 | | | |
| 6 | EE + SP + 1CH | 113 | \$321.68 | | | | \$321.84 | 0.05% | \$0.16 | | | \$327.16 | 1.70% | \$5.48 | | \$333.05 | 3.53% | \$11.37 | | | |
| 7 | EE + SP + 2CH | 107 | \$369.37 | | | | \$369.58 | 0.06% | \$0.21 | | | \$375.63 | 1.69% | \$6.26 | | \$382.42 | 3.53% | \$13.05 | | | |
| 8 | EE + SP + 3 or more | 67 | \$405.05 | | | | \$405.26 | 0.05% | \$0.21 | | | \$411.95 | 1.70% | \$6.90 | | \$419.32 | 3.52% | \$14.27 | | | |
| HDHP Plan | | | | | | | | | | | | | | | | | | | | | |
| 9 | EE | 561 | \$58.47 | | | | \$58.53 | 0.10% | \$0.06 | | | \$59.47 | 1.71% | \$1.00 | | \$60.58 | 3.61% | \$2.11 | | | |
| 10 | EE + SP | 306 | \$128.63 | | | | \$128.74 | 0.09% | \$0.11 | | | \$130.84 | 1.72% | \$2.21 | | \$133.21 | 3.56% | \$4.58 | | | |
| 11 | EE + CH | 114 | \$87.68 | | | | \$87.74 | 0.07% | \$0.06 | | | \$89.21 | 1.74% | \$1.53 | | \$90.79 | 3.55% | \$3.11 | | | |
| 12 | EE + 2CH | 50 | \$111.11 | | | | \$111.21 | 0.09% | \$0.10 | | | \$113.05 | 1.75% | \$1.94 | | \$115.05 | 3.55% | \$3.94 | | | |
| 13 | EE + 3 or more CH | 18 | \$128.63 | | | | \$128.74 | 0.09% | \$0.11 | | | \$130.84 | 1.72% | \$2.21 | | \$133.21 | 3.56% | \$4.58 | | | |
| 14 | EE + SP + 1CH | 169 | \$157.84 | | | | \$157.95 | 0.07% | \$0.11 | | | \$160.58 | 1.74% | \$2.74 | | \$163.42 | 3.54% | \$5.58 | | | |
| 15 | EE + SP + 2CH | 189 | \$181.21 | | | | \$181.32 | 0.06% | \$0.11 | | | \$184.32 | 1.72% | \$3.11 | | \$187.63 | 3.54% | \$6.42 | | | |
| 16 | EE + SP + 3 or more | 96 | \$198.74 | | | | \$198.84 | 0.05% | \$0.10 | | | \$202.16 | 1.72% | \$3.42 | | \$205.79 | 3.55% | \$7.05 | | | |
| CDHP Plan | | | | | | | | | | | | | | | | | | | | | |
| 17 | EE | 256 | \$40.05 | | | | \$40.11 | 0.15% | \$0.06 | | | \$40.79 | 1.85% | \$0.74 | | \$41.53 | 3.70% | \$1.48 | | | |
| 18 | EE + SP | 84 | \$88.11 | | | | \$88.21 | 0.11% | \$0.10 | | | \$89.63 | 1.73% | \$1.52 | | \$91.26 | 3.58% | \$3.15 | | | |
| 19 | EE + CH | 38 | \$60.11 | | | | \$60.16 | 0.08% | \$0.05 | | | \$61.16 | 1.75% | \$1.05 | | \$62.26 | 3.58% | \$2.15 | | | |
| 20 | EE + 2CH | 23 | \$76.11 | | | | \$76.16 | 0.07% | \$0.05 | | | \$77.42 | 1.72% | \$1.31 | | \$78.84 | 3.59% | \$2.73 | | | |
| 21 | EE + 3 or more CH | 10 | \$88.11 | | | | \$88.16 | 0.06% | \$0.05 | | | \$89.63 | 1.73% | \$1.52 | | \$91.26 | 3.58% | \$3.15 | | | |
| 22 | EE + SP + 1CH | 98 | \$108.11 | | | | \$108.21 | 0.09% | \$0.10 | | | \$110.00 | 1.75% | \$1.89 | | \$111.95 | 3.55% | \$3.84 | | | |
| 23 | EE + SP + 2CH | 99 | \$124.16 | | | | \$124.26 | 0.08% | \$0.10 | | | \$126.32 | 1.74% | \$2.16 | | \$128.58 | 3.56% | \$4.42 | | | |
| 24 | EE + SP + 3 or more | 58 | \$136.16 | | | | \$136.26 | 0.07% | \$0.10 | | | \$138.53 | 1.74% | \$2.37 | | \$141.00 | 3.55% | \$4.84 | | | |

University of Alaska
Fiscal Year 2016-2017 Employee Plan Rate Scenario
 Biweekly Rates (26 Payperiods) - Base Annual Rates without surcharges

| Line # | Headcount projection as of Feb 2016 | FY16 Actual Rates | 1M Option | | | | | | FY17 Proj Rates Option C | FY17 % Change | FY17 \$ Change | |
|------------|-------------------------------------|-------------------|--------------------------|---------------|----------------|--------------------------|---------------|----------------|--------------------------|---------------|----------------|---------|
| | | | FY17 Proj Rates Option A | FY17 % Change | FY17 \$ Change | FY17 Proj Rates Option B | FY17 % Change | FY17 \$ Change | | | | |
| "750" Plan | | | | | | | | | | | | |
| 1 | EE | 488 | \$87.08 | \$87.15 | 0.08% | \$0.07 | \$88.58 | 1.72% | \$1.50 | \$90.15 | 3.53% | \$3.07 |
| 2 | EE + SP | 307 | \$191.54 | \$191.65 | 0.06% | \$0.11 | \$194.81 | 1.71% | \$3.27 | \$198.31 | 3.53% | \$6.77 |
| 3 | EE + CH | 108 | \$130.62 | \$130.69 | 0.05% | \$0.07 | \$132.85 | 1.71% | \$2.23 | \$135.23 | 3.53% | \$4.61 |
| 4 | EE + 2CH | 51 | \$165.42 | \$165.54 | 0.07% | \$0.12 | \$168.23 | 1.70% | \$2.81 | \$171.27 | 3.54% | \$5.85 |
| 5 | EE + 3 or more CH | 20 | \$191.54 | \$191.65 | 0.06% | \$0.11 | \$194.81 | 1.71% | \$3.27 | \$198.31 | 3.53% | \$6.77 |
| 6 | EE + SP + 1CH | 113 | \$235.08 | \$235.19 | 0.05% | \$0.11 | \$239.08 | 1.70% | \$4.00 | \$243.38 | 3.53% | \$8.30 |
| 7 | EE + SP + 2CH | 107 | \$269.92 | \$270.08 | 0.06% | \$0.16 | \$274.50 | 1.70% | \$4.58 | \$279.46 | 3.53% | \$9.54 |
| 8 | EE + SP + 3 or more | 67 | \$296.00 | \$296.15 | 0.05% | \$0.15 | \$301.04 | 1.70% | \$5.04 | \$306.42 | 3.52% | \$10.42 |
| HDHP Plan | | | | | | | | | | | | |
| 9 | EE | 561 | \$42.73 | \$42.77 | 0.09% | \$0.04 | \$43.46 | 1.71% | \$0.73 | \$44.27 | 3.60% | \$1.54 |
| 10 | EE + SP | 306 | \$94.00 | \$94.08 | 0.09% | \$0.08 | \$95.62 | 1.72% | \$1.62 | \$97.35 | 3.56% | \$3.35 |
| 11 | EE + CH | 114 | \$64.08 | \$64.12 | 0.06% | \$0.04 | \$65.19 | 1.73% | \$1.11 | \$66.35 | 3.54% | \$2.27 |
| 12 | EE + 2CH | 50 | \$81.19 | \$81.27 | 0.10% | \$0.08 | \$82.62 | 1.76% | \$1.43 | \$84.08 | 3.56% | \$2.89 |
| 13 | EE + 3 or more CH | 18 | \$94.00 | \$94.08 | 0.09% | \$0.08 | \$95.62 | 1.72% | \$1.62 | \$97.35 | 3.56% | \$3.35 |
| 14 | EE + SP + 1CH | 169 | \$115.35 | \$115.42 | 0.06% | \$0.07 | \$117.35 | 1.73% | \$2.00 | \$119.42 | 3.53% | \$4.07 |
| 15 | EE + SP + 2CH | 189 | \$132.42 | \$132.50 | 0.06% | \$0.08 | \$134.69 | 1.71% | \$2.27 | \$137.12 | 3.55% | \$4.70 |
| 16 | EE + SP + 3 or more | 96 | \$145.23 | \$145.31 | 0.06% | \$0.08 | \$147.73 | 1.72% | \$2.50 | \$150.38 | 3.55% | \$5.15 |
| CDHP Plan | | | | | | | | | | | | |
| 17 | EE | 256 | \$29.27 | \$29.31 | 0.14% | \$0.04 | \$29.81 | 1.84% | \$0.54 | \$30.35 | 3.69% | \$1.08 |
| 18 | EE + SP | 84 | \$64.38 | \$64.46 | 0.12% | \$0.08 | \$65.50 | 1.74% | \$1.12 | \$66.69 | 3.59% | \$2.31 |
| 19 | EE + CH | 38 | \$43.92 | \$43.96 | 0.09% | \$0.04 | \$44.69 | 1.75% | \$0.77 | \$45.50 | 3.60% | \$1.58 |
| 20 | EE + 2CH | 23 | \$55.62 | \$55.65 | 0.05% | \$0.03 | \$56.58 | 1.73% | \$0.96 | \$57.62 | 3.60% | \$2.00 |
| 21 | EE + 3 or more CH | 10 | \$64.38 | \$64.42 | 0.06% | \$0.04 | \$65.50 | 1.74% | \$1.12 | \$66.69 | 3.59% | \$2.31 |
| 22 | EE + SP + 1CH | 98 | \$79.00 | \$79.08 | 0.10% | \$0.08 | \$80.38 | 1.75% | \$1.38 | \$81.81 | 3.56% | \$2.81 |
| 23 | EE + SP + 2CH | 99 | \$90.73 | \$90.81 | 0.09% | \$0.08 | \$92.31 | 1.74% | \$1.58 | \$93.96 | 3.56% | \$3.23 |
| 24 | EE + SP + 3 or more | 58 | \$99.50 | \$99.58 | 0.08% | \$0.08 | \$101.23 | 1.74% | \$1.73 | \$103.04 | 3.56% | \$3.54 |

**University of Alaska Fairbanks
Staff Council
Resolution 2016-269-1
Approved
March 7, 2016**

The University of Alaska Fairbanks Staff Council unanimously approved the following resolution at Meeting #269, on March 7, 2016:

Resolution 2016-269-1:

Resolution Proposing Modifications to the University of Alaska Regulation '04.07.110 I. Review of Layoff or Recall Decision'

Background

Through emergency action in 2015, UA President Gamble signed into regulation a series of changes to the layoff procedures and policies. Included in those changes were a number of modifications to the grievance process, effectively changing the process from a full grievance procedure to a review process. Due to the hurried turnaround of the emergency action, staff governance feedback wasn't included in the original drafting of these changes.

The lack of language clearly stating that the reviewer cannot be the same person who initiated the layoff is our chief concern. In addition, there is no length of time specified for the review, should an employee challenge their layoff. The employee has 10 days from the date notified of layoff to request the review, the reviewer has unlimited days to perform the review, once the review is completed, the reviewer must make a recommendation to the Chancellor in five days, the Chancellor has five days to make a final decision. The timeline does not delay the effective date of the planned layoff, so the 30 day notice period could easily expire during the process of the review, sending the employee into a lapse period.

SC 269

Resolution 2016-269-1

Attachment 269-4

Resolution 2016-269-1 (cont.):**Resolution to Modify the Grievance Review Layoff Regulations**

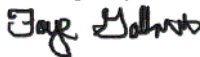
WHEREAS, The regulations do not specify that the reviewer and the individual who made the layoff decision cannot be the same person. This opens the potential for a situation where the same person who made the layoff decision also reviews the layoff grievance — not ensuring fairness for the employee; and

WHEREAS, The maximum length of time for the review to occur after a review is requested is not stated in the existing regulations. This does not provide protection for the employee. The employee requesting the review has no assurance that the decision would be made within the 30 day notice period; and

WHEREAS, There is no specification of reinstatement protections if the grievance findings are in the staff member's favor and the layoff decision is reversed. If the review process finds in the employee's favor, that individual should have the same protections as a recalled employee (described in 04.07.110 G); now

THEREFORE BE IT RESOLVED, UAF Staff Council proposes the following changes to University of Alaska 'Regulation 04.07.110 I. Review of Layoff or Recall Decision.'

DocuSigned by:



7E9C8458E641469...

Faye Gallant, President, UAF Staff Council

March 8, 2016

Date

Resolution 2016-269-1 (cont.):**UAF Staff Council Suggested Revisions to University of Alaska 'Regulation 04.07.110 I. Review of Layoff or Recall Decision****I. Review of Layoff or Recall Decision**

Any employee who disputes a layoff or recall decision may request review as set forth below.

1. To be valid, a written request for review must be filed with the chief human resources officer within 10 working days of the date notice of layoff or recall was given in accordance with sub-section H. above. The employee will submit a statement of all reasons for questioning the validity of or motivation for the layoff or recall decision, and such supporting evidence as the employee deems appropriate.

2. The scope of the review will be limited to whether the employee can establish that:

a. the procedures provided by the layoff, recall and release policy and this regulation have not been followed in deciding to layoff or not recall the employee;

b. the decision to lay off or not to recall the employee was based on a reason prohibited by law; or

c. the layoff of the employee or a decision not to recall the employee was not authorized under this regulation. Budget reallocations within or between any administrative units of the university are not within the scope of review.

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 CANNOT BE THE SAME PERSON WHO MADE THE INITIAL DECISION FOR LAYOFF.** The reviewer is never obligated to provide for a different **REVIEW** procedure, **FOR EXAMPLE, ORAL TESTIMONY OR THIRD PARTY DOCUMENTATION**, but may elect to do so with respect to some or all of the issues raised, by creating a new **REVIEW** procedure, or by adopting or by modifying an existing procedure.

4. In the event that the matter is not decided on the basis of the materials submitted, the reviewer will inform the employee and administrator in writing of the **ADDITIONAL REVIEW ~~procedure~~ PROCEDURES** to be followed.

Resolution 2016-269-1 (cont.):

**UAF Staff Council Suggested Revisions to University of Alaska 'Regulation 04.07.110 I.
Review of Layoff or Recall Decision (cont.):**

5. The reviewer will make his/her recommendation on the matter within ~~five~~ 10 working days of the ~~conclusion-of-the~~ REQUEST FOR review. The reviewer will make his/her recommendation to the chancellor, or, in the case of Statewide Administration employees,

to the chief human resources officer. The chancellor, chief human resources officer, or designee, will render a decision within five working days.

6. Except in the case of a written agreement between the parties, the time limits provided hereunder will be extended only for compelling reasons as determined by the chancellor, the chief human resources officer, or designee, as appropriate.

7. IF THE REVIEW IS FOUND IN FAVOR OF THE EMPLOYEE, THEY ARE ENTITLED TO THE SAME PROTECTIONS AS RECALLED EMPLOYEES AS DESCRIBED IN 04.07.110 G.

An employee's failure to receive a final decision in a review proceeding will not delay the effective date of any planned layoff or recall.

Staff Alliance Compensation Committee
Report for Staff Alliance
February 2016

Present: Mike Cox, Mae Delcastillo, Maureen Hunt, Brad Krick, John Moore, Michelle Warrenchuk, Elizabeth Winfree
Guest: Tara Ferguson

The committee met on Wednesday, February 17, from 10:00 to 11:15 AM. The meeting was held via a phone line audio conference. The only agenda item was a discussion with UA Compensation Director Tara Ferguson. Brad sent the following questions to Tara before the meeting:

1. Governor Walker's budget to the Legislature included funding for union employees but no funding for non-represented employees. What is UA's plan for FY17 and the previously requested 2.5% ATB increase for staff?
2. Are furloughs being discussed for FY17 and/or FY18? The committee has heard that systemwide furloughs are unlikely, but that campus or department-level furloughs are a possibility.
3. Between FY09 and FY16, non-represented staff have had one step increase (in FY12). What would it take to restart movement on our steps?
4. Are we taking any steps to address salary compression or inversion that is occurring as a result of a lack of step movement? New hires (when that becomes a possibility again) will come in at the same step or higher (because of negotiation) as current employees.
5. If we're moving away from automatic step increases, are we putting into resources into other forms of compensation, like bonuses or merit increases?

Tara answered the questions in order, with questions and comments from committee members.

1. No decision on the 2.5% increase at this point, with likely no announcement until June 2016 Board of Regents meeting.

A committee member asked about CBAs and their impact on staff salary. Tara said that the negotiations usually start in the spring/summer and that they do impact staff salary discussion.

2. Tara said that furloughs are being discussed, but not at her level. She agreed that furloughs are not a preferred tool of the current administration (Tom Langdon indicated this to the committee during the January meeting)..
3. With regard to step increases, Tara indicated that if we have a 2.5% increase, her recommendation is that it would be a split ATB and step increase.

4. With regard to salary compression, Tara said that HR has done an analysis on different positions and found that there were some departments that had salary compression, but that most were fair. Brad asked if this data could be shared with the committee or with Staff Alliance.
5. Tara said that we aren't moving away from steps, but if we can't have steps due to budget concerns, we are looking for other means. Expanding bonuses is not off the table. It was being worked on last year, but fell off the table.

The committee asked if there is a "five year plan" for staff compensation. Tara said, "Yes." She'd like to look at market and at restructuring the grid, but it hasn't been feasible over the last few years. A possible market survey would benchmark common positions and look at peer institutions. The cost of living would be taken into account. We'd likely compare to the State. Comparing public employees to private industry is more difficult.

Tara left the meeting. The committee then discussed the possibility of requesting salary data regarding compression and what kind of data would we need to evaluate compression.

The committee discussed other methods of compensation, including the value of longevity awards.

Brad commented on ASEA's proposed 2016 - 2019 contract with the State. The proposed contract language does not include cost of living increases, but he is fairly sure that it still includes merit increases.

- As of 3/4/2016, this is confirmed - the proposed contract still includes merit increases (page 2 of the FAQ linked below):

<http://www.afscmelocal52.org/index.php/benefits-services/all-forms-documents/collective-bargaining-agreements/state-of-alaska-cba/soa-2016-2019/277-faq-for-2016-2019-ggu-tentative-agreement/file>

UA Title IX Compliance Scorecard Metrics February 2016

This rubric authored by the UA Title IX work team (comprised of the UAA, UAF and UAS Title IX Coordinators and professional staff with Title IX responsibilities), identifies key compliance requirements. For compliance purposes, the team captured, and each campus is measuring, its performance against the requirements articulated in federal law, Office of Civil Rights (OCR) guidance and Dear Colleague Letters (DCL) issued by OCR.

Across the nation, best practices in Title IX are emerging through guidance provided by the White House (*Not Alone* report, April 2014), OCR Settlement Agreements with other universities (Montana, Michigan State, Tufts, Virginia, Harvard, etc.), professional associations such as ATIXA, and research conducted by Rutgers and others.

The work team members are individually advocating on their campuses for adoption of many of the emerging best practices; eventually those best practices may become metrics added to this scorecard, though not required to be compliant with the law. The UA Title IX work team members will monitor the emerging best practices and bring the practices to the attention of the work team and their campus leadership for possible funding and adoption.

The current scorecard is focused primarily on legal compliance and peripherally on best practice.

Required for Compliance

1. Key Board Policy and University Regulations' Ability to Support Compliance; Pol. 01.02, Pol. 04.02, Pol. 04.08, Pol. 09.02

Grievance procedures providing for the prompt and equitable resolution of student and employee complaints is required pursuant to 34 CFR 106.8(b). Some Board of Regents Policy and University Regulation are not current with Title IX requirements, and have significant impact on the campuses' ability to comply with Title IX. OCR Sexual Harassment Guidance, January, 2001, requires that grievance procedures applicable to sexual harassment complaints should be written in language appropriate to the age of the school's students, easily understood, and widely disseminated.

An assessment of those Policies and Regulations' ability to support campus Title IX obligations follows:

P01.02 Discrimination and Title IX

| | |
|---------|---|
| Red: | Non-compliant |
| Yellow: | Compliant but cumbersome or impedes compliance |
| Green: | Compliant, easily understandable and supports Title IX compliance |

P04.02 Sexual Harassment

| | |
|---------|--|
| Red: | Non-compliant |
| Yellow: | Compliant but cumbersome or impedes compliance |

Green: Compliant, easily understandable and supports Title IX compliance

P04.08 Employee Discipline

Red: Non-compliant
 Yellow: Compliant but cumbersome or impedes compliance
 Green: Compliant, easily understandable and supports Title IX compliance

P09.02 Student Code of Conduct

Red: Non-compliant
 Yellow: Compliant but cumbersome or impedes compliance
 Green: Compliant, easily understandable and supports Title IX compliance

2. University Title IX Procedures

Procedures identified as required under OCR Guidance and as minimum requirements under the Michigan State University Resolution Agreement, Aug 2015.

Rating:

Red: 0% to 50% (0-12)
 Yellow: 50% to 90% (13-22)
 Green: 90% (23 or more)

Criteria:

- ☐ Procedures apply to complaints alleging all forms of sex discrimination against employees, students, and third parties
- ☐ Procedure and how to file a complaint is easily understood, easily located and widely distributed, including the name or title, office address, email address, and telephone number for the individual with whom complaints may be filed
- ☐ Provisions for the prompt adequate, reliable and impartial investigation of complaints, including the opportunity for the parties to present witnesses and other evidence and to have similar and timely access to information being considered in the grievance process
- ☐ Reasonably prompt timeframes for the major stages of the grievance process, including provisions for extension of time, that apply equally to the parties
- ☐ Written notice of the outcome of the complaint, and any appeals to all parties including the respondent, alleged victim and if different, the complainant
- ☐ Assurance that the university will take prompt and effective steps to end the sexual or gender-based harassment, assault and sexual or violence; eliminate any hostile environment; prevent its recurrence; and remedy the discriminatory effects on the victim and others

- ☐ If the procedures allow parties to have a representative at proceedings, both parties will have an equal opportunity to present
- ☐ Notice of the opportunity for both parties to appeal the findings, if the procedure allows appeals; and for both parties to participate equally in the appeal process
- ☐ Appropriate definitions and examples of what types of actions may constitute sex discrimination, including a clear and consistent definition of what does and does not constitute consent
- ☐ A statement clarifying that policy and procedures addressing complaints of sex discrimination apply to all university programs and activities including those conducted off-campus
- ☐ Explicit statement that where relevant, if off-campus misconduct did not occur in the context of a University program or activity, the University will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus or in an off-campus education program or activity
- ☐ A statement that all employees, other than non-professional counselors or advocates and those employees legally regarded as confidential resources, are expected to promptly report sexual and gender-based harassment, assault and violence that they observe or learn about
- ☐ A provision explaining that the complainant has the right to decline to participate in an investigation, appear in a proceeding with the respondent present, or otherwise confront the respondent during the grievance process, including during any hearing or appeal
- ☐ Statement that the University has an obligation to promptly take steps to investigate or otherwise determine what occurred and then to take appropriate steps to resolve the complaint when it knows or reasonably should know about possible discrimination (from any source); regardless of whether the complainant declines to participate in the process. It will also contain a statement that the University will seek to balance a complainant's request for anonymity or not to participate in an investigation with its broader obligation to campus safety; and that the University will respond to complaints, reports, or information about incidents of sex discrimination to stop prohibited sex discrimination, eliminate any hostile environment, take steps to prevent the recurrence of the sex discrimination, and address any effects on campus or in the context of any University programs and activities regardless of location
- ☐ If the policy permits the University to act as the complainant for purposes of hearings and appeals, a provision ensuring that the actual complainant is permitted to provide input into whether the University appeals a decision under the grievance process
- ☐ Provisions clarifying that any informal resolution process set forth in the procedures will only be used if the parties voluntarily agree to do so; that the complainant will not be required to resolve the problem directly with the respondent; and a statement that there will be instances when the informal resolution process is inappropriate (e.g., mediation is prohibited in cases of sexual assault, and in cases involving a student complaining of sexual harassment against an employee in a position of authority over the student); and that both parties must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process

- ☐ Statement that the preponderance of the evidence standard will be used for investigating alleged sex discrimination, including sexual and gender-based harassment, assault and violence complaints and making findings related to the allegations
- ☐ Procedure for promptly and effectively notifying both complainants and respondents of the initiation of an investigation; the potential policy violation(s) at issue; the right to participate in the investigation; the timeframe for responding; and that the investigation may proceed without the participation of either party
- ☐ Provision notifying complainants that they may pursue a complaint with the University and the police simultaneously; that the University may need to briefly suspend the fact-finding aspect of a Title IX investigation at the request of law enforcement while the law enforcement agency is in the process of gathering evidence; that the University will maintain regular contact with law enforcement to determine when it may begin its investigation; that the University will promptly resume its investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, or sooner if the University determines that the evidence gathering process will be lengthy or delayed; and that the University will not delay its investigation until the ultimate outcome of the criminal investigation
- ☐ Provision indicating that the University will implement appropriate interim measures during any law enforcement agency's investigative period when the University has temporarily deferred its investigation, to assist and protect the safety of the complainant(s) and the campus community and to prevent retaliation
- ☐ Statement that the University will notify complainants, in writing, that interim measures are available during the University's investigation, and during any student conduct process, including appeals, to protect and support the complainant (such as University-enforced no contact orders, changes in class schedules, counseling, other mental health services, academic assistance, the ability to retake or withdraw from courses without penalty, etc.); where and how to request such interim measures; that the University will take steps to ensure that appropriate interim measures are taken or provided; and that the University will take steps to ensure, where possible and as supported by the available information, that such interim measures minimize the burden on the complainant
- ☐ With respect to confidentiality of the parties: an assurance that the complaint and investigation will be kept confidential to the extent possible; a statement that if the complainant asks that his or her name not be disclosed to the respondent or that no investigation be pursued, it may limit the scope of the University's response; a statement that Title IX prohibits retaliation, and that the University will take steps to prevent retaliation and will take strong responsive actions if retaliation occurs; a statement that if the complainant continues to ask that his or her name not be disclosed, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not prevent the University from responding effectively to the harassment and preventing the harassment of others; a statement that the University will evaluate any confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all members of the University community; and a statement that the factors that the University may consider in this regard include the seriousness of the alleged harassment, the age of the individual harassed, whether there

have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result

- ☐ Assurance that the University will not allow conflicts of interest (real or reasonably perceived) by those investigating or adjudicating complaints
- ☐ Statement that possible disciplinary sanctions that might result from a finding of sexual harassment, sexual assault or sexual violence may include suspension, expulsion or termination; and a statement of the types of remedies that the University can provide to complainants and others as a result of sexual and gender-based harassment, assault or violence
- ☐ Statement that retaliation and retaliatory harassment is prohibited against any individual who files a sex discrimination complaint with the University or participates in a complaint investigation in any way; and a clear explanation of how retaliation or retaliatory harassment can be reported to the University
- ☐ Statement that in cases where sexual or gender-based harassment, assault, or sexual or violence is found to have occurred, the University will determine appropriate, enforceable sanctions reasonably calculated to stop the harassment and prevent its recurrence; and the University will not negotiate a settlement with the employee or student for lesser actions that would not be reasonably calculated to end the sexual and gender-based harassment, assault and violence; eliminate the hostile environment; prevent its recurrence; and remedy the discriminatory effects on the complainant and others as appropriate

3. Published Notice of Nondiscrimination

Campuses must publish Notices of Nondiscrimination in accordance with 34 CFR 106.9(a) annually or following appointment of new chancellor or president. 34.CFR 106.9(a) prescribes where and how the notification must be made, and has very specific requirements.

Rating:

- Red: Not published or incorrect information.
- Yellow: Published with correct information.
- Green: Published with correct information; annually; and through all specified avenues applicable

Criteria:

- ☐ Title IX Coordinator contact info
 - ☐ Title—on print materials.
 - ☐ Name—on web.
 - ☐ Phone number
 - ☐ Office Address
 - ☐ Email
- ☐ OCR website address or link
- ☐ State inquiries concerning the application of Title IX can be referred to the Coordinator or OCR
- ☐ Is broadly published, EXAMPLES
 - ☐ Website

- ☐ Promotional Materials
- ☐ Handbooks
- ☐ Unions
- ☐ Professional Organizations
- ☐ Application forms
 - ☐ Employment
 - ☐ Admission
 - ☐ Also: K-12, gym memberships
- ☐ Other university publications
- ☐ Newspaper/newsletter
 - ☐ Student
 - ☐ Local Newspaper (community)
 - ☐ Alumni
- ☐ Magazines
- ☐ Memo to university community members
 - ☐ Student each semester
 - ☐ Staff, faculty annually and when hired
 - ☐ Alumni annually

4. Published Anti-Harassment Statement

Campus must Issue a statement to the university community, including students, employees and third parties associated with the university.

2011 DCL: The Clery Act requires postsecondary institutions to develop and distribute a statement of policy that informs students of their options to notify proper law enforcement authorities, including campus and local police, and the option to be assisted by campus personnel in notifying such authorities. The policy also must notify students of existing counseling, mental health, or other student services for victims of sexual assault, both on campus and in the community. 20 U.S.C. §§ 1092(f)(8)(B)(v)-(vi).

Rating:

- | | |
|---------|--|
| Red: | Not published or incorrect information or inconsistent w/ Clery. |
| Yellow: | Published with correct information, consistent w/ Clery. |
| Green: | Published with correct information and publicized annually through all listed avenues applicable, consistent w/ Clery. |

Criteria delineated in Michigan State Agreement:

Publish in:

- ☐ University newspaper
- ☐ Website

Must state:

- ☐ Policy prohibits sex discrimination including sexual and gender-based harassment, assault and violence.

- ☐ Clearly communicate that the school does not tolerate sexual harassment and violence
- ☐ Include that TIX protects all students and employee, including lesbian, gay, bisexual, and transgender (LGBT) from sex discrimination.
- ☐ Encourage any student, employee or third party who believes he or she has been subjected to sex discrimination to report the incident.
- ☐ Note the university's commitment to conducting a prompt and equitable investigation and immediately and appropriately address any violations of policy.
- ☐ Inform community members how to report allegations
- ☐ Provide contact information of TIXC
- ☐ Discuss interim measures.
- ☐ Discuss protection against retaliation.
- ☐ Inform university community members of the responsibility to take prompt and effective steps to end the sexual and gender-based harassment, assault and violence; eliminate the hostile environment; prevent its recurrence; and, as appropriate, remedy its effects.
- ☐ Encourage students and staff to work together to prevent acts of sex discrimination of any kind.
- ☐ Highlight resources available to individuals who have been subjected to sex discrimination, including sexual and gender-based harassment, assault and violence.
- ☐ Explain that the university will complete investigations in a prompt and equitable manner
- ☐ Explain that students and employees found to have engaged in acts of sex discrimination will be promptly disciplined. Discipline may include, if warranted, suspension, expulsion or termination.

5. Title IX Coordinator

Campuses must appoint a Title IX Coordinator in accordance with 34-CFR-106.8(a), and the position may not be left vacant. The Title IX office must be sufficiently staffed to accomplish compliance requirements. Title IX Coordinator and other Title IX personnel shall have sufficient initial and regular on-going training so as to meet compliance criteria.

Rating:

- Red: No designated coordinator, or Coordinator is in a position with possible conflicts of interest.
- Yellow: Coordinator has other duties without conflict of interest, or newly designated/not yet fully trained.
- Green: Appointed with an accurate position description w/o conflicts, fully trained, full-time position, qualification, time, authority, reports to a senior leader, has qualifications and training, mechanism is in place that they receive notice of all reports, they monitor outcomes, they have internal knowledge of policies and are involved in creation of policies.

Criteria:

Title IX Coordinator

- ☐ Campus has designated at least one employee with ultimate oversight to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to such recipient alleging its noncompliance with this part or

alleging any actions which would be prohibited by this part (34-CFR-106.8). This position may not be left vacant; a recipient must have at least one person designated and actually serving as the Title IX Coordinator at all times (DCL 2015 pg.2).

- ☐ The Title IX Coordinator reports directly to senior leadership (DCL 2015 pg.2).
- ☐ The Title IX Coordinator does not have other job responsibilities that may create a conflict of interest. For example, designating a disciplinary board member, general counsel, dean of students, superintendent, principal, or athletics director as the Title IX Coordinator may pose a conflict of interest (DCL 2011 pg.7 & DCL 2015 pg.3). Designating a full-time Title IX Coordinator will minimize the risk of a conflict of interest (2014 Q&A, DCL 2015 pg.3).
- ☐ TIXC has the qualifications, authority, and time to address all complaints throughout the institution, including those raising Title IX issues (DCL 2015 pg.3).
- ☐ Title IX Coordinator and Deputy Coordinators receive sufficient initial training and regular mandatory (in-person or on-line) training. This training content will include, at minimum: the handling of complaints or other reports of sexual harassment, sexual assault and sexual violence, the University's grievance procedures, and confidentiality requirements (DCL 2011 pg. 7; Harvard 2014).
- ☐ Title IX Coordinator is informed of all reports and complaints raising Title IX issues, even if the complaint was initially filed with another individual or office or the investigation will be conducted by another individual or office (DCL 2015 pg.3).
- ☐ TIXC monitors outcomes, identifies and addresses any patterns, and assesses effects on the campus climate (DCL 2015 pg.3).
- ☐ Title IX Coordinator has knowledge of the recipient's policies and procedures on sex discrimination and is involved in the drafting and revision of policies and procedures to help ensure that they comply with the requirements of Title IX (DCL 2015 pg.3).
- ☐ When a campus is considering relying on one of the exceptions to the non-discrimination general rule, Title IX Coordinators are involved in every stage and work with school officials and legal counsel to help determine whether the exception is applicable and, if so, properly executed (Title IX Resource Guide 2015 pg.1).
- ☐ **Campus Title IX Personnel**
- ☐ Office has investigatory staff sufficient to investigate cases in a timely manner.
 - (DCL 2011 pg. 9-10, Harvard 2014)
- ☐ Office has sufficient administrative staff to avoid delays in the investigative process.
- ☐ Title IX personnel shall have sufficient regular mandatory (in-person or online) training to investigate and process cases appropriately and in a timely manner. This training content will include, at minimum: the handling of complaints or other reports of sexual harassment, sexual assault and sexual violence, the University's grievance procedures, and confidentiality requirements (Harvard 2014; Tufts 2014).
- ☐ Community campuses have Title IX contacts with sufficient regular mandatory (in person or online) training to act as effective representatives. This training content will include, at minimum: the handling of complaints or other reports of sexual harassment, sexual assault and sexual violence, the University's grievance procedures, and confidentiality requirements (Harvard 2014; Tufts 2014).

Key Metrics, Concepts and Construction of the Title IX Coordinator appointment are in further accordance with:

- 20-USC-S.1681-1688

- Dear Colleague Letter of the U.S. Dept. of Education/Office of Civil Rights (April 24, 2015)
<http://www.ed.gov/ocr/letters/colleague-201504-title-ix-coordinators.pdf>
- Harvard Law School Resolution Agreement December 13, 2014. Complaint No.01-11-2002
<http://www2.ed.gov/documents/press-releases/harvard-law-agreement.pdf>
- Letter to Title IX Coordinators (April 24, 2015)
<http://www.ed.gov/ocr/docs/dcl-title-ix-coordinators-letter-201504.pdf>
- Title IX Resource Guide, U.S. Dept. of Education/Office of Civil Rights, April 2015
- Tufts University Compliance Resolution April 28, 2014, Complaint No.01-10-2089
<http://www2.ed.gov/about/offices/list/ocr/docs/investigations/01102089-a.html>

6. Professional Development for Staff with Title IX Responsibilities

Title IX Coordinators must have the full support of their institutions to effectively coordinate the university's compliance with Title IX. Because educational institutions vary in mission, composition and size, there are a variety of ways to provide adequate and sufficient institutional support to ensure legal compliance with Title IX. Campus Police, Dean of Students office employees, Human Resources employees and other professionals with the authority/responsibility to address Title IX matters for the institution require training. (DCL 2011, pg.4; DCL 2015 pg.6-8).

Rating:

- Red: No training, or training lacks required metrics components.
- Yellow: Annual training standards as per these metrics with < 90% participation.
- Green: Annual training standards as per these metrics with > 90% participation.

Criteria:

- ☐ all professional employees with Title IX responsibilities are appropriately trained to be
 - sufficiently knowledgeable about Title IX to include: different facts of Title IX, regulatory provisions, applicable OCR guidance (DCL 2015 pg. 6-8)
 - sufficiently knowledgeable about UA BOR policies, University regulations and university policies with respect to Title IX policies and grievance procedures (DCL 2015 pg.6-8).
 - sufficiently knowledgeable about laws & policies that may overlap with Title IX (e.g, FERPA, VAWA/Clery, 34-CFR parts 99 and 668) (DCL 2015 pg.6-8).
- ☐ ensured that all professional employees with Title IX responsibilities are appropriately trained initially and receive regular additional ongoing training as it relates to the university's obligations under Title IX (DCL 2015 pg.6-8). For example, additional specific training programming may be required for:
 - ☐ investigative & adjudicative personnel
 - ☐ campus health center staff and Victim Advocates
 - ☐ human resources personnel
 - ☐ student services/residential life personnel

Metrics derived and developed in accordance with:

- 20-USC-S.1681-1688

- DCL 2011. Dear Colleague Letter of the U.S. Dept. of Education/Office of Civil Rights (April 4, 2011).
- DCL 2015. Dear Colleague Letter of the U.S. Dept. of Education/Office of Civil Rights (April 24, 2015)
<http://www.ed.gov/ocr/letters/colleague-201504-title-ix-coordinators.pdf>
- Letter to Title IX Coordinators (April 24, 2015)
<http://www.ed.gov/ocr/docs/dcl-title-ix-coordinators-letter-201504.pdf>
- Title IX Resource Guide, U.S. Dept. of Education/Office of Civil Rights, April 2015

7. Training for Students, Faculty and Staff

January 2001 OCR Revised Sexual Harassment Guidance, Section VIII *Prevention*, identifies training for administrators, teachers, staff and age-appropriate classroom information for students as helpful to ensure “that they understand what types of conduct can cause sexual harassment and that they know how to respond.” Training is required as an element of compliance. In April, 2014, OCR released additional Q & A guidance to identify required training elements and is very specific on the elements. Criteria below are extracted from Section J Title IX Training, Education and Prevention, J-1-What type of training on Title IX and sexual violence should a school provide to its employees?”:

Rating:

| | |
|---------|---|
| Red: | No training, education or prevention strategy |
| Yellow: | Perform all criteria activities, but not every year, OR Perform some criteria activities, every year |
| Green: | Perform all criteria annually, with indicia of learning outcomes |

Criteria [items which must be addressed in the training curriculum per April 2014 OCR Q&A Guidance]:

- ☐ Responsible employees with the authority to address sexual violence know how to respond appropriately to reports of sexual violence, including what should be included in a report and consequences for failure to report; procedure for responding to students’ requests for confidentiality.
- ☐ Responsible employees know how to inform students of the responsible employees’ reporting obligations
- ☐ Responsible employees know how to inform students of the students’ option to request confidentiality and available confidential advocacy, counseling or other support services.
- ☐ Responsible employees know how to inform students of their right to file a Title IX complaint with the school and that students can report a crime to campus or local law enforcement.
- ☐ Other responsible employees know that they are obligated to report sexual violence to appropriate school officials.
- ☐ All other employees understand how to respond to reports of sexual violence.
- ☐ Confidential employees know the extent to which they may keep a report confidential.
- ☐ All employees likely to witness or receive reports of sexual violence are provided training.
- ☐ How to prevent and identify sexual violence, including same-sex violence.
- ☐ The behaviors that may lead to and result in sexual violence
- ☐ The attitudes of bystanders that may allow the conduct to continue

- ☐ The potential for revictimization by responders and its effects on students
- ☐ Appropriate methods for responding to a student who may have experienced sexual violence, including the use of non-judgmental language
- ☐ The impact of trauma on victims
- ☐ The Title IX Coordinator contact information in order to report sexual misconduct.
- ☐ Training is provided on a regular basis
- ☐ The School can verify that training is effective.
- ☐ [Campus] has campus-wide awareness program(s) to promote education, awareness, and prevention of sexual misconduct.
- ☐ [Campus] training/awareness materials incorporate information on what constitutes sexual misconduct, what to do and how to report, information on available resources, how to contact the Title IX Coordinator, and measures the school will take upon receiving a report.
- ☐ [Campus] incorporates sexual misconduct education in orientation programs for new *Students*
- ☐ [Campus] incorporates sexual misconduct education in orientation programs for new *Faculty*
- ☐ [Campus] incorporates sexual misconduct education in orientation programs for new *Staff*
- ☐ [Campus] has a sexual misconduct education training program for Residence Life staff
- ☐ [Campus] has a campus-wide awareness program to promote its amnesty policies for non-violent violations of campus policy in order to encourage sexual misconduct reporting.
- ☐ [Campus] has a sexual misconduct education program for student athletes, coaches and athletic administrators.
- ☐ [Campus] promotes, distributes and delivers sexual misconduct awareness materials and trainings via numerous avenues and media, in a variety of places designed to reach students, faculty and staff, such as student life programming, newsletters, campus policies, rules, resources, handbooks, websites, notifications, and brochures.
- ☐ [Campus] training curricula are appropriate to the unique information needed by different campus community segments, including “students”, “responsible employees”, “residence life staff”, “all employees”, “student code of conduct adjudicators”, “investigators”, “Title IX Coordinators” and other.
- ☐ Training incorporates definition of consent, including examples.
- ☐ Training incorporates how the school will analyze whether conduct was unwelcome under Title IX
- ☐ Training incorporates how the school will analyze whether conduct created a hostile environment.
- ☐ Training incorporates information on all reporting options available, information on formal reporting, confidential disclosure options and any time frames set by the school for reporting.
- ☐ Information about the grievance procedures.
- ☐ Information about the disciplinary code provisions relating to sexual violence and the consequences of violating the provisions.
- ☐ Effects of trauma, including neurobiological changes as a result of trauma
- ☐ The role that alcohol and drugs frequently play in sexual violence incidents, including the deliberate use of alcohol and/or other drugs to perpetrate sexual violence
- ☐ Bystander strategies and skills to intervene and prevent possible sexual violence
- ☐ How to report sexual violence to campus or local law enforcement and the ability to pursue law enforcement proceedings simultaneously with a Title IX grievance;
- ☐ Information on amnesty policies in the student code of conduct, and reassurance that use of alcohol or drugs never makes the survivor at fault for sexual violence.
- ☐ Title IX’s protections against retaliation

8. Responsible Employee Notification

Responsible employees are those employees who have the authority to take action to redress the harassment, who have the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees, or *an individual who a student could reasonably believe has this authority or responsibility* (OCR 2001 Guidance)

Appropriate employees must be notified of their status as Responsible Employees and trained in the duties and obligations of a responsible employee. Students and employees should have clear information about obligations of responsible employees. (2014 OCR Q&A)

Rating:

| | |
|---------|--|
| Red: | No notification or training (see Training Metric in this document for required training elements); no information made available to students and employees about responsible employee obligations. |
| Yellow: | Employees have been identified and notified but not trained; or greater than two years since efforts are made to re-notify; and no mechanism to inform students and employees about responsible employee obligations. |
| Green: | Define and notify responsible employee within 30 days of employment, annual re-notification; mechanism/training to notify students and employees of responsible employee obligations. |

Criteria:

- ☐ Identify which employees are responsible employees
- ☐ Inform all responsible employees of their designation
- ☐ Inform students and staff members which employees are responsible employees and the obligations of a responsible employee
- ☐ Train responsible employees in their reporting requirements (see Scorecard Training Metric for required training elements.)

Not Required for Compliance

9. Climate Survey

Not required by law but identified as a best practice in White House Task Force report. OCR Settlement Agreements are requiring climate surveys (see below references).

Key concepts and best practices taken from the White House Task Force report *Not Alone* April 2014 and from the Rutgers Violence Against Women and Children (VAWC) 2015 report to the White House Task Force.

According to the *Not Alone* document, legislative or administrative options to require schools to conduct a survey will be explored in 2016.

Rating:

- Red: No climate survey climate survey in past two years
- Yellow: Survey performed within past year, no cross-functional university “student campus climate committee” UVA 2015, MSU 2015
- Green: Annual assessment (survey and focus group), generate and implement improvements, include student leaders, no cross-functional “student campus climate committee” UVA 2015, MSU 2015

Criteria:

- ☐ [Campus] has created an evidence based student survey to identify and prioritize needs (per WH Guidance April 2014 and Rutgers 2015 report)
- ☐ [Campus] has involved student leaders to inform survey content and to help assess the effectiveness of campus efforts to eliminate sexual harassment and violence, and how to use survey information to take proactive steps (DCL 2011, page 18)
- ☐ Climate survey has been approved by the Institutional Review Board (IRB) (Rutgers 2015).
- ☐ [Campus] has conducted an initial survey to benchmark climate. Year _____
- ☐ [Campus] will conduct the survey [annually, bi-annually??], at a time in the academic year to encourage maximum student participation (WH Guidance April 2014)
- ☐ [Campus] has designated a cross-functional advisory board, including student leaders, with the expertise and authority to analyze survey results, generate and implement solutions.

10. Unified Tracking System – Not required by 34 CFR 106 *et seq.*, but identified as a best practice in at least two OCR settlement agreements. The inclusion of this element in the scorecard grades campus response to a *best practice*, but is presently not required of UA for compliance unless OCR incorporates this requirement into UA’s audit findings.

Campuses are able to track cases. Key concepts, metrics and best practices identified from Montana Settlement Agreement, University of Virginia Settlement Agreement.

Rating:

- Red: Local tracking occurs, but information is shared inconsistently
- Yellow: Universities’ tracking system(s) exist, but they are not fully unified and lack best practices
- Green: System-wide unified tracking system with all identified best practice elements, with sufficient administrative support to maintain systems

Criteria:

Campus has instituted a system for tracking and reviewing reports (including reports that do not result in the filing of a discrimination complaint), investigations, interim measures, and resolutions of student

and employee conduct that may constitute sex-based harassment to ensure that such reports are adequately, reliably, promptly, and impartially investigated and resolved. The following information is entered into an electronic, confidential database or spreadsheet:

- ☐ Date of complaint
- ☐ Nature of the complaint or other report (e.g., bystander or mandatory employee report)
- ☐ Name of the complainant or that the complaint was anonymous
- ☐ Name of the person(s) who received the complaint or made the report
- ☐ Name(s) of the accused
- ☐ Name(s) of the person(s) assigned to investigate the complaint
- ☐ Name(s) of person assigned to take any interim measures
- ☐ Name(s) of person assigned to bring disciplinary charges (where relevant)
- ☐ Interim measures taken, if any
- ☐ The date of the findings
- ☐ The date of any hearing
- ☐ The dates of any appeals
- ☐ A summary of the findings at the initial stage
- ☐ A summary of findings at the hearing stage
- ☐ A summary of findings at the appeal stage
- ☐ Any actions taken on behalf of the alleged victim
- ☐ Any disciplinary or other actions taken against the accused

11. Prevention and Awareness Programs

Not required by law but identified as a best practice in Sept. 2015 OCR Settlement with UVA

Rating:

- Red: No prevention strategy.
- Yellow: Perform all prevention criteria, not every year, OR
Perform some prevention criteria, every year, OR
Perform some prevention criteria and have prevention coordinator.
- Green: Perform all prevention criteria, with recorded indicia of learning outcomes and have a prevention coordinator

Criteria:

- ☐ Campus has developed a comprehensive prevention and awareness program?

The program discusses:

- ☐ Connection between alcohol and sexual violence (OCR Q&A p.41)
- ☐ Risk Reduction (VAWA)
- ☐ Bystander Intervention (VAWA)/ (OCR Q&A p.41)
- ☐ How to ID and prevent Sexual Violence (OCR Q&A p.38)
 - Same-sex violence (OCR Q&A p.38)
- ☐ Sexual Assault (VAWA)
- ☐ Dating Violence (VAWA)
- ☐ Domestic Violence (VAWA)
- ☐ Stalking (VAWA)

- ☐ Potential for revictimization by responders and its effects on students (staff/faculty required) (OCR Q&A p.41)
- ☐ Frequency of prevention and awareness programming: on a regular basis

12. MOUs with Law Enforcement

Not required by law but identified as a best practice MOU's are considered a recommendation and best practice, but are not required as part of compliance as of January 2016. OCR does note that campus police should have MOUs with local law enforcement. Recommendation and best practices taken from OCR Q&A on Title IX and Sexual Violence, 2011 Dear Colleague Letter & OCR Michigan State University Resolution Agreement.

Rating:

- Red: Existing MOU(s) does/do not allow school to meet Title IX obligations or
- Yellow: Existing MOU(s) is/are partially compliant with OCR requirements
- Green: Existing MOU(s) is/are consistent with OCR requirements and comply with FERPA and other applicable privacy laws

Compliance:

- ☐ Existing MOU between campus police and local law enforcement must ensure that actions taken by campus police are enforceable off campus.
- ☐ Must allow the school to meet Title IX obligation to resolve complaints promptly and equitably
- ☐ Must comply with FERPA and other applicable privacy laws
- ☐ Must be reviewed annually

Best Practice Criteria:

- ☐ Campus Police should enter into MOU's with local law enforcement. Any MOU must comply with requirements above.
- ☐ Include protocols and procedures for:
 - ☐ referring allegations of sexual violence to each party in the MOU
 - ☐ sharing information, including obtaining relevant evidence that could be determinative of outcomes in cases.
 - ☐ conducting contemporaneous investigations
 - ☐ requests for University to delay and subsequently resume fact-finding process to allow for completion of evidence gathering stage of criminal investigation
 - ☐ providing notification to reporting party that they can pursue a criminal action with the police and a sexual harassment complaint through the university at the same time regarding the same incident.

13. Victim and Respondent Support

Not required by law but identified as a best practice in White House Task Force report.

Campus provides support and advocacy for both reported victims and respondents. (Key concepts, metrics, and best practices taken from the White House Task Force report *Not Alone*, April 2014)

Rating:

- Red: No victim advocate
No respondent advocate
- Yellow: Advocates may be available as needed, may not be trained in internal policies, and may not be available on-campus
- Green: Victim advocate exists and is trained in internal policies
Respondent advocate exists and is trained in internal policies

Criteria:

Reported Victim Services:

- ☐ [Campus] has an MOU with a local rape crisis center for 24-hour services and ongoing victim support.
- ☐ [Campus] has a victim advocate available who has a “confidential” status and is not required to report assaults to school officials.
- ☐ [Campus] has a victim advocate who is trained in understanding the dynamics of sexual assault and trauma.
- ☐ [Campus] has an advocate who can implement requested school resources and accommodations for the victim.
- ☐ [Campus] has an advocate who is knowledgeable of the school grievance and disciplinary process and can explain and help *the victim* navigate the process.
- ☐ [Campus] has an advocate who can be present with the victim during Title IX investigative interviews.

Services for the Accused (not specifically mentioned in *Not Alone*, but may be an addition to ensure equity):

- ☐ [Campus] has an advocate who is knowledgeable of the school grievance and disciplinary process and can explain and help *the accused* navigate the process.
- ☐ [Campus] has an advocate who can implement requested school resources and accommodations for *the accused*.

14. Recurring Review of Program Response

Not required by law but identified as a best practice for continuous quality improvement.

Rating:

- Red: No tracking of information and no reporting
- Yellow: Having total statistics without analysis and no action plan, limited report
- Green: Annual report reflecting assessments, statistics re: incidents, plans for improvement.

Criteria:

- ☐ Annual review and assessment of:
 - All informal and formal complaints of gender-based discrimination
 - Climate survey results
- ☐ Consult with any advisory committees/working groups developed to address gender-based discrimination on campus
- ☐ Compare and analyze data from current year as compared to past years for:
 - Increases or decreases in number and severity of incidents
 - Any emerging patterns or trends

Propose recommendations for improvements to anti-harassment efforts and establish timelines for implementation