## UNIT NAME: Board of Regents’ Office
### Direct Report: Brandi Berg

<table>
<thead>
<tr>
<th>Subunit Name</th>
<th>Primary Functions</th>
<th>Brief Description</th>
<th>Unique System Function</th>
<th>Function also exists at a University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Regents’ Office</td>
<td>University Governance Oversight, Support and Planning</td>
<td>The Board of Regents Office plans, manages and facilitates the work of the University of Alaska Board of Regents to enable it to effectively govern the university. The executive officer serves as primary liaison between regents, university administration, governmental entities, students and the general public. The executive officer works directly with both the board chair and the president.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
UNIVERSITY OF ALASKA
Board of Regent’s Office
FY11 – February 2012

Jeannie Phillips
Executive Officer

Brandi Berg
Assistant to the Executive Officer
UNIVERSITY OF ALASKA
Board of Regent’s Office
February 2012

Brandi Berg
Executive Officer

Vacant
Assistant to the Executive Officer
UNIVERSITY OF ALASKA
Board of Regent’s Office
June 2012 - current

Brandi Berg
Executive Officer
1. What are the primary functions of your unit/departments as it supports UA’s mission and strategic goals? Please provide a high-level summary and functional organization chart (example and templates attached).

Theme 5 - Accountability to the People of Alaska

The University of Alaska is established by the Constitution of the State of Alaska, Article VII, Section 2, which provides:

The University of Alaska is hereby established as the state university and constituted a body corporate. It shall have title to all real and personal property now or hereafter set aside for or conveyed to it. Its property shall be administered and disposed of according to law.

The Board of Regents and its authority over the University of Alaska is established by the Constitution of the State of Alaska, Article VII, Section 3, which provides:

The University of Alaska shall be governed by a board of regents. The regents shall be appointed by the governor, subject to confirmation by a majority of the members of the legislature in joint session. The board shall, in accordance with law, formulate policy and appoint the president of the university.

Therefore, the Board of Regents’ Office is responsible for overseeing that the board governs the university as provided by the Constitution of the State of Alaska and the laws enacted pursuant thereto as well as its Bylaws and Policies.

Board of Regents’ Executive Officer primary functions include but are not limited to:

- Maintains a broad, high-level view of the university and the board’s stewardship of the university in order to effectively contribute to the work of the board.
- Serves as primary liaison between the regents, university administration, governmental entities, students and the general public. The executive officer works directly with both the board chair and the president on a regular basis.
- Supports the regents’ decision-making process by ensuring members have the necessary information on issues to engage in substantive discussions and to make decisions. Investigates and conducts independent research and analysis in providing information to the regents. Expert-level administrative support for board meetings.
- Ensures that the board’s activities comply with all pertinent laws, bylaws, and legal guidelines and conform to sound governance practices.
- Maintains confidentiality with highly sensitive information related to university matters, executive staff, and board operations.
- Serves as custodian for the corporate seal, vital corporate records, Regents’ Policy and University Regulation. Conducts and directs others in performing research of the records. Executes a broad range of documents necessary for the operation of the university.
2. Explain any significant changes in your unrestricted operating budget and/or staffing levels from FY11 to FY15.

In February 2012, after the retirement of Jeannie Phillips, Brandi Berg was promoted to the Board of Regents’ executive officer position. This promotion left the assistant to the executive officer position vacant reducing the Board of Regents’ Office staff to one individual. President Gamble decided to combine the Board of Regents’ assistant to the executive officer position with the president’s office administrative assistant position reporting directly to the president. In June 2012, an executive assistant to the president’s office and Board of Regents’ Office was hired to provide half-time support to each office combining two positions into one within the president’s suite. In June 2013, the part-time position was vacated; leaving the Board of Regents’ Office to function with only one individual. In November 2013, an executive assistant, reporting to the executive assistant to the president, was hired as a part-time position and to provide quarter-time support to Board of Regents’ Office.

3. Identify and briefly explain any University Regulations, Regent’s Policies, Federal or State regulations or laws, or accreditation standards which define/direct each major function's existence.

   --Statutory Authority
   Statutory provisions related to the authority of the Board of Regents over the University of Alaska are contained in AS 14.40 and other laws to which the university must comply.
   --Board of Regents’ Bylaws define how the Board of Regents operates.
   --Board of Regents’ Policies further define how the Board of Regents operates and the rules for its executive officer. http://www.alaska.edu/bor/policy-regulations/

   Regents’ Policy Chapter 01.03 Policy and Regulation Manuals
   Regents’ Policy Chapter 02.01 University President
   Regents’ Policy Chapter 02.06 Open Meetings
   Regents’ Policy Chapter 03.01 Faculty, Staff and Student Governance
   Regents’ Policy Part IV Human Resources as an employee of university
   Regents’ Policy 05.02.060 Travel and Relocation
   Regents’ Policy 05.02.070 Representational Expense
   Regents’ Policy Chapter 05.06 Procurement and Supply Management
   Regents’ Policy 05.12.090 Naming of Campus Facilities
   Regents’ Policy 05.14.080 Gifting Opportunities for Facilities and Infrastructure Naming
   Regents’ Policy Chapter 06.01 Board of Regents’ Policies Adopted as Regulations
   Regents’ Policy Chapter 06.02 Public Records
   Regents’ Policy Chapter 10.09 Endowment for the Physical Sciences

4. What could your department stop doing? Nothing, because the Board of Regents’ Office is specific to the university’s mission, and as such duties and tasks are significantly required in order to perform and provide administrative support to the regents, the president and to the campuses as required by law. Describe the expected impact on: (a) the university (b) other university departments, (c) students, (d) stakeholders such as the State of Alaska and (e) the Alaska communities if this function is reduced or phased out.

5. How will reducing or phasing out this/these function(s) impact UA’s ability to fulfill its core mission? Not applicable.
6. Describe the specific resources (e.g. personnel FTE, general fund, space, major equipment), including amount(s) that will become available if this/these function(s) is/are phased out. If there is any adverse impact to revenue, please describe. Not applicable.

7. As an alternative to phasing out a function, please describe ways to significantly improve the effectiveness and/or increase the efficiency of each function. What are the benefits and limitations of each alternative?
   a. Are there opportunities for certain functions to continue within Statewide, but in a different format (via consolidation/restructure with another Statewide department, or service reduction)? Yes; functions should continue within statewide because the Board of Regents’ Office is responsible for overseeing that the board governs the university as provided by the Constitution of the State of Alaska. The office is currently sharing a half-time executive assistant position with the president’s office to continue to reduce operating costs.
   b. Could a university deliver this or a similar function/service? No; the Board of Regents is responsible for overseeing the system as provided by the Constitution of the State of Alaska.
   c. Are there places where expanding or enriching a service makes sense? Yes; the Board of Regents’ Office would benefit from having two full-time support employees (executive officer and executive assistant). The office is the first point of contact for the regents and the only point of contact for the universities regarding university governance. The lack of full time administrative support diminishes the ability of this office to fulfill its duties at a level that is most beneficial for the organization including the ability to succession plan or provide backup if necessary, both of which are vital given the complexities and legal guidelines overseen by the Board of Regents’ Office.
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<th>July 1, 2010 FY11</th>
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<th>FY15 Orgs</th>
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