



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Agenda

Staff Alliance

Wednesday, November 2, 2016

10 a.m. – 12 p.m.

[Google Hangout](#)

Audio call-in: 1-855-280-1855

(Please mute unless speaking.)

1. Call to Order and Roll Call

Voting Members:

Nate Bauer, Vice President, UAF Staff Council 2016-2017; 2016-2017 Alliance Chair

Kolene James, President, UAS Staff Council 2016-17; 2016-2017 Alliance Vice Chair

Faye Gallant, President, UAF Staff Council 2016-2017

Eric Johnson, President, SAA 2016-2017

Gwenna Richardson, Vice President, UAS Staff Council 2016-17

Chrystal Warmoth, Vice President, SAA 2016-2017

Liz Winfree, Co-President, UAA Staff Council 2016-2017

Chris Triplett, Co-President, UAA Staff Council 2016-17

Staff:

Morgan Dufseth, Executive Officer, System Governance

2. Adopt Agenda

3. Approve Minutes

3.1. October 5 Minutes

Reference 1

4. Public and Guests Comment

5. Chair's Report

Nate Bauer

6. Staff Alliance Committee Reports

6.1. Staff Health Care Committee

Reference 2

6.2. Compensation Committee – charge and timeline

Reference 3

- 6.3. Governance Process Committee
- 6.4. Morale Committee

- 7. External Committees
 - 7.1. System Governance Council
 - 7.2. Student Services Council
 - 7.3. Joint Health Care Committee

- 8. New Business
 - 8.1. Strategic Pathways Phase III Recommendations
Review Areas: Social Sciences, Arts and Humanities, Physical Sciences,
Mine Training, Finance, Risk Management, Land Management, Facilities
 - 8.2. Tuition Waiver Gwenna Richardson
 - 8.3. January Meeting & Winter Retreat Dates
 - 8.4. Staff Make Students Count Timeline

- 9. Ongoing Business Topics
 - 9.1. Wellness Program Discussion
 - 9.2. Morale Survey
 - 9.3. Emeritus Guidelines Liz Winfree
Reference 4

- 10. Agenda Items for December 7 Meeting

- 11. Roundtable discussion

- 12. Adjourn



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Minutes

Staff Alliance

Wednesday, October 5, 2016

10 a.m. – 12 p.m.

[Google Hangout](#)

Audio call-in: 1-855-280-1855

(Please mute unless speaking.)

1. Call to Order and Roll Call

After technical difficulties, the meeting came to order at 10:15 a.m.

Voting Members:

Nate Bauer, Vice President, UAF Staff Council 2016-2017; Chair, Staff Alliance 2016-2017

Kolene James, President, UAS Staff Council 2016-17; Vice Chair, Staff Alliance 2016-2017

Faye Gallant, President, UAF Staff Council 2016-2017

Eric Johnson, President, SAA 2016-2017

Gwenna Richardson, Vice President, UAS Staff Council 2016-17

Chris Triplett, Co-President, UAA Staff Council 2016-17

Liz Winfree, Co-President, UAA Staff Council 2016-2017

Staff:

Morgan Dufseth, Executive Officer, System Governance

Members Absent:

Chrystal Warmoth, Vice President, SAA 2016-2017 *excused*

Guests

Tara Ferguson, UA Director of Compensation

Brad Lobland, UAF HR Director

2. Adopt Agenda

Eric moved to adopt the agenda, seconded by Kolene. There were no objections. The agenda was adopted as presented.

3. Approve Minutes

Gwenna moved to approve the September 5 minutes, and Eric seconded. There were no objections. The minutes were approved as presented.

4. Public and Guests Comment

None given.

5. New Member Welcome – Chris Triplett, Co-President, UAA Staff Council

Chris gave a brief introduction for members and noted she was formerly at Mat-Su College as a temp; she is now working two positions – scholarship development support and coordinator for Phone-A-Thon; she has been involved in UAA Staff Council since 2013; had served as VP for the hourly Staff Council; after the staff councils merged in 2015, she was voted back in as co-president.

6. Chair's Report

Nate Bauer

Strategic Pathways – at Sept. BOR JRJ gave an overview of Phase I reviews and the options presented to him. Consolidate School of Education into one school, with one dean, but classes at each campus. Management – recommendation to eliminate SOM at UAS, and the programs will be moved to the College of Arts & Sciences (focus on online MBA and MPA); SOMs will remain at UAF and UAA. Engineering – no structural changes but pursue a collaborative model; also establish a joint advisory board. IT – cutting costs, moving toward centralized hubs at each MAU, lean process improvement and economies of scale; reviewed after one year. Procurement recommended to centralize at UAF (small office at UAA) but officer will reside in Fairbanks, look for greater efficiency. Research Administration – service centers – has been a push at UAF to have OGCA to report directly to VCR however that was not part of the recommendations from the president. Athletics – Regents voted to take full elimination of the table; asked admin to pursue waiver from NCAA ten-team rule as well as a consortium between UAF and UAA. Also discussed the FY18 budget request; JRJ noted he was looking at pursuing a 10% tuition increase (roughly \$10M to UA).

Kolene – Caulfield sent out – UAS will focus on an online BBA (neither UAF and UAA will pursue this program).

Nate will meet with JRJ tomorrow morning and will ask for clarification on some of the SP recommendations as well as general mindset of the Board, and anticipated actions in November. Please send Nate any additional thoughts before 8am Thursday.

7. Staff Alliance Committee Reports – Morgan noted all groups were still seeking members and would convene as soon as they have representatives.

7.1. Staff Health Care Committee

7.2. Compensation Committee – charge and timeline

7.3. Governance Process Committee

7.4. Morale Committee

8. External Committees

8.1. System Governance Council – not yet active

8.2. Student Services Council

8.3. Joint Health Care Committee – see Gwenna’s email on JHCC – also, no quorum at their last meeting so voting decision made, child support benefit – approx. saving \$175k; travel benefit was extended because of high in-state costs; will also provide a benefits wallet card with all the contact info for all UA benefits services; push for use of Teledoc—especially in rural AK. Next meeting Oct. 19.

8.4. Strategic Pathways – Staff Representatives and Timeline

VP White’s office has asked for Phase III team recommendations in November. Morgan will send a call for new team members for: Social Sciences, Arts and Sciences, Physical Sciences, and Mine Training; Finance, Risk Management, Land Management, and Facilities.

9. New Business

9.1. New UA Performance Evaluation

Tara Ferguson

Will build into the PageUp module for performance management. Asked for questions and feedback. Alliance members can email Tara directly with concerns/questions (tlferguson@alaska.edu). Brad noted the goal was for a simplified but still meaningful form. Will also be available online. Will have a guidance document to go with it. Should be a much “slicker” experience for UA users—especially over what has been used in the past. Hope to have it rolled out in PageUp by November. Will a PD be included? No, but all job functions can be evaluated by the competencies on the form; also encourage staff to review PDs prior to filling out the form. What is the initiative to do this? Regulation and accreditation—those are why we have to. In the past, there hasn’t been a tracking system—PageUp will help with that—remind employees and give them a timeline. Also, a shorter form should be easier to fill out. Overall, pressure from leadership/management will have to be employed. They do no plan to include a section on staff service (governance) at this time but would welcome more feedback on that idea to share with the rest of the HRC and HR directors. Form will be utilized by both staff and supervisors, will be prompted by PageUp, will include necessary training and, if necessary, a development plan. Is supplanting the 360 evaluation CHRO McGee at present. Will continue to focus on the performance management module. Eventually plan to purchase the 360 module, just not at the present moment. CDP will be incorporated into the professional development section.

PD revision – is there ever a time when employee and supervisor disagree on PD...content and classification...contact HR consultant if there is a disagreement—they can give information and guidance on the process that employee and supervisor might not have.

Brad will send a newer version along with the guidance document.

Deadline for feedback: Friday, Oct. 14

9.2. Wellness Program Discussion

Have gotten feedback that it is particularly onerous to participate in the wellness program. Would like participate rates and feedback, and then have a discussion with Erika Van Flein. Can healthy people get credit for already being healthy? Morgan/Gwenna will share participation rates with Staff Alliance. Are there campus-level programs that offer incentives to follow a healthy lifestyle? Current wellness program is impersonal and insensitive (from Liz). Nate would like to keep this as an ongoing discussion item, to continue to gather information and perspectives. Will need to continue to work to determine what direction the Alliance would like take this issue. Can the rebate come in one payment, rather than with each pay period?

9.3. Morale Survey at UAA

Liz Winfree

Liz reviewed the staff morale survey sent out by the UAA Staff Council. Liz said she would share the survey with UAF and UAS staff councils. Nate noted that at UAF, they have partnered with a consultant on an engagement survey, that touches on many of the same issues in the UAA morale survey.

10. Ongoing Business Topics

10.1. Furlough Notification to Governance

Tara Ferguson

Tara will forward an email to Staff Alliance with the below notification, also given verbally at the meeting. Nate noted that we are still working on the process and appreciate the information from Human Resources. Tara noted it doesn't look like there will be any more furloughs during FY17 but if there are they will report them in a timely manner.

Furloughs for UAF:

OMPB – 4 exempt

EHS – 7 exempt, one voluntary LWOP

Library – 36 employees, including 1 exec, 12 exempt, 23 non-exempt

11. Agenda Items for November 2 Meeting

Team recommendations for SP Phase III

Wellness Discussion Cont.

Morale Survey Cont.
Emeritus Staff Guidelines
Tuition Waiver (Gwenna)

12. Roundtable discussion

13. Adjourn

Eric moved to adjourn, Kolene seconded. The meeting adjourned at 12:05 p.m.

DRAFT



Minutes
Staff Health Care Committee
Tuesday, October 25, 2016
10am – 11am
1-866-832-7806, guest PIN 1266511
(Please mute unless speaking.)

UAA

Brenda Levesque
Dave Robinson
Liz Winfree

UAS

Gwenna Richardson
Wendy Miles

UAF

David Bantz (alt)
Stacey Howdeshell

Lesli Walls

SW

Alison Hayden (alt)
Alesia Kruckenber
Danielle Nelson (alt)
Chrystal Warmoth

Not Present:

Erin Pikey (alt)
Susan Mitchell (alt)
Kayti Coonjohn (alt)

1. Roll call and Introductions
The meeting came to order at 11:03 a.m.
2. FY17 Meeting Schedule
Gwenna led a discussion on when the committee will meet. Group members discussed timing and agreed to try to meet after JHCC meetings. The JHCC will have an in-person meeting in Anchorage on Nov. 18. Lesli proposed meeting on Nov. 21 or 22. The JHCC will also meet on Dec. 7. **Morgan will send out a Doodle poll for Nov. 21/22 and Dec. 8/9.** Alesia suggested calling special meetings if issues arise between JHCC meetings. There was general concern that holding meeting right after the JHCC could possibly create a time crunch for preparing agendas and reviewing materials.
3. Committee Goals
Members discussed health care posters and agreed to pursue the idea again this year (travel benefits, Teledoc, Patient Care, etc.). **Stacey will contact Erika Van Flein about**

vendor posters to share. There is also some documents left from last year, available at <https://drive.google.com/drive/folders/0B4Xvy6aoVvMwRzYteEVCUm1WTzA>.

Chrystal suggested creating a contact phone app with all of the information for contacting Teledoc, Patient Care, etc. **Morgan volunteered to help her with that project.**

Wellness program – Morgan mentioned the Staff Alliance had discussed general dissatisfaction with the wellness program. Gwenna noted there were already changes being implemented for FY18 that will allow employees already in a healthy range to have a reduced number of requirements to qualify for the wellness rebate. Alesia noted it might also be worthwhile to review a complete elimination of the wellness program.

Members noted they will plan to readjust their goals relative to JHCC actions.

4. JHCC Update – Gwenna, Liz, and Chrystal
Gwenna noted October JHCC meeting materials were distributed to SHCC members, but noted they did not hold the meeting.

Best Doctors and COBRA are not up for renewal. All other vendors are up for renewal next year.

5. New Business
None given.
6. Roundtable
Gwenna noted members should feel free to send interesting articles or papers to the SHCC.
7. Adjourn
The meeting adjourned at 10:50 a.m.



Minutes
Staff Compensation Committee
Tuesday, October 25, 2016
2pm – 3m
1-866-832-7806, guest PIN 1266511
(Please mute unless speaking.)

UAA

Kathy Lardner
John Moore

UAS

Gwenna Richardson

UAF

Mike Cox

SW

Sheri Billiot
Arthur Hussey
Eric Johnson

Absent

Regg Henson
Mae Delcastillo
Faye Gallant

1. Roll call and Introductions
The meeting came to order at 2:05 p.m.
2. FY17 Meeting Schedule
Arthur suggested third Tuesday at 2pm, and if the meeting doesn't have any agenda items it can be cancelled. There was no objection to this schedule.
3. FY17 Goals
Eric suggested exploring non-monetary compensation in light of the likelihood of no salary increase, and there was general agreement to pursue that recommendation. Arthur also suggested preparing to fight against compensation decreases if that were to be proposed.

Sheri shared a couple ideas she gathered from internet research and co-worker suggestions (see attached).

4. Future Agenda Items

Arthur suggested each member come back to the next meeting with additional suggestions for non-monetary compensation.

Also discussed were additional tax-deferred benefits—are there other benefits of this type that could be utilized by staff?

John mentioned there had been similar recommendations in the past and suggested reviewing them at the next meeting (see attached memo).

5. Adjourn

The meeting adjourned at 2:35 p.m.

Ideas for Compensation Committee

Child Care

- SRC has a great program offered in the Summer, Fall (Parent/Teach Conf. Days (I think) and Winter Break), and Spring (Spring Break).
 - How can we expand the SRC program to include STEAM (Science, Technology, Engineering, Art, and Mathematics)?
 - SRC is taking the Fall off to re-vamp their recreation camp program. They will be back for Spring Break 2017.
- Partnering with Campfire to bring the program on-campus
- Offer activities that engage older children

Volunteer Day

- Time off to volunteer.
- Volunteer activities that benefit students (Like Food Pantry on campus)
- Encourage participation in Planting Day – continue the volunteer effort with weeding beds, etc.

Mentoring Program/Professional Development

- Expand the Academic Leadership Institute
- Encourage job shadowing with outside entities
- Encourage mentoring within the University
- Lynda.com
- SkillSoft

Office of Human Resources
Butrovich Building, Suite 212



(907) 450-8200
(907) 450-8201(fax)

To: UA Staff Alliance Compensation Working Group

From: Tara Ferguson, Director
Compensation & Classification *Tara Ferguson*

Date: April 30, 2014

RE: Compensation Working Group Proposals

Thank you for your proposals on compensation matters, and for your hard work and dedication to this working group. Each of the requests has been researched and carefully considered. These requests have also been discussed with President Gamble. Responses for each request are outlined below.

Geographic Differential Adjustments

At this time, there is no budget for implementing geographic differential changes. The cost associated with aligning the University of Alaska campuses with the same geographic differentials the State of Alaska uses would be about \$6.4 million dollars annually. With the State reducing our budget by \$15 million dollars, the University of Alaska is not in a position to fund this type of increase. President Gamble has indicated he would discuss this proposal with the Chancellors and consider requesting additional funding in the next budget request from the State Legislature, but there would be no guarantees.

Veteran's Day Holiday

The University of Alaska currently has 12 holidays. The State of Alaska currently has 11 holidays. The President will consider, along with the Chancellors, establishing Veteran's Day as a UA holiday but only if another holiday is traded for that day. If that is something that employees do not wish to consider then there will be no increase in the number of holidays at the University of Alaska.

Flexible Work Schedule

President Gamble has expressed that he does not want to create a system wide one size fits all process for employees to work some sort of flexible work schedule at this time. He recommends that the Compensation Working Group go back to their respective Chancellors and voice their thoughts on a Flexible Work Schedule proposal. He is open to a system wide process but only if the Chancellors agree.

Campus supervisors may set up flexible work schedule procedures, as long as they do not conflict with University Regulation 04.05.020(D) (1) (b).

Recently, the President authorized statewide non-exempt/exempt employees the option to work a flexible schedule within a trial period of June 1, 2014 through August 23, 2014. There are certain guidelines and approvals needed through a "change in work hours" form. If this trial period proves to work well, he will consider further options. The bottom line on flexible work schedules is that they are a balancing act between employee benefit and the mission needs of the University. Supervisor assessment is essential to making that balance work, and any discrepancy has to favor UA in the resolution.

Restructuring Sick Leave

Proposition 1: PERS retirement does not allow sick leave to be applied toward an early retirement date. There is an Alaska Statute that prohibits this and the University of Alaska would have to go to the legislature to change the Alaska Statute. We will not attempt that at this time.

Proposition 2: In conducting some research and with some guidelines that would be in place for a proposal like this to occur, it would cost the University of Alaska over \$2 million dollars. It would also potentially increase the staff benefit rate for each employee. With the current budget of the University of Alaska being less than in years past, this proposal could not work unless there is an offset to other compensation and benefit costs.

On the other hand, the University administration is currently working toward a process to give employees inclement weather days each year; which would decrease the amount of sick leave days by two or three days. This process has not been created or finalized at this point, but the intent is to allow for inclement weather leave to accommodate for the University closures that have occurred sporadically from hazardous road/work conditions due to weather over the last several years.

Performance Bonus System

Propositions A&C: President Gamble has indicated that he does not want to create a system wide employee performance bonus system without all of the Chancellors agreeing to such a process. He recommends that campuses should set up their own formal procedures and forms/documents if they choose to offer performance bonuses as money or leave days. Bonuses in the form of leave days should be compliant with the Fair Labor Standards Act. Sustained Outstanding performance can also be recognized using the In-Grade Step adjustment process outlined in University Regulation 04.05.043 (B).

Proposition B: The president, at this time, does not favor creating a performance bonus pool by using a percentage of employee's staff benefits due to the budget associated with this proposition.

Volunteer Leave Time

There will be no formal Volunteer Leave Time policy created. In light of the true meaning of volunteerism, employees wishing to volunteer may use annual leave or the new personal holiday leave they will receive in fiscal year 2015. Supervisors should support those who volunteer to the greatest extent the mission will allow.

Campuses are however free to establish guidelines/procedures to allow employees to participate in campus-focused activities. Care should be exercised with volunteer activities that could be considered essential job functions for employees, as these could be in conflict with the Fair Labor Standards Act and may be considered compensable time. Questions on whether campus volunteer activities could be considered work time should be referred to the appropriate campus HR office.

It is the President's intention to keep the dialogue channels open on these ideas and others that may come up later. What is unworkable today may not be so difficult in the future and vice versa.

If you have any questions or need further clarification please let me know.

cc: Patrick K. Gamble, President
R. Erik Seastedt, CHRO



Staff Council

UNIVERSITY of ALASKA ANCHORAGE

DATE: May 10, 2016

TO: Chancellor Tom Case

FROM: Kathleen McCoy, Staff Council Co-President
Betty Hernandez, Staff Council Representative

Handwritten signatures in blue ink. The top signature is 'Kathleen McCoy' and the bottom signature is 'Betty Hernandez'.

SUBJECT: Proposal for Staff Emeritus Process

The UAA Staff Council wishes to submit a proposal for the process by which UAA staff members may attain emeritus status. Staff members in the past have attained this rank; however, the process was undefined. The Council felt it is important to create a clear and defined process and advocate for its approval.

The Council tasked a subcommittee to research the process at other peer institutions, reach out to UAA Human Resources on verification of retirement eligibility/status, and align with UAA Faculty Services on their process for faculty emeritus.

Criteria

Conferring emeritus status is an honor granted by the chancellor upon the retirement of a UAA employees who has provided outstanding service to the university.

The staff member must meet the following criteria:

- Minimum of 10 years of faithful service with the University Alaska;
- Eligible for retirement status; and
- Extraordinary and meritorious contributions to the fulfillment of the mission and programs of the university.

Process

The following items must be submitted for a nominee to be considered:

- Letter of nomination describing the contributions this staff member has made to the university and Anchorage communities that could be described as high quality and beyond the staff member's job responsibilities. Highlighting the staff member's initiatives, programs, committee involvement, leadership roles or services they initiated during their employment.
- Minimum of three letters of support from department, staff, faculty, students or community members.
- Comprehensive resume for the staff member.
- Completed nomination form (see attachment).

Timeline

Nominations are to be submitted to the Governance Office. The Governance Office will obtain verification of retirement status from Human Resources. The Staff Council will review nominations and forward to the chancellor those being recommended for review/approval.

Fall Commencement Nominations

<u>Submit By</u>	<u>Verified/Reviewed By</u>
1 st Monday of September	Nominations due
2 nd Monday of September	Human Resources verification
3 rd Monday of September	Staff Council review
1 st Monday of October	Chancellor reviews/approves
3 rd Monday of October	Nominee notified of approval
3 rd Monday of October	Nominator notified if declined

Spring Commencement Nominations

<u>Submit By</u>	<u>Verified/Reviewed By</u>
1 st Monday of February	Nominations due
2 nd Monday of February	Human Resource verification
3 rd Monday of February	Staff Council review
1 st Monday of March	Chancellor reviews/approves
3 rd Monday of March	Nominee notified of approval
3 rd Monday of March	Nominator notified if declined

If emeritus/a is approved by the chancellor, the chancellor shall notify the staff member in writing concerning his/her approval of the award and its effective date. If the chancellor does not support the nomination, the nominator shall be informed in writing.

Per Beth Leschper's request, we have included the timeline that Victoria Hillwig in Faculty Services uses for tracking the application process for faculty emeritus (see attachment).

Privileges

Staff Emeritus recipients will receive the following privileges:

- Listing in the appropriate university directory and catalog.
- Invitations to major university functions.
- Notice of campus functions and social gatherings.
- Use of library, gymnasium and food facilities on the same basis as active employees in their category.
- Access to electronic mail, office space, laboratories and/or research facilities (where such access is available at no charge to the university and does not displace other faculty, staff, and/or student).
- Receipt of an identification card.
- Waiver of tuition for non-self-support courses in which they themselves are enrolled.

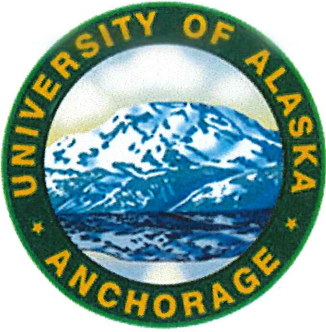
If you have any questions or concerns, please feel free to contact us.

Thank you for your consideration of this request.

Faculty Emeritus Process

Below is the tracking process for faculty emeritus/a applications used by Victoria Hillwig, Interim Faculty Services.

Fall Commencement Emeritus Application Deadline	Spring Commencement Emeritus Application Deadline
<ul style="list-style-type: none"> • Nominations Due to the Dean: First week of September • Files Due to OAA: First week of October • Printing deadline: First week of November • Faculty Notified: after November 1st • Websites updated: after November 1st <p><i>Every review level needs to review:</i></p> <ul style="list-style-type: none"> • <i>Community Campus Directors (if applicable)</i> • <i>PRC (college)</i> • <i>Dean</i> • <i>UFEC</i> • <i>Provost</i> • <i>Chancellor</i> 	<ul style="list-style-type: none"> • Nominations Due to the Dean: First week of December • Files Due to OAA: Mid – January • Printing deadline: First week of April • Faculty Notified: after April 1st • Websites updated: after April 1st <p><i>Every review level needs to review:</i></p> <ul style="list-style-type: none"> • <i>Community Campus Directors (if applicable)</i> • <i>PRC (college)</i> • <i>Dean</i> • <i>UFEC</i> • <i>Provost</i> • <i>Chancellor</i>



NOMINATION FOR THE CONFERRAL OF STAFF EMERITUS STATUS

Governance Office
ADM 219 uaa_gov@uaa.alaksa.edu

Board of Regents Policy 04.04.070. Emeritus Status

Emeritus status is an honor conferred by the chancellor, president, or Board of Regents upon the outstanding retirees of the university and not an automatic recognition of services rendered. The prerequisites of emeritus status will be provided by university regulation.

In exceptional circumstances, the chancellor may confer emeritus status on other meritorious employees who have provided a minimum of 10 years of faithful service of high quality to the institution. Recommendations will proceed along the appropriate administrative channels to the chancellor.

Information of Retiring Employee (Nominee)	
Name:	Employee ID Number:
Division/College:	Department/Office:
Office Telephone Number:	Office Address:
Approximate Date of Retirement:	Position Title:

Information of Nominator	
Name:	Office Telephone Number:
Email Address:	Department/Office:

Nomination Checklist

- Letter of nomination describing the contributions this staff member has made to UAA and their local communities that could be described as high quality and beyond the staff member's job responsibilities. Highlight initiatives, programs, committee involvement, leadership roles or services the staff member initiated during their employment.
- Minimum of three letters of support
- Comprehensive resume of this staff member
- Completed nomination form, including signatures (see below)

Signature Page

Nominator's Signature

Date

Retiring Employee's (Nominee) Supervisor's Signature

Date

Vice Chancellor/Dean's Signature

Date

The completed nomination form and supporting documents should be submitted to the UAA Governance Office in Administration 219. Questions may be directed to the UAA Governance Office at uaa_gov@uaa.alaska.edu or 907-786-1994.

FOR OFFICE USE ONLY

Governance

Received: _____ Complete Packet Incomplete Packet - ___ Returned ___ Pending Items

UAA Governance Office's Signature

Date

Human Resource Services

Dates of Employment _____

Years of Employment at UAA _____

Director of Human Resource Service's Signature

Date

Staff Council

Recommend for Emeritus Status

Decline

Staff Council President's Signature

Date

Chancellor

Approve for Emeritus Status

Decline

Chancellor's Signature

Date