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## M E M O R A N D U M

DATE: November 12, 2018

TO: Summit Team

FROM: Jim Johnsen

SUBJECT: Follow-up from October 18 Summit Team Meeting

### Title IX

Title IX training is ongoing for employees and investigator training has reached Level 2. OCR identified many different non-discrimination notices across the system; the Title IX office worked with the Universities and we now have one notice.

Unfortunately, many employees are having issues with the training software. She reported that 1,200 employees are still “in progress” and 1,200-1,400 employees are booked for the training, but have not started. In addition, some people trained in person have not been marked “complete” on the list.

I want to reiterate that frustration among our people with completing the training undermines its value, and having to go back to fix things is wasteful. Maybe we tie a self-certification of course completion to employees’ timesheets? Mary said that My-UA does have the ability to enable employees to self-certify that they have taken the training. Mary and Keli will work together for this year’s fix and provide me with a recommendation.

One component of Title IX - Bystander Training – is available at all three universities. I highly recommended this training. Rural campuses should contact their main campus for Bystander Training.

Title IX Reporting is rising. Mary reported that the increase is actually positive because this means potential victims are reporting – something that was not happening in the past. In addition, not all reports given to Title IX are actually Title IX issues. Some are simply referred to HR.

With respect to employees not completing the training, it was suggested that employees are well intentioned, but supervisors need lists to hold their employees accountable. I reiterated that this is a waste of time – employees are required to complete Title IX training. We should not need to constantly remind professionals to complete an important task. Period.

### Government Relations

Miles Baker stated that the House and Senate are in recess until the week of November 6. Early voting started this week. Government relations staff are working to engage the state via three prongs: Open communication with gubernatorial campaigns, engaging policy makers with the University, and hosting research showcases to convey the value of the research the University does.

AFN started today – a gubernatorial event will occur at AFN. The Alaska State Chamber annual meeting will be in FAI next week. A sponsor's reception will be held October 23 at the University House.

Work is ongoing with the FY 2020 budget. The biggest outstanding component is compensation. HR has done an excellent job of gathering and analyzing the data and I will report to the Board of Regents at their November meeting.

Statewide is in the process of interviewing three finalists for the Director of Federal Relations position. A decision will be forthcoming.

### BOR

University leadership is in full court preparation for the Board of Regents' meeting November 8 and 9. The Board will be prepared well in advance of the meeting. Committee meetings occur shortly

after public testimony. Myron was asked if there are any significant findings from Audit Committee. Myron answered in the negative and said that financial statements for the University of Alaska, the Education Trust of Alaska, and the UA Foundation will be submitted for approval.

A&SA will report on the Gateway project, the SB241 Report, and the presentation made at the Alaska Gasline Development Corporation (AGDC) meeting. Workforce needs are being identified with AGDC, and meetings are being held to identify legacy jobs as well as short-term positions. We appreciate the partnership with AGDC. Campuses will get looped in as we move forward.

Facilities and Land Management Chair Davies is finalizing the Facility Space Utilization Report for the Regents' meeting.

Roles and Responsibilities for Regents have been prepared and will be reviewed at the upcoming meeting. These are timely because we are transitioning to new leadership within the University as well as regents taking on new roles. Officers will be elected. We will have a few new key officers. The Board will also take action on the policy regarding Allegations of Misconduct.

The new travel regulations have been approved. One important feature is the new travel card. The University is not always getting the tax exempt rate on hotels, and the new travel card will capture the tax exempt rate. We are losing as much as \$165K annually. Regular travelers would receive a card (employees who take 2-3 trips per year). Personal travel will be allowed during business travel, but the process will change.

### Council Scorecards

Academic Council (AC): Many items are complete on the AC scorecard. A meeting will be held October 19 to discuss new initiatives. We are reviewing the Faculty Initiative Fund, the UNAC contractual fund, and the RFP process. The working group is also making good progress on the Ted Stevens Legislative Internship and the Common Academic Calendar project. Once complete, what is the approval process? AC will provide parameters to faculty to

facilitate the process. I asked if proposals could be tied to an important challenge for the state. Chris Fallen will explore.

Business Council (BC): BC is working on three main tasks: automation projects, Banner 9, and travel regulations implementation. Eight proposals were received for automation projects. BC approved one project for Grants and Contracts. BC is fairly saturated with projects across function areas, many of which are in the development stage. BC and ITC are working together on projects crossing both areas. Banner 9 soft rollout if October 29. Training is underway. Performance is not expected to be as good as Banner 8, unfortunately. The plan is to assess more precisely where performance issues are causing problems. Ellucian will upgrade areas as possible. Good cross-communication is happening. It is important to recognize many people across the system are doing testing. The travel project is still on track to begin pilot testing November 5. Training is being conducted around the state.

BC has been meeting weekly on Banner 9 project. Decommissioning Banner 8 is not planned as of yet, so employees can use both during the transition. The question was raised whether the performance issue is problem only to us or common to other universities. Ellucian has a list outlining the problems. There is a feature request log for items not still available for Banner 9.

The facilities utilization report is being finalized. The report will be presented at the November BOR Facilities and Land Management Committee meeting.

Community Campus Directors Council (CCDC): Gary Turner reported that the CCDC will meet face-to-face October 31 and November 1. The question was asked whether efficacy of tuition occupational endorsement (OEC) was on agenda. The answer is yes. OEC is a good idea, but not successful because it is not well understood. It is also difficult to advertise in rural communities. Advertising that has been done has not been effective. Have we begun an assessment of what foregone bill would be? \$1.5M for OE, do we know what certificates would have been? Timing of the opportunity is important. If we offer this opportunity again, we will

need a better timeframe closer to spring. We are not currently advertising. We do not have additional money for advertising. I asked for an estimate of remaining funding. Could we invest in spring? We will take a look at budget.

Generally speaking, UAS is utilizing the OEC. Chancellor Caulfield is supportive of continuing to invest in OEC. A suggestion was made that before we spend more money on marketing, we should consider a brief research focus group. The terminology used is currently "25% discount." We may want to consider using different verbiage. IR is working on data.

Development and Alumni Council (DAC): Susan Foley is traveling, and there is no report.

Human Resources Council (HRC): Keli McGee commented that the compensation study has been keeping HR very busy. There are also many process improvement/automation projects underway. HR is working across the system to streamline and track these projects. Multiple Vendors have responded to the RFP for retirement benefits. We are close to finishing the electronic investment paperwork.

The first 6070 meeting was held the week of October 8. The meeting was focused on the membership form. The conclusion was that the form was unacceptable. We are working out legal issues with the form.

We are not moving on the student compensation project yet. Many factors are involved, and because HR's plate is overfull, we will achieve this in a more meaningful way after the New Year. We will ensure student governance leadership participates.

Institutional Review Council (IRC): Gwen Gruenig reported that the IRC is in transition. They are getting ready to kick off a quality improvement initiative. Currently IR staff are down by one-third; active recruitments are underway.

Information Technology Council (ITC): Martha Mason is traveling. I mentioned that we are very close to hiring a CITO. There were three good candidates. An announcement will be made soon.

Research Council (RC): RC received a process improvement award for the Grants and Contracts process. Monthly meetings are occurring with research teams. RC is rethinking the role of the Research Council. RC is useful for sharing practices, processes, and coordination, and what could we be doing to move the goals forward: IP disclosures, increase grants, how do we set goals working with and educating legislators and agencies. We are re-thinking the scorecard and what data we need to collect on research side. Are metrics across U similar across campuses? Need to review and look at trends. RC is planning to hold a research meeting in Juneau to discuss how we can support research that is tied to challenges in Alaska? Are there other ways our research can be focused on Alaska? UAF's GF investment in research is very large within faculty workloads – are there ways in which we could encourage faculty to focus their discretionary work on issues important to the state? Are there more opportunities to contribute to crime, heating costs, air quality, climate change, and more?

The common academic calendar is on agenda for Academic Council tomorrow. Registrars, faculty, and others worked on this together. We need all University constituents together. School districts approached us, and state education entities are all getting on the same page. All comments will be evaluated and incorporated and a memo will be sent to me for approval. RC may have this done by the middle of November. Governance organizations will review as well. Fiscal calendar/fee payment dates will be reviewed for commonality.

Portal/Gateway. Contracting is done and weekly implementation meetings have been established. There are two committees: steering committee and feedback committee. We have a punch list of items to review from Academy One. We have an aggressive timeline to have the portal ready by end of December.

Alcohol policy: November BOR meeting will be the sixth time we talk about alcohol in the last 34 months. We prepared for ASA review at

end of October. Chancellor Caulfield has not seen the most recent version; Paul will send to him. Our plan is to develop a University Regulation to provide consistency across the system.

The Alumni/Graduate Survey (every other year – it has been four years since we conducted) is underway. We have over 1,000 completed responses. McDowell Group is working on the final report, and we should have it by mid-November.

Teacher Education: The Teacher Education Council (TEC) includes faculty from each university. TEC is working on initiatives that build enrollment and completion rates in our teacher education programs. The Alaska College of Education is close to recruiting a data analyst and is pleased to have a development officer position assigned to the teacher education programs.

University Relations Council (URC): URC met September 25; next meeting is October 30. The Council is working on the Leadership Forum agenda. It is also reviewing software on FOIA public data and salary information requests. Software would allow online application. Myron suggests we explore IT avenues, such as a tracking tool systemwide. This item should go to the IT Council for inclusion for planning and implementation.