



UNIVERSITY
of ALASKA
SOUTHEAST

Chancellor's Cabinet Updates

December 21, 2022

Chancellor's Office

Dr. Karen Carey, Chancellor

Was on KINY for regular Monday morning UAS updates - access

Met with all regular reports - excellence, access, collaboration, sustainability, stewardship

Attend Executive Council - collaboration

Attended the Juneau Community Advisory Council and the Ketchikan Community Advisory Council meetings - access, collaboration, stewardship

Attended the Virtual UA Scholars event - access

Attended the Juneau Economic Development Council - access, collaboration

Met with Executive Cabinet, President Pitney, Joe Nelson, Board of Regents, HR, Development, UA Lands Management, Ryan Wark, and Ryan Sand - access, collaboration, excellence

Conducted a "walk through" for the Juneau Economic Development Council for the upcoming Innovation Summit - collaboration

Attended presentations by Special Education Faculty candidates - excellence

Attended the Foundation Board meeting - stewardship

Attended the UAS Juneau Holiday Party - collaboration

Emergency/Risk Management & Safety - Ryan Sand, Director

UAS, UAA, and UAF Risk Services joined together to create the new authorized driver form and training resources. This streamlined process is available to all employees and will be available in January, 2023. All employees will be required to complete this process in order to drive a UAS vehicle.

The Fire Marshal, OSHA, and an outside contractor continue to assist UAS with hazardous/chemical hygiene, job hazard analysis, transport and storage. Updated emergency contact postings and safety data sheets are also being completed.

As a reminder, if any personal injury or property damage occurs on campus, please contact our department for proper claims reporting procedures. This incident portal can be located at

<https://uas.alaska.edu/policies/reporting-portal.html>

Public Information Office - Keni Campbell, Public Information Officer

Press releases (*collaboration/excellence*): Help us tell your story! Send ideas and materials for press releases through our internal form [here](#). Most recent press releases:

- [Whales could be a valuable carbon sink, say scientists](#)
- [UAS hosts Anti-War Poetry Event and Film Screening of "Sir! No Sir!" in conjunction with Waging Peace in Vietnam exhibit](#)

Provost's Office

Dr. Maren Haavig, Provost & Dean of Research & Sponsored Programs

- Participated in two meaningful activities this semester: Decolonising our Spaces and Waging Peace in Viet Nam. (*excellence, diversity, collaboration*)
- Finalized six Institutional Review Committees associated with five-year program reviews. (*excellence, collaboration*)
- Met with TEC faculty/staff (luncheon) and School of Career Ed faculty/staff (zoom) to discuss transition plans for the School. Pete Traxler has resigned from his position as Executive Dean, effective Dec 31, 2022. Starting in January, Pete will continue in a Term Faculty position focused on coordinating the UAS Mine Training Center activities and programs. As we prepare for a Dean search, Carin Silkaits, Dean of Arts and Sciences, has agreed to serve in an Interim capacity. Priscilla Schulte and Robin Gilcrist have agreed to co-chair the Dean search committee. (*diversity, collaboration, sustainability, stewardship*)

Research & Sponsored Programs

- URECA applications were due early December. We look forward to working with a broad section of students on their research and creative activity projects. (*excellence, diversity, collaboration*)
- Participated in the INBRE5 Writing Team Kickoff. UAS has been selected to include an A/R proposal to renovate the dive lock in the Anderson building into a chemistry lab. (*access, collaboration, sustainability, stewardship*)

Institutional Effectiveness - Kristen Handley, Director

- Beginning to provide data analysis in relation to Strategic Enrollment Plan goals. First is reviewing the Hanover admissions report findings related to specific program enrollment in the admission funnel. (*access, excellence*)
- Continued work on WICHE 'No Holds' grant (*access, diversity*)
- Reviewing UA Metrics in collaboration with university IR leads (*collaboration*)
- Working with IR Shared Services to create RFP for updated data warehousing software (*collaboration*)
- Moving all active term dashboards and reports from fall 2022 to spring 2023 (*access, excellence*)
- Working on FY23 update to Core Objectives, available by Spring Start-Up (*excellence, diversity, access, collaboration, sustainability, and stewardship*)

Education

Dr. Maren Haavig, Interim Dean

- Recruitments are in full swing at the School of Education. Last week we hosted two candidates for a Special Education faculty position (2 openings). Soon after we come back from winter break we will have Dean candidates and MAT faculty candidates here for on campus visits. (*excellence, sustainability, diversity*)
 - Met with Selaska staff to discuss our MOA related to *Indigenizing and Transforming Teacher and Administrators Preparation* grant. (*excellence, collaboration, sustainability, diversity*)
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Career & Technical Education

Carin Silkaitis, Interim Dean

No updates this month.

Administrative Services

Michael Ciri, Vice Chancellor

Grants, Contracts & Budget - Julie Vigil, Director

- Like many departments we are short staff, it's just Cindy and myself. Thank you for your patience.
- We will resume Management Reports in January and our first report to SW will happen in February
- Please remember that we have a 60-day cost transfer policy for grants. Adjustments should be made within a timely manner but not later than 60-days after the end of the month of the original transaction.

https://uas.alaska.edu/grants/docs/grants/grants_manual/appendix-4-uas-cost-transfer-policy.pdf

Information Technology - Michael Ciri, Director

No updates this month.

Business Services - Jon Lasinski, Director

- Please encourage folks to apply for our Lead Cashier position.
- Happy Holidays and Happy New Year

Human Resources - Louisa Cryan, UA Senior Business Partner for UAS

- Talent Acquisition has implemented changes to make search committees optional for non-supervisory staff positions as well as term/non-tenure track faculty positions. Please contact me with any questions. (*excellence, diversity, access, collaboration*)
 - Holiday Timesheet Deadlines (*access*)
 - Prepare now for R26 and R01 timesheets! Many employees will be out on leave when these deadlines roll around. Please encourage employees to submit their timesheets before they are gone and supervisors to approve timesheets before they leave, or have an appropriate proxy lined up during their absence.
 - (Normal deadline) R26: Employee submission 11:59am, 12/19/2022
 - (Normal deadline) R26: Supervisor/Approver deadline is 7pm, 12/20/2022
 - (EARLY deadline) R01: Employee submission EARLY deadline is 5pm, 12/29/2022
 - (Normal deadline) R01: Supervisor/Approver deadline is 7pm, 1/3/2023
 - For R01 2023, employees will need to claim Annual Leave, Faculty Time Off, Personal Holiday, and/or Leave Without Pay during the three hard closure days (December 27-29).
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Enrollment Management & Student Affairs

Lori Klein, Vice Chancellor

[Admissions / Recruiting / Advising](#) - Dash Hillgartner, Director of Admissions

UAS hosted its annual UA Scholars event recognizing local recipients of the award. 19 Class of 2023 UA Scholars and their families attended the procession and reception that included current scholars, faculty, staff and advisors. (*excellence, access, collaboration*)

Admissions also attended the UA Scholars virtual event held for UA Scholars from rural areas. Our staff participated by introducing the award and facilitating a current student and alumni panel discussion. (*stewardship, collaboration*)

[Financial Aid](#) - Janelle Cook, Director

- End of semester processing has begun, which heavily relies on grade submission. Please submit as soon as possible, so we can finish our processing. (*collaboration, access, stewardship, excellence*)
- Paige Dillard, our Financial Aid Advisor is leaving UAS; her last day is December 22nd. Job has been posted online. (*stewardship, excellence*)
- January 9, 2023 is Financial Aid Disbursement Day (*access, excellence*)
- Remind students to complete their UAS/UA Foundation Scholarship application, due February 15th. (*collaboration, access, stewardship, excellence*)

Students / Campus Life

[Residence Life, Housing & Dining](#) - Nathan Bodenstadt, Dean of Students

- Residence Life staff hosted two Director of Residence Life Candidates on campus this month - ideally this position will be filled by February. - (*stewardship, diversity, excellence, collaboration*)
- The search for a Food Service Cook is underway, ideally filled before the Spring semester. -(*stewardship, diversity, excellence, collaboration*)
- Housing closed for the Winter Break on December 19, 2022. Students were given the opportunity to opt in to live over the Winter Break for an additional fee. - (*diversity, access, sustainability*)
- New Student orientation is scheduled for Spring 2023 on January 13 and 14, 2023. (*excellence, access*)

[Native & Rural Student Center](#) - Kolene James, Student Equity and Multicultural Services Manager

- November Walking Challenge ended 11/28. We had 55 registered WALKSTARS, last year we had 64 registered WALKSTARS, (down 9 walkers, next year will be bigger). *NEW* this year, we had student leaders be the face of this year's event, and will continue to build on this year's learning curve. (*diversity, access, collaboration*).
- Woch.Een finished this semester with some wellness pampering and a meal at one of their favorite restaurants 12/2, and will start up 1/20, 12pm -2pm (*excellence, diversity, access, collaboration*).
- NEW CLUB ALERT~ AAPI with Club Advisor Mae Delcastillo will start this spring semester, meeting info TBD, do you identify as AAPI? Would you like to help mentor and lift our AAPI Student population? Reach out to myself or Mae for more information! (*excellence, diversity, access, collaboration*)

- Save the dates: 21st Oratory event is set for 4/1, 10am -2pm (excellence, diversity, access, collaboration) and Native Graduation Celebration is set for 5/7, 11-12:30pm (excellence, diversity, access, collaboration)

Student Engagement & Leadership - Mallory Nash, Student Engagement Manager

- The SE&L Office engaged more than 1,200 students throughout the Fall semester with 15 events. This includes engagement opportunities within SAB, SGUAS-JC, and Whalesong. (*excellence, diversity, access, collaboration, sustainability, and stewardship*)
- SE&L partnered with Big Brothers Big Sisters and hosted representatives on campus to promote mentoring within the Southeast Alaska community. (*excellence, diversity, access, collaboration, sustainability, and stewardship*)
- SE&L partnered with Perseverance Theatre, ORCA/SAIL, UAS Arts & Sciences, Residence Life, UAS Counseling Services, the Native and Rural Student Center, United Way, Mudrooms, the Juneau Arts & Culture Center, and a local DJ throughout the Fall semester. (*excellence, diversity, access, collaboration, sustainability, and stewardship*)
- Whalesong delivered 3 printed papers this semester with weekly stories on the website. (*excellence, collaboration, sustainability*)
- SGUAS-JC was quite busy this year with the following accomplishments: (*excellence, diversity, access, collaboration, sustainability, and stewardship*)
 - Fall Break name change
 - Supporting Wooncheen with the Community Feast banner
 - Food insecurity survey
 - Social Justice & Equity survey
 - Funding the Ernestine Hayes Essay Contest
 - Supported a student's travel grant for Fall 2022
 - Engaged the UAS campus in the Halloween Decor Contest
- SAB collaborated with Residence Life to plan, promote, coordinate, and support Fall semester events; successfully planning engagement opportunities throughout campus. This partnership will continue next semester. (*excellence, diversity, access, collaboration, sustainability, and stewardship*)

Disability Services, Health Clinic & Counseling - Carrie Kline, Lead Counselor

Disability Services: 122 students have registered with DS this fall semester for academic, housing, and meal plan accommodations. (Excellence, Diversity, Access, Collaboration)

DS will be implementing their Accessible Information Management (or AIM for short) system spring semester. AIM is Disability Services' new web-based database system that provides a means for DS to communicate and interact with students and faculty. It's a comprehensive accommodation and case management program that's built by Disability Services professionals for Disability Services Departments. AIM is currently used by UAA and the UA HR Accessibility Team. (Excellence, Access, Collaboration)

Counseling: The Case Manager position description has been finalized for recruitment and is anticipated to be posted the week of December 19th, with an initial review occurring January 17th. (*excellence, diversity, access, collaboration, sustainability, and stewardship*)

Health Clinic: Partnered with NRSC, Rec Center and SE&L to offer students, faculty and staff the 2nd Annual November Walking Challenge which ended 11/28. There were 55 registered participants. Continued to serve students with both telephone and in-person appointments (*Diversity, Access, Collaboration*)

Recreation Center - Dave Klein, Associate Director of Campus Recreation

Associate Director, Dave Klein, provided a zoom talk to the Campus Advisory Council on campus recreation during its December 5th meeting. Focus was on Ironman Alaska and updates to the weight room and climbing facility. (*excellence, collaboration*)

With the cancellation of Ironman Alaska, the remaining IMAK t-shirts that UAS had for sale are now online at the UAS Gear Shop. The IMAK Facebook page with its over 7,800 members can now purchase the remaining shirts. Shirts after the Ironman event are all profit, with shirts and shipping having been recouped. (*access, collaboration, sustainability*)

The REC Center has seen over 3,600 visitors this semester according to its ID system. This does not account for the Military or guests of members who sign in by paper log. Our largest membership jump has been with those that play pickleball. This segment consists largely of Alumni & Friends and UA Graduates members. The weight room completion has also seen the return of members who had temporarily suspended their membership. (*excellence, diversity, access, collaboration, sustainability, and stewardship*)

SDS Sheets have been added to the REC Center's flammable cabinet storage. The storage cabinet was given to the REC Center by the National Guard. The AKANG had more cabinets than they needed, saving the REC Center \$5,000 for a new cabinet. (*collaboration, sustainability, and stewardship*)

Arts & Sciences

Carin Silkaitis, Dean

- No updates at this time.

Alaska Native Programs/PITAAS

Ronalda Cadiente Brown, Associate Vice Chancellor

- ANSI related activity included weekly and biweekly meetings with HR Memry Dahl and UA Foundations personnel and leadership in preparation for a December 14 event recognizing Alaska Native leadership from across Alaska and their contributions to ANSI and the UA system. Planning and preparation included data updates from Creative Agency and Institutional Effectiveness, and Financial Aid, planning a display table, and contributions to the planning detail of the event. The event was canceled due to Anchorage weather.
- I am also serving on the Senior Director hiring Committee, including input on the position description and screening steps. To date the preliminary screening has been completed with initial interviews to be scheduled in early January.

School of Education:

- I am serving on the SoE Dean hiring committee (*collaboration, sustainability, and stewardship*)
- In support of SoE and UAS I attend the Native Education Advisory Committee, Juneau School District. The Fall meeting focused on feedback on the updated curriculum framework.
- I also joined the Provost in a follow up meeting with Sealaska Heritage Institute

regarding grant implementation their introduction of a new hire (*excellence, diversity, collaboration, sustainability*)

- The new PITAAS application was launched for Spring on the SoE website for new and continuing students. To date fourteen applications have been processed.
 - Additionally, I welcomed the opportunity to meet and greet Special Education faculty candidates
 - I participated in the SoE External Advisory Committee; and faculty meetings (*excellence, diversity, collaboration, sustainability, and stewardship*)
 - UAS events attendance - UA Scholars; Evening at Egan.
 - I welcomed the opportunity to meet in person with CACANE members for the December meeting and the NRSC conversations with Sped candidates. (*diversity, collaboration*)
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Egan Library

Elise Tomlinson, Dean

Library

Egan Library is open Intersession Hours for the week of December 19-23rd. We will be closed to the public until Jan. 9th. Some staff will still be working from the library if you need anything, please call our front desk.

Writing Center

The UAS Writing Center finished up a busy semester and is now closed for winter break.

Learning / Testing Center

The UAS Learning Center in Juneau just finished up a busy semester and is now closed for winter break. We are still recruiting for a new Testing Supervisor. Please see the position description on Careers@UA: <https://www.salary.com/job/university-of-alaska/testing-supervisor/j202212141416449878092>

CELT

We are recruiting for a new Instructional Designer for the Center for Excellence in Learning and Teaching. Please share with anyone you know who may be interested, the job posting is on Careers@UA. <https://careers.alaska.edu/en-us/job/522150/instructional-designer-level-2-lead-instructional-designer-level-3>

Ketchikan Campus

Dr. Priscilla Schulte, Campus Director

- Ali Ziegler, Associate Professor of Psychology attended and presented at the Thrive conference in Ketchikan on November 8 and 9. The conference focused on trauma-informed care and had over 100 attendees from across the state. Dr. Ziegler presented twice-once on research findings from a local community based study she's conducted as well as on stereotypes and prejudice from a social cognitive perspective.

- The Maritime Training Center received U.S. Coast Guard approval for their QMED (Qualified Member of the Engine Department) program. This program has already received enrollments for the spring semester.
 - A new library assistant, Lana Clark , was hired and will start work in the Ketchikan Campus library on January 3rd.
 - The Ketchikan Campus is partnering with the Ketchikan Gateway School District to offer a dual enrollment CNA class this spring semester.
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Sitka Campus

Dr. Paul Kraft, Campus Director

- The three SUPPORT specialists, Kym Miller, James Bohn and Courtney MacArthur attended an EAB training in Florida and came back with several ideas on how to expand how we are using the EAB tools to reach out to and support our students. (*excellence, diversity, access*)
 - Katie Sill and Paul Kraft have spent considerable time the past few weeks serving on the chancellor search committee. (*collaboration, sustainability*)
 - The campus director met with leaders from Sitka high school and SEARHC hospital to continue to explore opportunities for collaboration. (*access, collaboration, sustainability*)
 - The campus celebrated the end of the semester with an all-employee holiday party (*collaboration, excellence*)
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Facilities Services

Nathan Leigh, Director

Facilities Services uses the Holiday Break to work in buildings when everyone has gone home to enjoy hot coco, warm fire and a good movie. This is just one way we try to provide (*Excellence*) in operating and maintaining our facilities for the best use of our students, staff and faculty. This year we do not have any large projects that will shut down a building. We do have many small projects all over campus where our crew will be working away to patch holes, paint walls, replace light fixtures, repair pumps, clean floors and install signs. Those of you who will also be working over the break, please say Hi to our crew on these lonely long weekends.

Auke Bay Integrated Science Building: The contractor will be working most of the break to finish installing the steel, building walls and hopefully pour concrete if it is not too cold. Progress continues to be good with just a few issues with some delays to electrical equipment that the Contractor is working on a plan B.

Novatnye Roof Replacement: Bids came in for this project last month and are glad that UAS was able to come up with some additional funding so we could award this project. Construction will likely take place this summer. However, we will not know for sure until the roofing materials manufacturer gets UAS in their que. This work can be completed while the building is occupied, so no one will need to move. (*Stewardship*)

Sitka Mariculture Expansion: The Consultant made their first trip to Sitka to review ways that UAS can improve our mariculture program. UAS Sitka Faculty have come up with four different options to expand our facilities that will help our mariculture program improve and expand. One of these options is to (*collaborate*) with existing sea labs in Sitka to use/share space. The Consultant will be reviewing these

four options, estimating construction / operation costs, and outlining the benefits and drawbacks of each option. Once UAS chooses which option is best, the consultant will help in the design and construction.

Campus Safety and Security Consultant: We are conducting a Security Assessment the week of January 23rd. The consultants we have hired will be on campus January 24th through the 26th and will be conducting interviews with staff and evaluating the physical aspects of the campus to identify if any improvements can be made. We expect a full report by March 2023, which will be shared with campus and our emergency management team. They will also conduct some open attendance meetings. Please plan on attending one of these meetings and If you would like a one-on-one meeting with the consultant, please email our project manager, Timothy Eby tjeby@alaska.edu (*Stewardship*)

IT - UPS Replacement: We will receive bids for this project in January. Once we have a contractor on board and a delivery commitment from the UPS manufacturer, we will set a schedule for this work to be completed. No campus connectivity disruptions are anticipated from this project.

Projects not listed above are still covered in our Facilities Services newsletter , “The Level.”
https://uas.alaska.edu/facilities_services/index.html

We are still looking for people to work on our grounds crew. They can be part-time, temporary, students, full time etc.. If you know of anyone who may be interested send them to <https://careers.alaska.edu>

Chancellor’s Advisory Committee on Diversity, Equity, Inclusion & Cultural Safety (DEICS)

Dr. Math Trafton and Courtney MacArthur, Co-Chairs

- The web address of the DEICS committee has changed to:
<https://uas.alaska.edu/chancellor/councils-committees/DEICS/>
 - This new site also contains a link to previous meeting agendas and minutes
 - The committee determined that our top committee priority for this year will be to coordinate opportunities for annual anti discrimination training. A new subcommittee is being formed to tackle this project.
 - The committee determined that our next priority is to help develop our institutional website to reflect a more diverse, equitable, and inclusive perspective.
 - The committee is continuing to submit proposed edits to the Full Time Faculty Handbook to ensure our committee’s (and institutions) values are further reflected in policy. Our October proposals have now been approved by the Faculty Senate.
 - The committee has drafted a letter following the unsatisfactory response from BOR Chair Buretta regarding our voiced concerns over recent discriminatory statements made at a BOR meeting. This letter will not reengage the BOR but will instead be distributed to the Staff Council, Faculty Senate, and Student Government to inform members of our community of the situation. The DEICS committee will then work with Juneau Student Government (and any other interested parties) to continue to express support for all students, especially those targeted by the original discriminatory comments.
 - The committee is planning a mid-spring retreat in Juneau to work through some projects in person.
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Chancellor's Advisory Committee on Alaska Native Education (CACANE)

Mischa Jackson and Janelle Cook, Co-Chairs

- Had our final meeting of the semester on December 1st (*excellence, diversity, collaboration, and stewardship*)
 - Talked about a potential focus group for our students (*excellence, diversity, collaboration, and stewardship*)
 - Reviewed priorities that align with mission and ANSI goals (*excellence, diversity, collaboration, and stewardship*)
 - Working on our website to list out 2022-2023 priorities. (*excellence, diversity, collaboration, and stewardship*)
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