



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Memorandum

Date: April 9, 2018

From: Saichi Oba, AVP Student & Enrollment Strategy, UA on behalf of the Student Services Council

To: Ben Morton, UAA Dean of Students
Michael Votava, UAA Assistant Dean of Students and Director of Student Conduct & Ethical Development
Laura McCollough, UAF Dean of Students
Eric Scott, UAS Dean of Students
Keli McGee, SW Chief Human Resources Officer

Re: University of Alaska Annual Drug Free Schools & Communities Act Notice

The three separately accredited universities within the University of Alaska System (UA) are required to send an annual Federal Drug Free Schools & Communities Act (Act) Notice to their employees and students. Each of the three universities are solely responsible for ensuring full compliance with all aspects of the Act.

In an effort to streamline the notice process, please see the information below. The University of Alaska Anchorage Dean of Students (DoS) office will provide each university the information specifically listed below due to its Federal Department of Education compliance expertise regarding the Act.

Each university will be responsible for annual distribution of the notice to its students and employees. This will include providing the information specifically listed below. The Statewide Office of Human Resources (SWHR) will distribute the notice to statewide employees.

See Timeline on next Page

Cc: Keith Champagne, UAF Vice Chancellor Student Affairs
Bruce Schultz, UAA Vice Chancellor for Student Affairs
Joe Nelson, UAS Vice Chancellor for Enrollment Management & Student Affairs
Brittney Kupec, UAA Alcohol, Drug, and Wellness Educator
General Counsel, UA Statewide
Brad Lobland, UAF Human Resources Director
Ron Kamahela, UAA Human Resources Director
Gail Cheney, UAS Human Resources Director
Brad Munn, UAA Police Chief
Steve Goetz, UAF Police Chief

Date	Action	Responsible Party
By August 19 (Fall only)	<u>Verify any changes to:</u> <ul style="list-style-type: none"> • Student Code of Conduct and disciplinary sanctions • BOR and University Regulation - AOD • Drug of Abuse/Uses and Effects • State laws verified • Federal Trafficking Penalties • Changes to Employee EAP 	UAA Alcohol, Drug, and Wellness Educator UAA Police Department /SW General Counsel
By September 2 (Fall only)	Distribution to UAF, UAS, SW (Word, PDF)	UAA DoS
By September 2 /February 10	Counseling resources verified (UAF for SW) Local laws verified (UAF for SW)	UAA DoS, UAF DoS, UAS DoS
By September 16 /February 24	Graphic designer finalizes notice for respective university	UAA DoS, UAS DoS; UAF DoS, SWHR
By September 30 /March 10	Notice distributed via email and posted online	UAA, UAF, UAS DoS/SWHR