MINUTES
UAF STAFF COUNCIL #248
Wednesday, March 26, 2014
8:45 – 11:00 AM
Wood Center Ballroom

I. CALL TO ORDER AND ROLL CALL
A. Call to Order
   • The meeting was called to order by President Brad Krick at 8:46 AM
B. Roll Call

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<th>Present</th>
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<tr>
<td>Erin Albertson</td>
<td>Lawrence Murakami</td>
<td>Debbie Coxon</td>
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<td>Jesse Atencio</td>
<td>Sherrie Rahlfs (phone)</td>
<td>Ashley Munro</td>
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<td>Jeff Baxter</td>
<td>Juella Sparks</td>
<td>Evelyn Pensgard</td>
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<td>Nate Bauer</td>
<td>Jarkko Toivanen</td>
<td>Janine Smith</td>
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<td>Chris Beks</td>
<td>Lesli Walls</td>
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<td>Cindy Collins (phone)</td>
<td>Jami Warrick (phone)</td>
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<td>Jessica Desrochers (phone)</td>
<td>Trish Winners</td>
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<td>Kim Eames (phone)</td>
<td>David Bantz (Proxy for R. Machida)</td>
<td>Toni Abbey</td>
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<td>Faye Gallant</td>
<td>Deirdre Helferich (Proxy for D. Gonzalez)</td>
<td>Jeannette Altman</td>
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<td>Juan Goula</td>
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<td>Brad Krick</td>
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<td>Jan Kristenson (phone)</td>
<td>Debbie Gonzalez (D. Helferich Proxy)</td>
<td>Kari Burrell, Executive Officer</td>
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<td>Tom Langdon</td>
<td>Richard Machida (D. Bantz Proxy)</td>
<td>Erika Van Flein, UA Director of Benefits</td>
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<td>Jessica MacCallum</td>
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<td>Nicole Dufour, Staff Council Exec. Scty.</td>
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• Quorum was met.

C. Approval of Agenda for Staff Council Meeting #248
   • Approved as amended

D. Approval of Minutes for Staff Council Meeting #244
   • Approved as presented

E. Approval of Minutes for Staff Council Meeting #247
   • Approved as presented

II. STATUS OF PENDING ACTIONS (none)

III. PUBLIC COMMENT (none)
IV. OFFICER REPORTS

A. Brad Krick, President

- Ashley was unable to attend today’s meeting. She submitted a detailed officer’s report, which his attached.

Staff Alliance

- The Staff Alliance Retreat was held in Fairbanks in February
- Staff Alliance recently discussed whether the group wanted to have its own HR committee to address staff related HR concerns including advancement, bullying awareness training, and the hotline. Staff Alliance used to have a seat on the former HR Council. This council included the CHRO and the HR officers from each university, among others. Erik Seastadt, CHRO, is looking to possibly expand this committee. Staff Alliance hopes to have a seat on this group and they will continue to monitor this situation.
- The loss of governance institutional knowledge in regards to Staff Alliance was discussed. Staff Alliance is made up of representatives from each university and statewide. As of August of last year, only two of eight people were returning Staff Alliance members. The situation for next year appears to be similar. They are looking at the possibility of having one person from each local group remain on Staff Alliance for two years. Most Staff Alliance terms are currently one year.
- Staff Alliance is also working to promote governance to supervisors, deans, and directors, including the importance of allowing staff to participate in governance and attend meetings. Ashley will be working on a resolution, at the Staff Alliance level, regarding this.

Fraud, Waste, and Abuse Hotline

- Clarification, internal and external auditors indicated the need for such a hotline. The first one thousand calls to the hotline will be covered by the contract. After that, the cost is unclear. We expect to hear more about the hotline soon.
- The release of information on the hotline is expected in the near future.

System Governance Council (SGC)

- SGC met recently. They did not have a quorum, but they did discuss some changes to the council’s makeup. SGC is currently made up of the presidents of each staff, student, and faculty group from each university, two people from statewide, and three alumni representatives. The suggestions is that SGC, instead be made up of the chairs of Staff Alliance, Faculty Alliance, the Coalition of Student Leaders, two other representatives from staff, student, and faculty from different campuses, and three alumni representatives, one from each campus.
- This will mean that at least one staff group, each year, will not have a seat on SGC. Brad will send this information out by email. SGC will vote on this in April. As it stands, Brad will vote yes for these changes.

PreStaff

- Brad and Ashley met with Chancellor Rogers last week for PreStaff.
- Emergency leave policy changes that were proposed have been forwarded to statewide. They have not heard back from statewide. Staff Council should continue to follow this. Brad Lobland, Interim Director of UAF HR, will be our guest speaker at the May Staff Council meeting. Hopefully he will be able to provide an update on these proposed changes at this time. If he has no news, we should follow up in early fall.
- Budget - Chancellor Rogers noted that there is a one-million dollar travel reduction from the Senate Finance Committee. Because most of our travel is paid with restricted funds, we would have to cut the one-million dollars from unrestricted funds. This will make it more difficult for us to meet our budget goals.
- Chancellor Rogers expects that UAF will be down one hundred positions by this time next year. The hope is that most of these positions will come from attrition. It is likely that we may see a small number of layoffs.

Bullying Awareness Training – While Chancellor Rogers supports providing bullying awareness training, providing it for four thousand employees has a budgetary impact. Chancellor Rogers asked Brad and Ashley the pointed, but good question of who would we want to cut in order for UAF to be able to afford this
training. Brad has written a draft resolution, which will be discussed later in the meeting. The draft resolution requests that bullying awareness training be brought to UAF employees. We should be thinking of ways that we can provide this training most efficiently.

B. Ashley Munro, Vice President
- Attachment 248-6: Vice President’s Report

V. CHANCELLOR’S REMARKS
- Presented by Kari Burrell, Executive Officer
- Executive Officer Burrell was present for Chancellor Rogers who was travelling. They were hoping that the chancellor would be able to call-in for today’s meeting, but he is currently on a plane.
- The legislative session is still very important and is being tracked closely by the chancellor.
- The governor’s proposed budget would have reduced the system by almost fifteen million dollars with some additional adds for new things. The house subcommittee budget went one million further, placing the university system sixteen million in the hole. The senate went further and held to the 15.9 million down plus they added another one million dollar reduction in unrestricted travel.
- We are concerned about this. Earlier in the process, we were considering taking reductions in travel to get to the governor’s cut. When the Budget Options Group looked at this, they thought that we would only likely get one-half million out of travel. If the senate budget holds, it means that we will not be able to use that money to reach the fifteen million cut. It also means that we have to cut more deeply. If this holds in the budget, it will probably impact travel for teaching courses, and travel for employee training more than we would have liked. We were thinking prior to this that we would have to cut more from administrative travel.
- We are still tracking what is going on. The house and the senate have not finalized their own chamber versions, and they have not swapped budgets, so it is early in the process. However, it is disappointing.
- The capital budget is also still being discussed in the legislature. We have two major capital projects. One project is the coal plant upgrade. The way things are looking, we may receive some capital funding for this project and the ability to bond for the rest of the project. We are hopeful that we will get enough funding to get the project launched in the next year, although we may not receive full funding.
- Vice Chancellor Pat Pitney has been in Juneau for a week working with committees to try to put together a financing package for this project. She reports it is still actively in discussion but looks somewhat hopeful.
- The engineering building is the other major project. The building is partially completed. It is hopeful that we will receive some funding for this project so that we can continue work. It is unclear if we will get the full amount. It is hopeful enough that we have a contractor coming next week to begin putting in another round of steel girders. We believe we will be able to at least get the framing up.

Legislative Policy Issues
- We are also tracking some policy issues that the legislature is addressing. These are not positions that we would be taking at the campus level. Statewide is following these.
- There is a bill that would propose to override the Board of Regents policy about guns on campus. The current version of the bill is that students and faculty, over the age of twenty-one, could have a concealed carry permit and bring a gun on campus. President Gamble did testify with concerns about this bill. The bill was passed out at committee over his objections. The Board of Regents and the president are concerned. We will not take a position at the campus level since the president has taken a position for the system.
- What we have been saying is that we are a fairly gun friendly campus. As the chancellor pointed out, we have a rifle team, we sponsor a gun show each year, and we believe in responsible gun use. People are just concerned about the safety issue and balancing these.
- We are also watching a policy bill introduced by Steve Thompson, which, in an early version, would require the legislature to sunset every tax credit periodically. Periodically, a bill would have to be passed to reauthorize the credit in order for it to continue. The purpose behind this is that when a tax credit is offered, the state is losing some revenue. In the current budget environment, the legislature may want to think more carefully, to whom they are offering tax credits. The university is tracking this because there is a research and development tax credit that some companies use when they invest in research projects with the university. We are slightly concerned about this because this has been a source of research funding for us. We believe that this does benefit the state; that downstream there is potential for economic growth. The version of the bill that we would be interested in seeing is a regular review of tax credits and whether they are providing a good return to the state, not necessarily sun setting them automatically and requiring reauthorization.

- We are also thinking about next year’s budget. The Planning and Budget Committee is in a subcommittee phase. They have broken into groups to look at various ideas and proposals in more depth. Kari appreciates the amount of work the committee is doing. Chris Bekis is the Staff Council representative on this committee.

- There are people who are concerned that we are only discussing cuts. We also have people concerned about moving the university forward who are interested in looking for these possibilities. We are thinking about how the committee would handle these things. It would probably not be an option to request new funding. It may be that an option that is so important that we should look for a reallocation within our budget. We are still thinking about such a process for incremental adds.

- One of the savings ideas pertains to offices in off-campus lease space. Because we have new buildings and we will likely be shrinking some, in terms of FTE, the chancellor is interested in trying to move a good number of these units back on campus. We have a project underway to look at how we use space on campus. We have a contractor coming in to look at how classrooms, offices, and labs are used and whether they can be reconfigured to be better utilized.

**Chancellor’s Town Hall Forum**

- Chancellor Rogers will be hosting a town hall style forum on April 8, at the Murie Auditorium, from 1:15 – 2:15 PM. You may submit questions ahead of time. This helps the chancellor plan ahead and do research on various topics if needed. You may also ask questions during the forum.

**Training**

- We have a few new training areas that need to be rolled out.

**Protection of Minors on Campus** – There is a Protection of Minors Policy on campus. This would be for children under the age of 18. We see a large number of children under the age of 18 on campus for different functions. We need to have a policy in place to protect minors on campus. Everyone who works here or takes classes here, really, has a responsibility to look out for issues in order to protect minors. The training outlines what our responsibilities are and how to report issues if those arise.

**Bullying Awareness Training** – The president has said that he would like to roll out anti-bullying training on every campus. There is concern that there is bullying on campus, and people need to know that they do not need to tolerate it; they can report it. We need to also let supervisors know what is going too far in terms of setting performance goals but then slipping over into bullying.

- UAF has lagged behind a bit in implementing this. Part of the reason is that UAF’s HR Department and Office of Diversity and Equal Opportunity want to have a clear policy regarding what is and what is not bullying so that when the program is rolled out, supervisors know what they are being held accountable to and employees know what they can report. We will be working on a policy, and then we want to get the training rolled out. Given the budget environment, we would like to do this at as low of a cost as possible.

- Chancellor Rogers asked Brad and Ashley if Staff Council would like to go through the training program. They said yes. Staff Council members will go through the training program. The chancellor wants to join
Staff Council for the training. He would like to sit in along with Brad Lobland, HR Director, in order to be a part of the process and to see if there is anything that UAF would want to modify.
- Some Staff Council members noted that they have already taken bullying awareness training through statewide. Some have taken it virtually and some have taken it in the classroom. It was noted that having Mike O’Brian, General Council, in the room during training was helpful to clarify things. The training is approximately an hour long.

(Council moved to New Business, immediately following Executive Officer Burrell’s remarks.)

VI. GOVERNANCE REPORTS
A. David Valentine, President – Faculty Senate (no report)
B. Cordero Reid, Senator – ASUAF (no report)

VII. BREAK (9:35 – 9:45 AM)

VIII. GUEST SPEAKER
A. Erika Van Flein, UA Director of Benefits
   - Handout 248-1: Healthy Roads Information
   - Handout 248-2: UA Benefits – Medical Travel
   - Open enrollment begins on April 15 and runs through Friday May 16. This is your annual opportunity to benefit plan changes outside of having a life event.
   - If you don’t want to make any changes – if you don’t want a flexible spending account, you don’t want to continue pay roll deductions to the health savings account, you like you health plan where it is and your life insurance is fine, you do not need to turn in a form. However, if you want a flexible spending account, or you want to continue payroll deduction to the Health Savings Account, you do need to turn in a form. Only FSA and HSA payroll deductions require a new form to continue into the next year.

Plan Changes for the Upcoming Year
- There are a few plan changes this year, mainly focused around the Affordable Care Act and the promotion of the wellness program.
- For people on the 750 Plan and the High Deductible Health plan, they are implementing a family out of pocket max on the pharmacy benefit of $1700. Right now there is a $1000 deductible for each person, with no family maximum. This is to comply with the maximum out of pocket limits for the Affordable Care Act.
- For the High Deductible Health Plan (HDHP) and the Consumer Directed Health Plan they are increasing the benefit for dental care to 100%. It was previously 80%.
- There are no longer any preexisting conditions exclusions on any plan for anyone. This is also part of the Affordable Care Act.
- On a purely administrative level, vision and dental plan benefits are now “Accepted Benefits.” You have to select that you want these plans in order to receive them. This does not change the benefit any, it only changes how you sign up for it. It does allow you to waive these coverages if you do not want dental and vision benefits. However, please be aware that not selecting these coverages will not reduce the amount that you pay for the health plan. This administrative change has to be made to ensure that we comply with the Affordable Care Act and other policies. This includes the Cadillac tax, which is coming in 2018, and for general plan affordability measures. We need to be able to call our vision and dental plans “accepted benefits”. Waiving these benefits will not reduce what you pay for the plan.

- Employees really own their annual leave benefit up to two hundred fifty hours. They do not own their sick leave. Annual leave does not have the medical requirement. They probably have not previously considered a
program to allow people to donate their annual leave. This is something that Staff Council may be considering evaluating such a program and will contact Erika if anything ideas develops.

- Packets are not being mailed out this year due to budget issues. Every year thousands are spent on printing booklets and preparing the mail out. A letter with open enrollment instructions is being sent out by mail.
- There will be fill-in forms online.
- Next year they hope to do a full online enrollment with no paperwork.
- Question – With over recovery on the plan the last few years, will this result in lower rates? This was presented to the JHCC and they wanted to apply approximately half of the over recovery to the rates this year. The over recovery was built into the rates this year, as was the wellness incentive.
- All of the plans see a reduction in cost this year if you use the wellness plan this year. If you do not do the wellness activities the CDHP with Health Savings Account rates are going down, the HDHP is mixed, depending up on whether you have a spouse, and the 750 plan would see a slight increase.
- The committee wanted to credit the over recovery across the board, but not in a way that all of the plans would see the same amount. They applied more of the recovery to the lower end plans than to the higher end plans. This was a direct reflection of the costs that the different plans incur.
- If you have waived coverage and you do not want to change anything, you do not have to do anything.
- Rumor about annual leave cash-in has come up with BOG. At this time there are no plans to do anything with the Annual Leave Cash-In Program. Last year the university system used almost a million dollars on this program, so it may be looked at in the future as a budget reduction.
- A question was raised as to why Leave Share can only be used for a catastrophic illness, why can’t it be used for maternity leave, etc? In order to have a bona fide sick leave program it has to be for an urgent or catastrophic health care condition. Normal childbirth is not a catastrophic health condition. There are some exceptions for things like mandated bed rest, surgical complications, among others. If we were allowed sick leave to be used without these restrictions, General Council has informed them, that this would be a taxable issue for the donor. There are legal restrictions on what we can do with this program.
- It is taxable to the recipient as ordinary income.
- The issue of catastrophic medical event has to be tied to family medical leave for a serious health condition.
- If we allowed sick leave share for non-catastrophic medical events, it could potentially be a taxable donation for the donor as well as the recipient.

**Gym memberships**

- As a best practice for promoting a healthy lifestyle in a situation like we have, providing gym memberships is not an effective and not a cost effective approach.
- From a capacity standpoint, and the fact is it for students, the SRC is not equipped to handle all staff. This also brings in equitable issues for people around the state who do not have equitable facilities.
- There are discounts available through Healthy Roads and they are working with the Alaska Club and Any Time Fitness to get some meaningful discounts.
- Eligible individuals will be given the rebate during the first four pay periods. This is a once a year qualification that must be met by the deadline.
- The university will not receive any of the biometric information. The information goes in to a data warehouse and the university receives general information on the sort of claims we are seeing.
- A lot of people have been asking about the security of the information that is provided to HealthyRoads and what information the university will get back. The university will not get back any information on individuals. For studies, such as the Lockton Report, information comes from their data warehouse and is based on claims information from Premera, VSP, and, formerly, Caremark. The university receives statistical information on the types of claims we are seeing. There is no individually identifiable information involved.
The wellness program will be similar to this. The information that you put into the HealthyRoads system, through the secure portal is for your use, it stays there. You can take the personal health assessment multiple times to see how you have improved, although only the first assessment counts towards you having completed the assessment for the incentive.

The university will not receive information on individuals, but it will get information such as the number of staff with out of range cholesterol, or high blood pressure, for example. They will receive bulk reports on stress and tobacco cessation. This could lead them to consideration of implementing incentives for stress reduction and tobacco cessation, for example.

The incentive program will not be the same each year. JHCC will flesh out the details of the program. Right now, there is a conceptual design where the first year you do your health assessment and biometrics screening. Probably starting in the fall, we will begin rolling out programs that give you points for participating and you need to accrue a certain number of points to qualify for the rebate the following year. We will want people to get a dental exam, which is why we wanted to change the dental benefit. We are kind of changing and working the plan as we go. The third year is determined to be what is called an outcomes based program. Based on your health risk assessment, and the other activities and information that you put into HealthyRoads, that they are tracking, you need to show a certain amount of improvement or meet certain measures in order to qualify for the rebate. This is not necessary a health condition thing, you can still have numbers that are out of whack. If you have made improvements, you can still qualify. In addition, you will notice on the back of the brochure, we always have provisions for employees or members who cannot meet certain targets. For example, their doctor says this person will never have a blood pressure of 120/80, then we need to do something else that will qualify the person for the program. You always have to have some flexibility in how people are going to qualify for the award. We are looking at this program changing and developing over time. There will be some reward for those people who meet the healthy measures or are making strides to do so.

**Premera Medical Travel Support Benefit**

We implemented this last July, but it has not gotten a lot of use. It is important to be aware of this benefit as it can have a big cost impact on the plan and on your out of pocket costs. This benefit is only for the seventeen procedures listed on the back of the handout. There are facilities listed on the back as well, but you can go to any Premera/Blue Cross contracted facility as long as you have it approved ahead of time. This program requires that you apply for it and there has to be cost savings demonstrated from it. For the most part, knee and hip replacements in Alaska are outrageously expensive, and can be achieved at a lower rate outside. In the Pacific Northwest, for example, doctors do many more of these each year. We are not trying to drive business out of Alaska. We have been trying to work with providers in the state for years, and we are not getting very far. Rolling out this benefit has resulted in a couple of orthopedic surgeons in Anchorage talking to Premera again about contracting. Only four people have used this benefit in the last year, but it was enough to get two doctors to consider contracting with Premera.

This benefit does provide more support than our standard travel benefit. The standard travel benefit is designed to provide access to services not available locally. The plan pays for three round-trip tickets a year for you to travel for care. It will also pay for an adult or guardian to travel with a child who needs care as long as certain requirements are met. This benefit is still available. This benefit is not cost driven, it is driven by access. If you cannot get care locally, it will cover getting you to a location where care can be obtained.

The Medical Travel Support Benefit is cost driven. Prices in Alaska for medical care are up to 300% higher than in the lower 48, especially the Seattle area. When we compare our costs for instate care to Lockton’s standard book of costs we add 41% to the cost to make it comparable to what we are paying and we are still higher. This plan is designed to help us control the cost of some of the most expensive elective procedures.

We have two travel benefits and we want to keep these two.
- There are limits to what you can be reimbursed for this travel benefit based on IRS limits.

*(Following the guest speaker, council readdressed agenda item X.B.)*

**IX. UNFINISHED BUSINESS (none)**

**X. NEW BUSINESS**

**A. 2014-2015 Officer Election - Nominations Open**
- Nominations were opened for the 2014-2015 Officer Election for President and Vice President. Brad and Ashley are working on a more detailed schedule for the officers positions. Nominations were opened on the floor of the meeting. They may also be submitted to Richard Machida, Chair of the Elections committee, up to just prior to the meeting in May or you may make a nomination on the floor at the May meeting. Email nominations will close in advance of the meeting. Information about the election is on our webpage. If you are interested in running but do not wish to self-nominate, contact Brad or Ashley.

**B. Bullying Awareness Training Resolution**
- **Attachment 248-10: Resolution 2014-248-1 – Resolution Regarding Bullying Awareness Training - Approved**
- A motion and second were made to bring the motion to the floor.
- Brad wrote the motion following Staff Alliance’s meeting with Mike O’Brian where they discussed how anti-bullying training had been rolled out to Statewide. They initially opened the training as mixed departments with members from various departments in attendance. They had clickers that allowed people to answer yes of no to questions. In the mixed groups 60-70% of people said that they has seen bullying in the workplace. When asked in training with individual offices or departments, the response rate was 20-30%.
- Earlier this year, Staff Alliance resolved that the anti-bullying training that had been rolled out to statewide go to all campuses. President Gamble approved this resolution. This is why this resolution is on the floor now.
- A suggestion was made to possibly make Staff Council members the trainers. Another suggestion was made to make bullying awareness training a session at Staff Appreciation day.
- President Gamble saw many comments in a past Staff Alliance survey regarding bullying and this is how this training came about.

*(A break was taken at this point in the meeting. The meeting resumed with Guest Speaker Erika Van Flein, Director of Benefits, See agenda item VII. A. for more information)*

**i.** A motion and second were made to amend the motion on the table, to change the second to last statement as follows:

- “NOW, THEREFORE BE IT RESOLVED, that the UAF Staff Council requests that bullying awareness training be made available to UAF staff by Dec. 31, 2014; and”
- The motion to amend the main motion was unanimously approved.

**ii.** A motion and second were made to amend the main motion by removing “by July 1, 2014” from the title of the motion. The motion to amend was unanimously approved.

**iii.** A motion and second were made to amend the main motion by adding the following footnote to:

- “WHEREAS, in mixed training groups, 60% - 70% of those attending the Statewide training reported either experiencing or witnessing bullying; and.”
- Footnote: “Personal communication from Mike O’Brian to UA Staff Alliance, during a bullying awareness training update.”

This amendment to the main motion was unanimously approved.
iv. A motion and second were made to amend the main motion to read as follows:
   - “NOW, THEREFORE BE IT RESOLVED, that the Staff Council requests that bullying awareness training be made mandatory for supervisors by July 1, 2014; and”
   - “BE IT FURTHER RESOLVED, that the UAF Staff Council requests that bullying awareness training be made available to UAF staff by December 31, 2014.”

This amendment to the main motion was unanimously approved.

- The main resolution, Staff Council Resolution 2014-248-1, was unanimously approved as amended.

C. Outstanding Staff Council Achievement Award – Nominations Open
- Nominations for the 2014 Outstanding Staff Council Achievement Award are now being accepted. Information on the award and a form to submit a nomination are available on the website. The award is for Staff Council Representatives and other governance participants. It recognizes significant contributions to governance activities.
- The deadline for submitting nominations is April 12. We will be looking for an additional Staff Council Representative to sit on this committee at the next Staff Council meeting. The award will be given out at Staff Appreciation Day.

D. Upcoming Administrative Services Open Forum
- The forum will take place Thursday, March 27, from 3:30 - 5:00 PM, in the Murie Building Auditorium. This forum is hosted by Vice Chancellor Pat Pitney. She will be covering a budget overview and other important information. Chris Bek, Staff Council Representative to the Planning and Budget Committee had previously seen the presentation that will be given at the forum and noted that it was informative, showing where we are at with our financial situation. This includes UAF being sixteen million dollars in the hole to start the next fiscal year.
- Brad encouraged all Staff Council members to attend the upcoming forum.

E. Chancellor’s Town Hall-Style Forum
- The forum will take place Tuesday, April 8, from 1:15 – 2:15 PM in the Murie Building Auditorium. You may submit questions prior to the forum or at the forum.

COMMITTEE REPORTS

XI. INTERNAL COMMITTEE REPORTS

A. Elections – Richard Machida, Chair
   - Attachment 248-1: March Committee Report
   - No one present from Elections Committee

B. Membership and Rules – Chris Bek, Chair
   - Attachment 248-7: March Committee Report
   - Please see the written report.
   - Chris thanked all new members for serving on the committee.
   - They will be looking further into membership counts to address the new merger of AFES, SNRAS, and CES.

C. Rural Affairs – Jeannette Altman, Chair
   - Mae Marsh, and her staff were in attendance at the March Rural Affairs meeting.
   - Mae Marsh, Director of Diversity and Equal Opportunity, will be the Staff Council meeting guest in April.

D. Staff Affairs – Faye Gallant, Chair
- **Attachment 248-4: March Committee Report**
  - The main topic addressed during their last meeting was the Leave Share Program and issues associated with extreme events. This raised questions regarding the restrictions on the current program that prevent people from accessing some services during times of need. Jennifer Youngberg explained to the committee some of the reasoning for the way the programs are setup.
  - Staff Affairs set up a sub-committee to address the possibly of coming up with other ways to help staff in need. Jeff Baxter will chair this subcommittee. Jennifer Youngberg will also be a member.
  - The subcommittee requested additional members. Brad Krick volunteered to serve on the subcommittee. If you are interested in serving on this subcommittee, please contact Faye directly at fsgallant@alaska.edu.
  - The committee discussed the past smoking survey and written comments collected during the process. The committee did not see a current need to distribute the comments associated with the survey, due to the time commitment and the current situation surrounding the smoke-free issue.
  - Faye and Juan will be working on a tool that will be placed on the homepage to collect ideas regarding making UAF a Better Place to Work.

E. **University Advocacy – Lesli Walls, Chair**
- **Attachment 248-5: March Committee Report**
  - University Advocacy met to review the Staff Make Students Count Award nominations. The committee’s recommendation has been forwarded to the System Governance Office.
  - Advocacy also had anticipated having a member serve on the selection committee for the Carolyn Sampson Memorial Scholarship. They have now asked if Advocacy can take the selection on in full. There are at least one or two members on the committee and Lesli will see if she can put forward a request for more committee members. The committee has four to six weeks to bring this to fruition. Two people will receive a scholarship. They would like to have the decision in time for the awards to be announced before the end of the semester.
  - Lesli will try to plan this meeting and an additional meeting with HR and Anita Harman regarding staff mentoring. This has been placed on the side due to the Carolyn Sampson Scholarship.
  - Contact Lesli if you would like to sit on the scholarship selection committee.

XII. **EXTERNAL STATEWIDE COMMITTEE REPORTS**
A. **Staff Alliance- Staff Health Care Committee – Debbie Coxon, Lesli Walls, Chris Beks (Alt), David Bantz (Alt)**
  - **Attachment 248-2: Healthy Roads Health Care Provider From**
    - Erika Van Flein, Director of Benefits, covered the majority of what SHCC discussed.
    - We are looking for recommendations to make to the Joint Health Care Committee regarding what the annual milestones for the incentive would be. Please submit these recommendations to Lesli or Debbie Coxon.

B. **Staff Alliance Compensation Working Group – Brad Krick (Chair), MaryAlice Short, Mike Cox**
  - **Attachment 248-9: March Report**
    - Brad and Monique Musick from Statewide will soon meet with Tara Ferguson, Compensation Director. The committee is focused on getting some type of formal response to last year’s proposals. They have received informal feedback, but have not received written feedback. This feedback would be very useful when composing future proposals.

XIII. **EXTERNAL UAF COMMITTEE REPORTS - Written Format**
A. Accreditation Steering Committee – Trish Winners
   - Has not met

B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon

C. Chancellor’s Diversity Action Committee (CDAC) – ON HIATUS

D. Chancellor’s Planning and Budget Committee – Chris Beks; Juella Sparks, Alt
   - Attachment 248-11: March Committee Report
   - Everything is still on the table for this committee. Nothing has been decided to date. Chris is encouraged by the process that is taking place, which is thoughtful and considerate. It is not just about cutting positions. The committee has a difficult task, but things are being assessed comprehensively. Chris has received some feedback from Staff Council Representatives and some staff members. Contact Chris at chris.beks@alaska.edu if you have any questions regarding the how the process will address budget concerns.

E. Food for Thought Committee - Tom Langdon

F. Master Planning Committee (MPC) – Richard Machida; Brad Krick, Alt

G. Meritorious Service Awards Committee – INACTIVE

H. Parking Advisory Committee (PAC) – Tom Langdon

I. People’s Endowment Committee – Debbie Gonzalez
   - Attachment 248-8: March Committee Report

J. RISE Board – Ian Olson

K. Smoke-Free / Tobacco-Free Campus Committee – Jessica Desrochers, Brad Krick, Alt

L. Staff Appreciation Day Planning Group – Ashley Munro and Maria Russell
   - Attachment 248-3: Monthly Committee Report
   - If you have an idea for a session, contact Maria or Ashley. They are looking for additional sessions and session leaders.

M. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Beks

XIV. AD HOC COMMITTEE REPORTS
A. Chancellor’s Cornerstone Award Committee – Jessica MacCallum, Chair
   - Has not met
   - An additional committee member was needed to serve on this year’s committee. Faye Gallant volunteered to fill this vacancy.

XV. ROUND TABLE DISCUSSION

XVI. ADJOURN
   - The meeting was adjourned by President Brad Krick at 11:05 AM.
Elections Committee
March 2014 Committee Report
Submitted by Richard Machida, Chair

Time: Monday, March 3, 2014 from 1:30pm to 2:00pm.

Present: Richard Machida, Jeanette Altman

Absent: Nate Bauer, Lawrence Murakami

Topics covered:

Unit 7 candidates: I was supposed to contact the candidates who submitted their names during the nomination period. I haven't contacted them yet.

No other topics covered.
University of Alaska is providing the opportunity for eligible members to submit biometrics screening results from your Health Care Provider (HCP) to participate in the screening component of your incentive program. Please refer to the Instructions on the following page.

The date of your screening must occur on or after 7/1/2013 and this form must be completed and received by Healthyroads on or before 6/30/2014 to be eligible for the biometric screening component of your incentive program.

Please print neatly. Incomplete or illegible forms will not be processed and you will not receive incentive credit. Write your first and last name exactly the way that they appear on your payroll stub and/or your medical benefits card. PLEASE NOTE: Values below with an asterisk (*) are required. This form will not be processed if any required values are missing. Fax completed form to: 1-877-495-2746 by 6/30/2014

PART I – To be completed by Eligible Member

Employer Group: University of Alaska
Relation to Employee: ☐ Self ☐ Spouse/Domestic Partner

*First Name: ☐ Male ☐ Female
*Last Name: / / 

Gender:

Phone Number:
Email Address:

MEMBER ATTESTATION/AUTHORIZATION: By submitting this form, I am authorizing my HCP to report my laboratory and biometric results to Healthyroads to be included as part of my employer–sponsored biometrics screening. I have provided this form to my HCP and authorize him or her to send the requested results to Healthyroads. I authorize Healthyroads to contact my HCP to validate the results, if necessary as determined by Healthyroads. I attest that I have read and agreed to the Use and Disclosure Statement on the following page.

*Member Signature: ____________________________ Date: ______________________

PART II – To be completed by Health Care Provider

Your patient’s employer (or spouse’s or domestic partner’s employer) is encouraging all of its members to take an active role in managing their health by completing a biometric screening. Please complete all sections of Part II of this form, sign, and submit according to the instructions below.

*Date of Screening: (No earlier than 7/1/2013)

*Fasting? ☐ Yes ☐ No

*Total Cholesterol (mg/dL):

*LDL (mg/dL):

Waist Circumference (in):

*HDL (mg/dL):

*Weight (pounds):

Triglycerides (mg/dL):

*Height: ft in

Total Cholesterol/HDL Ratio:

*Blood Pressure (mmHG):

*Blood Glucose (mg/dL):

Health Care Provider Name: 

NPI#:

*Health Care Provider Signature: ____________________________ Date: ______________________

Please send completed form in before 6/30/2014

Fax: 1-877-495-2746; *SECURE Email to: PhysicianReportedForms@ashn.com

Mail to: Healthyroads – Attn: BIO DATA-C4-1, P.O. Box 509040, San Diego, CA 92150-9040

*NOTE – This email address is for incoming forms only. Please do not send questions, status inquiries, or emails to this inbox. Inquiries can be directed to Healthyroads at 1-877-330-2746 or emailed to Healthyroads at service@healthyroads.com
INSTRUCTIONS:

1. Attend a preventive health visit with your Health Care Provider (HCP) within the dates specified on the top of the form. Provide this form to your HCP and ask them to complete Part II and sign the form after validating your screening results. You are responsible for any charges that may be incurred from your HCP as a result of completing this form.

2. Please Note: Laboratory reports should not be submitted. Healthyroads will not review laboratory reports to obtain and process data values. Healthyroads will only process data entered on this form by your HCP. Any laboratory reports that are submitted will be shredded by Healthyroads upon receipt.

3. Make a copy of the form for your records. Forms must be received by the deadline printed on the top of the form.

4. Please be sure the form is complete and legible. Incomplete forms will not be processed. Fax, email securely, or mail completed forms:
   - Fax Number: 1-877-495-2746
   - Email Address: PhysicianReportedForms@ashn.com
   - Mailing address: Healthyroads – Attn: BIO DATA-C4-1, P.O. Box 509040, San Diego, CA 92150-9040.

5. Your screening data will be viewable on www.healthyroads.com under My Programs/Biometrics Screening and will also be submitted to your incentives program within 30 calendar days of receiving your completed form, but no earlier than the start of your company’s Healthyroads program. (Member-level biometric results will not be shared with your employer.) Once your form has been processed, you will receive notification via email (if valid email address is provided) that your data is viewable on Healthyroads.com. You can view your data and get customized recommendations for improvement by going to the Personal Scorecard tab after logging in to the website.

6. If you have questions about your incentive criteria, please contact your Human Resources Department. For any questions related to this form, please call Healthyroads at 1-877-330-2746 or email Healthyroads at service@healthyroads.com

Healthyroads® Biometric Assessment Information Use and Disclosure Statement

Healthyroads, Inc. and its affiliates or subsidiaries as well as their successors, assignees, and licensees (hereinafter “Healthyroads”) may use and/or provide the information relating to the biometric assessment tests to your plan sponsor or health plan, as applicable, to administer your plan. In addition, Healthyroads may also use your personal information obtained through the biometric assessment results form to provide you with information about other health-related benefits available to you through your plan sponsor or health plan, as applicable. That data may also be used to populate your online tools and trackers on Healthyroads.com, which may be used by your Healthyroads Coach® in connection with the Healthyroads Coaching Program if that program is available to you and you choose to participate in it. Provision of the information noted above to your plan sponsor, health plan, or other entities, as applicable, that have contracted with your plan sponsor or health plan to administer your plan, is intended for purposes related to treatment, payment (billing, eligibility) or operational and administrative requirements. Such purposes will vary by entity, but may include, eligibility for incentives due to participation in the program, quality control and auditing purposes, and facilitation with case management or disease management programs available from your plan sponsor or health plan, as applicable. In these situations, Healthyroads requires recipients of the information to ensure that there are safeguards in place so that personal information is only used for the purposes noted. If information is disclosed to plan sponsors who are employers, then such information is required to be used for benefit administration purposes only.
Staff Appreciation Day Committee
March 2014 Committee Report
Submitted by Maria Russell

The Staff Appreciation Day Committee had its first meeting March 7th and although we had a
late start, we are very optimistic that registration will open up on time in mid-April. This year’s
committee members are: Maria Russell, Ashley Munro, Carla Browning and Rauchelle
King. Brad Lobland is also assisting the committee.

One big change to the schedule this year, is that we have combined the chancellor’s opening
remarks and the longevity and award ceremony to the morning. Some door prizes will be moved
to the morning. We will still have an ice cream social with the remaining door prizes from 4-
5pm.

We have finalized the longevity recipient and are ordering the gifts.

Once we have the website up and running, we will send a link out to Staff Council.

We are working with Jeannette Altman for providing funds to rural sites so that they may
participate in appreciation festivities. This year we are asking that rural site request funds, we are
hoping that this facilitates the actual usage of the funds. In past years some rural sites funds have
gone unspent.

Currently we are looking for sessions. If you have session ideas or would like to volunteer for a
session please email UAF-Staff-Appreciation@alaska.edu We plan to have all sessions finalized
by the first week of April.

We will send out a volunteer request mid to late April, so be on the look out.
Staff Affairs Committee Report, March 2014

The Staff Affairs Committee met on March 13. Major topics of discussion were:

- **Make UAF a Better Place to Work:** Staff Affairs will be rolling out an anonymous google form for staff to submit suggestions to the Staff Affairs Committee. The focus will be on actions that can be implemented at the supervisor to campus level, without Statewide coordination.
- **Smoking Ban:** No further action needed at this time.
- **Leave Share Policy:** The SA Committee reviewed a recent employee situation and agreed that the current process may exacerbate the hardship an employee experiences during a serious medical event. A subcommittee was formed, chaired by Jeff Baxter, to look for ways to better meet employee needs with leave share (including a separate mechanism for donating annual leave with fewer restrictions/requirements than sick leave donations). Interested representatives may contact Jeff to volunteer to serve on this committee.

The next meeting will be on April, at 10am in the Chancellor’s Conference Room (Signer’s Hall 330).
University Advocacy Committee Report – March 2014  
Submitted by Lesli Walls, Chair

The Advocacy Committee met on March 12 to review Staff Make Students Count Award nominations and write an award recommendation. The following members were present: Lesli Wall (Chair), Jessica Desrochers, Janine Smith, Jami Warrick, and Jessica MacCallum. Also present was ASUAF President, Ayla O’Scannell who provided student input as part of the nomination review process.

Three nominations were submitted for this year’s award. During the meeting, committee members read the nominations and scored each using the predefined award protocol. Nominations and scores were discussed and the committee reached a consensus regarding their final recommendation. The committee’s recommendation was submitted to the System Governance Office on March 17.
Staff Council Report  
March 2014

Staff Alliance Retreat, March 11-12

- Reviewed 2013-2014 Goals, some are completed, some are added
- Proposal for new ad-hoc groups to support new goals: Staff Development Group/Career Planning and Hiring/Recruitment/Job Families Group. Not official yet, waiting for next month.
- Shaping Alaska’s Future- being wrapped. Final goals and statements are published.
- System Governance Council- in order to create better communication with Summit Team, and align more with Alliances, want to re-organize. 2 or 3 seats from Staff Alliance, Faculty Alliance, Student Government and Alumni, as opposed to one from each MAU group.
- Looking into creating of a Secretary and Treasurer position within Staff Alliance.
- Visit from Student Regent Courtney Enright. Q. Why don’t staff advocate to legislature? A. We can’t do it from university resources (email or computer) or during work time. Who has time at home to do this?
- Mike O’Brien visit about Bullying Awareness Training- UA Statewide all required, UAS has started, UAA is ready to start, UAF is not. Bullying falls under corrective action regulation “inability to work with co-workers”. Statements about performance don’t count. During “open” trainings, 60-70% reports bullying and feedback from session was very positive. During department specific trainings, only 20% reported bullying and feedback from sessions was negative. Coverage about retaliation, its easier to prove than the original complaint. HR is still looking at Grievance Policy.
- Dana Thomas- Shaping Alaska’s Future nearly done. Purposefully left vague so that we don’t stop when we reach a goal, but it supports continuous improvement. Summit Group very supportive of shared governance. Spoke about reduction in travel, Board of Regents meetings are limited to people who are actually presenting, no support staff.
- UAA Update: moving towards Smoke Free Campus. Students voting this fall to go towards a 1 year cessation/transition plan.
- Staff Health Care: We will need biometric screening by June 30 to take advantage of discounted/rebated premiums.
- Compensation: Following up on proposals, drafting a history of COLA and Geographical Differentials. Meeting in 2 weeks with Tara Ferguson and Heather Arana.
- Resolution to support administration’s line for Gun Bill (SB 176)
- Working on drafting a resolution to request President’s continued support of supervisors supporting our participating in governance.
- Working on inviting ourselves to Human Resources Council, or similar group.
- Hotline Update- this is almost ready to go! Looking for a name and information should be sent our shortly. We now have a representative on this implementation committee.

Executive Board Meeting, March 18
• Assignment to Elections Committee to send a memo to units with no or low Staff Council representation to encourage participating and volunteers to fill seats.
• Guest Speakers for April and May decided (Mae Marsh in April, Brad Lobland in May)
• Discussion about Pre-Staff Agenda
• Draft resolution for Bullying Awareness Training Roll-out by July 1

Pre-Staff Meeting with Chancellor Rogers, March 20
• Support needed from supervisors, deans and directors for participation. We have upper administration support, and we have bottom staff support, but nothing in the middle. This is something that he will mention at Cabinet.
• Summit Team- they are currently working on several projects:
  o Replace the term MAU with 3 universities
  o Common UA Core Values (service, excellence, innovation, intelligence, integrity)
  o Common financial aid practices between 3 universities
  o Common learning management systems (i.e. Blackboard)
  o Math and English general education requirements
  o Future topics include: other general ed requirements, shared programs, standardized IT, Financial Aid and Bursar’s Offices
• Weather/Emergency Leave Policy- this was brought to statewide, not sure who is the “owner” of this, but Chancellor Rogers will continue to follow up with the approval process.
• Bullying Awareness Training- concern with getting this as a required training. UAF has 4000 employees, this would be someone’s full time job to write and offer trainings, budget issue! Chancellor Rogers will see if Mike O’Brien and Anne Sakomoto will offer a pilot training with Staff Council soon. We can evaluate the training and see if we need it, and what we would want to change.
• Term-Funded Lay off policy- nothing has been formalized. Will continue to work on this.
• Budget Planning Process- Chancellor Rogers and Kari Burrell will discuss this further at Staff Council. We want to relay the message of thoughtfulness, time and effort that has been put into this process. Chris Bek, our rep, can also share his thoughts.
• Smoking Committee- is this still happening? UAA is moving towards smoke-free, will UAS and UAF join in too? Still considering options.

Supervisor’s Safety Kit Pilot
Brad and I were invited to participate in a Safety Training Pilot program. It’s a folder tool kit to promote “making UAF a safe and welcoming place.” The materials are developed quick tips to share at meetings. Anyone can download the quick tabs at www.uaf.edu/safety/. We will receive a survey and will report what we thought at some later date. Materials arrived March 19, I’ve not used them yet.

Staff Appreciation Day
(Not really sure if this is part of my VP duties, but I’ll report anyway, since I’m the only Staff Council member on the committee)
• Started meeting early March
- No general, open call for session leaders, since we’re too close to event. We’re inviting presenters. If anyone is interested in committing, see Ashley or Maria Russell.
- 5, 10, 15 year awards are ordered. Waiting for quotes still for other awards.
- Longevity Awards will be in morning with Chancellor’s Address.
- Pat Pitney’s office is buying breakfast (so say Thank you to her!)
- Lunch and Ice Cream Social provided.
- We will need volunteers, call for volunteers at April Meeting for award set-up, door prize distribution, Longevity liner-uppers, lunch counters, cotton candy makers and ice cream scoopers (usually reserved for Faculty Senate)
The committee is very pleased to welcome new members Jessica MacCallum, Jessica Desrochers, and Nate Bauer.

Items from our last meeting:

- Review the bylaws & constitution for any items that may need revising/changing. This has been an ongoing process, which the committee hopes to finish by next month.

- Resolution to request greater input into the budget development process at the University of Alaska Fairbanks. The committee has started working on a resolution and is doing some research into policy and the current status of Staff Council representation on this. More on this next month as well.

- Review Unit compositions and any issues there may be with unit membership. The committee is currently gathering information on the current units, and looking at recent merged units as well as other changes.

Next Meeting:
April 7th, 1014 3-4 PM
Online, using Fuze Meeting
Peoples' Endowment Committee
Submitted by Debbie Gonzalez

Committee met February 21, 2014 Friday to discuss spring proposals process/timeline, as follows:

CALL FOR PROPOSALS FOR SPRING 2014

February 27, 2014

Deadline: The deadline for receipt of complete proposals is March 28, 2014. Proposals received after 5 p.m. of the deadline date will not be considered. Successful recipients will be notified on April 14, 2014.

Committee will meet the week of April 7, 2014 to review proposals and make awards.
The group met on February 24. We discussed last year’s written proposals (available on the Staff Alliance blog, the Ally). We decided that we had three main goals:

1) Follow up on last year’s written proposals and obtain a formal response from UA HR
2) Write up the three unwritten proposals from last year (Veteran’s Day, Leave Accrual, & Longevity Recognition)
3) Consider new proposals. However, our first priority are Goals 1 & 2

The group invited Tara Ferguson, UA Compensation Director to our March meeting to help with goal 1.

Gwenna Richardson volunteered to draft the three unwritten proposals to help meet goal 2.

Mike Cox volunteered to do a comparison of UA’s cost of living increases vs. inflation in Alaska.
The Planning and Budget Committee (PBC) serves in an advisory role to the Chancellor’s Cabinet. The process for this committee is different this year than in past years, as UAF must consider both long-term budget reductions (FY15) as well as strategic areas to invest in for FY16.

The PBC has been meeting twice a week since late February. The committee is chaired by the Provost, and includes vice-chancellors, deans, and representatives from faculty senate, and staff council.

The PBC will recommend a prioritized list of quantifiable reduction options to the Chancellor’s Cabinet. After considering all input, the Cabinet will then aim to finalize decisions by May to allow implementation lead time prior to the beginning of the fiscal year.

This year, the Planning and Budget Committee process is to:

- Identify any additional cost reductions or revenue enhancements, beyond those suggested by the Budget Options Group (BOG).
- Add to the assessment of each option provided by the BOG.
- Recommend to the Cabinet the options to be implemented, in priority order.

The goal is to identify $15 million in reductions or revenue enhancements for FY15 and beyond, expecting that additional reductions may be necessary in FY16 and FY17.

The Chancellor’s Budget Options Group (BOG) has compiled and analyzed several options to address the budget gap, and I shared their findings in an email earlier this month.

During the past two months, the PBC established a set of guiding principles that align with UAF’s mission statement, and identify the strengths, and successful programs and services. The PBC is committed to address the budget reductions in a manner that is thoughtful and considerate even while realizing that its recommendations will undoubtedly have negative effects.

In addition to the BOG options report, the Office of Management and Budget (OMB) has collected ideas from other groups, including Staff Council. The PBC spend approx. a month gathering information and brainstorming ideas. All of the options are currently being considered, and nothing has been eliminated or decided at this point.

The next, and current part of the process, is the evaluation phase and initial rating of options. This is done in PBC subcommittees, each of which have an assigned group of reduction options, sorted according to the categories established by the BOG.
Each subcommittee has a staff member of OMB assigned to them, who can provide further information regarding the options/ideas it has been given. In addition, the subcommittee can ask to speak with key individuals responsible for the area that it is considering options/ideas for.

The Planning and Budget Committee’s tasks are difficult, and will be ongoing until the end of April. It has been encouraging to see the careful and considerate manner with which the committee has handled each idea and option it has been given. While it may not appear so, the focus is on the University of Alaska as a whole, not on one or two particular areas, and not just on academic or non-academic issues.

If you have any questions or concerns regarding the current budget process, please feel free to contact me.

Chris Beks
Staff Council Representative
Planning and Budget Committee
The University of Alaska Fairbanks Staff Council unanimously approved the following resolution at Staff Council Meeting #249, on March 26, 2014:

------------------------------------------

University of Alaska Fairbanks
Staff Council

Resolution 2014-248-1: Resolution Requesting Bullying Awareness Training Be Provided to UAF Employees

WHEREAS, UA Statewide created a bullying awareness training in response to concerns raised in a system-wide survey conducted in 2012-13 by the Staff Alliance; and

WHEREAS, UA Statewide employees received the training in Fall 2013; and

WHEREAS, in mixed training groups, 60% - 70% of those attending the Statewide training reported either experiencing or witnessing bullying;¹ and

WHEREAS, the Staff Alliance, on September 26, resolved that the University of Alaska support the training system-wide²; and

WHEREAS, President Gamble responded to Staff Alliance’s resolution and encouraged Staff Alliance representatives to “work with . . . campus HR offices to include bullying awareness training in . . . [their] staff training suite”³; and

WHEREAS, the training materials have been provided to the University of Alaska Fairbanks, Human Resources Department; and

WHEREAS, UA is rolling out a third party fraud, waste, and abuse reporting hotline that will include options for reporting bullying;

¹ Personal communication from Mike O’Brian to UA Staff Alliance, during a bullying awareness training update
² Staff Alliance Resolution in Support of Bullying Awareness Training: https://www.alaska.edu/files/governance/SABullyingResolutionFINAL.pdf
³ Response from President Gamble to Staff Alliance Resolution: https://www.alaska.edu/files/governance/SA_PresidentsMemo_Bullying.pdf
NOW, THEREFORE BE IT RESOLVED, that the Staff Council requests that bullying awareness training be made mandatory for supervisors by July 1, 2014; and

BE IT FURTHER RESOLVED, that the UAF Staff Council requests that bullying awareness training be made available to UAF staff by December 31, 2014

Brad Krick, President – UAF Staff Council

APPROVED: ________________________________  ________________________________
Chancellor's Office  DATE

DISAPPROVED: ________________________________  ________________________________
Chancellor's Office  DATE
INTRODUCING
the Healthyroads Wellness® Program

Benefits to Help You and Your Family Achieve Better Health

UNIVERSITY
of ALASKA
Many Traditions, One Alaska
Dear UA Choice Health Plan Participant:

A healthy organization cannot exist without healthy employees. The everyday choices we make can help us live happier and more fulfilling lives—both at work and at home. That's why the University of Alaska is offering an essential tool as part of your overall benefits package—a comprehensive wellness program from Healthyroads.

The goals of this program are to:

- Provide you with information about your current health status.
- Help you set realistic health improvement or lifestyle goals.
- Give you health management tools and resources to help you reach your goals.
- Lower health care costs—An effective wellness program can make a difference in these costs over time. Your participation will benefit your lifestyle and may help you save money on health care costs in the future.

Your participation in this effort is completely voluntary and will allow you to:

- Access lifestyle coaching services to help you set, reach, and maintain your goals.
- Complete an online Personal Health Assessment (PHA) that will help you identify potential health-related issues and risks.
- Use a variety of online services to keep tabs on your health and your goals.

The details of the program are outlined in this booklet. Please review this information carefully so you understand how it works and can take full advantage of the opportunities it offers. You may see additional information on our wellness initiatives as new activities are introduced and/or become available to you through UA’s health plan.

Each one of us can choose steps, even small ones, to improve our overall health and well-being. We hope you will join us by participating in this worthwhile effort. We are very pleased to offer a program that will focus on the well-being of UA’s most valuable asset—YOU.

Yours in health,

Pat Gamble, President
University of Alaska

Abel Bult-Ito, Chair
Joint Health Care Committee
TRAVELING YOUR HEALTHY ROAD:
INVEST IN YOUR HEALTH WITH OUR WELLNESS INCENTIVE PROGRAM

Participation in the wellness incentive program is completely voluntary, but we encourage all eligible* employees and their spouses/FIPs (Financially Interdependent Partner) to take advantage of the program so that they can receive valuable information on their health status and risk factors—as well as have access to wellness-related resources, including healthy eating menu plans, exercise plans, online coaching, stress reduction suggestions, and more. Plus, you’ll be making efforts that will pay off—both literally and figuratively!

*Only employees and their spouses/FIPs on the University of Alaska medical plan are eligible to participate in the wellness program.
HOW TO EARN YOUR INCENTIVE:

Employees and spouses/FIPs enrolled in the UA Choice health plan are eligible to earn a rebate on their health plan payroll contribution. The requirements are below, but each is also explained in more detail, along with the timing to be sure you can plan ahead and invest in your success. If your spouse or FIP is covered under our eligible plans, he or she must complete the activities in order to earn the incentive.

To be eligible for the incentive, you must complete both of the following required activities by June 30, 2014:

PERSONAL HEALTH ASSESSMENT (PHA)
The Personal Health Assessment is an online, private questionnaire about your health and lifestyle. Your answers will generate suggestions for achieving health improvement. It is available on www.healthyroads.com. The PHA can be found on the My Roadmap section of the landing page after you sign in.

BIOMETRIC SCREENING – You can fulfill your screening requirement in one of 3 ways:

1. Have your biometric measurements completed as part of your annual physical or preventive screening. Visit Healthyroads.com to print the Healthyroads® Health Care Provider Form, which should be completed and submitted by your doctor directly to Healthyroads by June 30, 2014.

2. Visit a Quest Diagnostics® Patient Service Center (PSC) at your convenience before June 30, 2014. To schedule your appointment, go to https://my.blueprintforwellness.com. Use registration code UOAremove.

3. Attend a screening offered at many work locations in May and June 2014.

Healthyroads may use and/or provide participation information to your plan sponsor/employer or its contracted entities that administer your plan for incentive fulfillment purposes. Healthyroads may also use this information to provide you with other services on behalf of your plan sponsor/employer. Your participation serves as your consent for Healthyroads to use and/or provide this information as stated above.
LOCATE YOUR COMPASS:  
GET IN THE KNOW WITH A PHA

Complete your PHA by June 30, 2014!

We are all at different points on a journey to better health. Some of us are just starting out. Others may be considered healthy, but perhaps we could use some encouragement to keep going. Wherever you are, it is important to keep traveling your path and learning more!

With the Healthyroads Personal Health Assessment (PHA), you can identify potential health issues related to daily nutrition, fitness, and lifestyle habits and see how to improve your health.

The PHA consists of a series of questions about your health-related activities and behaviors. After completing the voluntary questionnaire, you'll receive suggestions for improving your health. You'll also be able to identify areas of improvement that might be perfectly suited for a Healthyroads Coaching® Program.

Follow these easy steps to complete your PHA:

1. Go to www.alaska.edu/benefits.
2. Select the link for Healthyroads and log on using your UA username and password.
3. From your Healthyroads home page, look for the PHA link in the My Roadmap section or under the "Scorecard" tab. Allow about 10 minutes to complete it.
4. Once finished, you will receive scores around different areas of your health and suggestions for improvement. You can also begin using Healthyroads.com tools, trackers, online classes, and more to reach your goals!

Spouses/FIPs should follow these steps to complete their PHAs:

2. From your Healthyroads home page, look for the PHA link in the My Roadmap section or under the "Scorecard" tab. Allow about 10 minutes to complete it.
3. Once finished, you will receive scores around different areas of your health and suggestions for improvement. You can also begin using Healthyroads.com tools, trackers, online classes, and more to reach your goals!

Fulfilling this requirement by June 30, 2014 will help you set your course and guide you to suggested engagement activities to achieve better health. You will be eligible to earn incentives as long as you take a PHA and get a biometric screening by June 30, 2014.
GET YOUR BEARINGS
WITH A BIOMETRIC SCREENING

Get rewarded if your screening date falls between July 1, 2013, and June 30, 2014!

Biometric screenings are available at no cost and provide useful results in the following areas:

- **BMI** – Body Mass Index (BMI) looks at your weight in relation to your height to find out if you weigh more than is healthy for you. Many health problems are linked to being overweight or obese. The normal range is between 18.5 and 25.

- **CHOLESTEROL** – Cholesterol is a fatty substance that is made by the body. Cholesterol is made in the liver and is also found in animal-based foods you eat. Plant-based foods do not have cholesterol. You need some cholesterol to help build cells, produce hormones, and support nerve function. Cholesterol is a problem only when levels in the blood get too high. Then the cholesterol starts to form waxy plaque. This can clog your arteries and cause heart disease. A total cholesterol level of less than 200 mg/dL is desirable.

- **GLUCOSE** – This is the level of blood sugar in your bloodstream. Diabetes is a health problem in which blood sugar (glucose) is too high, leading to a buildup of blood sugar instead of moving into your cells to use as energy. Normal levels are between 70 and 100 mg/dL.

- **BLOOD PRESSURE** – Blood pressure measures the force of blood against the blood vessel walls. A healthy blood pressure level is important. High blood pressure can lead to many health problems including hardened arteries, stroke, congestive heart failure, kidney failure, and heart attack. The good news is that there are many things you can do to help keep your blood pressure normal. A normal blood pressure is 120 over 80 mmHg or less.

Knowing your numbers is the first step to knowing your risk areas and creating an action plan with your health care providers to decrease your risk.

The biometric screening should be completed by **June 30, 2014**, so that you stay on your path to wellness and have time to complete other activities. You will get credit for the biometric screening as long as it is completed by **June 30, 2014**.

Watch for biometric screening events to be held at the University of Alaska’s sites (for employees only)—or you can complete a biometric screening at a Quest Diagnostics PSC or through your doctor's office using a Health Care Provider Form.
We want you to have the tools you need to change or continue your path to better health. If your biometric numbers aren’t where you want them to be, the Healthyroads Coaching program can help you decrease your risks or manage a health condition.

Whether your goal is to manage your weight, quit smoking, exercise more, or stress less, Healthyroads Coaching programs give you the motivation and information you need to change your everyday habits and reduce the risks of serious health conditions that can result from obesity, smoking, and other unhealthy behaviors.

Healthyroads Coaching is offered by health coaches who are experienced and able to provide the education, motivation, and support for your unique personal health goals.

To enroll in the program, go to Healthyroads.com, click on “Sign Up,” then follow the prompts. Once you’re logged in successfully, go to “Enroll in Coaching” if it’s listed in the My Roadmap section, or go to “Phone-based Coaching” under the “My Programs” tab, then click the “Enroll” button and follow the prompts.

Participation in a coaching program is completely voluntary—YOU choose the Healthyroads Coaching program that best suits your needs. When you participate in the coaching program and complete a progress review session with a coach, you can choose one of 8 Milestone Kits, which feature exercise, weight management, or stress management products that can help you reach your health goals.
SCHEDULING COACHING

Your first coaching session can be scheduled on Healthyroads.com or by calling Healthyroads Customer Service at 877.330.2746, Monday through Friday, from 4 a.m. to 5 p.m. Alaska time. Coaching calls are limited to one call per week, subject to availability of coaching staff. You can schedule your coaching calls between 4 a.m. and 6 p.m. Alaska time Monday through Friday, and between 6 a.m. and 3 p.m. Alaska time on Saturdays.

You can also schedule your first session on Healthyroads.com. Go to “My Programs,” then “Phone-based Coaching” and follow the enrollment prompts.

FUEL UP
WITH ONLINE COURSES (E-COACHING)

The self-guided courses can help you learn more about a variety of health and fitness topics—at your own pace. Focus on the courses suggested by your PHA results or those of special interest to you that will help you reach your goals. Each course is based on up-to-date clinical information, and made up of interactive classes and tools you can view from your home or office. Class handouts, quizzes, and optional articles are also provided to help you get more from your learning experience.
PIT STOP
AT HEALTHYROADS.COM

In addition to the Coaching program, Healthyroads.com provides a comprehensive set of wellness tools to help you reach your goals. They include:

CARDIO / STRENGTH EXERCISE PLANNERS
Create an individualized 12-week cardio or strengthening plan based on fitness goals, exercise preferences, available equipment, and other variables.

MEAL / NUTRITION PLANNER
Plan meals, track nutrients, calculate caloric intake, and educate yourself on better nutrition.

HEALTH TRACKERS
Track your improvements in key health metrics such as weight, blood pressure, heart rate, body fat percentage, strength, endurance, and many others.

WELLNESS LIBRARY
The library includes hundreds of evidence-based, fully referenced articles on fitness, nutrition, stress management, and other personal health improvement topics.

AN EXPERT BLOG
This informative resource is updated regularly by the Healthyroads health services team with views and comments on a variety of health topics.

DAILY WELLNESS EMAIL AND TEXT REMINDERS
Register for a daily wellness email or text reminder, offered Monday through Friday, and choose from a variety of topics.

HEALTHYROADS CONNECTED!
Healthyroads Connected! automatically tracks your workouts through your favorite Fitbit® tracker! You can automatically upload this data to Healthyroads.com and use the information to change your workout routine or to set your next big health improvement goal!

ACCESS TO NATIONAL FITNESS FACILITY AFFINITY PROGRAM
You have access to membership discounts at more than 12,000 fitness clubs and exercise centers nationwide.

ASK A COACH
You can find answers to your own personal health questions through a secure and private message center with a Healthyroads Coach®. You can select a health topic and send a question, and a coach will research the answer and reply within approximately 2 business days.

ONLINE COMPETITIONS AND TODAY’S CHALLENGES
Take on your fellow coworkers in a healthy competition using Healthyroads.com to track your progress. Or, just motivate yourself to get healthier by completing a daily challenge emailed to you around a topic of your choosing.
A LIFE-LONG JOURNEY

Use these tools to take stock in your health and continue on your path today, tomorrow, and forever. The way to a healthier you is at your fingertips! Log on to Healthyroads.com or call 877.330.2746 and travel to total health today.

Your employer is committed to helping you achieve your best health status. Rewards for participating in a wellness program are available to all employees/spouses/FIPs enrolled on the health plan. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Healthyroads will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.
Q1. Who is Healthyroads?
Healthyroads is our wellness program provider. The university selected Healthyroads from a Request For Proposal (RFP) process last year. Serving more than 5.7 million members nationwide, Healthyroads provides a comprehensive and fully integrated health management platform, including personal health coaching programs and an integrated online health improvement portal.

Q2. Why does the university want to have an employee wellness program?
One of the key purposes of a wellness program is to “keep the healthy people healthy, and keep the unhealthy from getting worse.” Early detection and chronic condition management are important components of any wellness program. By encouraging everyone to “know their numbers” and be aware of their health risks, and by giving them tools to help improve their lifestyle and healthy habits, we can have an impact on future health plan costs.

Last year, almost 23 percent of our plan members had no claims. Some of these people are certainly very healthy. But many could be “care avoiders,” who haven’t had a preventive exam or routine screening recently, or in many years. Care avoiders could be high risk individuals with undetected health conditions that could lead to high cost claims.

Q3. Why should I do this?
Of course we want our employees to be happy and healthy. Early detection is key to managing your health. Many chronic conditions, such as diabetes, are first recognized during routine eye exams and annual physicals before other symptoms are easily identified.

Q4. Who does this cover and why?
The wellness program is available to employees and spouses/Financially Interdependent Partners (FIP) enrolled on the UA Choice health plan. Employees who have waived coverage but are enrolled as a spouse or FIP of another employee can access the program as a spouse. We are including spouses/FIPs because they drive about 40 percent of plan costs while making up only 25 percent of our population.

Q5. How do my spouse and I sign up?
Employees can go to the link on the benefits website for the single-sign-on access using their employee username and password. Spouses/FIPs (including employees who have waived coverage but are enrolled as a spouse or FIP of another employee) should go directly to Healthyroads.com to sign up.

Q6. What’s this about a wellness rebate?
A. To encourage employees and their spouses/FIPs to get involved with the wellness program, we’re offering some money back to you for taking the Personal Health Assessment (PHA) and having your biometrics reported to Healthyroads by June 30, 2014. We’re making it worth your time with a rebate of up to $600 for you, and $600 for your spouse, for a total of up to $1,200.
Q7. What does earning a rebate "up to $600" mean? How is it paid to us?

The rebate isn't paid in one lump sum, but rather on a pay period basis like the health plan deduction. Twelve month employees will get 26 "rebates," and less than 12 month employees will get 19. Employees who leave the university mid-year won't get the full amount. Likewise, employees who are hired during the year get the rebate after qualifying with it paid from that point to the end of the plan year.

Q8. What do I need to do to get the rebate? How do I know I qualify?

You need to go to Healthyroads to take the Personal Health Assessment (PHA) as part of qualifying for the rebate. The biometrics, whether sent by your health care provider on the Health Care Provider Form (available on the benefits web site at www.alaska.edu/benefits), or done through the Quest off-site or on-site options, will be populated into your portal (your "scorecard" at Healthyroads) and they'll send you an e-mail when it's posted. You'll be able to see on the site that you've completed 100 percent of the requirements after you've taken the PHA and your biometrics have been posted.

Q9. How do I have my biometric screening done and sent to Healthyroads?

We're giving employees/spouses three options to get this done:

1. You can have routine blood work (a key part of the biometric screening) done as part of a regular preventive health visit with your health care provider. Your doctor will send orders to a lab for the bloodwork. Give your doctor the Health Care Provider Form (found on our web site, here: http://www.alaska.edu/benefits/) and ask them to fax the results to Healthyroads. The lab work should be covered as any other routine preventive exam, and the plan picks up 100 percent of allowable charges for that.

2. Alternatively, you can go to a Quest Patient Service Center and have your biometric screening done there, also covered by the wellness program. Just go to my.blueprintforwellness.com, and use the university's registration key of UOAremote. Follow the prompts to register for your screening at a time that works for you.

3. Any on-site screenings will be covered through the wellness program (not the health plan), at no cost to the participant. We'll schedule those, starting at the rural sites, in May and June.

Q10. When I try to register at my.blueprintforwellness.com, I get the error message of "Project does not allow open enrollment." What is going wrong?

Use the first three letters of your first name, and your full last name, including any spaces. So Michelle Anderson would be MicAnderson, and Andrew Thompson II would be AndThompson II.

Q11. I've opted out of the health plan as an employee, but I'm on another employee's coverage as their spouse. How do I sign up for Healthyroads and the screenings?

You would sign up like any other spouse, directly at Healthyroads.com because that's how your eligibility was sent to them. For the screening appointments, you would answer the "Are you an employee?" question as no, because you've been reported to Quest as a spouse, not employee.
Q12. I have already had my wellness exam with my provider for this plan year....and my provider did not order blood work. Will I have to pay for yet another doctor’s visit to have the biometrics completed?

You should be able to call your doctor and ask for orders to a lab for the bloodwork. Give your doctor the Health Care Provider Form (found on our web site, here: www.alaska.edu/benefits/) and ask them to fax the results to Healthyroads. The lab work should be covered as any other routine preventive exam, and the plan picks up 100 percent of allowable charges for that.

You shouldn’t need a follow up visit with your doctor unless he or she finds something in the results that needs attention. For some people, this can be the most valuable part of this type of exam since so many chronic conditions can start with few or no symptoms.

Q13. What happens to my personal information after Healthyroads gets it? Is it shared with UA?

The results of your Personal Health Assessment and biometric screenings are kept on the Healthyroads portal. This is a secure site for your use that you can access whenever you want to. You can take the PHA again to track your progress, but you only need to do it once to complete the rebate requirements. Healthyroads only shares aggregate data with the university, such as how many employees and spouses completed each step, how many are in what risk category, what our top risk factors are as a population, etc. This information helps us gauge the success of our program, and what areas we might need to focus on to improve.

Some employees have mentioned concerns with the Healthyroads privacy language, but this is standard language that providers use to comply with the provisions of federal privacy laws, such as the Health Insurance Portability and Accountability Act (HIPAA).
How to use Medical Travel Support

We are pleased to offer Medical Travel Support to our members who live in Alaska. It gives you more access to quality care for certain medical procedures in and outside Alaska. The pre-approved medical facilities chosen to be part of this benefit all provide quality care at more affordable prices. You also have access to a national network of quality medical facilities through the Blue Cross and Blue Shield Association’s BlueCard® Program.

There are a few things you need to do to use this benefit:

1. Call the customer service number on the back of your Premera member card. Ask if the care you need is covered under Medical Travel Support.
2. Talk to your doctor to learn if traveling is safe for you.
3. If your doctor says it is safe for you to travel, call Premera’s customer service to get started.

   We help to make your appointments, transfer medical records, and introduce you to our travel partners. They can help make your reservations for roundtrip airfares, ground transportation and hotel lodging. These travel expenses are covered for you and your travel companion(s).

4. You can also make your own travel plans. Just send us a completed Medical Travel Support Claim Form with your receipts and travel documents for those costs when you get home.

About approved travel expenses and submitting a claim

Approved travel expenses are partly covered for you and a travel companion(s). You will be reimbursed, according to your benefit cost share and deductible and IRS limits.* Keep in mind that you will have to pay for travel up front and then submit a completed Medical Travel Support Claim Form for reimbursement. Medical Travel Support does not cover ambulance transportation.

*All travel costs are subject to IRS guidelines.

NOTE: The Medical Travel Support Claim Form is to be used only for travel expenses approved through the Medical Travel Support program. Do not use this form for medical, vision and dental claims; for other travel claims; or for prescription reimbursement.

Before and after your care

When you travel for approved care, you will first have an appointment to meet with the doctor, followed by the surgery or procedure. After your procedure you should talk with your doctor to see when it is safe to travel home.

If you develop complications after your procedure, you will be allowed to return for follow-up treatment with the surgeon who performed the procedure, if a local surgeon and/or the surgeon who performed the procedure do not feel it is medically appropriate to provide the care locally. As always, talk to your doctor to learn if traveling is safe for you.
Procedures Eligible for Medical Travel Support

This list is subject to change. Please contact Customer Service to verify eligible procedures.

- ACL Repair by Arthroscopy
- Bariatric Surgery (Lap Band)
- Breast Lumpectomy
- Cardiac Angioplasty – with or without stent placement
- Coronary Bypass (CBG)
- Hip Replacement
- Hysterectomy
- Knee Arthroscopy with Cartilage Repair
- Knee Replacement
- Laminectomy
- Laparoscopic Gall Bladder Removal
- Left Heart Catheterization
- Lithotripsy – Fragmenting of Kidney Stones
- Partial or Total Removal of Thyroid Gland
- Removal of Prostate Gland & Surrounding Tissue
- Shoulder Arthroscopy
- Spinal Fusion

Pre-approved Participating Facilities

The following facilities and outpatient surgical centers have been pre-approved for Medical Travel Support when you follow the steps in this document.

Procedures may be done at the following facilities:

- Evergreen Hospital (Kirkland, WA)
- Overlake Medical Center (Bellevue, WA)
- Providence Alaska (Anchorage, AK)
- Providence Everett (Everett, WA)
- Swedish Hospital (Seattle, WA)
- Valley Medical Center (Seattle, WA)
- Virginia Mason (Seattle, WA)

Procedures may be done at the following outpatient surgical centers:

- Bellevue Urology Surgery Center ASC (Bellevue, WA)
- Bel-Red Ambulatory Surgical Center ASC (Bellevue, WA)
- Eastside Urology Associates (Kirkland, WA)
- Evergreen Surgical Center ASC (Kirkland, WA)
- First Hill Surgery Center ASC (Seattle, WA)
- Hand and Wrist Surgery Center of WA ASC (Shoreline, WA)
- Minor & James Medical ASC (Seattle, WA)
- North Seattle Surgery Center ASC (Seattle, WA)
- Northwest Nasal Sinus Center (Seattle, WA)
- Orthopedics International ASC (Seattle, WA)
- Overlake Surgery Center (Bellevue, WA)
- Pacific NW Facial Plastic Surgery ASC (Seattle, WA)
- Polyclinic Surgical ASC (Seattle, WA)
- Seattle Facial Plastic Surgery Center ASC (Seattle, WA)
- Seattle Hand Surgery Group ASC (Seattle, WA)
- Washington Institute Surgery Center ASC (Seattle, WA)

Other Participating Facilities

In addition to the pre-approved facilities listed above, you have access to care at certain facilities located all over the United States through the BlueCard® Program. Go to Find a Doctor when you log in to premera.com to find these in-network facilities and doctors.

Questions?

If you have questions about Medical Travel Support, call the customer service number on the back of your Premera member card.