

**Staff Affairs Committee
Meeting Minutes
February 25, 2009**

Roll Call - Present: Julie Carpenter, Mary Sue Dates, Jennifer Elhard, Debra Hao (new member), Brad Havel, Donna Resnick, Kayt Sunwood

Excused: Juella Sparks, Carol Shafford

I. Approval of agenda and introductions

- a. The meeting was called to order at 2:00 PM. The Agenda was approved with a request to fix the date at the top of the page to the current date. Roll call was taken and it was noted that SA has a new member, Debra Hao! Welcome Debra!
- b. Mary Sue Dates is introduced as the new Chair for Staff Affairs beginning with the March 25th meeting.
- c. An update to the SA committee list of members will be completed soon as there have been quite a few changes recently.

II Pending Issues – open forum to discuss priorities:

- d. **Staff Handbook:** Kayt Sunwood stated that the Staff Handbook issue continues to be a main focus for Staff Affairs to work on and see to the end. All agreed. Mary Sue confirmed that all changes/suggestions for the handbook have been mailed to Juella and that she will follow up with Juella regarding progress made once Juella returns from Juneau. One main concern HR apparently has with the handbook is the name for the handbook and that likely will need to change. However, the handbook has good support overall from UAF Chancellor Brian Rogers and from acting Director of HR, John Duhamel and with the new Director of HR Kris Racina.
- e. **UAF Athletic fee:** Comparisons were made to how UAA and UAF administer student athletic fees. It seems UAF charges more and UAF staff and students are entitled to less. The SRC was an example. There was acknowledgment that this fee is not likely to go away but Staff Affairs is still very interested in seeing a “truth in fees” explanation. Who pays what, when, why, etc. Carol Shafford was working on this and Julie will send her an email to find out if any progress has been made. Carol will not be returning officially to SA until May 2009 because she is taking a class.
- f. **Staff Compensation:** According to Jennifer Elhard, a recent meeting on this issue with John Duhamel went well. Right now it is looking like wage increases may become “merit based”. There are concerns about this, specifically with regards to evaluations being done by Supervisors who may not like the employee. Another concern was how to be sure that department heads will conduct regular evaluations in a timely manner – some depts. go years without evaluating staff. Linda Lasota will give an update on this issue at the next Staff Council and Staff Affairs meetings according to Jennifer Elhard. Regarding “flex time” and how it is managed between departments; Brad Havel stated that he had spoken with John Duhamel about this and that John said it was unlikely that HR would put any kind of formal regulation in place on this issue. Some departments

are more lenient on this issue than others and currently that decision is being left to individual Directors.

- g. **Definition of “immediate family member” and leave share:** It was noted at a past SA meeting that it’s highly unlikely the University would be willing to change the definition of “immediate family member” to include siblings. One member felt that the University **could** make the change but instead are “hiding behind Federal and State regulations”. Another member mentioned that the University is not motivated to include siblings as immediate family members because this would not be a cost effective move.

It was decided that Shelly Hall with HR may be the person to give SA/SC a “consistent definition” regarding leave share (including FMLA) in general. Kayt Sunwood voiced frustration regarding the obstacles she faced recently when trying to donate sick leave to a fellow staff person.

- h. **Staff Development Day:** Donna Resnick reminded everyone that the Staff Appreciation Day and Staff Development Day would be combined at the May 11th face to face meeting in Fairbanks. There are still details to be figured out regarding daily events, free food or not, etc. Stay tuned.

III. New Business

- i. Staff cuts: No one knows yet. Juella may have more information upon her return from Juneau and the legislative hearings. It was agreed that this is an issue staff need to keep tabs on. A determination needs to be made on who to talk to with about which cuts are going to happen at UA. Most of the faculty is in the dark about the budget this year. The State currently has a freeze on hire and supplies.
- ii. Donna Resnick asked if anyone had heard rumblings about a union push for Staff. She said she saw a job announcement for a union organizer. Not much information was known about this issue at this time.
- iii. Remaining Staff Affairs meetings are scheduled for:
 - 3/25 2-3:00pm CCR
 - 4/29 2-3:00pm CCR
 - 5/27 2-3:00pm CCR

IV. Top Issues for 2009

- i. Staff Handbook
- ii. Staff Compensation
- iii. UA Budget:
 - 1. If there are cuts how will they be determined?
 - 2. Where, Who & What will be affected?

Meeting adjourned at 2:55PM

Minutes compiled by Julie Carpenter
Revised by: Mary Sue Dates 3-17-09

Rural Affairs Committee Meeting Minutes of March 6, 2009

Present: Ashley Munro, Colleen Abrams, Marianne Freelong, Becky Walker, Kayt Sunwood, and Liz Recchia

Excused: Everyone not in attendance. My apologies for being unclear about the meeting!

1. Call to Order – Liz called the meeting to order at 2:13 pm and welcomed the new members to the committee
2. Discuss Theme(s) for Committee to Focus on this Year
 - a. Consistent Annual Training in Current Field--Liz just gave an update to the new members on the committee. There isn't much action at this point but several members from our committee have volunteered with Anne Sakumoto to help figure out what Skillsoft training is beneficial for the certain job families.
 - b. Cost of Living Differential-- Liz just gave an update to the new members on the committee. At this point, there is no action needed but we are monitoring the situation and if the need arises, we will speak up and defend the cost of living differential.
 - c. Creating a Strong Rural Voice with UAF--Liz reported that one of the way to ensure there is rural voice is to make sure that the university committees have rural representation on them. Liz had been working on a memo to the chancellor and on one that will be sent to all the departments in the university soliciting representation on any committees they have. It's still very rough and she has been too busy to get to it. She asked for help and Marianne offered. Marianne said that she would look it over. Liz said she would send Marianne what is already written.
 - d. Special Topics Workshops for Staff--Liz wanted the committee's feedback on how the presentation with Pete Kelly went. The presentation was right before the meeting and had rural affairs members, as well as members from various other committees interested in learning more about the budget. Ashley said that she was helping a student with an emergency during that time and was unable to pay close attention so wanted someone's notes. Liz offered to send hers and if urged anyone else with notes to pass them along. Liz said that the other topics rural staff showed interest in included health benefits, planning for retirement, and training on the different modes of distance delivery. The committee decided to offer training on distance delivery. Becky thought that it should cover all modes of distance delivery from E-Live to Blackboard and audio conferencing. Liz asked for input on who to get. Martin Miller from OIT was suggested because he does the Banner training very well. Another suggestion was Susan Warner at

Chukchi. Liz said she would contact one of them and see if they are interested in doing a presentation in April. The committee decided that doing the presentation on Fridays is not the best idea since people take off early for the weekend and are usually a bit burnt out from the week.

3. E-Learning-- Anne was going to try to make it to the meeting but due to confusion wasn't there in time. Liz mentioned that there are SkillSoft demos being offered if anyone from the committee is interested. Colleen, Marianne, and Liz expressed interest. Marianne said that she has coworkers that would be interested too. Marianne thought the demo was a good idea because she heard that it was a great training resource.
4. Staff Recognition Award-- Ashley reported that since this award was funded by the directors, she was still waiting to hear from them. She said she was going to send an email to Jennie Carroll to remind her to mention something to the directors. She also said there were no entries yet and she encouraged people to spread the word. Liz said she knew that Northwest Campus was going to nominate someone.
5. Other--
 - i. Ashley reported on staff appreciation day. It's going to be a big deal this year with sessions to attend. They are trying to include the rural sites. They want to set up the rural sites via E-Live or audio conference. They are trying to get ice-cream provided at the rural sites. If the rural sites want to have a guest speaker for one of their session locally to address a topic that concerns them, they will try to accommodate that. If the rural sites need anything, let Ashley know and she will bring it up to the committee.
 - ii. Liz asked the rural sites to ask their coworkers if they had taken the supervisory training and what their impressions were. The chancellor wants feedback on the training.
6. Next Meeting: There was discussion about when the next meeting should be. Apart from this meeting, which Liz was unclear about, attendance has been low. There was mixed feelings about meeting on Fridays. Several people have told Liz about setting up a survey using Doodle. So she is going to send out a Doodle and see what works best for everyone. Please be on the lookout for that.
7. Adjournment—The meeting was adjourned at 2:33pm.

Staff Health Care Committee
December 3, 2008

Present: Pat Ivey, Sarah Banks, Megan Carlson, Kayt Sunwood, Lisa Sporleder, Kim Stanford, Liz Recchia, Mike Humphrey, Heather Swanson, and Paloma Harbour

Background on the committee and its purpose was given for new members.

Heather gave a report along with Mike on the Joint Health Care Committee. The committee had recently surveyed all staff and faculty. There were 1100 participants out of a possible 4500, which pleased the committee. This survey gave the committee lots of great feedback and they are in the process of collating all the results.

At a glance, people want to see gym memberships offered at reduced rates or for free. They also want a lot of pilates and yoga opportunities (Mike pointed out that of the participants 75-77% were women and the men put things like fishing and hunting down as their preferred way of getting exercise). Mike said that if gym memberships are offered, there needs to be a way to track them because he wants to make sure they are being used. People also want incentive programs that extend to their dependents. Lastly, rural sites want programs that don't just focus on the main campuses but also include them.

Rural campuses want to participate in the individualized health assessments that the main campuses get right now. The Joint Health Care Committee is looking into ways to use technology to broadcast them. They are investigating using videoconferencing but have to work out privacy issues to make sure videoconferencing services isn't monitoring the sessions as well as reassuring participants that it is completely confidential. It was suggested that E-Live could be used but the concern there is how much bandwidth that would take up. Kayt said she has attended several conferences on healthcare and has materials on what Australia is doing. They have very rural sites and are bringing health programs to those sites. She is going to share her resources.

The survey helped target a major problem: the confusion between WIN For Alaska and WebMd. There were a lot of comments from people saying that they don't want coaching calls from WIN For Alaska ever. WIN never makes any phone calls. The coaching phone calls came out of the risk assessment offered through WebMd. As a result from feedback, the university dropped WebMD and there will be no more phone calls from them. There, however, will be risk assessments offered in the future. This time it will be through WIN for Alaska and they will not call participants. Participants will get their results and if there are issues that concern them, they can contact WIN For Alaska or their doctor as they wish. Premera has and will continue to make phone calls. These calls are made to employees with chronic conditions such as diabetes or asthma. The feedback has been good from these phone calls because they have been very helpful. It was suggested that the university monitor the scripts the coaches make so there is an introduction that eliminates confusion. This issue will be pushed hard by the Staff Healthcare Committee at the beginning of next year in an effort to clear up all confusion.

The Joint Health Care Committee also met with Premera recently. According to Premera the university's costs should be growing at 15% but the medical costs are only growing by 10% while pharmacy is at 7%. Mike attributed this to the success of university wellness programs. Preventative usage is up while treatment usage is down.

The committee also met with King County, a borough in the Seattle area. They explained their healthcare program. King County has a very transparent healthcare program. They have 7 specialists dedicated to the healthcare program. When they initialized the program, they did presentations to every employee that explained the healthcare crisis, what employees can do, the new plan they were offering, and how the process worked. They used big mailings to employee's homes and didn't use email because those tend to get lost in people's inbox.

King County also did report cards on their wellness program. It was initially done so a consortium could evaluate the effectiveness of their campaign but employees wanted to know everyone's scores. The employees wanted to know where they stood in comparison to their co-workers. It's been successful but several people on the university's Staff Healthcare Committee didn't think that was such a good idea.

King County offers risk assessments like the university system. However, theirs is mandatory. If an employee didn't take a risk assessment within so many days of starting, they were not eligible for health insurance. If they wanted to move from standard coverage to a higher tier, they and any dependents that need coverage had to take a risk assessment or they couldn't move to that higher tier. The important thing to note is that King County never demanded success but they do demand participation.

The meeting with Premera and King County gave the Joint Healthcare Committee a lot to think about. It also gave them the idea to produce a newsletter, which they will be starting. It will be coming via the post office and arrive as a hard copy to everyone.

The Joint Healthcare Committee also has \$300,000 to spend on incentives. Some will be put toward the newsletter but the rest is open to suggestions. Mike asked the Staff Healthcare Committee to put forward suggestions before the Joint Healthcare Committee meets on December 10.

The next Staff Healthcare Committee meeting will be in early January with the exact date to be set later.

Respectfully submitted by,
Elizabeth Recchia

Appendix B

**University of Alaska
Fiscal Year 2009-2011 Employee Plan Rate Scenarios
Biweekly Rates - 26 Payperiods (No Over recovery Applied)**

Line #	FY09 Current Rates	FY10 (No Recovery)	FY10 % Change	FY11 (No Recovery)	FY11 % Change
Deluxe Plan					
1	EE \$57.00	\$81.00	42.11%	\$87.00	7.41%
2	EE + SP 96.00	162.00	68.75%	173.00	6.79%
3	EE + CH 89.00	146.00	64.04%	156.00	6.85%
4	Family 128.00	227.00	77.34%	242.00	6.61%
Standard Plan					
5	EE \$26.00	\$49.00	88.46%	\$52.00	6.12%
6	EE + SP 33.00	97.00	193.94%	104.00	7.22%
7	EE + CH 32.00	87.00	171.88%	93.00	6.90%
8	Family 39.00	136.00	248.72%	145.00	6.62%
Economy Plan					
9	EE \$3.00	\$24.00	700.00%	\$26.00	8.33%
10	EE + SP 7.00	48.00	585.71%	\$51.00	6.25%
11	EE + CH 5.00	43.00	760.00%	\$46.00	6.98%
12	Family 12.00	67.00	458.33%	\$71.00	5.97%

University of Alaska
Fiscal Year 2009-2011 Employee Plan Rate Scenarios
Biweekly Rates - 19 Payperiods (No Over recovery Applied)

Line #	FY09 Current Rates	FY10 (No Recovery)	FY10 % Change	FY11 (No Recovery)	FY11 % Change
Deluxe Plan					
1	EE \$79.00	\$1111.00	40.51%	\$118.00	6.31%
2	EE + SP 132.00	222.00	68.18%	237.00	6.76%
3	EE + CH 121.00	200.00	65.29%	213.00	6.50%
4	Family 175.00	310.00	77.14%	332.00	7.10%
Standard Plan					
5	EE \$35.00	\$66.00	88.57%	\$71.00	7.58%
6	EE + SP 45.00	133.00	195.56%	142.00	6.77%
7	EE + CH 43.00	119.00	176.74%	128.00	7.56%
8	Family 53.00	186.00	250.94%	198.00	6.45%
Economy Plan					
9	EE \$4.00	\$33.00	725.00%	\$35.00	6.06%
10	EE + SP 9.00	66.00	633.33%	70.00	6.06%
11	EE + CH 6.00	59.00	883.33%	63.00	6.78%
12	Family 16.00	92.00	475.00%	98.00	6.52%

Appendix D

University of Alaska

Fiscal Year 2009-2011 Employee Plan Rate Scenarios

Biweekly Rates - 26 Payperiods (Option 1)

Line #	FY09 Current Rates	FY10 (\$3 M Recovery)	FY10 % Change	FY11 (\$2 M Recovery)	FY11 % Change
Deluxe Plan					
1	EE \$57.00	\$65.00	14.04%	\$76.00	16.92%
2	EE + SP 96.00	130.00	35.42%	\$152.00	16.92%
3	EE + CH 89.00	117.00	31.46%	\$137.00	17.09%
4	Family 128.00	183.00	42.97%	\$213.00	16.39%
Standard Plan					
5	EE \$26.00	\$34.00	30.77%	\$42.00	23.53%
6	EE + SP 33.00	69.00	109.09%	\$85.00	23.19%
7	EE + CH 32.00	62.00	93.75%	\$76.00	22.58%
8	Family 39.00	96.00	146.15%	\$118.00	22.92%
Economy Plan					
9	EE \$3.00	\$11.00	266.67%	\$17.00	54.55%
10	EE + SP 7.00	22.00	214.29%	\$34.00	54.55%
11	EE + CH 5.00	20.00	300.00%	\$30.00	50.00%
12	Family 12.00	31.00	158.33%	\$47.00	51.61%

Appendix E

University of Alaska
Fiscal Year 2009-2011 Employee Plan Rate Scenarios
Biweekly Rates - 19 Payperiods (Option 1)

Line #	FY09 Current Rates	FY10 (\$3 M Recovery)	FY10 % Change	FY11 (\$2 M Recovery)	FY11 % Change
Deluxe Plan					
1	EE \$79.00	\$89.00	12.66%	\$104.00	16.85%
2	EE + SP 132.00	179.00	35.61%	\$208.00	16.20%
3	EE + CH 121.00	161.00	33.06%	\$187.00	16.15%
4	Family 175.00	250.00	42.86%	\$291.00	16.40%
Standard Plan					
5	EE \$35.00	\$47.00	34.29%	\$58.00	23.40%
6	EE + SP 45.00	94.00	108.89%	\$116.00	23.40%
7	EE + CH 43.00	84.00	95.35%	\$104.00	23.81%
8	Family 53.00	131.00	147.17%	\$162.00	23.66%
Economy Plan					
9	EE \$4.00	\$15.00	275.00%	\$23.00	53.33%
10	EE + SP 9.00	30.00	233.33%	\$46.00	53.33%
11	EE + CH 6.00	27.00	350.00%	\$41.00	51.85%
12	Family 16.00	42.00	162.50%	\$64.00	52.38%

Appendix F

University of Alaska
Fiscal Year 2009-2011 Employee Plan Rate Scenarios
Biweekly Rates - 26 Payperiods (Option 2)

Line #	FY09 Current Rates	FY10 (\$4 M Recovery)	FY10 % Change	FY11 (\$2 M Recovery)	FY11 % Change
Deluxe Plan					
1	EE \$57.00	\$60.00	5.26%	\$76.00	26.67%
2	EE + SP 96.00	120.00	25.00%	\$152.00	26.67%
3	EE + CH 89.00	108.00	21.35%	\$137.00	26.85%
4	Family 128.00	168.00	31.25%	\$213.00	26.79%
Standard Plan					
5	EE \$26.00	\$30.00	15.38%	\$42.00	40.00%
6	EE + SP 33.00	59.00	78.79%	\$85.00	44.07%
7	EE + CH 32.00	53.00	65.63%	\$76.00	43.40%
8	Family 39.00	83.00	112.82%	\$118.00	42.17%
Economy Plan					
9	EE \$3.00	\$7.00	133.33%	\$17.00	142.86%
10	EE + SP 7.00	13.00	85.71%	\$34.00	161.54%
11	EE + CH 5.00	12.00	140.00%	\$30.00	150.00%
12	Family 12.00	18.00	50.00%	\$47.00	161.11%

University of Alaska

Fiscal Year 2009-2011 Employee Plan Rate Scenarios

Biweekly Rates - 19 Payperiods (Option 2)

Line #	FY09 Current Rates	FY10 (\$4 M Recovery)	FY10 % Change	FY11 (\$2 M Recovery)	FY11 % Change	
Deluxe Plan						
1	EE	\$79.00	\$82.00	3.80%	\$104.00	26.83%
2	EE + SP	132.00	164.00	24.24%	\$208.00	26.83%
3	EE + CH	121.00	148.00	22.31%	\$187.00	26.35%
4	Family	175.00	230.00	31.43%	\$291.00	26.52%
Standard Plan						
5	EE	\$35.00	\$40.00	14.29%	\$58.00	45.00%
6	EE + SP	45.00	81.00	80.00%	\$116.00	43.21%
7	EE + CH	43.00	73.00	69.77%	\$104.00	42.47%
8	Family	53.00	113.00	113.21%	\$162.00	43.36%
Economy Plan						
9	EE	\$4.00	\$9.00	125.00%	\$23.00	155.56%
10	EE + SP	9.00	18.00	100.00%	\$46.00	155.56%
11	EE + CH	6.00	16.00	166.67%	\$41.00	156.25%
12	Family	16.00	25.00	56.25%	\$64.00	156.00%

UA Staff & Faculty, Know Your Numbers!

Biometric testing at UAA, UAF, & UAS in March & April

Learn important numbers you should know...blood lipid panel, blood pressure, body composition. You'll need these numbers in April when you fill out your Personal Wellness Profile (Health Risk Assessment) to get the most accurate report. If you are in the IHP program, your wellness consultant will complete (or has already completed) a biometric screening during one of your scheduled IHP sessions.

Important Info

Sign up for your 10-minute appointment at www.uahealthinaction.com beginning March 3.

UAA	UAF	UAS
Tuesdays	Tuesdays, Wednesdays & Thursdays	Wednesdays
Mar 24 - Apr 28	Mar 24 - Apr 30	Apr 7 & 28
9 am - 4:30 pm	times vary	7 - 11 am

See registration system for details.

The UA Joint Health Care Committee Wants You to Know!

UA staff and faculty will receive \$50 for entering biometrics through April 30, 2009 in the Get the Point (GTP) Tracking System. Check the biometrics page in GTP at the end of March for details. Know Your Numbers at one of the WIN for Alaska biometric events listed above. Or, use your numbers from your IHP session or your latest doctor visit. You must enter weight, height, BP, waist, and total cholesterol to qualify. Your incentive is not tied to your results, only your participation. Compliments of the UA Joint Health Care Committee.

But Wait, There's More...

UA staff and faculty who also reach Tier 1 in the GTP Incentive Campaign will get another \$50! If you're not registered in GTP, do it today! <http://gtp.winforalaska.com> Compliments of the UA Joint Health Care Committee.

DON'T FORGET!
Fill out the Personal Wellness
Profile in April and get \$100
mailed to you!
Look for an email invitation April 1, 2009.

PO Box 91393 • Anchorage, Ak 99509
907-248-0797 • 866-248-0797
customerservice@winforalaska.com



TO: UAF Staff Council

From: Brad Havel

Date: March 16, 2009

RE: Technology Advisory Board (TAB) report

The Technology Advisory Board received 26 proposals for the Spring 2009 timeframe. Currently the proposals are being reviewed and ranked by the Provost. The committee will meet on March 21 to award the proposals. This batch has an estimated funding of \$168,871 (some of which is carry over from the Fall 2008 award funds).

To: UAF Staff Council

From: Brad Havel, EMR Committee Chair

Re: Meeting Notes, 03/02/2009

Date: 03/19/2009

Attending: Katrina, Holly, Gary, Brad

Katrina noted request to keep the possibility of having electronic voting available for the next round of elections. Depending on how the constitution reading/vote goes focus will be on revisions to the constitution for a reading at the April SC meeting or first draft of the Bylaws.

Two copies of the draft constitution will be presented for the reading, depending on which is easier for people to read. (Original constitution was hacked up quite a bit and made for difficult reading in with all the modifications to the document.)

Agenda item was requested for a first reading of the constitution changes was requested for the March 20, 2009 SC meeting.

It was also noted Walker Wheeler will be joining the EMR Committee.

With Katrina leaving for maternity leave Brad Havel will be taking over EMR Committee Chair duties. (Katrina is estimated to be out for a ~12 week duration.)