

**Staff Affairs Committee
Meeting Minutes
April 29, 2009**

Roll Call - Present: Mary Sue Dates, Brad Havel, Debra Hao, Heather Leavengood, Jenny Day, Kayt Sunwood, Marianne Freelong, Pips Veazey, Julie Carpenter, Jennifer Elhard

Absent:
Donna Resnick, Carol Shafford - Excused

I. Approval of Agenda

- a. The meeting was called to order at 2:00 p.m. The Agenda was approved.

II Open Forum:

Staff Compensation

- a. No items to discuss.

Health Benefits / Associated Costs

- a. UA employees were overcharged for insurance in 2006 which created a surplus. The surplus allowed UA to lower the insurance rates for 2007, 2008, 2009. Once the surplus is used up, UA employees will be required to pay higher rates. In addition, UA used to cover 93% of the insurance costs, which will now change to 83%. UA employees are required to pay the difference. The 4.5% salary increase won't cover the increase in health benefit fees. In addition to the increase in health benefit fees, there might also be a decrease in the actual benefits we receive.
- b. Several questions came up during the meeting:
 - 1. What are UA employees paying the most for in their health benefits?
 - 2. What are the highest expenditures?
 - 3. How much does WIN cost?
 - 4. What are the Blue Cross administrative cost?
 - 5. What would it cost to actually have Blue Cross cover UA instead of being self-insured?
 - 6. What do other universities do for insurance?
 - 7. How do we address this as a committee?
 - 8. Is anyone keeping track of the costs coming out of UA employees' pockets when Blue Cross claims a doctor's fee is above allowable rates, or when they claim a procedure is not required?
- c. We need clarification on what we will be required to pay. Ask Mike Humphrey, Director of Benefits. Mary Sue will set up a meeting with Mr. Humphrey to discuss the staff concerns.

Merit-Based Performance Wage Increase

- a. What do other universities do? The University of Hawaii might be a good university to look at. The task force needs to continue receiving comments. Need to keep this issue in the forefront of Staff Council.

Staff Handbook

- a. A draft of the handbook is currently available online at <http://www.uaf.edu/ces/reporting/handbook.html>. The handbook still has sections that need work. Need to make sure it doesn't get buried too deep on the University website.

Grievance Procedure

- a. Confidentiality and cost issues. Mediation is a preferred step for some people before going to Human Resources with a grievance. What do other universities do? They have mediation centers, and will be good models to study. Unfortunately, the centers cost money. Mediation centers need to be separate from HR, however they need to be familiar with HR policies. Juella suggested this might have a better chance of succeeding if put in the package with the Family Friendly Task Force.

Adjourned: 3:00 pm

**Staff Affairs Committee
Meeting Minutes
May 27, 2009**

Roll Call - Present: Brad Havel, Debra Hao, Heather Leavengood, Kayt Sunwood, Marianne Freelong, Pips Veazey, Carol Shafford, Jennifer Stewart (?), Julie Carpenter, Juella Sparks

I. Approval of Agenda

- a. The meeting was called to order at 2:00 p.m. The Agenda was approved.

II Approval of 4/29/09 Meeting Minutes:

- a. The Meeting Minutes were approved

III Open Forum

Staff Compensation

- a. Increase of 4.5% for FY10. Not official until the BOR meets in June. Haven't heard what the salary increase will be for FY11.
- b. Look at University of Hawaii as a model for staff compensation. Everyone comes in at a new-hire grade. In-grade adjustments are about 2% if you progress in your job. Adjustments are not guaranteed; a person has to grow in their job position. Pay range at University of Hawaii is based on career groups, and within each group there are bands.
- c. Need to look at staff compensation at other universities.

Health Benefits / Associated Costs

- a. Mary Sue met with Mike Humphrey to discuss and ask questions from April's committee meeting. She will present the information at the next scheduled committee meeting.

Staff Handbook

- a. Need to look at each link to make sure they still work.
- b. Hand off to HR before July.
- c. Need Roxen training.

Grievance Procedure

- a. Who will act as a mediator between staff and HR? How can this be accomplished when unions are involved? How does a trained mediator balance their job and being a mediator? Is there currently a place to meet?
- b. There is a list of people at the University who are mediators.

New Business

- a. Staff Affairs should meet throughout the summer; once a month.
- b. Certified Public Manager – Provides you with a certain level of supervisory skills. Is an important certification. TVC has its own set of classes now for Certified Public Manager. Not available through UAF. Courses are available through UAA. Refer to attachment.

Free Certified Public Manager course available for UAA employees

http://greenandgold.uaa.alaska.edu/index.php?option=com_content&view=article&id=3028&Itemid=1%09%09%09

Tuesday, June 2, 9 a.m.-4 p.m.
Eugene Short Hall (ESH)

UA Statewide recently authorized the use of UAA employee tuition waivers for approved non-credit and CEU courses. Use your tuition waivers starting this summer semester (UAA employees only). The tuition waiver form (PDF) can be downloaded [here](#).

Role of the Supervisor will be offered on Tuesday, June 2 from 9 a.m. to 4 p.m. in Eugene Short Hall (ESH), Room 204. Register online for CRN:52799, and submit your signed tuition waiver form to cashiering. Course workbooks will be provided to students at no extra charge. Waived fee for this course is \$110. Additional CPM courses will be announced in the near future.

For information about the nationally accredited program, contact Dian Lo Dolce at (907) 694-3461 (Chugiak-Eagle River Campus).

Staff Affairs Committee
Meeting Minutes
September 4, 2009

Roll Call

Present - Mary Sue Dates, Debra Hao, Heather Leavengood, Kayt Sunwood, Marianne Freelong, Pips Veazey, Juella Sparks, Jennifer Elhard *Not Present* - Brad Havel, Jenny Day, Julie Carpenter, Carol Shafford, Donna Resnick, Nici Murawsky

I. Approval of Agenda

- a. The meeting was called to order at 10:00 a.m. The Agenda was approved.

II Open Forum:

Staff Compensation

- a. FY11 3.0% staff compensation increase will be addressed during the BOR meeting, September 24-25, 2009 in Juneau. There will be a final vote in October. Staff compensation for FY09 and FY10 was 4.5%.
- b. UA-Statewide no longer has regulation for grid or step increases, and is not required to reinstate it this time. They are also not taking any steps to implement a merit-bases increase system.
- c. The University has consistently been below the current cost of living adjustment (COLA). Last year the COLA was 4.6%. Our staff compensation increase was only 4.5% which didn't even cover the COLA. We've essentially given up a cost of living adjustment with the current system.
- d. There have been three different task forces since 2000 to address staff compensation issues; however, multiple roadblocks have been thrown in the way to prevent anything from happening.
- e. What are some actions that Staff Affairs can take to make UAF staff aware of these concerns, and what is the best way to present our concerns to the Board of Regents?
 1. Staff Affairs needs to present their concerns to Martin Klein, Marie Russell and Nicole. Ask Martin to announce the concern from Staff Affairs to Staff Alliance during meeting of September 8.
 2. Staff Council needs to vote on whether or not they should provide a statement to the Board of Regents.
 3. Staff Affairs to ask Staff Council during meeting on September 9th if they can issue an information sheet to staff campus-wide. The information sheet should explain simply what's happening with staff compensation, 3% increase and how it's going to affect everyone. Provide contact information on the sheet where staff members can provide comments. Provide the information in an easy to understand format.
 4. Both items need to be done in time to provide the information to the Board of Regents on September 24-25.
- f. Need to find out what compensation the unions are getting in their contracts this year.

Mediation Program

- a. Need to provide a clear path for people to take when they need mediation. Mary Sue has asked Martin to confirm with the Chancellor whether this will be addressed in his

convocation as it is her understanding that Earlina Bowden has the program ready to move ahead.

Staff Handbook

- a. A draft of the handbook is currently available online at <http://www.uaf.edu/ces/reporting/handbook.html>, however it is still not located on the Human Resources home page.
- b. Have sent a message to Kris Racina asking why there has been a delay in placing the link on the home page and will it be placed there. It should have been done by now.
- c. Need to review the table of contents to see if it still has all of the relevant information we still want to include.

Health Benefits / Associated Costs

- a. The 4.5% salary increase won't cover the increase in health benefit fees, and the proposed 3.0% salary increase definitely won't. In addition to the increase in health benefit fees, there might also be a decrease in the actual benefits we receive.
- b. Mary Sue Dates met with Mike Humphrey, Director of Benefits, to have him explain where the health benefit costs are going, however, he did not provide her with the information she requested.
- c. Questions: What are UA employees paying the most for in their health benefits? What are the highest expenditures? How much does WIN cost? How do we address this as a committee?
 1. The University is spending millions of dollars on the WIN program, however, there are currently only 700 participants statewide. What is the return for our investment in WIN Alaska? Can't get any answers from Mike Humphrey.
- d. Need to send questions, comments, complaints to the Staff Health Care Committee instead of Mike Humphrey. Contact Pat Ivy or Meagan Carlson.
- e. The Staff Health Care Committee and Statewide Joint Health Care Committee have input on what type of coverage the University is going to get.

III New Business/Announcements:

Electronic Timesheets

- a. The University is considering a switchover from paper timesheets to electronic timesheets. The process will take about two to three years.

AFL-CIO Union on Campus

- a. When dealing with staff questions about the union, stipulate that your answer is your opinion, it is not an official statement.
- b. Staff Council has not made an official statement.
- c. The Union has three months to gather signatures on campus for a vote once they inform the University that they plan to organize a union.

IV Adjourn: Meeting adjourned at 11:30 a.m.