

MINUTES
UAF STAFF COUNCIL #221
October 19, 2011
8:45-11:00AM
Wood Center Carol Brown Ballroom

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL

A. Roll Call

- Quorum was met.

Present

Pips Veazey, President
Juella Sparks, Vice President
Robert Mackey
Evelyn Pensgard
Sara Battiest
Jodi Baxter
Debbie Gonzalez
Kala Hansen
Shawn Houston
Nichole Kloepper
Carolyn Simmons
Gary Newman
Jennifer Elhard
Heather Wells
Jennifer Ward
Dawn Dearing
Robin Weinant
John Clendenin
Bradley Krick
Walker Wheeler
Catherine Williams
Travis Brinzow

Gary Bender
Richard Machida
Briton Anderson
Shelbie Umphenour

Excused

Maria Russell, Past President
Amy Bristor
Mary Sue Dates
Claudia Koch-Goddard
Naomi Horne
Carol Shafford

Absent

Bryan Uher
Ben Tucker
Heather Leavengood

Others Present

Scott Bell, Associate Vice Chancellor for
Facilities Services
Kris Racina, UAF Human Resources
Director
Robert Kinnard, ASUAF

B. Approval of Agenda for Staff Council Meeting #221

The agenda was approved as presented.

C. Approval of Minutes of Staff Council Meeting #219

The minutes were approved as presented.

D. Approval of Minutes of Staff Council Meeting #220

The minutes were approved as amended.

2. 8:50-9:00 STATUS OF PENDING ACTIONS (No pending actions)

A. Motions Approved: None

B. Motions Denied: None

C. Motions Pending: None

3. 9:00-9:05 PUBLIC COMMENT

A. Scott Bell, Associate Vice Chancellor of Facilities Services

Associate Vice Chancellor Bell attended the meeting to introduce himself as head of Facilities Services and to learn more about Staff Council.

4. 9:05-9:15 OFFICER REPORTS**A. Pips Veazey, President**

- *Attachment 221-1: President's Report*
- System Governance met last week in Anchorage. At this meeting, President Gamble reiterated his focus on strategic directions for the university and asked for staff input. He also discussed his policy and regulation review. Staff Alliance is preparing a review of Staff Alliance regulations. Once Staff Alliance designs a template for their review, we hope to organize a group that will apply this template to a review of Staff Council regulations.
- Memberships and terms for committees have been verified. All Staff Council members are expected to be on an internal committee. With a focus on efficiency, more work is being done in committee, making committee membership and participation very important.
- Staff Alliance has recently done a lot of work on staff compensation. President Gamble supports the 3.5% increase for staff this year. The November BOR meeting is in Fairbanks, we will discuss this event later in the meeting.
- The Accreditation Review went well and the initial accreditation report is online. A large number of staff attended the meeting with the accreditation team leaders a few weeks ago. Many had positive things to say about working at UAF.
- The 'Tobacco Surcharge' is the only proposed change to healthcare that is still possible for FY13. Staff Alliance has strongly stated their opposition to this surcharge.

B. Juella Sparks, Vice President

- Juella met with President Gamble on Monday afternoon. President Gamble believes the regents are supportive of the 3.5%, but the compensation increase is not a done deal. People are encouraged to sign up for public comment for the BOR meeting on Nov. 2nd. They are receiving emails from staff associated with the Compensation Working Group's email campaign. Juella was informed by the executive officer that they have a long list of people wishing to testify on the 3.5%.
- For the group presentation, one individual will speak on behalf of Staff Alliance in support of the 3.5% raise. Others in the group will simply stand up in support of this. We want to fill the room and to clearly indicate why we are there. This is voluntary; people still have the right to testify as an individual.
- Healthcare decisions are to be made by January so they can be implemented by July 1. JHCC stated that they didn't want any changes to benefits and statewide agreed, except for the 'Tobacco Surcharge.' Our cost will go up on July 1. We are still at the 83-17 ratio, but by the CBAs just negotiated with the unions the ratio will move to 80-20 over the next three years with premiums increasing. Juella spoke with President Gamble about establishing a taskforce to compare our plans to others around the country and he was receptive to this. She will work with Staff Alliance to formally present this to President Gamble.
- Staff Alliance is also working on the proposed tuition changes, the proposed compensation increase, and policy review. Chancellor Rogers wishes to work with council on this review of BOR policy. Comments and proposed changes to BOR policy are due to President Gamble by January. We need to get a plan together to work with the Chancellor and Kris Racina on recommended changes to BOR policy.
- President Gamble is looking at the possibility of establishing onsite clinics which could reduce costs by up to \$1,500 per person.
- For July 1 of FY13, our healthcare ratio will remain (83-17). Statewide chose to keep the ratio the same for FY13, realizing that the deductible increase had a huge impact on employees. The 3% change in the ratio will occur in the remaining years of the agreement. You are encouraged to review the benefits and changes for FY14 and prioritize what is most and least acceptable. This information, including ideas and concerns, can be sent to the officers or to SHCC members.

5. 9:15-9:25 REMARKS BY CHANCELLOR ROGERS

- Chancellor Rogers was unable to address council due to other obligations.

6. 9:25-9:35 GOVERNANCE REPORTS**A. Cathy Cahill, President – Faculty Senate**

- Cathy Cahill was attending the Statewide Academic Council meeting; she submitted a report in her absence. Faculty Senate is focusing on five priorities this month: the review of BOR policies and regulations; the need for reviewing courses when mode of delivery changes from paper to web or video; ensuring that course catalogs advertise approved courses and programs; ensuring that courses are not being overly compressed; and discussing accreditation and work on the strategic directions plan. If you have questions for Cathy, email them to Pips and she will forward them on.

B. Mari Freitag, President – ASUAF

- Robert Kinnard presented ASUAF's governance report on behalf of President Freitag.
- Student government is currently looking at testing water quality on campus, focusing on student oriented places such as the SRC and dorms. Funding may be requested from the Chancellor to cover costs. Scott Bell, Associate Vice Chancellor for Facilities Services, indicated that water is now tested at some of the endpoints as well as the water leaving the water plant, not just coming in. They test at the buildings, but only for copper and lead. Scott was supportive of ASUAF's plan and offered his assistance in the project.
- ASUAF is also assessing Faculty Senate's proposal to move graduation from Sunday to Saturday beginning in 2013.
- If staff members have questions or concerns related to ASUAF, they can attend ASUAF's regular meetings which are held every Sunday in the Alumni Lounge from 4-6pm.

7. 9:35-9:45 UNFINISHED BUSINESS**A. Staff Affairs Resolutions****1. Tuition Waiver Vote**

- *Attachment 221-2: Resolution 2011-221-1*
- The 'UAF Tuition Waiver Resolution' was composed by Staff Affairs over the past few months. It solidifies Staff Council's position, requesting that no changes be made to the 'UA Tuition Waiver.' Staff Affairs recommended that the resolution be presented to council for formal vote, and if approved, forwarded to Staff Alliance. The resolution was unanimously passed by Staff Council and will be forwarded to Staff Alliance.

2. Health Insurance Vote

- In March of 2011, Staff Council passed a motion in opposition to the 'Tobacco Surcharge.' Due to problems with the format in which it was submitted, it stopped at Chancellor Rogers. This is a statewide issue and in order to move forward the wording in the motion needs to be changed. Staff Alliance opposes the 'Tobacco Surcharge' and Staff Affairs has recommended that we support Staff Alliance's position. The motion to reject the 'Tobacco Surcharge' in support of Staff Alliance was passed unanimously.

3. FY13 Compensation Increase

- President Gamble provided written support of our request for a 3.5% increase and has directed his budget director to put a new budget request before the BOR. If you wish to participate in Staff Alliance's group testimony in support of the 3.5% increase, please attend the November 2 BOR meeting. President Gamble indicated that the system of raising salaries and wages to offset the rise in healthcare costs and the cost of living is not sustainable. Juella disagreed with this to some extent. She has long asked for a review of the effectiveness of the entire system to be reviewed since staff members are often the ones directly affected by budget cuts. Both Juella and President Gamble acknowledged that changes must be made as the current mode of operation is not sustainable. This is part of the reason why she suggested the Healthcare Task Force and this is part of the reason why he was open to this idea.

- Emails from the Staff Alliance email campaign are reaching BOR members. Emails can be sent until Nov. 2 when the BOR votes on the budget.
- The proposed 3.5% increase does include a cost of living increase. We lost the separate increase and the cost of living increase, currently BOR policy does not address these separately. This should be reviewed as part of an evaluation of the overall staff benefits package. President Gamble has agreed for his staff to work with Staff Alliance's Compensation Working Group to look at long term solutions.
- Any time you have comments, questions, and suggestions concerning the entire compensation package (healthcare, tuition, wages), send these to your officers and they will be forwarded to the Compensation Working Group. Right now we have a receptive president who wants to talk about this and Juella will be encouraging the Working Group to come up with some suggestions to improve things for FY13.
- Juella, Staff Alliance, and the Compensation Working group have put in a lot of time and hard work on the proposed compensation increase and without their effort this probably would not still be on the table at this point. Attending the Nov. 2 BOR meeting is a chance for UAF staff to support this statewide effort.
- A question was raised concerning whether or not assessments of COLA amounts are factors in determining merit based step increases. We need to research this further to verify it and to determine if this is a statewide, local, or individual issue. Kris Racina would be a contact point for this. Staff Council needs to determine if this is, in fact, HR's policy. If so, we need to determine if the policy is applied equally across the board.

B. Elections, Membership, and Rules Committee Status

- EMR updated council on the research they have conducted on OIT membership, including the previous motion which granted membership to this group. To clarify Staff Council policy, Walker asked Julie from OIT to explain what was meant by the motion when it was passed.
- At meeting #214, on February 23, 2011, Staff Council passed a motion making OIT members of Staff Council regardless of funding source. According to Staff Council Constitution and Bylaws full members are treated as UAF employees. As currently worded in Staff Council policy, this means that OIT has full rights to leadership and participation in the body.
- Julie explained that membership has often been tied to TKLs and whether UAF or statewide owned the TKL. OIT operates as a merged group and truly is a member of both statewide and individual MAUs. The initial intention of the university with this merger was that OIT employees were all part of UAF and all part of statewide. OIT does not differentiate between statewide and MAU for any type of business practice, service request, or any type of governance group membership, which is a unique situation. It is important for OIT to be a part of UAF Staff Council, with all of the rights and responsibilities afforded any other group that is part of Staff Council governance. Additionally, statewide governance allows representation from all of OIT; they do not differentiate OIT staff based on funding source.
- According to Julie, as a department, OIT would oppose any measure preventing OIT staff from holding a Staff Council office. It was assumed that when OIT wrote the memo requesting representation, that membership meant they were to be treated as any other member. OIT wishes to be included with all the rights and responsibilities afforded other members.
- The question was raised about the existence of a previous motion preventing OIT staff from becoming Staff Council President. It was determined that this was not an official motion or resolution. No official action was taken as a result of that vote, except that EMR researched previous agreements.
- EMR determined that even though there is no specific bylaw; there is a specific agreement as Staff Council is free to decide who can be included as a member regardless of UAF affiliation.
- A vote of question was called with EMR asking if Staff Council wanted to further codify the motion passed at meeting #214 by modifying the Staff Council Bylaws and possibly the Constitution. A vote was then taken and was unanimously approved (For = 17, Against = 0). As a result, EMR will further support the motion passed in Meeting #214 by modifying the bylaws and possibly the constitution as it relates to supporting OIT's dual participation in governance and longevity recognition.

9:45-9:50 BREAK**8. 9:50-10:05 NEW BUSINESS****A. Motion to adopt UAF Staff Council 2012 meeting schedule**

– *Attachment 221-11: Motion 2011-221-1*

- A proposal was made to change four of the meeting to Tuesdays in order to meet the scheduling needs of people who cannot meet on Wednesdays. The proposal recommended the January, March, June, and November meetings be moved to Tuesday of that same week. The motion to amend the calendar to reflect this passed unanimously. The motion to approve the amended calendar with the proposed four months of January, March, June, and November moved to a Tuesday was unanimously approved.

B. EMR – Upcoming elections

– *See EMR October report for additional information: Attachment 221-3*

- The elections timeline is included in the attachment. We are going to try to use electronic voting. Brad Havel provided us with the software he wrote and hopefully we will get this set up and working. If not, we will use paper ballots. The goal is to announce at the December meeting who will be on Staff Council in January. Nominations close on November 11th and elections will open 5 days later with the people who have been nominated. Please encourage people that you believe would be a good person for staff council to self-nominate or nominate them. Supervisor permission is needed, preferably before elections open.
- The requested information on staff numbers associated with elections had not been received from HR yet.

C. Proposed ‘Emergency Closure and Leave Options Policy’ discussion

– *Attachment 221-4*

9. 10:05-10:15 GUEST SPEAKERS**A. Kris Racina – Human Resources Director**

- Kris was at the meeting to hear Staff Council’s input on the Proposed Emergency Closure policy. She spoke with the Chancellor and Vice Chancellor Pitney about this last week and it was calculated that, dropping out faculty, temps, and student employees, one day of administrative leave for the entire campus is \$341,000.
- One issues raised involved the wording under ‘Responsibilities’ for decisions about closing rural campuses. As worded, to make a decision about closing they have to notify the Vice Chancellor of the conditions when conditions require invoking. When communications are down in rural campuses, this is problematic. Kris noted that they could tighten up the language, but she understands that Vice-Chancellor Joseph has deferred or delegated to the campus director. In emergency situations they are going to have to make decisions and invoke policies possibility without communication, depending upon constraints. It was suggested that wording be changed to state “if able” to contact authorities that they do so.
- It was also requested that authority be given to the director – “or his designee” to cover situations when the director is not available to make that decision.
- Staff requested that they would also like to see earlier notification concerning this issue.
- They have learned a lot about their means and channels for communication in such settings. Kris indicated that one way to improve communication and to receive early warnings is by using the UAF Police Department’s NIXLE service. A link to this service will be placed on the Staff Council website.
- NIXLE can send out messages through text and email. NIXLE was not available during the last emergency ice storms.
- Campus must remain open for business because we have students that will come to classes and need to come to classes. Those students were able, in the last ice storm, to attend class even though the walk was treacherous.
- *Soft Closure:* They have reviewed a voluntary or discretionary closure for departments in addition to holiday closure where the university does close down for three days. Kris will be issuing a

communication. This year departments are allowed to decide if they will close either before Christmas or after holidays when business is slow. They still have to formulate this, but it will be discretionary to the unit and for the supervisor to convey to the employees: we will have reduced hours or actually close on these days, how would you, employee, want to handle it.

- Last year there was no forced leave. If employees want to work even during times when a department determines it will close, they can come to work and work during that time so they do not have to take leave. No forced leave is the message. They want to leave it up to departments as set days will not work for all departments.
- In terms of the time frame of ‘before Christmas,’ the week of the 19th will be a possibility for some departments to close. Also the first week in January will be a possibility for some departments. Some departments may not be able to close or reduce hours at all. The option to close both weeks will also be left up to the unit leaders. She will have the draft communication written for the next cabinet meeting. No forced leave – that is the requirement, you cannot force people to take leave without pay or use their leave.
- The supervisor training program has been in place since 2008. HR is examining and revising this program. They are looking at other classes, other skills, and other knowledge that could be offered as part of the program. They plan to incorporate some of ideas from other campuses into the UAF supervisory training. Kris will get with Staff Council leaders to solicit feedback and to ask programs that staff would be interested in seeing. They are also looking at ways to track who has attended what course.
- Every year elections alternate between even and odd units so that we never have a completely new class of people. This year even numbered units are holding elections.
- Concern was expressed about the timing of elections and the deadlines associated with the inclusion of Staff Council members’ names and contact information on the annual Staff Council Calendar.

COMMITTEE REPORTS

10. 10:15-10:30 INTERNAL COMMITTEE REPORTS

A. Staff Affairs – Naomi Horne

– *Committee has not met*

B. Rural Affairs – Brad Krick

– *Attachment 221-5*

C. Elections, Membership, and Rules – Walker Wheeler

– *Attachment 221-3*

D. Advocacy Committee – Jodi Baxter

– The staff tour of the Cold Climate Housing Research Center is on November 2. A campus shuttle is lined up for this and the shuttle can carry 13 people. Please RSVP. Pick up is at the Wood Center at 11:50 a.m. and drop off is back at the Wood Center at 1:10pm. In December there will be a Library Tour. This is tentatively scheduled for December 15. There is also a Museum tour scheduled for approximately the third week in November. Advocacy is still interested in holding informative lunches. They will be contacting Beth Behner again. They are looking at holding a healthcare lunch and a pharmacy lunch.

11. 10:30-10:40 EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance's Staff Health Care Committee– Carol Shafford, Cat Williams, and Maria Russell

– *Attachment 221-6*

– SHCC met on the 22nd of October. They discussed the ‘Tobacco Surcharge,’ and yearly preventative checks.

– For preventative checks, if you your diagnostic codes start with a ‘V’ it is considered preventative and you will not be directly charged for this. Work with your provider to ensure that preventative codes are properly applied. If there are multiple codes, if the ‘V’ is first, it will generally be covered, if it is not, then it will not

be covered. If the incorrect code is used, the employee would then have to work with the doctor to change the diagnostic code and then they would need to resubmit the claim to Blue Cross. It remains unclear how information such as this will be disseminated to staff, but the committee is working to improve communication with staff.

- The ‘Tobacco Surcharge,’ will be assessed if any member of a family who is on the policy uses tobacco. Clarification on the wording related to this was requested.

B. Staff Alliance's Compensation Working Group – Maria Russell (Co-Chair), Robert Mackey, and Dawn Dearing

- *Letter to Board of Regents: Attachment 221-7*
- *Email Campaign: Attachment 221-8*

12. 10:40-10:45 EXTERNAL UAF COMMITTEE REPORTS

A. Master Planning Committee (MPC) – Gary Newman

- *Attachment 221-9*
- Additional information available at: www.uaf.edu/mastplan/committee/meetings/agendas/2011-2012/

B. Parking Advisory Committee (PAC) – Shawn Houston

- *Committee has not met*

C. Chancellor's Diversity Action Committee (CDAC) – Juella Sparks, & Mary Sue Dates

- *Committee has not met*

D. Student Recreation Center Board (SRCB) – Carol Shafford

- *Committee has not met*

E. Chancellor's Planning and Budget Committee – Shawn Houston

F. Chancellor's Advisory Committee for the Naming of Campus Facilities – Carol Shafford

- *Committee has not met*

G. Accreditation Steering Committee

H. Meritorious Award Committee – Claudia Koch-Goddard

- *Committee has not met*

I. Technology Advisory Board Committee (TAB) – Walker Wheeler

- *Committee has not met*

J. Family Friendly Task Force/Bunnell House Adv–Walker Wheeler and Heather Leavengood

- *Committee has not met*

K. Intercollegiate Athletic Council – Pips Veazey and Heather Leavengood

- *Committee has not met*

L. Review of Infrastructure and Sustainability Energy Board (RISE) – Mayanna Bean

- *Attachment 221-10*

M. People's Endowment Fund Committee – Naomi Horne

- *Committee has not met*

13. 10:45-10:50 AD HOC COMMITTEE REPORTS

A. Calendar Committee – Gary Bender and Brad Krick

- The committee has not officially met, but they have gathered information and are planning their first.

B. Administrative Review Committee

- *Committee has not met*

C. Awards Committee

– *Committee has not met*

D. Staff Appreciation Day Committee – Maria Russell and Ashley Munro

– *Committee has not met*

E. Communication Committee – John Clendenin, Jr.

– *Attachment 221-12*

– The committee recently held its first meeting. Additional volunteers are still welcome.

14. 10:50-11:00 ROUND TABLE DISCUSSION

15. 11:00 ADJOURN

UAF Staff Council President's Report September 2011

System Governance

System Governance is composed of leaders from student, faculty, staff and alumni units across the university system. The first meeting of the year took place last week and was attended by the President and his cabinet. The President spoke about his strategic direction campaign as well as his policy and regulation review. Staff council will be working with staff alliance in order to provide feedback about current regulations and policies in an organized fashion.

Committee Membership

Nicole has verified current staff council membership and terms for committees. In order to act as an effective organization and spread the workload, we expect that each staff council member play an active role on both an internal and an external committee.

Staff Compensation

Staff Alliance has been hard at work advocating for staff across the state. President Gamble has communicated his support for a 3.5% increase in compensation for nonrepresented staff for the 2013 fiscal year. Nicole forwarded a request for staff input to the Board of Regents in order to encourage them to include this 3.5% increase in the budget. Please pass the word to your constituents and ask that testimony is cc'ed to governance leaders in order to capture the record of staff support.

Accreditation Review

Staff turned out in good numbers for the accreditation review panel meeting earlier this month. The panel asked some pointed questions about what was working well and what needed attention at UAF, and several staff identified specific resources that they felt would be helpful in fulfilling their job duties. Overall, the tone was very positive and

Health Care Issues

At this point the tobacco surcharge is the only potential change to the health care package on the table for the upcoming fiscal year. Questions remain about what determines a smoker (ie, if an employee has a celebratory cigar, does that make someone a smoker?) and who will make decisions regarding penalties for a multitude of scenarios that will develop as a result of the policy.

Resolution Opposing Altering the UA Employee Tuition Waiver

In response to calls to alter the University of Alaska Tuition Waiver program, the UAF Staff Council reviewed available research concerning the program for signs of abuse, waste, and relative importance to the University of Alaska Staff.

WHEREAS, Regents policy 04.01.010 includes providing “for continuing opportunities for training and development” as part of the Human Resources Mission Statement; and

WHEREAS, in response to Representative Anna Fairclough, the University of Alaska Statewide Planning and Institutional Research Office conducted an Employee Education Benefit Analysis that examined FY06 through FY10; and

WHEREAS, this research found that “providing an employee education benefit is a customary practice in both public and private higher education institutions”; and

WHEREAS this research found that the overwhelming majority of all higher education institutions, including 50% of all public institutions, provide educational benefits to their employees; and

WHEREAS, this research found that the tuition waiver benefit only accounts for “approximately 6 percent of the total UA student population” and that “persons using the UA Employee Tuition Waiver had a successful completion rate of 80%”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “attracts and retains staff/faculty” and “sustains a competitive position in relation to other universities”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “provides required work-related training and skill upgrades without additional training costs”; “provides financial support to educational delivery” and “keeps training dollars at the university”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “increases the university’s human capital and encourages skill development”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “expands staff understanding of the university’s mission and programs”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it provides staff contact among both faculty and students”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it is “consistent with Board of Regents’ position on the value and commitment to higher education”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “keeps students/dependents in-state”; and

WHEREAS, the University of Alaska customarily provides tuition waivers to a number of other groups: including citizens 65 and older and qualified participants in the UA Scholars program; and

WHEREAS, the University of Alaska Staff have seen significant increases in Healthcare benefit costs, layoffs, the loss of step-increases and other significant downward economic pressures since FY 2007;

THEREFORE, LET IT BE RESOLVED:

The UAF Staff Council finds no statistically significant failure of courses that creates the need for change to the UA Employee Tuition Waiver benefit according to the FY06 - FY10 data provided and does not support altering the employee tuition waiver for non-represented staff as described in May 3rd, 2011 email message.

LET IT BE FURTHER RESOLVED:

The UAF Staff Council considers the employee tuition waiver a valued benefit for non-represented staff of UAF and will engage in further research, as this issue requires.

LET IT BE FURTHER RESOLVED:

The UAF Staff Council supports further data-driven review of this benefit and a cost/benefit analysis of the proposed changes to the UAF Tuition Waiver program, and

BE IT FINALLY RESOLVED, that at this time, the UAF Staff Council requests that the University of Alaska Board of Regents reject any changes to the UA Tuition Waiver.

Signed: _____
President, UAF Staff Council

Date

Distribution: Staff Alliance, Pat Ivey, Beth Behner,
CC/ Chancellor Rogers, President Gamble

EMR Committee Report – October 2011

Submitted by Walker Wheeler, Committee Chair

During our staff council meeting today, we went through a couple of topics. The first was elections are rapidly approaching and we need to get our ducks in a row to be able to do the election process electronically again. With Brad's resignation he handed over the software that has most recently run the staff council elections. I'm hoping we will be able to continue to take advantage of this. We will be trying to get this setup on a Library server in the near future. If we are successful, we want to use the following

Elections Timeline.

1. 10/17 EMR Meeting to refine timeline and discuss progress on getting database/website up.
2. 10/24 Target to have database and application online.
3. 10/24 Announce that nominations for Staff Council Reps/Alts occurs on 10/28.
4. 10/28 Nominations Open, and reminder email
5. 10/31 and 11/7 reminder emails for nominations ??
6. 11/11 Nominations Close, An email goes out to announce closure and voting starting 11/16.
7. 11/14 EMR Meets to review nominations.
8. 11/16 Elections open, email sent out. (Reminder emails?)
9. 12/16 Elections close.
10. 12/19 EMR Meets to review results.
11. 12/21 Present results to staff council.
12. 01/01 New Reps and Alt are officially part of staff council.

I will be sending out meeting invites on those days that we will need to meet to take action.

The second bit of business was just a small change in structure related to the SRC moving under Student Services. We are currently trying to get Unit Data, so we should be able to determine that impact shortly. Hopefully before elections.

The last order of business was a discussion about OIT in leadership. We definitely did not come to any sort of consensus, for a recommendation. I believe we all agreed that we should be asking for an original copy of the agreement. Kala and Gary B. please feel free to elaborate more on this.

**Proposed UAF Policy: 02.05.011**Revised: **March 2011**

Responsible Chancellor's Cabinet Member: Vice Chancellor for Administrative Services

Responsible Department/Office: Marketing and Communications; All Vice-Chancellors

Emergency Closure and Employee Leave Options Policy

POLICY STATEMENT

The University of Alaska Fairbanks has multiple campuses around the state. At the Fairbanks locations, we are a residential campus that will conduct classes, maintain essential services and remain open for business to the extent possible during severe weather conditions or other unusual circumstances. Employees in the Fairbanks area should be prepared to attend work even in severe conditions to the extent they can safely do so.

BACKGROUND & JUSTIFICATION

This policy provides broad guidance for employee leave options or attendance, recognizing that each situation may present unique challenges depending on the severity of conditions, reliability of transportation modes, employee and student residential location, the academic calendar, and date of event.

The Fairbanks campus and locations must conduct classes and remain open for business though conditions may impact some students' and some employees' ability to safely commute. Certain employees are necessary to maintain essential services and are required to attend work to the degree that they can safely do so.

DEFINITIONS

Severe weather conditions, natural or man-made disasters or other unusual circumstances are events which may impact campus operations or employee ability to commute to work.

RESPONSIBILITIES

During emergency situations, Cabinet will convene to review the circumstances and conditions. In consultation with their staff, Vice-Chancellors are responsible to determine essential services and to ensure services, classes and business are continued to the extent possible; in coordination with the UA President, the Chancellor will determine whether to cancel classes or close campus.

For rural campuses under the College of Rural and Community Development, the Chancellor delegates the above responsibilities and decision-making to the campus directors who will report conditions and notify the Chancellor and Vice-Chancellor for Rural, Community and Native Education when conditions require invoking procedures under this policy.

In extreme circumstances, the Chancellor may close campus and authorize the use of administrative leave for employee absences from work. Campus closure and administrative leave will be authorized only in extreme circumstances that impact even those students and employees who live on or near campus.

Restricted funds do not allow for payment of administrative leave and individual units will pay administrative leave time from available unrestricted funds

UAF Marketing and Communications is responsible to disseminate updated information to the campus and community through all available channels.

NON-COMPLIANCE

Non-compliance may result in violation of the Fair Labor Standards Act.

EXCEPTIONS

None

PROCEDURES

Absent conditions requiring the authorization of administrative leave, the following options regarding employee leave may be implemented by supervisors, consistent with Cabinet determinations:

Department Status:

1. Vice-Chancellors must coordinate decision-making through Cabinet and keep the Chancellor advised of planned actions; Vice-Chancellors must coordinate with each other to be assured that essential services are adequately covered.
2. Vice-Chancellors and supervisors should determine essential services and communicate department status and operating hours to employees.
3. Vice-Chancellors may choose to reduce hours or remain fully open for business as circumstances dictate; employees who wish to work and avoid leave use should be accommodated to the extent possible. Supervisors should remain flexible during unusual circumstances and consider whether employee attendance is necessary to perform critical or essential functions.
4. Vice-Chancellors will update Marketing and Communication of department status.
5. Marketing and Communications will communicate information on University status during emergencies.

Leave Options

1. Employees may telecommute from home and work all or part of the day with supervisor approval.
2. If employees can safely commute and have access to their workspace, they can work a normal day.
3. Employees who are unable to safely commute to work, and are unable to telecommute, may use annual leave, leave without pay, or any combination of these leaves, for all or part of the day. Sick leave may be used for qualifying events described in University Regulation 04.06.130.
4. With supervisor approval and if the arrangement does not violate the Fair Labor Standards Act (FLSA), employees who do not have adequate leave may flex their work schedule to make up time missed due to conditions. Overtime and overtime pay must be

approved in advance by the supervisor. Approval is subject to budget considerations and department needs.

5. Other options as the Chancellor may authorize under circumstances presented.

POLICY APPROVED BY:

Signed:

Brian D. Rogers, Chancellor
University of Alaska Fairbanks

Rural Affairs Committee Report for SC Meeting #221

Committee Chair: Brad Krick

Rural Affairs met on Tuesday, Oct 4 and Wednesday, Oct 5. It was primarily a discussion meeting. The group discussed COLA/geo differentials, staff participation in academic advising, an info item about a hybrid vehicle used at the Chukchi campus, and ways the university can help rural staff stay healthy

Discussion on COLA centered on Brad's emails from the UA compensation director. He was told that the university matched the state in most cases and that the university was reviewing recent changes made by the state. Brad said that he would email the compensation office again with more questions from the meeting.

Discussion continued on the possibility of staff participation in the review of the general education curriculum. One committee member said that curriculum development is a faculty issue and not a staff one. Another committee member said that if there was a place for staff participation, it would be worth exploring. Discussion was tabled until a future meeting.

The meeting ended with a discussion of health program for rural staff, especially about whether or not they are accessible and if there was anything more we or the university could do to ensure that rural locations get the same options.

SHCC Notes from the September 22, 2011 meeting.

At the last meeting there were several items discussed.

1. There are no plan changes for FY-13.
2. The forms for the Smoking policy were reviewed. I am still getting questions and suggestions on the forms that I have forwarded to committee members. The administration plans to move forward with this policy. I am not sure that the methods for obtaining information on non-smokers are the best. As things stand now, each of us will have to submit signed documents to HR stating that we are tobacco free. This is an increase in workload for human resources. The surcharge for tobacco will be done on a per pay period basis; prorated 9m – 12m. To have fee waived, employees must submit a waiver form during open enrollment. If anyone in a family is using tobacco, employee will be charged only one fee (not per family member). If employee provides false info on waiver form, what will happen – Beth no “witch hunt” but if informed someone is using tobacco will review all information on a case by case basis. Forms submitted ARE legal documents. Document investigations will be done, gentle to employees. Surcharge forms part of the employee’s official file and will be retained as such.
3. We can anticipate an increase in our bi-weekly contributions for our health insurance. No actual figures are available at this time.

There are items still recommended for consideration;

- a. Surgical Travel Health Care
- b. Establish an onsite medical clinic in Fairbanks or Anchorage. A medical clinic staffed with UA-employed MDs or physician assistants and staff could be located on or close to campus to serve university employees and their dependents. This would present a major investment due to the need for a facility and staff for such a clinic. However, universities and other organizations that have opened their own clinics are better able to control medical costs, while offering services conveniently close to the workplace. There has not been much discussion on this issue; the committee is trying to keep it as a future option.
- c. Charging part-time employees an increased employee charge for health care is still under consideration. More research is needed.
- d. Possible Tiers for number of dependents is still under consideration. More research is needed.
- e.

I received a number of concerns about Win collecting (biometric) information from individuals when participating in the IHP sessions. WIN does not share this information with the University in a format

where the information can be tied to an individual employee. Charts and statistics are given to the university.

Yearly preventative checks - make sure the code used by your provider are coded with a "V". Diagnosis codes are not preventative and patient will be charged for the visit. Work with your provider at the time of your visit to make sure it is coded correctly.

UNIVERSITY *of* ALASKA

Staff Alliance

To: Patrick Gamble, President, University of Alaska; Fuller Cowell, Chair, and Members of the Board of Regents

cc: Beth Behner, Chief Human Resource Officer
Donald Smith, Executive Director, Employee and Labor Relations

Thru: Juella Sparks, Chair, Staff Alliance

From: Staff Alliance - Compensation Working Group

Date: September 21, 2011

RE: Staff Compensation: FY13 Increase Recommendations

The University of Alaska Staff Alliance Compensation Working Group would like to thank the University of Alaska Board of Regents and President Gamble for inviting our input into the staff compensation for the FY13 budget. During our meetings, the committee was able to identify several specific concerns and recommendations that will be outlined in this letter.

Concerns

- The University of Alaska has not replaced the step increases, which were discontinued in FY09, with a mechanism that would reflect longevity (a recognition of the gain in experience and institutional knowledge) or any staff increase not related to the CPI. In the past an average 2.6% annual step increase could be relied upon for personal budget planning, with the added possibility of an additional 2% cost of living grid increase at the Board's discretion.
- Historically UA Staff have experienced a net increase ranging from 2.6-4.6% annually. Regardless of recent increases of 2.5%, UA staff lag behind state employees who typically receive a grid roll (COLA), plus up to 3.5% annually until they reach step "J" (est. seven years) after which they receive 3.75% biannually.
- Since the FY09 change in staff compensation policy, staff increases have been compared to and justified by across the board increases in other UA and state contracts. However, staff do not receive other compensation adjustments included in these contracts.
- We are concerned that the University of Alaska's recent lag in pay increases has hindered professional recruitment and retention due to labor market competition.
- The FY12 across the board increase of 2.5% did not offset the added financial risk assumed by staff in the new health care plan or acknowledge other components of CPI.
- There was a significant cost shift in UA Healthcare Plan. The plan now puts a significant financial risk on staff members. Although staff may not fully realize the impact of the increased deductible on personal finances at this time in the plan year, there is significant concern in out of pocket costs over the next ten months. This year staff are faced with an increase in deductibles of 2-5 times and with an out-of-pocket maximum increase as much as 6 times over the previous plan year.

Staff members are alarmed that the net effect of the previously stated concerns have resulted in a consistent decrease in staff compensation and desire a change to the course in compensation.

Recommendations and Rationale

Given inflation, recent increases in employee health care contributions and the loss of set employee step increases, this committee feels that an increase of up to 4.6% is an appropriate request. This committee acknowledges the political and economic realities facing the Board and University of Alaska and recommends a minimum of a 3.5% increase, with a strong case for a 4.6% increase. In return, we hope that the Board also remembers that staff members are facing tough economic realities at home.

The Federal Department of Labor is reporting that the CPI is up 2.8% over this same time last year and is expected to continue to climb. We *strongly* feel that UA should not only recognize this cost of living increase, but the importance of retention and longevity and continue to do so until such time that these compensation components are once again provided for in policy.

Additional Action Requested of the Board of Regents and Administration

We urge the Board to work with the administration and staff towards the compilation of a compensation policy. This policy should be data driven and provide for state and federal employee comparisons. We are confident that with directed effort, governance leaders and the administration can collaboratively produce a policy meeting the needs of all parties. We recommend starting the process immediately so this can be ready for implementation in FY14. This policy should plan to cover all types of compensation increases to include, but not limited to: COLA, longevity, merit, geographic differential and a possible market survey.

Other Concerns Under Committee Review

During our meetings, the Staff Alliance Compensation Working Group grew concerned about the impacts of recent changes to the University of Alaska compensation system. As a result, this committee will be researching and monitoring health care costs, salary compression, geographic differentials, and impact of all on staff retention.

- Governance groups have just been informed that there will be an increase in biweekly healthcare contributions in FY13. Although staff are appreciative of the increased benefit in preventative healthcare this year, we remain extremely troubled over the current and future fiscal years' financial impacts, specifically the foreseen reduction in net take home pay and other possible FY13 changes to the healthcare benefits.
- Currently UA is faced with salary compression. The grid increase should represent true COLA increase, with the longevity increase represented by moving staff up the grid.
- The current geographic cost differentials issued by the Alaska Department of Labor must be compared to the University's geographic pay differentials, and adjusted accordingly.
- How has the loss of the step increase affected staff retention?

Members of this committee will return to report on this research at a future Board of Regents meeting. We thank President Gamble and the University of Alaska Board of Regents for the opportunity to present staff concerns and recommendations. Should additional information be needed, our best contacts are the Compensation Committee Co-Chairs.

Maria Russell, mtrussell@alaska.edu, 907.474.7172

Erica Kurowski elkurowski@alaska.edu, 907.786.1140

**Staff Alliance's Compensation Working Group
Email Campaign**

Your elected representatives from governance groups across the state have been working hard to advocate on your behalf for fair compensation in the FY 13 budget. We encourage you to join our effort and add your own voice to the discussion.

The Staff Alliance Compensation Working Group is calling for an email campaign in support of our proposed staff compensation increase. The working group gathered market data from across the state, studied UA labor contracts, compared UA staff and state employee compensation and calculated the impacts of recent cost shifting in our health care plans. Our group's findings were presented to the Board of Regents at its September 22-23, 2011 meeting, and we encouraged the Board to give staff a 3.5% increase.

Our rationale supports a 4.6% salary increase, however due to the economic realities we are pursuing a minimum 3.5% increase. The official request presented at the Board of Regents meeting can be viewed here: <http://gov.alaska.edu/staff/compcommittee/agendas/2011-09-21.staffcompincreaserecs.pdf>

Things to consider:

- In FY12 staff accepted a greater financial risk with the newly designed health care plans, regardless of the plan selected.
- The BOR responds positively to personalized testimony.
- State employees receive grid increases to address COLA, and step increases at an additional estimated 3.5% every year for the first seven years and an estimated 3.75% increase bi-yearly after that.

We are grateful to announce that President Gamble has expressed support for our proposed 3.5% increase in nonrepresented staff salaries in FY 13. The final decision rests in the hands of the Board of Regents.

In general, we are asking staff to respectfully support our request by contacting the Board of Regents, and encouraging them to include a 3.5% increase for staff in the FY 13 budget. Please note that Regents will vote on the entire budget on November 2, so it is critical to provide your feedback before that date.

Please have emails sent to sybor@alaska.edu.

E-mail addresses for individual members of the Board of Regents can be found at the following: <http://www.alaska.edu/bor/members/board-contact-info/>

Please CC your testimony to your governance leader so that we can have a record of staff support.

Thanks!

Juella Sparks, Communications Manager
Vice President, UAF Staff Council
Chair, UA Staff Alliance
UAF Cooperative Extension Service/Communications
308 Tanana Loop, Room 213
P.O. Box 756180
Fairbanks, Alaska 99775-6180

Phone: (907) 474-7115
Fax: (907) 474-2631
E-Mail: juella.sparks@alaska.edu
<http://www.uaf.edu/ces>

Master Planning Committee Report for October 2012

Submitted by Gary Newman – Staff Council MPC Representative

The UAF Master Plan Committee (MPC) has not met since the last Staff Council meeting. MPC meeting notes can be viewed at:

<http://www.uaf.edu/mastplan/committee/meetings/agendas/2011-2012/>

Recent items discussed include:

1. Big Whizzy ski trail expansion
2. Engineering Building (new) site location
3. Outdoor recreation expansion, including a skating rink south of the Patty's hockey rink.
4. External antenna placement plan

UAF RISE Board October 2011 Report

The RISE Board meets weekly. A webpage for the RISE Board is at <http://www.uaf.edu/sustainability/rise/>. Meeting minutes, information on the student proposal process, and much more, can be viewed there. The RISE Board website is maintained by the Office of Sustainability. Their website, at www.uaf.edu/sustainability/, has a lot of information on sustainability at UAF.

Students can apply for funding during fall, spring, and summer semesters. The fall deadline for proposals was October 10th.

MOTION

The UAF Staff Council moves to adopt the following calendar for its 2012 meetings:

Meeting Number	Date	Time	Location	Meeting Type
224	January 25, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
225	February 15, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Face-to-Face and Audio Conference
226	March 21, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
227	April 18, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
228	May 16, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Face-to-Face and Audio Conference
229	June 20, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
230	August 15, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
231	September 19, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
232	October 17, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
233	November 21, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
234	December 19, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference

EFFECTIVE: Immediately

RATIONALE: Meetings must be scheduled in advance to ensure adequate time for room scheduling and public posting of meeting information.

Communications Committee October 2011 report

Submitted by John Clendenin, ad hoc Communications Committee Chair

The Communications Committee met for the first time October 7, 2011. This initial meeting consisted of a general discussion about communication and ideas for improvement. Topics discussed and will be looked at further are:

- a. Training/orientation for new and existing Staff Council members
- b. Filling the Staff Council vacant positions – membership drive?
- c. Periodic notifications to staff – what to expect from your council members. Propose a draft.
- d. Types of communication – minimum expectations.
- e. Feedback from staff – propose solutions
- f. Hot Topics – Healthcare, wages, surcharges and Administrative forums: Getting the word out to serve our constituents with timely, pertinent, and accurate information in formats likely to be read and understood.
- g. Motion to request ad hoc Calendar Committee to include Staff Council Membership (reps and alts) and contact information on the 2012 Staff Council Calendar.