

AGENDA
UAF STAFF COUNCIL #226
Tuesday, March 27, 2012
8:45-11:00AM
Wood Center-Carol Brown Ballroom

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236

- 1. 8:45-8:50 CALL TO ORDER AND ROLL CALL**
 - A. Roll Call
 - B. Approval of Agenda for Staff Council Meeting #226
 - C. Approval of Minutes of Staff Council Meeting #225 – February 2012
- 2. 8:50-9:00 STATUS OF PENDING ACTIONS (no pending actions)**
 - A. Actions Approved
 - B. Actions Denied
 - C. Actions Pending
- 3. 9:00-9:05 PUBLIC COMMENT**
- 4. 9:05-9:15 OFFICER REPORTS**
 - A. Pips Veazey, President
 - B. Juella Sparks, Vice President
- 5. 9:15-9:25 REMARKS BY CHANCELLOR ROGERS**

(Chancellor Rogers is attending a president's cabinet meeting. He will try to call-in to the Staff Council meeting to provide his remarks later this morning.)
- 6. 9:25-9:35 GOVERNANCE REPORTS**
 - A. Cathy Cahill, President – Faculty Senate
 - B. Mari Freitag, President – ASUAF
- 7. 9:35-9:45 UNFINISHED BUSINESS**
 - A. Staff Council Strategic Direction Proposal
- 9:45-9:50 BREAK**
- 8. 9:50-10:05 NEW BUSINESS**
 - A. Notice of May Election of Staff Council President and Vice President
 - B. Health Care Update
 - Attachment 226-4: Letter from Donald Smith (March 19, 2012)
 - C. Tuition Waiver Benefit
- 9. 10:05-10:15 GUEST SPEAKERS**
 - A. Michelle Bartlett, Director of Summer Sessions and Lifelong Learning
 - B. Mae Marsh, Director of Diversity and Equal Opportunity

COMMITTEE REPORTS

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

- A. Staff Affairs
 - Has not met
 - Chair needed
- B. Rural Affairs – Brad Krick
 - Attachment 226-5: Rural Affairs Committee Report
- C. Elections, Membership, and Rules – Walker Wheeler
- D. Advocacy Committee – Debbie Gonzalez
 - Has not met

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

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

- A. Staff Alliance's Staff Health Care Committee – Cat Williams, Carolyn Simmons, Maria Russell (alt), & Mary Sue Dates (alt)
 - Has not met
- B. Staff Alliance's Compensation Committee – Maria Russell (Co-Chair), Robert Mackey, Brad Krick (alt)
 - No report

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

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

- A. Master Planning Committee (MPC) – Gary Newman
 - Report available at: www.uaf.edu/mastplan/committee/meetings/agendas/2011-2012/
 - Attachment 226-3: Committee Report
- B. Parking Advisory Committee (PAC) – Britton Anderson
 - Has not met
- C. Chancellor's Diversity Action Committee (CDAC) – Mary Sue Dates and Ross Imbler
 - Attachment 226-9: Committee Report
- D. Chancellor's Planning and Budget Committee
 - Has not met
- E. Chancellor's Advisory Committee for the Naming of Campus Facilities – Debbie Coxon
 - Has not met
- F. Accreditation Steering Committee – Claudia Koch-Goddard
 - Attachment 226-7: Themes, Objectives, and Indicators Update
 - Attachment 226-8: Mission Revision – Survey Responses
- G. Meritorious Service Awards Committee – Claudia Koch-Goddard
 - Has not met
- H. Technology Advisory Board Committee (TAB) – Walker Wheeler
- I. Work-Life Balance Committee – Walker Wheeler
 - Has not met
- J. Intercollegiate Athletic Council – Debbie Coxon and Britton Anderson
 - Attachment 226-2: Committee Report
- K. Review of Infrastructure and Sustainability Energy Board (RISE) – Mayanna Bean
 - Report available at: www.uaf.edu/sustainability/rise/
- L. People's Endowment Fund Committee – Claudia Koch-Goddard
 - Attachment 226-6: Peoples' Endowment Fund Committee Report
 - Attachment 226-10: Request for Proposals

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

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

- A. Awards Committee
- B. Staff Appreciation Day Committee – Ashley Munro, Maria Russell, and Barbara Gabel
- C. Communications Committee – John Clendenin, Jr.
 - Attachment 226-1: Communications Committee Report
- D. Chancellor’s Cornerstone Award Committee – Kala Hansen
 - Has not met

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

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

15. 11:00 ADJOURN

Staff Council Communications Committee
Minutes, March 5, 2012

Motions/Discussions:

Suggest a discussion of how best to address communication of SC Meeting summary to be sent out to all staff after SC meetings. (Would there be one person or a committee, would there be an approval process before they are sent, and would they be sent to reps to be forwarded on or directly to Unit lists, and so on.)

Topics:

Formed response to listserv email complaints

There have been employees who complain about listserv emails. Since email is the primary method of Staff Council communications, it has been suggested that a “formed” response be provided to Staff Council Representatives for these, sometimes awkward, complaints. The response would inform staff of Staff Council expectations and that the employee may filter the emails if desired.

A formed response would provide consistent unbiased information to employees in a respectful manner.

Example:

Email is the primary method of communication from Staff Council. Staff Council addresses important issues pertaining to staff and provides a means for staff to provide feedback to administration. Staff Council email listserv addresses are automatically populated by EDIR nightly. If you do not wish to read or receive these emails you may delete them or set up a filter to remove them. To learn more about Staff Council visit <http://www.uaf.edu/uafgov/staff-council/>

FAQ sheet

There was discussion on developing a FAQ sheet for Staff Council Members. The sheet would provide answers to common questions, expectations, and situations representatives may face as a Staff Council member. Communications Committee members have been asked to compile topics for a FAQ sheet for our next meeting.

Periodic notifications to staff

Brad provided a draft communication to be distributed to all staff twice a year informing them about Staff Council, expectations of communications from representatives, how/where to find their representatives, and what they can do as staff. The draft, once reviewed by the committee will be moved to Administrative Council for review.

Staff Council members Google Group

Committee discussion of having a Google Group for Staff Council members to communicate internally was discussed. A forum of this nature would be for current Staff Council members and alternates to openly discuss, post, comment, and provide ideas to the group.

Feedback from constituents

Perhaps a Google Form can be created for staff feedback. The link to the feedback form could be put into listserv emails and other communications from Staff Council and representatives. Example of questions could be asked:

1. What staff issues or concerns would you like to see Staff Council address?
2. What questions do you have for Staff Council?

Please compile some ideas for relevant questions to be placed in a Google Form.

Intercollegiate Athletic Council – March 2012 Report
Britton Anderson – Representative

Nominations for Student Athletes of the Year have been submitted by IAC members.
A follow up meeting is on the horizon to meet with finalists and select the winners.

UAF Master Plan Committee Report - Gary Newman

The Master Plan meetings' notes are posted at <http://www.uaf.edu/mastplan/committee/meetings/agendas/2011-2012/> . The most recent meeting had a presentation on the Outdoor Recreation and Terrain Park, discussion about traffic flow once the Life Sciences Building is complete, and the West Ridge Deferred Maintenance Renewal plan now being developed.

The next meeting is March 29, 2012.

Labor and Employee Relations

211 Butrovich Building
P.O. Box 755140
Fairbanks, Alaska 99775-5140
(phone) 907-450-8230
(fax) 907-450-8231
(web) <http://www.alaska.edu/labor/>

Donald F. Smith, Chief Human Resources Officer &
Executive Director Labor and Employee Relations



UNIVERSITY
of **ALASKA**
Many Traditions One Alaska

Statewide Human Resources

212 Butrovich Building
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(web) <http://www.alaska.edu/hr/>

March 19, 2012

To: All UA employees

From: Donald Smith, Interim Chief Human Resources Officer

RE: FY13 Health Plan Costs

A handwritten signature in black ink, reading "Donald Smith", slanted upwards to the right.

Open Enrollment for FY 13 is from April 16 through May 15. This is your annual opportunity to change health plans, add or drop dependents, increase supplemental life insurance and elect flexible spending accounts for health care and dependent day care expenses. During this process you will notice changes in employee contribution rates. I want to take this occasion to address that subject.

The costs for the UA Choice health plan are increasing this year. The University will still cover 83% of projected plan costs, but employees will see their rates increase this year because of an increase in plan cost over FY12, and an under recovery of the employee obligation in FY12. Under recovery means that the employee charges set for FY12 were not enough to meet the employees' obligation to cover 17% of the costs.

The University of Alaska is self-insured. This means the university pays all covered costs for employee and dependent health care when they are due and subsequently collects the employees' portion of those costs through payroll deduction. For the current year, total plan costs are projected to be about \$65 million. This comes to approximately \$15,900 per employee enrolled on the plan, of which the University's share is \$13,170.

The attached chart reveals the employee health care charges that will become effective for UA Choice in FY13, beginning July 1, 2012. There are several reasons why employee charges must increase. To begin with, employee bi-weekly charges for FY12 were kept the same as they had been for FY11. Consequently, when setting FY13 rates we had to calculate from a rate base that was two years old. Recall that the decision to not raise FY12 rates was made by the Joint Health Care Committee in order to keep rates low while other health plan changes were simultaneously enacted.

Secondly, more employees than we had anticipated opted for the High Deductible Health Plan (HDHP), and concurrently an unexpected number of employees waived coverage entirely. The net effect of these two decisions was a smaller pool in which to spread costs.

Lastly, the university was responsive to employee criticisms and did not impose the tobacco surcharge, which would have had a slight mitigating effect on employee cost. All of these factors combined to cause a \$3.5 million “under recovery” from employees. That is why FY13 rates for health plan participants must increase.

For more information on the increase in health plan costs, a list of Frequently Asked Questions will be available after March 19 at www.alaska.edu/benefits.

If you have any questions, please feel free to contact me at donald.smith@alaska.edu.

Rural Affairs Committee Report for Staff Council Meeting #226

The committee met on Tuesday, March 6 to discuss:

- 1) The committee chair position: Brad will continue on as chair and is open to a new chair or a co-chair if there are any members who are interested.
- 2) Advising for rural students during the summer. There are issues with students not being able to get advising during summer when campuses are closed and/or advising staff are off-contract. This might also affect other services, like test proctoring. Apparently, some campuses solve the problem by staggering their staff to ensure there is always coverage. The committee will likely have some additional information about this next month and be talking about it again at our April meeting.
- 3) We also discussed staff contracts in general, and if it is still useful to the university given that we do so much more business during the summer and online. One suggestion was that staff should be year-round unless there is a specific reason for a 9 or 10 month contract.

Peoples' Endowment Committee Report for March 2012
Claudia Koch - Representative

Peoples' Endowment Committee Meeting 29 February 2012

- Reviewed Bylaws

- Elected Chairperson: Amanda Wall, Vice-Chairperson: Naomi Horne

- Discussed new nomination form and decided on timeline when new nominations will be due.

UAF DRAFT - Core Themes, Objectives, and Indicators

March 20, 2012

Educate: Undergraduate and Graduate Students	
Objective	Indicators
1. Meet standards for learning outcomes of academic programs.	1. Students achieve intended learning outcomes within their programs. 2. Students perform similarly to peers on programmatic national exams.
2. Retain and graduate degree-seeking students.	3-5. First-time undergraduate degree-seeking students persist and graduate. 4-6. Academically underprepared undergraduate degree-seeking students complete college-level coursework.
3. Prepare undergraduate students for further study, future employment, and contemporary life.	5-7. Seniors score similarly to their peers at other institutions on the ETS Proficiency Profile examination. 6-8. Graduates complete further higher education programs. 7-9. Seniors respond similarly to their peers at other institutions to select National Survey of Student Engagement questions.
4. Mentor (or guide) graduate students to enable master's and PhD students to master a subject area or advance knowledge.	10. Students participate in extracurricular and co-curricular activities. 8-11. Graduates secure jobs or continue their education. 9-12. Students produce independently reviewed research and creative products.
Involve baccalaureate students in extracurricular and co-curricular activities.	Students participate in extracurricular and co-curricular activities. Students participate in formal international experiences.

Comment [d1]: Dana spoke to the Chancellor about the steering committee's recommendation to combine Educate and Prepare. His response was that it would be better to combine Prepare and Connect (as the community college mission – moving other professional schools to Educate) or combine Connect and Engage. We will discuss this at the next meeting. Because of this input Dana has not made the planned changes to Prepare and Educate yet.

Research: Create and Disseminate New Knowledge, Insight, Technology, Artistic and Scholarly Works, with an Emphasis on the Circumpolar North and its Peoples.	
Objective	Indicators
5. Conduct, and disseminate, and demonstrate leadership in basic and applied research.	10-13. Faculty publish peer-reviewed journal articles, book chapters, and books. 11-14. Faculty conduct externally funded research at a rate comparable to peer research institutions. 12-15. Faculty conduct research in areas of significant interest to Alaska. 16. Faculty members hold national and international leadership positions and contribute to local, state, national and international policy decisions. 17. Faculty who have a research workload report one or more peer-reviewed publications with at least 12 lifetime citations.
7-6. Exhibit, and perform, and demonstrate leadership in creative works.	13-18. Faculty perform and exhibit at the state, national, and international level. 19. Faculty members hold national and international leadership positions and contribute to local, state, national and international policy decisions.
8-7. Engage graduate and baccalaureate students in research, scholarship, and creative activity.	14-20. Baccalaureate students complete a research course or project. 15-21. Students produce independently reviewed research and creative products.
Demonstrate leadership in research and artistic expression. Preserve, document, and provide access to intellectual, cultural, and natural history collections.	Faculty with a research workload report one or more peer-reviewed publications with at least 12 lifetime citations. Faculty members hold national and international leadership positions.

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Comment [d2]: Added new phrase

Comment [d3]: Added new phrase

Comment [d4]: Note duplication with above

Comment [d5]: New objective – here and Connect? Assignments made for draft indicators; Anita Hartman, Patrick Druckenmiller, Bella Gerlich.

Comment [d6]: Two objectives? 1) career and technical to focus on certificate/AAS and 2) professional to focus on baccalaureate? Alternatively, speak directly to teachers, engineers, management in one, i.e., the professional schools?

Comment [d7]: Weak indicator – small numbers of students involved here

Prepare: Alaska's Career, Technical, and Professional Workforce	
Objective	Indicators
9-8. Prepare students for jobs in Alaska.	16-22. Students graduate in Alaska Department of Labor and Workforce Development high-demand job area programs. 17-23. Graduates find employment and indicate their program prepared them for employment. 18-24. Students pass programmatic state or national exams.
10-9. Provide Alaskans opportunities to update their job skills.	19-25. Professionals complete post-baccalaureate courses to update their job skills. 20-26. Vocational rehabilitation students complete courses to update their job skills.
11-10. Help prepare secondary students for postsecondary career pathways.	21-27. High school students complete tech prep programs with school districts and training centers.

Connect: Alaska Native, Rural, and Urban Communities through Contemporary and Traditional Knowledge	
Objective	Indicators
12-11. Partner with Alaska communities on issues of mutual interest.	22-28. Community partnerships share resources and responsibility and are well distributed geographically.
13-12. Provide higher education access for Alaska Native, rural, and urban populations.	23-29. Alaska Natives and male students enroll at each campus and via e-learning. 24-30. Financial aid provides Alaska Native students with access to higher education. 25-31. Alaska Native and rural high school students earn certificates and degrees at rates similar to other students.
14-13. Engage students in learning about Alaska Native language and culture, and rural development.	26-32. Students complete Alaska Native and rural-related courses and programs.

Comment [d8]: Revision suggested by Deb Horner: Provide access to higher education, including culturally relevant and place-based programs for Alaska Native and rural audiences (communities?).

Comment [d9]: Jenny Carol and Pete Pinney working on rewording this indicator.

Engage: Alaskans via Lifelong Learning, Outreach, and Community and Economic Development	
Objective	Indicators
15-14. Involve Alaskans in lifelong learning, cultural, and athletic activities.	27-33. Alaskans complete non-credit courses and workshops. 28-34. Residents attend or participate in lifelong learning, cultural, and athletic activities.

UAF DRAFT - Core Themes, Objectives, and Indicators


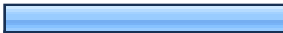



[March 20, 2012](#)

16.15. Communicate research-based knowledge and engage the public in defining priorities.	29.35. Research-based publications intended for the general public are distributed to Alaskans.
	30.36. Alaskans participate in advisory board meetings and consultations with service faculty and staff.
17.16. Promote positive youth development.	31.37. Youth participate in school-age programs.
18.17. Collaborate with individuals, businesses, and agencies to diversify and grow local and state economies.	32.38. Partnerships involve local entities and private partners in economic development activities.
	33.39. Businesses engage with UAF in agreements that lead to economic development.

Mission Revision 2012



1. Please select the category below that best describes your association with the University of Alaska Fairbanks

		Response Percent	Response Count
Faculty		21.2%	98
Staff		41.8%	193
Student		31.6%	146
Administrator		4.5%	21
Advisory Council Member		0.0%	0
Public at large		0.9%	4
Other (please specify)			12
answered question			462
skipped question			6

2. The phrases listed below are commonly suggested for inclusion in the mission or its preamble. Please identify those phrases that should be in the mission statement or not.

	In the mission statement	Not important to include	No opinion	Response Count
America's Arctic university	68.5% (281)	22.2% (91)	9.3% (38)	410
Land, Sea, and Space grant	58.5% (235)	26.4% (106)	15.2% (61)	402
Emphasis on the circumpolar north and its diverse peoples	65.7% (264)	22.1% (89)	12.2% (49)	402
International research center or university	78.8% (320)	12.8% (52)	8.4% (34)	406
Lifelong learning	56.0% (225)	29.9% (120)	14.2% (57)	402
Career preparation	55.9% (223)	28.1% (112)	16.0% (64)	399
Leading roles in their communities	47.0% (183)	31.4% (122)	21.6% (84)	389
Graduate education	57.1% (225)	25.6% (101)	17.3% (68)	394

Please identify any other phrases to include in the mission

78

answered question	421
skipped question	47

3. Please select the category that best describes your opinion of the following draft mission statement: The University of Alaska Fairbanks integrates teaching, research, and public service as it educates, students for lifelong learning, careers, and leading roles in their communities. UAF is an international center for research and graduate education emphasizing the circumpolar north and its diverse peoples.

	Very Negative	Negative	Neutral	Positive	Very Positive	N/A	Rating Average	Response Count
My impression of this mission statement is	3.9% (16)	20.3% (84)	31.9% (132)	33.8% (140)	9.9% (41)	0.2% (1)	3.26	414

If there is one important change you would make to this draft mission statement, what would that be?

197

answered question	414
skipped question	54

4. Please select the category that best describes your opinion of the following draft mission statements: The University of Alaska Fairbanks integrates teaching, research, and engagement, emphasizing the circumpolar north and its diverse peoples, as it educates students, preparing them for life, careers, and leading roles in their communities.

	Very Negative	Negative	Neutral	Positive	Very Positive	Rating Average	Response Count
My impression of this mission statement is	5.4% (22)	24.6% (100)	32.7% (133)	29.5% (120)	7.9% (32)	3.10	407

If there is one important change you would make to this draft mission statement, what would that be?

147

answered question	407
skipped question	61

5. Please select the category that best describes your opinion of the following draft mission statement: The University of Alaska Fairbanks, advances and disseminates knowledge by integrating teaching, research and public service as it educates students, preparing them for lifelong learning, careers, and leadership roles in their communities. UAF conducts international research and graduate education with an emphasizes on the circumpolar north and its diverse peoples.

	Very Negative	Negative	Neutral	Positive	Very Positive	N/A	Rating Average	Response Count
My impression of this mission statement is	6.3% (25)	29.0% (115)	24.2% (96)	29.2% (116)	10.6% (42)	0.8% (3)	3.09	397

If there is one important change you would make to this draft mission statement, what would that be?

161

answered question	397
skipped question	71

6. Please select the category that best describes your opinion of the following draft mission statement that is a slight revision from the current mission statement: The University of Alaska Fairbanks, the nation's northernmost Land, Sea, and Space Grant university and international research center, advances and disseminates knowledge by integrating teaching, research, and public service with an emphasis on Alaska, the circumpolar north, and their diverse peoples.


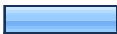


	Very Negative	Negative	Neutral	Positive	Very Positive	Rating Average	Response Count
My impression of this mission statement is	3.3% (13)	17.2% (68)	26.6% (105)	39.2% (155)	13.7% (54)	3.43	395

If there is one important change you would make to this draft mission statement, what would that be?

117

answered question	395
skipped question	73

7. The current UAF Mission Statement is as follows: The University of Alaska Fairbanks, the nation's northernmost Land, Sea and Space Grant university and international research center, advances and disseminates knowledge through teaching, research and public service with an emphasis on Alaska, the circumpolar North and their diverse peoples. UAF--America's arctic university--promotes academic excellence, student success and lifelong learning. If you prefer the current mission statement, please indicate so. If you like this mission statement but have suggested revisions to it, please identify changes you would make to the current mission statement.

		Response Percent	Response Count
Keep the current mission statement		29.6%	114
Keep the current mission statement with minor revisions identified below		16.6%	64
Change the current mission statement to one of the new draft mission statements		41.0%	158
No opinion		12.7%	49
Suggested changes to the current mission statement or other comments			126

answered question	385
skipped question	83

8. Please share any other suggestions you have concerning UAF's mission statement.

	Response Count
	88
answered question	88
skipped question	380

Chancellor's Diversity Action Committee meeting for 2/29/2012

- Per Chancellor's recommendation, CDAC is currently reviewing membership selection criteria — who, how many, and how selected. Waiting on further input from Mae Marsh.
- Discussed data request from PAIR. The *Sixty-Seven Percent Satisfaction: Analysis of the Online Campus Climate Survey* was published online on CDAC's website. While the study analyzes perceptions of diversity on campus, actual diversity on campus must be reconciled with this study before recommendations to the Chancellor can be made.
- Discussed the selection process for new 2012-2013 Co-Chairs.



[UAF-Staff-L] Request for submissions—Deadline April 9, 2012

Amanda Wall, People's Endowment Committee chair

Tue, Mar 20, 2012 at

<UAFdistribution@uaf.edu>

3:04 PM

To: uaf-staff-l@lists.uaf.edu

March 20, 2012

TO: UAF staff and faculty

From: Amanda Wall, People's Endowment Committee chair

Subject: Request for submissions—Deadline April 9, 2012

The People's Endowment committee is excited to announce a request for proposal submissions. Attached to this email is the announcement and the proposal form. Please make sure to take note of the due date and submit accordingly.

Projects previously funded through PE include: Ice Art for the UAF Campus; Northwest Campus Greenhouse Project; Wood Center Art Project; Police Department's 2006 Basic Crime Prevention Certification Seminar; and the Kuskokwim Campus for a professional laminator.

Examples of projects not likely to receive funding include scholarships or pure research projects, for which there are other funding opportunities available. In general, grants will not fund projects that are part of normal university activities.

On behalf of the People's Endowment committee, good luck and we look forward to receiving your proposals.

The submission guidelines are available online at

<http://www.uaf.edu/files/provost/PEOPLES-ENDOWMENT-2012.pdf>

General questions about this grant and complete proposals should be sent to Jennifer Hoppough at jahoppough@alaska.edu.

UAF-Staff-L mailing list

UAF-Staff-L@lists.alaska.edu

UNIVERSITY OF ALASKA

A Multi-Campus System

Student Financial Aid

Satisfactory Academic Progress Statement

In order to receive financial aid from any of the Federal aid programs, the State of Alaska programs or from institutional funds¹, a student must be **fully** admitted to an eligible degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal as defined below:²

1. Federal regulations found in 34 CFR 668.34 require, as a condition to participation in federal student aid program, that the University have a satisfactory academic progress (SAP) policy that monitors:
 - a. Quality—this is monitored by the cumulative grade point average (GPA). To maintain eligibility for financial aid students must stay in good academic standing by maintaining a minimum 2.0 cumulative GPA for undergraduates and a minimum 3.0 for graduates.
 - b. Quantity—this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 67% (rounded to nearest 1%). Passing grades for this purpose are letter grades of A, B, C, D, or P. This is an ongoing average, and not a semester or annual percentage.
 - c. Maximum Timeframe—the final component requires that students complete their degree program within 150% of the required credits of the program. For example, if a student is in a bachelor's degree program that requires 120 credits to graduate, the student may receive funding for the first 180 credits attempted.
2. Academic progress will be reviewed at the end of each semester to ensure the student has met the minimum GPA requirements and completed 67% of attempted credits at the University of Alaska and credits that have been taken at other institutions and transferred into the student's degree program.
3. Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress will be allowed as satisfactory for one year only. Failure of a student to satisfactorily complete the required percentage of credits will result in the suspension of most types of financial aid.
4. First-time freshmen with no prior post-secondary academic history are considered to be making satisfactory academic progress for the first semester of enrollment.
5. Satisfactory academic progress must be maintained and is reviewed even during terms in which aid is not received.
6. Academic Disqualification, Dismissal or Removal from Program will result in immediate loss of aid.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the financial aid office showing satisfactory completion of the incomplete with a passing grade.

Repeat Courses: Students may receive financial aid funding once for repeating a previously passed class; a failed course may be repeated until it is passed.

Remedial Coursework: Students who enroll in remedial coursework (less than 100 level) may receive financial aid.

Telecourses and Distance Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program.

Note: *Students are still required to complete these classes within the term that they enroll (year-long correspondence courses are NOT eligible for financial aid).*

Challenge courses and 500-level courses: These courses are **NOT fundable** by any type of financial aid.

Withdrawals: Students who totally withdraw from the university, after receiving financial aid, may be liable for refunds and/or return of Title IV funds. Additional information can be found in the University catalog or on the Financial Aid website.

Institutional Funds: Students receiving most scholarships, grants, or tuition waivers from UA are expected to meet the satisfactory academic progress requirements listed in this document. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt.

Other Sources of Aid: Students receiving scholarships or financial aid from such sources as State of Alaska, BIA, regional and village corporations, civic groups, and private organizations will be evaluated under the requirements of the funding agency.

Notification: Notifications regarding lack of satisfactory academic progress and appeal decisions will typically be emailed to the student. Academic progress can be reviewed via UAOnline.

Financial Aid Warning: A student in good standing who fails to meet the Satisfactory Academic Progress requirements will be placed on Warning for the first semester s/he falls below the cumulative 67% standard and/or who fails to meet the minimum cumulative GPA requirement.

Financial Aid Suspension: Financial aid suspension will result from:

1. Failure to complete the minimum percentage of credits and/or cumulative GPA required after being on Financial Aid Warning.
2. Academic Disqualification, Dismissal, or removal from program as defined by the academic catalog.
3. Exceeding 150% of the maximum number of credits required for graduation from the student's program.
4. Failure to meet the requirements of an appeal approval and/or academic plan.

Appeals: A student may appeal the suspension of their financial aid if they can clearly demonstrate unusual circumstances. Additional information and guidance regarding this process is available at the Financial Aid office and the office's website.

Reinstatement: A student who cannot or does not want to appeal, or whose appeal has been denied, may regain eligibility by attending course(s) without financial aid. The student will be reinstated once the 67% cumulative completion rate and minimum cumulative GPA has been reached, if the student is within the 150% timeframe and is in good academic standing with the University.

Disbursements: Appeals may be approved for current or future semesters only and cannot be approved for a prior term. Funds cannot be disbursed for prior semesters when a student had failed to maintain satisfactory academic progress.

¹ Employee and Dependent Tuition Waivers do not require admission to a degree or certificate program.

² Private loans, grants and scholarships may have different criteria for satisfactory progress.

rcsd
3/23/12

**UNIVERSITY REGULATION
PART IV - HUMAN RESOURCES
Chapter 04.06 – Benefits and Leave**

R04.06.010. Employee Education Benefits.

Regular employees, spouses and dependents are authorized a waiver of course charges under the following conditions:

- A. Employees and qualified dependents are eligible for education benefits at the completion of the qualifying employee's probationary period. If rationale exists to waive this rule coordination with SW Human Resources is necessary.
- B. A regular employee of the university will have graduate and/or undergraduate course credit hour charges waived for up to ~~six-eight~~ credits per semester. A regular employee will have course charges waived for up to ~~three-four~~ non-credit courses from a UA-approved list per semester, with prior approval by the employee's supervisor. Course charges may be waived for a maximum of ~~12-sixteen~~ credit hours and ~~6-eight~~ non-credit courses per academic year, beginning with the fall semester and ending with the summer term. Prior to the start of each academic term, the list of UA-approved non-credit courses will be provided by the Statewide Office of Human Resources.
- BC. A ~~regular-qualifying~~ employee who will be employed by the university for the following academic year, but who is off contract during the summer will have graduate and/or undergraduate course credit hour charges waived for up to ~~12-fifteen~~ credits and for up to ~~6-eight~~ non-credit courses from a UA-approved list per summer session within the ~~12-fifteen~~ credit and ~~6-eight~~ non-credit course limitation in each academic year.
- CD. An employee may take up to three credit hours during working hours, with prior approval by the supervisor, without having to make up the time if, in the opinion of the supervisor, the coursework will be of direct benefit to the university. An employee may take UA-approved non-credit courses during working hours with prior approval by the supervisor. Employees are not required to make up the time for their attendance at UA-approved non-credit courses.
- DE. An employee may attend credit courses that do not directly benefit the university during working hours, provided that it is approved in advance by the supervisor and does not impede the work to be performed. The employee will be responsible for making up lost work time through a flexible work schedule requested through and approved by the supervisor.
- EF. Spouses and dependent children under the age of 24 of employees in benefits-eligible positions will have course credit hour charges waived. Course charges for non-credit courses will not be waived for spouses and dependents of employees.

- | FG. An individual who qualifies for permanent disability during his/her regular employment under the University of Alaska's long-term disability plan will have course credit hour charges waived for a period of three academic years following qualification.
- | GH. An employee who has included university coursework as part of an approved leave of absence is entitled to the same education benefits as a regular employee.
- | H.
- | I. 500 level courses and year-long courses are not eligible for tuition wavier.
- | J. Employees and dependents receiving education benefits must maintain Satisfactory Academic Progress (SAP) in order to qualify for education's benefits.
- | K. University employees who by virtue of their employment status qualify for tuition waiver benefits cannot also claim tuition waiver benefits as a spouse.
- | A.L. Education benefits cease upon termination of employment except for those courses in which the employee is currently enrolled and classes are in session at the time of termination.
- | I.M. Education benefits provided by this section apply to the total number of credit hours in which the employee, spouse, and/or dependent enrolls.
- | JN. An employee is responsible for any tax liability generated from employee education benefits.
- | KO. With the exception of non-credit UA-approved courses, self-support course charges are not eligible to be waived under this benefit.
- | LP. For a student enrolled in the WWAMI Medical Program, a tuition waiver may be used only for University of Alaska-provided coursework.

(08-13-0807-01-2012)

✓ out a copy of SAP
W's count against SAP

Staff Comments

March 2012

Health Care

Do you think that Staff Council could work with HR to do some educational workshops on what this all means...

My specific questions are:

- What is the benefit of double coverage? (I opted out of UAF insurance b/c Mark is also insured through the U. We weren't sure it made sense for us to both be covered...but maybe it is.
- What do each of the plans really offer and how does it benefit the employee to be in a 500 plan vs. a 750 vs. high deductible?

One of the rationale that the memo sent out by UA Benefits was that not enough people opted in (period) and more people than expected chose the high deductible plan. Why would someone even choose a more expensive plan if given the option?

Also...I'm really concerned about how staff who already make barely a livable wage are going to handle these additional expenses. 370% is a huge increase!

How much does the University pay for the WIN program?

p.s. if the University health folks think that the cost of health care went up because "they" didn't think that that many people would opt for the High Deductible level or drop out all together - I feel sorry for the folks next year because I think (myself included) a lot of people are going to drop out all together what with these costs combined with the high deductible and out of pocket cost!!!!

Was there any discussion in Staff Council about this? The first I'd heard of it was when it was reported in the News Miner. I would have been nice to have gotten a heads up about it sooner in the year.

This is so upsetting I can't even begin to tell you. Do you think staff council will take any action? The way I found out originally was via Facebook...then through the Newsminer...It's not only unacceptable, it's out of the clear blue nowhere...UGH!!!

This is unbelievable, it's doubling what we are already paying, but of course the benefits don't. Are there more changes in the benefits too?

Why is the insurance so high? It more than doubled. I already pay 171.72 a month for insurance I will be paying \$350.80 a month in FY13.

There has to be a reason why this has gone up so much. We will probably be told the insurance companies have raised their premiums. I have a feeling there are going to be some UA employees opting out of insurance because they cannot afford to pay.

I understand that health care costs are going up, but it seems like we are paying much more while receiving less of a benefit. I think the wellness programs are well thought, but the concerns that are being targeted may not serve the medical needs of all employees. I'm sure it is well intended, but I would prefer as a paying consumer, to choose how my medical dollars are spent.

I would love to see more information on the health care increase. How the math was done etc. I switched to the high deductible plan, like so many other last year. I don't understand how this cost the university more money. I went from a \$500 deductible to a \$1250 deductible. Considering I have actually met my deductible this year, I actually saved the university \$750, because I paid the difference out-of-pocket rather than the insurance covering it. Since

I'm not the only one that switched, this can be multiplied. I would also like to know if a gradual increase plan was considered. In July, I could be taking home \$250 less per month- I'm not comfortable with that.

I can say that the staff are generally concerned about the insurance price increase. Personally, it will cause a financial hardship as I have a child on the way and am trying to figure out how to afford living. Those with college degrees make more in private than public industry. Good benefits were an incentive to working for a public institution; I see this incentive slipping away. UA needs to get it together.

I am in favor of the tobacco free hiring and even liked the earlier proposal which I think included a different fee structure for health insurance for tobacco users. It does not seem quite fair that the current employees are being held responsible for debts incurred in prior years, when many of the employees of that time have jumped off the program or gone to the highest deductible. I wonder if we could save money by getting significant "other" dependents who qualify for medicare off this program and simply pay for the supplemental policies that are available for them. I wonder, how many are in that situation?

I haven't seen a recent version of proposed "non-covered" health related activities, but at one point I remember that "hazardous activities" such as skydiving, motorcycle riding, and small planes were going to be "non-covered." Is this correct, or am I remembering wrong?

Health care costs are killing us! Especially staff. I will be paying one third of my gross pay for health care deducted from my paychecks plus the outrageous deductibles for me and my husband. On top of rising fuel and gas costs, we are slowly going broke working. I did some calculations of my pay over the years. In 2009 I was netting 86% of my gross pay. Now I am netting 76.5% of my gross pay. The only deductions besides the normal tax withholding I have are parking and health for me and my husband. That's 10% more being taken from my net paychecks. And next year it will be twice as bad! I've been here for 23 years and, if you take cost of living into account, I am actually taking home less now than when I started. Where does this end? As a non-represented staff person, I am powerless here, at the mercy of what the administration chooses to do.

Regarding the increase in health care costs...oh well.... I don't like paying more, but at the same time, I know how much it costs every time I go to the doctor. We don't spend much time at the doctor's, but I like to know that if I need it, the insurance is there. I can't say that I've looked around at all to see what others pay, so I don't really have much of an opinion about the change in cost. I'm more concerned with changes in health care coverage.

What is the University doing at the State and National levels to fix our broken health care system?

Could we put ALL public employees in the State under one policy? As in State, Boroughs, police, fire, and every other person we could put under the same plan.

We need to be able to shop around also. The current Premiera monopoly is not working out very well.

Given our healthcare and current high energy costs in the Interior, people will start leaving. The University is no longer an attractive employer.

I would like to know what precipitated the sudden increase in costs **last year** then again this year. In particular, I would like to know how the new federal health care law has affected our cost increases. It seems like quite an odd coincidence that we have experienced such extreme increases just when the new plan was coming into effect. I think we all have a right to know what, if any, connection there might be.

I have two points.

The cost of a visit to my health care provider has increased 665% in the last 16 years. When I came to UAF as a graduate student I went to a clinic with a

sliding scale so I could afford it. I have stuck with that clinic out of a sense of loyalty and because I believe in their goal. I'm not positive but I believe all other health care options in town are similar. My first full cost fee was about \$39.00 or so for a 20-30 min office visit. My last visit cost me \$266.00 for 15 minutes of far less care than I received in the mid or even late '90's.

I thought "Hey I have gotten raises!" and maybe the cost of inflation is comparable. I compared the \$7.15/hr I earned as a student to what I make now as a grade 81 staff member and that is less than 400%. In order for me to reach a 665% pay increase I would need to reclassify at the maximum pay of a full Professor at least or as somewhere above the administrators E-2 salary range and just below the E-1 range.

I know that the university is not responsible for the costs of my clinic but what about having the university advocate for a single payer health care nationwide policy and force the insurance companies to bring this back in line with reality or drive them out of business. I don't know what the Director of Government Relations role is but I had heard that it is the University's lobbyist. How about lobbying on this topic?

second point

I have an inherited complication that with diligence on my part and preventative care on the university's can keep me healthy for a long time. I am currently healthy and only visit the clinic once a year to maintain my prescriptions and do an annual check-up, at least that has been the case for three years now. I think that the incentive programs here are super and do offer significant help in my wellness. I know cuts will need to happen but I think that the return on investment for these programs far exceeds the cost. If at all possible ask that these be kept or increased.

Side note: Mike Powers is from the medical community, and a board member at my health clinic, perhaps he can explain to the university the source of the rising health care. Also, Jo Heckman's Father Binarci is a retired health care administrator perhaps Jo can seek information on this.

the increase in health care costs, my concern here is that eventually (and sooner than we think) the amount employees will need to pay out of pocket will increase to the point where we might as well not have insurance at all. To ask employees to pay more and then fail to raise their salaries at a time when rising oil prices are driving the cost of living up by leaps and bounds is like squeezing water from a stone--a painful process without the desired results.

When I had Blue Cross Insurance before I started at UAF my premiums were charged per child. I had to pay \$105.00 per month for each child I wanted to insure. I'd like to see the University go to this type of charge so the employees that are covering children are paying their share.

Tuition Waiver

Do not change the tuition waiver. This is touted as the reason we get paid less than other state workers and is a draw for hiring and retaining top staff. With healthcare costs blasting into outer space and wreaking havoc with our pay, this is the only worthwhile benefit we still have.

I'm not sure what the tuition waiver changes are, but I really like that employees can take classes for free. I'm not sure I agree with family members taking courses for free, but a reduced rate would be a good thing. Note that I have taken only a few courses in the last 16 years, I have no children and my husband may have taken one course in the same period.

I remain strongly in favor of keeping the tuition waiver as is. I know that it has been helpful to both myself and my colleagues.

I believe that employees should NOT have to pay back their portion of the waiver if they do not pass the class - they could make them ineligible for future classes. I also think we should not be paying for employees or their dependents to retake a class if they do not pass they should pay for it the 2nd, 3rd,

4th time around. I think this should exclude recreation classes that most of take to better ourselves (if audited). And everyone should have to meet SAP to be eligible for the waiver.

Tobacco

The tobacco free hiring proposal is an awful idea. Not the business of UAF to discriminate against smokers. (I am a rabid non-smoker.) If this policy were in place years ago, half my faculty, most of my grad students, and half the staff I know would not have been hired. This is discrimination of non-work-related nature, pure and simple. What's next, we won't hire people who weigh more than some standard? Who have a social drink after work? (I am a rabid non-drinker.) This is a terrible idea, anti the attitude of the university (until now). No, no, no.

Regarding tobacco free hiring, I think that we risk not being able to hire highly qualified employees just because they smoke. We already have a hard time hiring qualified people.... Note that I'm not a smoker and I really hate the smell of cigarette smoke...enough to have asked President Hamilton and Wendy Redman to smoke farther away from the building one day when they were taking their smoking breaks at Butrovich. On the other hand, if smokers take more breaks and cost more in health care, maybe it's a good idea....

We absolutely should apply a tobacco-free hiring policy. If not, tobacco users health plans need to reflect the difference in cost associated with this habit.

tobacco hiring proposal, I'm strongly against implementing such a discriminatory policy. Regardless of whether or not it is against the law, eliminating potential job candidates based, not on their qualifications, but on their addiction to society-approved tobacco products is clearly wrong.

I don't think it is right for the University to dictate to someone whether or not they are allowed to smoke -- only causes deception. I would have rather seen the health insurance surcharge for smokers.

Health Plan- I just don't know how you can do the no hire for smokers, legally that is. I don't smoke, but it makes me wonder, if I am overweight, or drink too much, am I next? Or...I only go to the doctor for my yearly checkups...do I get a discount on my premiums since I'm healthy? And what about "Your not going to tell me what I can and can't do after 5:00 pm, that's my personal life" and last...prove it.

What happens if you start using tobacco after you are hired? Are you fired?

I'm unequivocally opposed to smoking, but I'm also unequivocally opposed to discriminating against smokers as a hiring practice. Every personal matter has the potential to affect work productivity and costs. One step past banning smokers takes you into the realm of the ridiculous: Ban based on BMI? Ban if you have a special-needs child, depression, or a house with a bad boiler? And how in the world to enforce it -- will there literally be a sniff test?

I haven't read much about this issue, but "smoke-free campus" does not equate to not hiring smokers. I agree with previous comments, such as "unequivocally opposed to discriminating against smokers as a hiring practice," for exactly the same reasons. Once we head down such a slope, we shall invariably find it more slippery than expected.

I wholeheartedly support a smoke-free campus, however, and I am curious how that would be reasonably enforced.