

MINUTES
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. CALL TO ORDER AND ROLL CALL

- President Pips Veazey called the meeting to order at 8:45 a.m.

A. Roll Call

Present:

Pips Veazey
 Juella Sparks
 Robert Mackey, III
 Evelyn Pensgard
 Deb Jeppsen
 MaryAlice Short
 Debbie Gonzalez
 Kala Hansen
 Carolyn Simmons
 Debbie Coxon
 Gary Newman
 Jennifer Elhard
 Mary Sue Dates
 Ryan Keele
 Heather Leavengood
 Robin Weinant
 Jed Lowell
 John Clendenin, Jr.
 Jennifer Youngberg
 Walker Wheeler

Present (cont.)

Brad Krick
 Jeannette Altman
 Richard Machida
 Gary Bender
 Britton Anderson
 Sara Battiest

Excused:

Nichole Kloepper
 Claudia Koch

Absent:

Maria Russell
 Jennifer Ward
 Kim Eames
 Travis Brinzow

Guests:

Melanie Arthur
 Scott Bell, Associate Vice Chancellor for
 Facilities Services

- Quorum was met

B. Approval of Agenda for Staff Council Meeting #226

- The agenda was approved as amended.

C. Approval of Minutes of Staff Council Meeting #225 – February 2012

- The minutes were approved as presented.

2. STATUS OF PENDING ACTIONS (no pending actions)

3. PUBLIC COMMENT

- Scott Bell, Assistant Vice Chancellor for Facilities Services
 Scott was introduced and thanked for his attendance and support of Staff Council. Scott explained that the Fairbanks campus would see a number of construction projects this summer, including work around the Patty Building and the Nenana parking lot. Traffic along Tanana Drive will be disrupted by the construction of an utilidor. Scott will check to see if there will be access to the Fairbanks Street bridge for foot traffic and bikes during construction. There are numerous other construction projects taking place around campus this summer. Attempts are being made to phase construction in a manner that allows access to the various points on campus. A map highlighting the construction will soon be posted.

4. OFFICER REPORTS

*Officer reports were very brief in order to save time for discussion of the various important agenda items.

A. Pips Veazey, President

- Pips requested flexibility with the timing of guest comments during the meeting due to the full agenda, in order to prevent guests from having to wait. It was further requested that this take place in a timely manner. Staff Council approved this request unanimously.
- Pips and Juella participated in a two-day Staff Alliance retreat last Thursday and Friday in Anchorage. The details of this meeting would be discussed today under various agenda items.

B. Juella Sparks, Vice President

- Last week, Staff Alliance held a retreat in Anchorage on Thursday, and a business meeting on Friday. Thursday's retreat included an extended session on the health care benefit, including the proposed tobacco-free hiring policy.
- Under compensation, Staff Alliance accepted UAF Staff Council's geographic differential motion and added this topic to the Compensation Working Group. Issues with the current system of acknowledging employee longevity were also discussed.
- Other topics included the Employee Education Benefit and the effects of the ASEA organizing effort on governance and its relationship with the administration. Additional information from these Staff Alliance meetings will be covered in more detail later in this meeting.

5. REMARKS BY CHANCELLOR ROGERS

- Chancellor Rogers was unable to call in for this meeting.

6. GOVERNANCE REPORTS

A. Cathy Cahill, President – Faculty Senate

- Faculty Senate will meet on Monday. They plan to pass a resolution in opposition to the proposed tobacco-free hiring policy. This resolution states that Faculty Senate is opposed to not hiring a specific group based on higher predicted medical expenses as this is incompatible with an open, inclusive institution.
- Faculty Senate is also concerned with the huge rise in medical costs. Raises were largely erased by this increase. There was a faculty union forum yesterday on these health care issues.
- E-lab recommendations for distance science core courses came down from the e-Lab taskforce. They have not had a lot of feedback from UAF regarding these recommendations. If staff members know of faculty who wish to submit feedback on this matter, contact Cathy.
- They are also looking at electronic faculty activity reporting software and they are optimistic that this software will ease the process that staff members currently use to pull information needed for assessment.
- The course catalog and associated timelines and deadlines have been an ongoing discussion within Faculty Senate. They are working on ensuring that people know that all submissions are due by October in order to have a chance of making the course catalog the following year. This is a yearlong process and late submissions will not make the catalog. They are looking at adding an addendum to the catalog for occupational endorsements.
- The 'Complete College America' charge that the president gave Faculty Alliance is being reviewed to determine whether UAF should take part. The program's goals involve getting students to complete degrees faster. This program is designed for full-time freshmen, which is not representative of our typical student.
- At Monday's Faculty Senate meeting, the new President-Elect will be elected. Cathy Cahill's last meeting as Faculty Senate President will be May 7; Jennifer Reynolds will then become President. Cathy will remain involved with governance as Faculty Alliance Chair.

B. Mari Freitag, President – ASUAF – (No report)

7. UNFINISHED BUSINESS

A. Staff Council Strategic Direction Proposal

- *Strategic Direction Proposal - Handout*
- *Letter From President Pips Veazey - Handout*
- *2009 Staff Council Survey – Handout*
- *Staff Council Participation Statistics - Handout*
- A Staff Council Strategic Direction Proposal has been circulated. At the beginning of the year, Chancellor Rogers asked Pips and Juella to think about how Staff Council does business and how we might improve our effectiveness. This was in parallel to some of the reviews President Gamble was conducting and included challenging ourselves to do things differently, if need be, and cutting out excess procedures, with

the goal of improving Staff Council's effectiveness. The officers have since spent time thinking about this and collecting feedback from Staff Council members and others. This proposal grew out of these efforts.

- The proposal essentially looks at the following:
 - Currently, our Staff Council has 34 seats, many of which are unfilled. This proposal would result in UAF Staff Council being comprised of 17 at-large representatives with staggered two-year terms. The ratio of on-campus representatives to off-campus representatives would be maintained and would be equal to the ratio of UAF on-campus staff to off-campus, to ensure appropriate rural representation.
 - A seat would be added to the executive board for an individual responsible for communications.
 - There would be a transition period from our current system to the new system to help ensure that current Staff Council members would not be in jeopardy of losing their seats in the middle of a term.
- Along with the restructuring proposal, everyone received the results of the 2009 survey, the numbers depicting Staff Council participation, and the letter Pips sent out earlier in the year requesting feedback (These documents are attached to the minutes).
- We have had several preliminary conversations about how we can improve the way we are doing business. With the important and swift changes that we see, both with our benefits package and with our health care, this is the time to be critical in making sure that we are posed well to be an effective body that is communicating well, active, and visible on campus. It is also important that you feel that you are working toward and working with an effective Staff Council. When you consider our relationship to Staff Alliance, with all staff members being represented at Staff Alliance, UAF Staff Council is the body that represents thousands of staff members around the state.
- The floor was then opened up for comments and discussion.
- The reduction in the number of seats to 17 was due based on the following:
 - Only a percentage of the 34 seats are currently filled. We always have many seats that are open, so why have this large of a body if the seats are not filled.
 - On the vast majority of boards, 34 would be considered a vast, unwieldy number, so we are trying to establish a board that is efficient and includes a dedicated group of people, which we already have.
 - Pips does not see the composition of the group changing. She sees who we are on paper changing to reflect what is actually happening. We want to make serving on UAF Staff Council more prestigious, worthwhile, and something that takes some energy and commitment.
 - The number is a compromise between people wanting a much smaller body (such as 11), and those wanting a larger body. A few Staff Council members expressed disagreement with the proposed number of representatives. Others agreed with the need to reduce the number of members.
- There is no BoR policy regulating the ratio of representatives to staff that we have to meet. UAF Staff Council decided for itself, when it was formed, to have the current framework. Our current rule is that each council member represents up to 50 staff members. Since we are proposing cutting the number of seats in half, the ratio would be approximately double, or roughly one representative for each 100 staff.
- This proposal involves shifting from representation by unit to at-large membership, which is what the other UA Staff Councils have. Our current unit designations are somewhat arbitrary.
 - Support for maintaining the unit designations was expressed by a few representatives, based on the view that the units have value in ensuring broad representation from across campus. The possibility of having one representative per unit and then filling the other seats at large was also discussed.
 - Some of the current units are conglomerations of many smaller units put together. A few people on council represent cohesive groups, but this is not the case for many of the units. There is nothing that precludes existing, well-defined units, from working together to get people elected to Staff Council to ensure that they are represented. This sense of connectedness could still happen at the will of the representatives and the people they represent. Additional concerns about a completely at-large group were expressed in terms of the possibility that at-large representation could result in what is now one unit, filling the majority of the seats. Support for the change was expressed by others.
- The effects of excessive absences and a lack of existing consequences for such absences were discussed. It was requested that if we were to implement the proposed restructuring plan, that council also look at possible changes to the consequences for people not showing up. The concern was that a handful of people could end up making the decisions for all. It is possible that we need to be more proactive to make sure that our membership is active and involved.
- Pips and Juella wanted to keep the proposal simple. There are things that can be done to increase the details. This proposal provides room for involving people on internal and external committee who are not necessarily on Staff Council and who cannot commit the time to serving as a representative. The vision is

- to have a small, tight core of active people and then bring in other staff members to help with some of the smaller things with smaller time commitments, such as serving on some committees. Right now, we ask our Staff Council members to do a lot, including filling all seats on nearly every committee that we have.
- Concern was expressed with the way that people would be selected under the proposed structure. For example, the GI has over 400 staff, if they do not have people voting for them, they will be without a representative. Concerns were also expressed that the issues we are currently having with communication could be multiplied by a reduction in the number of representatives associated with the various units.
 - Juella explained that the current proposal was a concept. The next step, should Staff Council decide to approve it, is for the proposal to go to EMR for further evaluation and review.
 - We have to keep in mind that units are not being represented. This includes units that are not fully represented and units that are not being communicated to by their representatives. We are trying to generate enthusiasm and excitement and bring together seventeen individuals whose mission is to represent *all* staff at UAF. The proposal includes the addition of one individual whose purpose is to communicate to *all* staff. It would fall on these seventeen reps to be prepared and answer questions, but they would work together, as a group, with that communications person to get the word out, instead of this responsibility falling on individual representatives. The range in how communications are happening now is extreme, from no communication at all, to very thorough communication. This proposal is an attempt to make it easier for everyone, both in communicating out and in getting communication back in, with an effective group as a core.
 - Agreement was expressed about the need to resolve some of the problems currently facing Staff Council in terms of membership, participation, and communication. This included the view that some type of restructuring is needed to ensure that constituents received information.
 - Concerns were expressed about the possibility that moving to a body of 17 would put extra pressure and work on Staff Council representatives in terms of the number of committees on which they would have to serve. Pips explained that with this proposal, we would have a strong core of 17 people and we would bring in people beyond the 17 in to help serve on these committees with the goal of spreading the workload.
 - Issues regarding how staff view Staff Council were discussed in relation to the restructuring proposal. People's lack of participation on Staff Council might be due to the inaccurate view that Staff Council does not do anything or that Staff Council is not effective because the administration is not listening, with neither view being completely accurate. The reason for people not participating is not necessarily how Staff Council is set up, but how people feel about the way the university is responding to them, and restructuring may not change this. Pips explained that along with a change comes the chance for a nice marketing campaign to say 'this is a new Staff Council with a dedicated group of people who want staff to be involved.' We can send the signal that we are being critical of ourselves, we are taking a hard look at the way we do things, and that we are proposing something new. We can also say that this is an exciting time to be a staff member, as well as a critical time to be a staff member, with the number of big issues we are being tasked to attend to and react to. If Staff Council decides to pass this concept today, as a 'concept,' the next step would be for it to go to EMR for further evaluation and to work out the details. As a change to the constitution, it must be read before Staff Council twice and approved twice. It then has to go to the chancellor for approval.
 - At this time, it is unknown what the number of off-campus representatives would be based on the current number of staff members. This is something that we can look into.
 - A vote was called for. A point of clarification followed, requesting an explanation of the proposal. It was clarified that the proposal in front of Staff Council was a concept, which, if approved, would be forwarded to EMR to work out the details, with EMR having the flexibility to look at various options.
 - A motion and a second were made on the floor to forward this proposal to EMR for review and evaluation. This motion was passed (For = 14, Against = 6, Abstention = 1).

B. UAF Staff Council's Representation on Staff Alliance:

- *UAF Staff Council Motion 2012-226-2: Motion related to Staff Council Representation on Staff Alliance*
- A proposal to change the UAF Staff Council requirements for serving on UA Staff Alliance was presented. This involved modifying the wording of the current UAF Staff Council Constitution Article 3, Section E.; Bylaws Article 4, Section A.I.; and Bylaws Article 4, Section B.I., to allow for the additional option of the Staff Council President appointing past UAF Staff Council officers to Staff Alliance. This change was

proposed to address the very high rate of turnover on Staff Alliance as well as to alleviate a portion of the current, unrealistic workload facing new Staff Council officers.

- The wording was further clarified to state that the designee would have to be a Staff Council member, due to the need for a strong working relationship between this individual and the UAF Staff Council officers.
- UAF Staff Council unanimously approved a motion on the floor sending the proposed changes to the UAF Staff Council Constitution and Bylaws to EMR for further assessment.
- In this motion, Staff Council moved to amend its Constitution, Article 3, Section E.; its Bylaws Article 4, Section A.1.J.; and Article 4 Section B.1.C. as follows:

Constitution of the University of Alaska Fairbanks Staff Council

Article 3, Section E.

“The President, ~~and~~ Vice-President, **past-officers, or current representatives as designated by current officers** shall represent UAF Staff Council on the Staff Alliance.”

Bylaws of the University of Alaska Fairbanks Staff Council

Article 4, Section A.I. ~~“j. Serve as representative on Staff Alliance.”~~

Article 4, Section B.I. ~~“e. Serve as representative on Staff Alliance.”~~

- Proposed changes to UAF Staff Council’s representation on Staff Alliance were forwarded to EMR for review. These will remain separate from the proposed changes to Staff Council’s structure forwarded to EMR for consideration earlier in the meeting.

8. NEW BUSINESS

A. Notice of May Election of Staff Council President and Vice President

- A new Staff Council president and vice president will be elected during the May meeting. If you are interested in running and would like more information, contact Pips or Juella.

B. Health Care Update

- Attachment 226-4: Letter from Donald Smith (March 19, 2012)
- A status update on health care was provided. Every member of Staff Alliance has heard from constituents within the past few weeks. Staff received a letter concerning FY13 health plan costs from Donald Smith, Interim Chief HRO, on March 19(Attachment 226-4). The cost increase was shocking, despite the warning.
- Early in the fall, Juella asked President Gamble to start a health care taskforce, not to look at our current system in terms of “how do we fix this,” but to take a fresh look at other working systems in the state.
- In the information you received, it was implied, if not outright stated, that JHCC made these decisions. This was not JHCC’s decision; this was the administration’s decision. JHCC offers input on these changes, but the administration, including Donald Smith and President Gamble, make the decision, no one else. They get input from chancellors, regents, and others, but they make the decision.
- All of our vendor contracts are up for review in the coming year – including dental, vision, and WIN for Alaska. We need to pay close attention to the contracts that we are getting. This makes the work of the Staff Health Care Committee (SHCC) and the Joint Health Care Committee (JHCC) even more important. These are prime opportunities to make changes.
- Today you are being asked, in no uncertain terms, to demand that your president take to Staff Alliance the request for a taskforce. They have not been open to new ideas, new solutions, or new ways of looking at this challenge of our ever-increasing health care costs.
- In a letter to the legislature on the state of the university, when he delivered the university budget request, President Gamble spoke about a seven million dollar “cost shift” from the university to the employees in the form of our deductibles and those changes that came July 1 of last year. Those changes saved the university seven million dollars and cost us seven million dollars.
- The premiums are a focus, but there are other issues, including the proposed tobacco-free hiring policy.
- Juella spoke to Donald Smith, who attended the Staff Alliance business meeting on Friday. The administration’s focus is on the bottom line, on saving money, and not on recognizing the critical role staff, alongside faculty, serve in making this a great university for students. It is our role today to say that we have had enough.

- Staff Alliance is considering putting together a survey to get feedback on the three options, which will have you rank, in order of priority: a tobacco surcharge, a tobacco-free hiring policy, and the tobacco-free campus. Keep in mind, the point of this tobacco effort was to save money and reduce costs. A tobacco-free campus will not necessarily do this.
- Those who have conducted surveys about the tobacco issues are asked to share the results with Pips, Juella, and Nicole so that we can collect all available data.
- One frequently heard comment has been 'what is next.' One thing that is next, in July 1, people's paychecks go down, they will also go down again in July 1, 2013 and July 1, 2014. Keep in mind that "no change" still means a real change in your paycheck. While you might not approve of the tobacco-free hiring policy, keep all of the repercussions in mind. You are highly encouraged to keep all repercussions in mind in all of your decisions. In 2013, we take over another percentage of the total costs. Right now, it is 83-17; it will go to 82-18. This will happen again the following year.
- The first thing we need to do is say that we have had enough. At the Alliance level, at the JHCC level, and at the individual union and governance level we are pushing for change. Our unified voice is important in communicating our position. It is the hope that with this unified voice, the administration will meet us in the discussion, but until then, there does not appear to be any inclination on the administration's part to do this.
- At a recent SAA meeting, the President Gamble emphasized that he did not need anyone's permission to do any of this; that their role was to save the university money, and they would do this. Further, that anything with the board was for their information, but that he was not asking for permission.
- This administration has a different perspective of 'shared governance.' Under Board of Regents' Policy 03.01, the regents have said that there will be a governance mechanism in place where the president works with faculty, staff, and students to make decisions about the university.
- *WIN for Alaska*: The WIN for Alaska program was also discussed. A question was raised regarding the possibility of taking the money that currently goes to WIN for Alaska and using it to pay for SRC fees for staff. On the Grapevine, the cost of Win for Alaska, according to Erika Van Flein, Director of Statewide Benefits, is one million seven hundred thirty thousand four hundred dollars per year. This money cannot be put toward the SRC since other campuses do not have comparable facilities.
- *Tobacco Issues*: We want to get your input on the tobacco issues, so we can inform the administration of how you view these issues. If there is a staff and faculty taskforce that looks at healthcare, they will provide a way for you to submit input and suggestions, address issues, and raise concerns about the healthcare plan. Today, you are being asked to take action towards this goal.
- *Health Insurance Premiums*: Staff Council members expressed concerns regarding, not only the increase in health insurance premiums, but also the lack of communication to staff regarding the extent of these changes. At Staff Alliance, last week, it was decided to take governance efforts to the individual staff. As a result, they are putting together a newsletter like document to explain some of the inaccuracies, including those associated with the role of JHCC. It will also include information on the Health Care benefit and the Tuition Waiver benefit. It will come from Alliance, but it is intended to go to each individual staff member.
- The manner in which staff found out about the increases in health care costs was addressed, since many people found out via the Newsminer. No university notification process was implemented due to timing. In the first half of this month, there were multiple JHCC meetings where the administration presented the final numbers to JHCC. JHCC gave the administration their input, but the administration basically said here are the coming year's premiums. One member of JHCC forwarded this to their union members. It was then forwarded by a union member to their connection at the Newsminer.
- A motion to request the creation of a Health Care Taskforce to address these issues and to provide a fresh look at options was made and seconded.
- Melanie Arthur, faculty and JHCC member addressed Staff Council. She discussed the possible overlap if there was to be a taskforce as well as JHCC and why this may be beneficial. In this case, despite what administrators may say, JHCC has made proposals, even in the last year, about things that we could do. These ideas have been pushed aside, or not addressed. Melanie suggested that people look closely when making a decision regarding health care during open enrollment. We have one health plan; we have no choice. There is only a delusion of choice. If you look at the documents on the statewide HR site that compares the three plans, after the first few lines, which compare the deductibles and the out of pocket maximums, nothing is different about your benefit if you are in the high deductible plan or the 500 plan, except for the amount of money that you choose to give the health plan. The vast majority of our health expenses are medical bills. The high deductible health plan is the rational choice for almost all employees. You pay more for the other plans than the benefit justifies. The administration is sticking with this system,

despite having been informed that it is an irrational system. They do not expect employees to make the rationale choice. They sat at the table with JHCC and said that employees do not make economically rational choices, they do not pay attention and they will not notice. The administration has not planned for people to migrate towards the higher deductible plan. If we do migrate in that way, the downside will be that the 3.5 million deficit this year will happen again. Many people are also opting out of the health plan.

- JHCC recommended they account for people opting for the higher deductible plans, the administration rejected this. The administration projected 0% migration to higher deductible plans, JHCC got them to increase this to 25%, last year it was 40%. JHCC also asked them to project some level of people opting out of the plan entirely, and therefore, not paying in. The administration rejected this as well, saying that no one would opt out of the plan. However, there are people opting out.
- A motion was made on the floor and seconded to recommend that Staff Alliance move to have a health care task force established. The motion passed unanimously; it will be forwarded to Staff Alliance.

C. Tuition Waiver Benefit

- *UAF Staff Council Motion 2012-226-3*
- *UAF Staff Council Letter to Staff Alliance in Regard to Motion 2012-226-3 (Attached to Minutes)*
- Donald Smith met with Staff Alliance last week. Everyone should have a copy of both the proposed changes to the Employee Education Benefit, made by Donald Smith, and a copy of the Standard Academic Progress statement. We have discussed this benefit for several months. Staff Alliance recently discussed two items of concern. The first being, “A. Employees and qualified dependents are eligible for education benefits at the completion of the qualifying employee’s probationary period.” This is being kept in. The second is ‘J,’ which states that this benefit is tied to Satisfactory Academic Progress.
- These changes will probably be presented to the Board of Regents at the April 12 meeting. The manner in which governance was presented this information represents a shift in the way that governance is afforded a voice. We know these changes will probably be presented to the BoR at their April 12 meeting. This does not give us time to respond formally to this proposition.
- Last week, Staff Alliance discussed the administrations disregard for the shared governance system. There are many complicated issues on the table. Overlying this is a shift in the way that the administration interacts with the other governance bodies – faculty, staff, and students. This is an important distinction and one that is not necessarily transparent in all of our dealings.
- Staff Council did pass a motion opposing the original round of changes to the Employee Tuition Benefit. These documents from late March represent a new round of changes and the short notice does not give you the opportunity to get feedback from your constituents.
- Staff Alliance meets on April 10, which is the Tuesday before the board of regents meeting. Juella intends to ask Alliance if they are comfortable taking a position on these changes, and if so, she will include that position in her testimony to the board of regents on April 12. Today it is up to Staff Council to decide if it is comfortable taking a position on these proposed changes, or if you would like more information.
- We can request that the language of the policy be clarified to specify that the required completion of the qualifying employee’s probationary period is the initial employee probationary period, and not probationary periods associated with promotions.
- The tuition waiver will not cover 500 level professional development courses or yearlong courses. Yearlong classes are actually in the process of being phased out.
- Initially, Staff Alliance was opposed to applying SAP to the employee tuition waiver. They asked Donald Smith this again last week. They suggested that a possible middle ground would be to apply SAP to dependents receiving the employee education benefits, but Donald Smith was not receptive to this.
- A motion was made and seconded to reject the proposed changes to the Employee Education Benefit on the grounds of the attempted application of Satisfactory Academic Progress to employees and based on the timeline, which does not allow an opportunity to provide feedback. This motion was to be forwarded to Staff Alliance. The motion passed unanimously.

9. GUEST SPEAKERS

A. Michelle Bartlett, Director of Summer Sessions and Lifelong Learning

- Summer Sessions has taken steps to help students take courses needed for graduation. They offer in-state tuition for all. They also have program that assists students taking six credits with finding a campus job. Please contact Summer Sessions if you know of any student jobs that are available this summer. They also

offer three different tuition awards: one for students with 12 credits or less, 1 for continuing students, and 1 for graduate students, which is new this year. For this award, the course has to apply to the student's degree and they have to pass the course with a C or better. The new 'Sweet Summer Deal,' allows students take up to 14 credits, for the price of 10 credits. They have to pass all of their classes with a C or better for this program. Working with Mike Sfrega, they now offer students a 28% discount if they stay in the dorm. This year they have teamed up with the Center for Distance Education to offer additional courses. Staff can use their tuition waivers during Summer Sessions. There will also be other campus events, see the Summer Sessions website for more information: www.uaf.edu/summer/

B. Ashley Munro – Staff Appreciation Day

- Volunteers are needed for Staff Appreciation Day. A volunteer sign-up sheet was passed around the room. We need volunteers to assist with breakfast and volunteers to run tables for the Frisbee golf tournament, the bowling tournament, and the photo scavenger hunt. The sessions outlined in red on the schedule will be broadcast to rural campuses through eLive. We will need one volunteer for each of these sessions to run the eLive program. We will be contacting those who sign up to volunteer for one of these sessions to schedule training and to help you with equipment. If you are interested in signing up for longevity awards or the ice cream social, put your name on the back of the sign-in sheet, list what you are interested in, and Katrina Paul, our volunteer organizer, will contact you. Contact Ashley if you are interested in leading one of the three remaining open sessions. Volunteers are also needed to bring awards to the ballroom.
- Session sign up will be circulated once the registration software is running, the goal for this is mid-April.

C. Mae Marsh, Director of Diversity and Equal Opportunity

- Mae is the new Director of the Diversity and Equal Opportunity Office here at UAF; she has been with UAF for approximately one month and is here today to introduce herself to Staff Council. Mae has twelve years of experience in this field, including a strong federal background in employment discrimination. She is developing ways to apply her experience to UAF. Mae previously worked in Alaska for 20 years before going overseas. Most recently, Mae served as the Deputy Director of EEO for the Defense Contract Management Agency in Virginia. She is happy to be returning to Alaska.
- At UAF Mae serves as a neutral party and advocates for a process. She does not represent management nor does she represent employees. If someone files a complaint, she will ensure that they get due process and that, with any decisions that are made, people know their rights and their responsibilities. She will also ensure that decisions are made in compliance with guidelines and law. She does process complaints, but she is more interested in looking at early resolutions and what we can put in place institutionally to resolve things at an institutional level to keep our employees happier and more productive. She is interested in working with anyone in this endeavor.
- Discussion followed on the need for a more defined grievance process as well as the need to make information available to staff regarding their rights, in the event that they need to file a grievance.

COMMITTEE REPORTS

10. INTERNAL COMMITTEE REPORTS

A. Staff Affairs

- Has not met
- Chair needed

B. Rural Affairs – Brad Krick

- Attachment 226-5: Rural Affairs Committee Report
- Rural Affairs' next meeting will be one week from today.

C. Elections, Membership, and Rules – Walker Wheeler

D. Advocacy Committee – Debbie Gonzalez

- Has not met
- The committee now has only two members.

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

11. EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance's Staff Health Care Committee – Cat Williams, Carolyn Simmons, Maria Russell (alt), & Mary Sue Dates (alt)

- SHCC met last month to discuss the possibility of changing some of the health programs. The meeting included a presentation on the program used by Alyeska to help employees make educated decisions.
- SHCC brought a motion in support of the Patient Care additional benefit to our health care package to Staff Alliance. Staff Alliance rejected the motion on the basis that additional information on the program was needed from SHCC.
- Craig Meade, the chair of SHCC, resigned from Staff Alliance. Juella appointed Melanie Munson to chair SHCC for the remainder of the year.
- SHCC's next meeting is Thursday.

B. Staff Alliance's Compensation Committee – Maria Russell (Co-Chair), Robert Mackey, Britton Anderson (Alt), Brad Krick (alt)

- No report

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

12. 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. AD HOC COMMITTEE REPORTS

A. Awards Committee

B. Staff Appreciation Day Committee – Ashley Munro, Maria Russell, and Barbara Gabel

- Discussed earlier in meeting under ‘9B. Guest Speakers: Ashley Munro.’

C. Communications Committee – John Clendenin, Jr.

- Attachment 226-1: Communications Committee Report
- Minutes from the last meeting are attached. The committee is currently working on creating a Frequently Asked Questions sheet for new members.

D. Chancellor’s Cornerstone Award Committee – Kala Hansen

- Has not met
- The committee will meet tomorrow to gather their recommendations for Chancellor Rogers.
- Information regarding the Outstanding Staff Council Achievement Award will soon be posted online. The information will also be sent out via email.

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

14. ROUND TABLE DISCUSSION**15. ADJOURN**

- The meeting was adjourned by President Pips Veazey at 11:40 a.m.

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.



[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

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
P.O. Box 755140
Fairbanks, Alaska 99775-5140
(phone) 907-450-8200
(fax) 907-450-8201
(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.

Formatted: Indent: Left: 0.35", No bullets or numbering

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


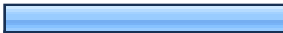



[March 20, 2012](#)

46.15. 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.
47.16. Promote positive youth development.	34.37. Youth participate in school-age programs.
48.17. 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.


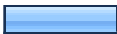


	Very Negative	Negative	Neutral	Positive	Very Positive	Rating Average	Response Count
My impression of this mission statement is	3.3% (13)	17.2% (68)	26.6% (105)	39.2% (155)	13.7% (54)	3.43	395

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.

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.

UAF Staff Council Motion 2012-226-1

Motion to Forward the Staff Council Reorganization Proposal to the Elections, Membership, and Rules Committee for Further Consideration

The UAF Staff Council passed the following motion at Staff Council Meeting #226 on March 27, 2012, by a vote of 14-For, 6-Against, and 1-Abstention.

MOTION:

“The UAF Staff Council moves to forward the UAF Staff Council Proposed Reorganization plan, as presented below, to the Elections, Rules, and Membership committee for further evaluation and processing.”

**UAF STAFF COUNCIL
PROPOSED REORGANIZATION
3/2012**

BACKGROUND:

Mission –

Authorized by the Board of Regents Policy 03.01.01 to represent both APT and Classified staff of the University of Alaska Fairbanks in its entirety, the organization formed by this Constitution enhances the staff's ability to serve the university and the public, provides a communication network between staff and the rest of the University community, and offers the considered views of staff necessary for decision making and problem solving on issues of common importance to achieving the mission of the University.

Membership –

Units shall have 1 voting representative for every group of 1 to 50 constituents, with a maximum of 4 representatives for any unit.

PROPOSAL:

- 1) UAF Staff Council would be comprised of 17 at-large representatives with staggered two-year terms.
- 2) The ratio of off-campus representatives to on-campus representatives would be the same as that of the overall employees ratio at UAF.
- 3) One representative's primary function would be to work with the president to communicate to all staff about the activities and issues that affect them.
- 4) Transition - Current members would retain their seats until their next election cycle

EFFECTIVE: Immediately

RATIONALE:

- In flat funding years ahead, issues affecting the working conditions of non-represented staff are going to become increasingly challenging and critical to our environment and employment. A strong and informed representation of staff at UAF is critical and necessary for their welfare and the future of our university.
- Widely recognized that communications to staff is inconsistent and ineffective.
- Have had large number of open seats for some time; currently 11 of 37 are open.
- Attendance at council meetings has been low.
- Attendance and participation at committee meetings has been low



Pips Veazey, Staff Council President

4.5.12

Date

ATTACHMENTS:

- Fall 2009 Staff Survey Results
- UAF Staff Council participation
- Letter to staff requesting information

ATTACHMENT #2
UAF STAFF COUNCIL #205
March 19, 2010
SUBMITTED BY: Ashley Munro

Fall 2009 Staff Survey Results
Total participants 335

1. Did you know Staff Council is the governance body that represents staff employees and serves as an advisory board to the Chancellor in matters concerning UAF Staff?
YES- 268
NO- 66
OTHER- 1
2. Did you know that Staff Council welcomes and encourages all Staff to attend council meetings?
YES- 146
NO-188
OTHER-1
3. Have you ever attended a Staff Council meeting?
YES- 65
NO- 269
OTHER- 1
4. Did you know Staff Council meetings are audio conference?
YES- 197
NO-137
OTHER-1
5. Have you ever attended a Staff Council sponsored event?
YES- 197
NO- 137
OTHER- 1
6. If you answered no to questions 3 or 5, what reasons would best describe why?
Workload- 132
Unaware of event or that staff could attend- 43
Inconvenient location- 28
Inconvenient time- 28
Lack of supervisor support- 24
Lack of desire to attend- 13
New employees- 9
Parking- 8
Promptness of meetings- 4
Lack of tangible results- 4
7. What Staff Council events would you most likely participate in?
Staff Appreciation Day- 217

Health/Wellness Events- 201

Staff tours- 97

Charity drives- 85

8. How effective do you feel electronic forms of communication are for Staff Council to notify you of events, opportunities and important information?

(scale of 1 to 5 with 1 being "not effective" and 5 being "very effective")

1-10

2-21

3-96

4-114

5-94

9. How could Staff Council communication improve?

Newsletter, advertise in Cornerstone, place ad in departmental newsletters, post "latest news" fliers, blog, create a website, more emails, mail, UAF Events Calendar, create a Google calendar, Facebook, include information in Employee Handbook, have local representatives spread the word, host information sessions, send out minutes, host forums

10. Which items below do you feel should be focus points in the upcoming year for UAF Staff Council?

Employee Compensation- 210

Profession Development- 184

Health care/Wellness- 153

Childcare/Daycare-105

Employee Advocacy/Mediation-101

Advocacy for UAF Funding-97

Write ins: Environmental health (specifically in the Eielson Building); Fairness and ethics issues regarding staff and faculty procedures and protocol; non-smoking campaigns; benefits; parking (several); combining sick/annual leave (several); payout of sick leave at retirement; flex schedules; job sharing; sharing information; improved pro student attitudes in service; unions (several)

11. Where are you located?

Fairbanks (not on campus)- 37

Rural campus-37

Tanana Valley Campus-7

UAF campus-253

Other- 1

12. Would you be more likely to attend a Staff Council meeting if they were held via Elluminate live or webcasting?

YES-85

NO-104

MAYBE-145

OTHER-1

13. Do you know who your Staff Council Representative are?

YES-127

NO-207

OTHER- 1

14. Are you aware that some units do not have representation?

YES-88

NO-246

OTHER-1

15. If you are interested in participating on Staff Council, please provide your name and contact information in the box below.

We received 16 names, which were forwarded to the EMR Committee Chair.

We also received the following comments:

- **Thank you for your service! (1 response)**
- **Not at this time, but perhaps in the future (6 responses)**
- **Would like to, but do not have the time (3 responses)**
- **There is no point to it, Staff Council has no authority (2 responses)**

16. Please feel free to share any other thoughts regarding Staff Council and how they can better assist you.

We had the following responses:

- **Several 'Thank you's'**
- **Upper management needs to reinforce the importance of Staff Council so that supervisors will allow staff to participate and so that the council will have more authority.**
- **Staff Council needs to bring more relevant issues to the table.**
- **The audio conference is so horrible that you can't hear anything.**
- **I didn't realize that Staff Council is an advisory board to the Chancellor. I thought it was a governance representation of unrepresented staff.**
- **If this job takes too much time, what can you do as a group to make the time more manageable, and therefore get more people to participate?**
- **Rural Campuses are not fully recognized as being a part of UAF and we do not have the opportunities offered to UAF staff and faculty living in Fairbanks.**
- **Staff Council has no power, therefore the President and BOR need not pay attention to recommendations.**
- **I'm pleased to see minutes from past meetings posted on the web. They add historical perspectives to issues I have had to review.**
- **I don't mean to be negative, but I'm not sure exactly what Staff Council is all about and how it benefits staff, other than honoring longevity and the like. In all the years I've worked at UAF I've only once had a Council representative who made himself known to me and my colleagues, he sent all of us summary reports after meetings, especially when big decisions were made. That was helpful and made me feel like Staff Council had some relevance to me.**
- **I really don't have a firm grip on what exactly the Staff Council does. It would be good at the start of each new school year to have some sort of convocation for the staff to introduce the council members and to explain a bit what it is there for.**
- **I don't know how hard they are fighting for employee compensation, as I can't attend most meetings due to my night work schedule, but it really chaps my A\$\$ that I haven't received any step increases and that we are going to only a 1% raise every**

year. Why stay at UAF, what's the incentive? Their main focus, in my opinion should be staff salaries currently.

- I feel we have no representation for certain issues. For example, I am unhappy with my retirement plan, but I feel nothing can be done about it. Perhaps we should unionize.
- Sometime are work load is tedious and not all that exciting not too sure about jumping up and down over a staff council meeting.
- I occasionally read that Staff Council represents staff (using similar wording to that at the start of this survey) but that's very vague. I'm happy in my job and am treated well (I also do good work), so I need concrete examples of what it means to represent me as staff. It's like having someone represent me to the Belgian prime minister; I didn't know I needed it.
- I think you need to be more vocal. I believe most employees know about what you do but don't feel you are effective (not necessarily because of you, but because top administration don't take you seriously).
- I've been almost completely uninvolved, and it seems like a distant and unimportant part of my employment here—another thing that takes up time I don't have. This attitude on my part is contradictory to what I believe in terms of civic duty (political action, for example) so I feel sort of guilty about it, but there you have it. My focus is on my work, and there's so much to do I feel bound to concentrate on it rather than staff council or even talks given by students or faculty in my school. So I miss out. I'm not sure how to reconcile this. They all seem important.
- Publish more information about successes? I don't hear much about that either—although the last Staff Appreciation Day was really amazing. I felt that was really great—although more staff should have participated.
- I was a Staff Council rep many years ago.
As long as we have no union, Staff Council is only advisory.
Every gain is painstaking. Thanks to all who work so hard for us.
- I have been at UAF 19 years and I know how important staff council is. My workload is such that I do not have the time or energy to join the council. I fear things will be getting even worse due to the McTagger report so I feel we need strong support for staff as they cut and combine our jobs.
- I feel that the last meeting I listened into was boring. There were plenty of items that needed a persons emotional motivation/ambition on such as compensation and nobody had any heartfelt, take no prisoners opinions. It was like they were rolling over and taking it. I mean come on reps, this is our pay!
- Really don't hear much from them or sure if they've accomplished much. Not sure if administration pays much attention to them. At times I hear that Staff council is focusing on 'this' and 'that' but then never hear if anything ever comes of it.
- In general Staff Council seems pretty ineffectual and more of a mouth piece and rubber stamp for administration then a force for change or positive impact for staff. It's not that I don't know about Staff Council it's more that I don't care.
- I'm not convinced of staff council's effectiveness. I haven't seen a marked improvement in the divide between Fairbanks and rural, and between staff and UA administration. What goes on in Fairbanks tends to be a Fairbanks thing. Then again, my workload is such, that I don't usually read communications from staff council, so maybe I'm not well informed.
- Thank you for the hard work you do. I was particularly impressed with the Staff Development Day, and I recognize it was an extraordinary effort to organize such a large event.
- I feel staff council has no power and very limited influence on staff affairs
- Get out and meet people. Use the list of projects / problem solving to get multi-discipline teams and representation to work and achieve together (with faculty and administrators)
Meet your constituents

- In the governance hierarchy, staff council is largely dismissed by administration. We don't have a "hammer" that forces them to acknowledge our voice or concerns. I do NOT want to join a union but believe something stronger than lip service should come from administration & faculty.
- As stated - I haven't heard a thing in years. Didn't know they were still active.
- I had no idea there was a Staff Council, or what it does. After taking this survey, I know a little more, but I'm a relatively new (less than a year) staff member, but wasn't made aware of this Council at all, why it is there, or what it does. Anything to improve this for me (and other new staff members) may be a good area for improvement.
- I am grateful for staff council. It is extremely beneficial to participate and overall I think the body does a great job.
- Staff Council should act more as a liaison/ombudsman for staff with University departments. This should include child care and parking issues and maybe help with getting customer feedback of areas that staff work in such as financial aid, veteran affairs and HR. If feedback comes back negative, Staff Council can work with departments to identify negative perceptions and why they are occurring and help get to find solutions. This would improve customer service and boost morale for those departments, leading to more productive happier staff members. Staff Council also should work between campuses as this seems to be another major problem.
- I have wondered at times if we should have an official (i.e., with authority) ombudsman position – someone who can serve as a point person for concerns of individual staff. I have felt "blown off" on some occasions when I have brought a concern to UAF. It seems when push comes to shove, UAF employees/admins are concerned for UAF interests, not staff's.
- If there were no Staff Council nothing would change. That should be a big hint. The Staff Council has no decision making authority over anything that actually matters. The SC is just a farce the administration loves because it makes it appear as if there's actual collaboration when it comes to making decisions which affect non-represented employees.
- Please take on combining sick leave and annual leave.
- great calendars
- Staff Council is a great way to learn more about what is happening at the University, and to become involved

**UAF Staff Council
Strategic Reorganization**

- Large number of representatives – is this effective?
- Overall participation rates are low relative to total numbers
- Compare to UAA – members elected at large
- Faculty Senate participants are rewarded for participation – what is the incentive for staff?
- Communication structure is not working – less than 50% getting info to staff
- Communication structure is cumbersome – every unit responsible for comm.

Staff Affairs	attend	total	percent
March	9	16	.56
April	6	16	.38
May	10	15	.67
June	8	15	.53
August			
September	8	15	.53
October			
November	4	12	.33
December	2	12	.17

Staff Advocacy

March	4	5	.80
April	4	5	.80
May	4	5	.80
June			
August			
September	4	4	.80
October	1	4	.80
November	0	4	0
December			

Rural Affairs

March	5	11	.45
April	8	11	.73
May	8	11	.73
June			
August			
September	4	10	.4
October	5	10	.5
November	7	10	.7
December	5	10	.5

EMR

Average			.50-.70
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Communications

March	0		
April	0		
May	0		
June	0		
August	0		
September	4	4	1.00
October	4	4	1.00
November	4	4	1.00
December	0	4	0

Staff Council

December 2011: 25/34 rep seats filled (.74); 13/34 alt seats filled (.38)

January 2012: 24/34 rep seats filled (.70); 7/34 alt seats filled (.20)

Units 4 and 11 have no representation – IAB and Facilities Services

	Attend	Total	Percent of reps	Percent of seats
March			.83	.69
April			.67	.56
May			.70	.58
June			.73	.53
August			.77	.56
September			.72	.50
October			.60	.42
November			.56	.39
December			.60	.44

Dear Staff Council members,

When Juella and I took office last summer, Chancellor Rogers asked us to take a critical look at the role of Staff Council in UAF governance. Two months ago we started a conversation with the intent of examining the current structure of Staff Council. With the yearlong statewide strategic direction activities and the recently initiated UAF strategic planning committee, the time is right to assess our own organization and take a focused look at how we do business. Does the current structure serve us well and, if not, what changes might we consider in order to enhance our effectiveness?

At the last Staff Council meeting Carolyn Simmons suggested that we make a list of what is working well and what is not working well for our organization. I think this is a great place to start and am happy to see your ideas and compile them into a short document for everybody to consider.

If you have been on Staff Council over the past year, please take a moment to send me (and cc Nicole Dufour) the following:

1. two things you feel Staff Council is doing well
2. two things Staff Council is not doing well AND a possible solution

For those of you who are new to Staff Council, please bring your questions to our orientation program February 17 at 1:00 in the Wood Center Ballroom. We will get you up to speed on this strategic reorganization mission and all of the others that Staff Council is currently addressing.

Thank you all for the time and energy that you put toward our common staff concerns.

Best, Pips

UAF Staff Council Motion 2012-226-2**Motion related to Staff Council representation on Staff Alliance**

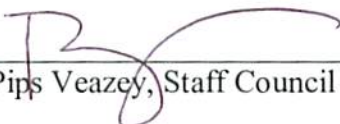
The UAF Staff Council unanimously passed the following motion at Staff Council Meeting #226 on March 27, 2012:

MOTION:

The UAF Staff Council moves to forward the following proposal to amend the Constitution and Bylaws as they relate to UAF Staff Council representation on UA Staff Alliance to the Elections, Membership, and Rules Committee for further review and evaluation:

EFFECTIVE: Immediately

RATIONALE: The current requirements result in a very high rate of turnover on Staff Alliance and create an unrealistic workload for new Staff Council officers.



Pips Veazey, Staff Council President

4.5.12

Date

.....

Proposed Motion relating to UAF Staff Council representation on UA Staff Alliance**MOTION:**

The UAF Staff Council moves to amend its Constitution, Article 3, Section E.; its Bylaws Article 4, Section A.1.J.; and Article 4 Section B.1.C. as follows:

Constitution of the University of Alaska Fairbanks Staff Council**Article 3, Section E.**

"The President, **and** Vice-President, **past-officers, or current representatives as designated by current officers** shall represent UAF Staff Council on the Staff Alliance."

Bylaws of the University of Alaska Fairbanks Staff Council

Article 4, Section A.I. ~~"j. Serve as representative on Staff Alliance."~~

Article 4, Section B.I. ~~"e. Serve as representative on Staff Alliance."~~

ORIGINAL

MEMORANDUM

TO: Juella Sparks, Chair
UA Staff Alliance

FROM: Pips Veazey, President
UAF Staff Council

DATE: March 30, 2012

SUBJECT: UAF Staff Council Motion 2012-226-3 – 'Motion to reject all proposed changes to R04.06.010. Employee Education Benefits'

The UAF Staff Council respectfully submits the attached 'Motion relating to proposed changes to University of Alaska Board of Regents Regulation R04.06.010. Employee Educational Benefits' to UA Staff Alliance and asks that it be placed on record. UAF Staff Council unanimously passed this motion at their March 27, 2012 meeting.

Please contact the UAF Staff Council Office if you have any questions or need additional information.

Attachments

cc: UAF Chancellor Brian Rogers
Kimberley Fackler, UA Governance
Kris Racina, Director of UAF Human Resources

UAF Staff Council Motion 2012-226-3

Motion to reject all proposed changes to R04.06.010. Employee Education Benefits

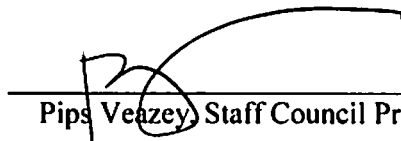
The UAF Staff Council unanimously passed the following motion at Staff Council Meeting #226 on March 27, 2012:

MOTION:

“The UAF Staff Council moves to reject all proposed changes to University of Alaska Board of Regents Regulation R04.06.010.”

EFFECTIVE: Immediately

RATIONALE: Staff Governance groups were not provided adequate time to review and respond to changes, nor were they provided with adequate time to consult constituent staff in a manner that would permit staff governance groups to make informed decisions regarding such changes. Additionally, there are great concerns regarding the application of ‘Satisfactory Academic Progress’ in a manner that would possibly limit employees’ benefits.

 _____ Pips Veazey, Staff Council President	4.5.12 _____ Date
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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 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

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.