

**MINUTES**  
**UAF STAFF COUNCIL #234**  
**Wednesday, December 19, 2012**  
**8:45-11:00AM**  
**IARC 501**

**1. CALL TO ORDER AND ROLL CALL**

- The meeting was called to order by President Juella Sparks.

**A. Roll Call**

**Present:**

Juella Sparks  
Claudia Koch  
Pips Veazey  
Evelyn Pensgard  
Debbie Gonzalez  
Nichole Kloepfer  
Debbie Coxon  
Gary Newman  
Ryan Gailor Keele  
Ashley Munro  
Kim Eames  
Robin Weinant  
Jennifer Youngberg  
Walker Wheeler  
Brad Krick  
Jeannette Altman (alt)  
Richard Machida

**Excused:**

Deb Jeppsen  
MaryAlice Short  
Kala Hansen  
Jennifer Elhard  
John Clendenin  
Travis Brinzow  
Britton Anderson

**Absent:**

Sara Battiest

**Guests:**

Chancellor Brian Rogers  
Jennifer Reynolds, Faculty Senate President  
Francis Isgrigg, Director of Environmental  
Health, Safety & Risk Management  
Trish Winners

**B. Approval of Agenda for Staff Council Meeting #234**

- The agenda was approved as presented.

**C. Approval of Minutes for Staff Council Meeting #233**

- The minutes were approved as amended.

**2. PUBLIC COMMENT**

- There were no participants present for public comment.
- The agenda was amended to allow Chancellor Rogers to speak immediately following 'Public Comment'.

**3. REMARKS BY CHANCELLOR ROGERS**

*Budget Status:*

- Yesterday, Chancellor Rogers received a FY14 budget update from the Fairbanks delegation. The chancellor is seeking further budget support than that included in the governor's budget, which was very much a bare-bones budget for the university. The governor's capital budget for the university includes the core commitment made by the governor four years ago for a base level of deferred maintenance funding at 37.5 million a year for the UA system. Of the 37.5 million, UAF gets just over 20 million, which is just enough funding to keep us even. However, it does not take care of the backlog of projects needing funding. Therefore, in addition to the 37.5 million requested, UAF had requested an additional 75 million for part of the deferred maintenance backlog, including the design of the combined heat and power plant, which is our single biggest deferred maintenance project. We must move forward with the design of the heat and power plant, so we will be soliciting the support of our legislatures for this project.
- The governor's budget does not include funding for the second half of the engineering building. We will be breaking ground on March 30 for the engineering building, but we will run out of funding in May or June of 2014. We have funding for the first phase to get the building shelled-in. This includes construction of the building sides, insulation, glass, and heat. Building construction will stop at this point, if we do not receive funding for the second phase this legislative session. This second phase covers the interior for all but one of

the floors. The final unfinished floor, designed to be expansion space, will be completed in the future with funding from grants and contracts.

- Groundbreaking for the addition to the Wood Center, that will include all food services, is also scheduled for March 30. The bonds for this project were sold on Friday. Construction will be completed in the fall of 2014. In the winter of 2014, work will begin to convert Lola Tilly Commons into the bookstore. This change is driven by a current lack of parking at the bookstore. Tentatively, Constitution Hall will likely house student clubs and organizations, but a final decision on this will not be made for some time.
- The governor's budget only included a portion of one of the three capital research projects for which we requested funding. The governor's budget included funding for Fish & Game, a portion of which we would likely receive, for research on Chinook salmon production. No research funding was included in the governor's budget for energy issues, oil spill response, and mapping.
- Operating budget - the governor included funding for fifty percent of the cost of pay increases as well as funding for costs associated with opening the new Life Sciences building. He did not include any of our other fixed cost increases, such as utilities.
- Often, the governor's budget is the best predictor of how well we do in Juneau. Last year was an anomaly. This year, the Fairbank's delegation is strong in the finance arena. We are hopeful that we will be able to pick up additional funding for items that were included in the regents' budget, but not in the governor's budget.

#### *Combined Heat and Power Plant*

- We are currently in the permitting process for the combined heat and power plant. If there are no protests, we anticipate permit issuance in June or July. This would help determine the direction for design. We continue to favor the existing coal/waste/biomass plant, but we are still investigating natural gas. The cost of converting to natural gas is significant and it would increase our PM2.5 due to secondary condensation of natural gas exhaust, which does not go through a bag house. This goes through a bag house with a coal plant. Additionally, the coal plant reduces SOx and NOx emissions. They continue to look at three options: coal/waste/biomass, natural gas, or do nothing and slowly crater down.
- The Chancellor's Office plans to return to Staff Council to address ways that we can use the power of faculty, staff, and students to influence the legislature to obtain needed funding not included in the governor's budget.

#### *Holiday Closure for December 2013 and January 2014*

- Official holidays are Christmas day, Dec. 25, and Dec. 26, and New Year's Day Jan. 1 and Jan. 2. Normal hard closure would be Dec. 27, 30, and 31. Employees would return to campus for one day, on Friday, Jan. 3. The possible addition of a fourth day of hard campus closure, Jan. 3, is under discussion. Many people will take this day off under soft closure anyway. Other factors being assessed are the possible impacts on Wintermester, research projects, and hardships for some employees who might have to take leave without pay. This year's numbers for holiday closure will be used for this assessment. The chancellor is collecting data and seeking input on this issue before making a final decision. Chancellor Rogers would like to make a decision around mid-Feb. to allow people time to make appropriate travel arrangements.
- We see financial savings with hard closure. Chancellor Rogers does not believe that there are significant savings with soft closure; it is not designed as a cost savings. Soft closure gives people permission to take more time off. It is more about communicating to the public that the services we offer will not be the same during soft closure.

## **4. OFFICER REPORTS**

### **A. Juella Sparks, President**

- Juella's preference is to discuss her report under agenda items as opposed to providing a written report, due to the rate that these issues change. Interest was expressed in a written President's Report and the import of a written report for historical purposes was noted. Juella will make an effort to compose a written report with the understanding that the information in the report is time sensitive and often rapidly evolving. Written reports must be taken in the context in which they are written, especially in terms of when a report is written, in order to avoid confusion.

### **B. Claudia Koch, Vice President**

#### *Statewide Governance Office*

- LaNora Tolman is the new Executive Officer for the System Governance Office. Anthony Smith is the new Administrative Coordinator.

#### *Staff Alliance Meeting - Dec. 11*

- President Gamble attended part of the Staff Alliance meeting. He has read all two hundred pages of comments from the recent Staff Alliance survey. He found the comments helpful, especially those

pertaining to benefits, promotion, and supervisor training. He noted that the real messages were in the comments and he plans to follow up on many of them. Most will result in changes at statewide, but not at the other campuses. President Gamble wants to make recommendations to the chancellors; he does not want to make decisions for the chancellors at the three MAUs. (*See item 6.C for additional information.*)

- President Gamble also presented to Staff Alliance the new Employee Education Benefit (Tuition Waiver).

## 5. GOVERNANCE REPORTS

### A. Jennifer Reynolds, President – Faculty Senate

*New software package – 'CourseLeaf'*

- UAA adopted *CourseLeaf*; UAF is close to adopting it. The registrar is looking at the cost. The software manages changes to courses and academic programs. It is directly linked to the catalogue. This results in all details and course changes being immediately incorporated into the catalog and Degree Works.

*Intercollegiate Athletic Council*

- Dani' Sheppard has been working to connect IAC and Faculty Senate.

*Academic Attendance Policy*

- Faculty Senate passed a revised attendance policy. This is primarily a clarification. This new policy does not mention military sanctioned absences, which will be dealt with differently. The academic attendance policy was addressed when issues were raised regarding excused absence for athletic events. The new policy clarifies who is responsible under various situations and clarifies both faculty and student expectations. The absence is still at the prerogative of the faculty member.

*New Minors Approved by Faculty Senate*

- Faculty senate recently approved two new minors:
  - Minor in Interdisciplinary Studies
  - Minor in Emergency Management through the School of Management

*Amendment to Transfer Credit Policy*

- Faculty Senate recently amended the transfer credit policy. Currently, BOR Policy says that if a student completes the general education requirements at one MAU, the other two MAUs will accept transfer credit for completed general education requirements. This has been expanded so that UAF will now accept completed general education requirements from all accredited 4-year institutions. The student is responsible for providing information and certification from the other institution to our Registrar's Office; it is not the responsibility of Registrar's Office to collect this information.

*Electronic Course Evaluations*

- Faculty Senate looked at electronic course evaluation software in 2009-2010. The Provost's Office has requested that they look at it again. A Faculty Senate committee and Eric Madsen, on behalf of the Provost's Office, are reviewing multiple software packages between Nov and Mar. This software allows students to complete electronic course evaluations as opposed to the paper versions currently in use.
- Jennifer withheld her comments regarding the Employee Education Benefit (Tuition Waiver) until later in the meeting. (*See 6.C. for additional information.*)

### B. Mari Freitag, President – ASUAF (no report)

## 6. UNFINISHED BUSINESS

### A. Staff Council Odd Unit Election

- Announcement of Election Results
- Attachment 234-3: Motion 2012-234-1: Motion to Approve Odd Numbered Unit Election Results for Fall 2012(Draft)
- Walker Wheeler, EMR Chair presented the results of the Fall 2012 Odd Numbered Unit Election. This year, there were around 200 votes cast and more write-in candidates compared to previous years.
- Names of recently elected representatives and alternates were read aloud to council:

#### Unit 1: CRCD -Rural Campuses

Adam Kane, Representative (1)  
Kirsten Bey, Representative (2)  
Evelyn Pensgard, Alternate (1)  
Celena Brown, Alternate (2)

#### Unit 3: SNRAS, CE&M, INE, & SOM

Debbie Gonzalez, Representative (1)  
Lesli Walls, Representative (2)  
(Two alternate seats unfilled)

#### Unit 5: G.I.

Debbie Coxon, Representative (1)  
Jesse Atencio, Representative (2)  
Erin Albertson, Representative (3)

**Unit 7: Student Services**

Ashley Munro, Representative (1)  
Ryan Gailor Keele, Representative (2)

**Unit 9: Chancellor's Unit**

Debbie Blevins, Representative (1)  
Juan Goula, Representative (2)

**Unit 11: Facilities Services**

Trish Winners, Representative (1)

**Unit 13: Rasmuson Library**

Brad Krick, Representative (1)  
Jeannette Altman, Representative (2)

**Unit 15: OIT**

Richard Machida, Representative (1)  
Jarkko Toivanen, Representative (2)  
Christian Beks, Representative (3)  
Tom Landgon, Alternate (1)  
Cynthia Collins, Alternate (2)  
Toni Abbey, Alternate (3)

(Representatives and alternates for each unit are ranked according to the number of votes received.)

- A motion and second were made to ratify the election results from the Fall 2012 Odd Numbered Unit Election. The motion passed unanimously. Immediately following the vote, attendance was retaken to ensure that a quorum was present. A quorum was still present at the meeting and the vote was valid.
- This was Walker's last meeting as a Staff Council member; he will be stepping down as both a representative and EMR Chair. Juella extended thanks to Walker for his hard work and dedication throughout his time on Staff Council. EMR has no chair following Walker's departure on Dec. 31. The goal is to find a new chair at either the Jan. or the Feb. meeting.

**B. Health Care Benefit Update**

- Attachment 234-1: JHCC Recommendations for FY14 Health Care Benefit (Nov. 7, 2012)
- Attachment 234-2: Donald Smith's Response to JHCC Recommendations for FY 14 Health Care Benefit
- Attachment 2334-7: President Gamble's Email Regarding JHCC Recommendations (Dec. 13, 2012)
- You are encouraged to read the information posted on both the UAF Staff Council Blog and the UA Staff Alliance. Please spread the word about these information sources.

**Clarification:**

- *Last summer, the Health Care Task Force made **suggestions** to the Joint Health Care Committee (JHCC), the **Health Care Task Force did not make recommendations**. These suggestions have repeatedly been misidentified. JHCC reviewed the Health Care Task Force suggestions. JHCC then passed nine motions making **recommendations** to the administration for FY14 benefits. Donald Smith accepted JHCC's **recommendations** and indicated he was going forward, preparing to make those changes in the FY14 plan.*
- Staff members raised concerns about JHCC's recommendations, including Motion #6, which would prevent employees from opting out of the plan. President Gamble acknowledged the feedback he received. He plans to hold town hall meetings to discuss and collect additional feedback on JHCC's recommendations. The Fairbanks town hall will likely be on Jan. 17, but there has been no formal announcement.
- The regents met following this. Donald Smith presented the JHCC motions to the regents and they did not agree with the motion to remove the opt-out option. The regents thought this was fiscally a bad approach since forcing more people onto the plan could increase overall costs. Following Donald Smith's presentation to the regents, President Gamble indicated that nothing was final yet, and that there would be town hall style meetings to collect feedback. Donald Smith is going forward with the recommendations. However, these decisions are NOT final and we need more staff feedback on this issue. Please encourage staff to comment on the blog regarding this issue. President Gamble does read the blog.
- Jennifer Reynolds, Faculty Senate President, addressed this issue from the perspective of Faculty Alliance and their interactions with President Gamble. There are two items under scrutiny, the opt-out issue and the possibility of a spousal surcharge. Faculty Alliance understands the situation somewhat differently; that Donald Smith is looking into the details of implementation of the recommendations in terms of logistics and legality. If there are legal impediments to implementing any of these, it will be eliminated. It is not that everything is a done deal unless blocked by employees; there are other possible reasons why these may be blocked as well.
- Faculty Alliance does not intend to get involved in these issues; this is something that their unions would handle. Faculty Alliance is only trying to get an understanding of what is taking place in order to answer the questions they are receiving. They will become involved if necessary, but since President Gamble has already made the decision to hold town hall meetings, at this time, they are watching the situation and not taking an active role. They are encouraging faculty to attend the town hall meetings.
- Feedback is still needed as the details of implementation are still being sorted out. Staff Alliance has requested that the President's Office work closely with them in developing documentation, such as the

FAQ, for the open enrollment period. Staff Alliance has also requested that they be informed of decisions regarding these changes in a timely fashion so that accurate information can be distributed.

### **C. Employee Tuition Benefit Update**

- Attachment 234-10: Approved Education Benefit
- We have been working on this benefit for some time. However, the administration essentially stopped discussing the Employee Education Benefit with Staff Alliance last summer. At the Staff Alliance meeting on Dec. 11, President Gamble was asked about this benefit, at which time he indicated that he signed the new version the previous week. He then had his assistant provide Staff alliance with a copy of the new policy, this document is attached to the agenda. The new version has yet to be formally distributed.
- There are no significant differences between this version and the version seen in October. In October, Staff Alliance was informed that the changes were complete. Since then, they have been told it was in review with General Council. The new version is considered by many to be an improvement.
- We have just been informed of these changes, which are effective immediately. This affects the spring semester and creates challenges. One challenge is that the form has not been updated.
- Yesterday, Jennifer Reynolds called Anita Hartmann with Human Resources. Anita had not heard about the changes, nor had she seen the document. Jennifer sent Anita a copy of the document and copied it to the Interim Director of Human Resources, Brad Lobland. Brad was expected to attend today's meeting, but was not present. Human Resources had not previously seen the document, nor had there been any preliminary word in the Dean's Council or in the other parts of the UAF Administration.
- Jennifer's concern is the document stating that it is 'effective immediately,' as of Dec. 6. On the face of it, this means that these changes are effective for the spring semester. Anita is not certain of this since this document was issued after registration for the spring semester opened on Nov. 4.
- In October, Staff Alliance requested that Donald Smith provide sufficient time for these changes to be implemented in light of the academic calendar, yet this did not happen.
- The new document also contains some vague descriptions for which Staff Alliance previously requested clarifications. Clarifications were also requested for the repercussions of failing a class and the policy on auditing classes. Staff Alliance also raised the issue of the cumulative GPA. Staff Alliance wanted the policy to apply to the GPA for courses covered by the tuition waiver. The administration took this language out. Additionally, it is still ambiguous in terms of the total number of credits apply to spouse as well as children, as well as the staff member, or if the total number of credits applies only to the employee. This issue was also previously raised, yet it was not clarified in the current document.
- The new document has challenges, but overall, Staff Alliance feels this is a better policy than the previous version. Their concession to us was an increase in the number of credits per year. If you come across any issues or hear problems from other staff, please forward the information so that issues can be resolved.
- This information will be posted on both the UAF and Staff Alliance blogs to collect feedback. This will also stay on Staff Alliance's agenda and they will make formal inquiries with the Registrar's Office and others to see what challenges are being implemented and the related impact on staff. The policy is in place, but that does not mean that it cannot be modified in the future.

### **D. Staff Resources Website – Has Been Updated**

- Link: <http://www.uaf.edu/uafhr/staff-council-resources/>
- At the Nov. Staff Council meeting, specific changes to the website were recommended. All of these changes were made, except for the one pertaining to safety. This change has yet to be made because they are transitioning from having someone in the main office assist with the website updates to transferring this to a consultant. HR has the recommended changes are in a template.

### **E. Grievance Process Review / Mediation Program Update**

- Two members of Staff Alliance recently met with Paula Harrison, Statewide Labor and Employee Relations Coordinator. Their goal was to identify areas of the current grievance policy that were not transparent or fair to staff. This is still active.
- Mediation is designed for people to want to be there. There are concerns regarding whether or not people should be required to go through mediation.

#### *Clarification:*

- *In PreStaff, Chancellor Rogers explained that there was a line item in the budget for an alternative dispute center with the Justice Department and that this may be a place to house the mediation program. This was*

*discussed at our last meeting and there was some confusion. To clarify, the mediation program still exists and it is still under Mae Marsh.*

#### **F. Staff Council Blog Update**

- The Staff Council Blog at [uafstaffcouncilinfo.blogspot.com](http://uafstaffcouncilinfo.blogspot.com) was recently updated. The following people have been granted administrative access to the blog: Juella Sparks, MaryAlice Short, and Nicole Dufour. Juella will be updating the blog over break. Encourage people to use the blog for submitting feedback and for staying informed on key issues.

#### **G. Reorganization Working Group**

- Attachment 234-11: Working Group Presentation
- Staff Council members should have received this presentation by email.
- The working group held seven meetings between Oct. and Dec. Initially, the group met to familiarize themselves with council's current situation. This included reviewing information from various sources. Sources included our current constitution and bylaws, a staff survey from 2009, the 2012 UAF Staff Council participation rate for representatives and alternates, committee membership and committee participation rates for last year, the Staff Alliance Work-Life survey, and the 2011 Staff Council request for information that identified things the organization was doing well and things that we could improve.
- The group also reviewed the websites of staff groups at our peer institutions. This provided additional ideas for ways that we could address our own situation. The group then spent time brainstorming for ideas that would allow council to be restructured for optimal success by keeping current aspects that are working and finding new ways to address problem areas. They then looked at the various ways that we could organize our group and discussed each option in detail. The group is thinking about ways to develop a plan that is timely and sustainable, especially in terms of elections. The plan also needed to address our problems with participation. The group discussed both positive and negative responses to participation – whether through incentives or some kind of negative result. Communication was also discussed in detail and a communication plan is included in the restructuring proposal.
- Based on the groups research they developed two proposals for representation
  - Plan 1:
    - Retain representative seats in units
    - Eliminate alternate seats
    - Allow proxies when members cannot attend
    - Add 5-10 at-large seats
  - Plan 2:
    - Organize membership by the five Vice Chancellor Units
    - Include 5-10 at-large seats
- The group as a whole is happy with either of these choices. They are presenting both plans to council to allow the decision to be made by council as a whole.
- A new committee structure was also proposed. This structure broke EMR into two committees: Elections and a separate Membership and Rules Committee. Staff Affairs would cover grievances, evaluations, hiring, and other HR related issues. There would be a separate Compensation and Benefits Committee. In the last few years, compensation and benefits have become significant issues for Staff Council because we are not represented by a union. This overshadows other issues that Staff Affairs would normally address. Rural Affairs would be maintained as a committee and University Advocacy would be responsible for onboarding, mentoring, communications and public relations. Committee chairs from each of the proposed committees along with the officers would form a nine member executive committee.
- The group has yet to discuss details and implementation. The goal was to bring the general information to council prior to making decisions about specific details.
- The committee also looked at staff organizations at peer institutions that held fundraising events. The option could allow the group to do more with a larger budget.
- The working group made the following suggestions for things that can be changed regardless of plan chosen. Those suggestions included:
  - Incentivizing serving on Staff Council, possibly by providing some type of leadership training
  - Clarifying roles and expectations associated with serving on Staff Council
  - Developing an onboarding and mentorship program for training new members.
  - Implementing consequences for missing meetings. The current system allows people to be excused from meetings. Some people are continuously being excused from meetings.

- Holding fundraisers that would permit us to accomplish more with greater funding.
- Support for the addition of proxies to Staff Council was expressed by multiple Staff Council members.
- This proposal was presented today for members to discuss. Juella declared the following 30 days a comment period, during which members could submit feedback, suggestions, and comments to the group regarding what was presented. Following this, the working group will return to council with a list of possible actions. Council will then decide how we wish to proceed.

## **7. NEW BUSINESS**

### **A. Carolyn Sampson Memorial Scholarship**

- Deadline for Applications: Feb. 15
- Applications are submitted through UAOnline using the standard scholarship application.
- In the past, as part of Staff Appreciation Day, Staff Council conducted a raffle. The money was placed in a fund for this scholarship. Once we reached a critical mass, the fund became self-sustaining. This was a Staff Council initiated fund. We are looking into the award and the process associated with the award. We will have more information at the Jan. meeting.

## **8. GUEST SPEAKERS (none)**

## **COMMITTEE REPORTS**

## **9. INTERNAL COMMITTEE REPORTS**

### **A. Advocacy Committee – Nichole Kloepper**

- Has not met
- Committee membership
- The Communications Committee was a one year, ad hoc committee that dissolved following the Nov. Staff Council meeting. The mission of the communications committee has always been a part of the mission of the University Advocacy committee. At this point we have chosen not to do anything more with the Communications Committee as we are waiting to see the results of the reorganization.
- Nichole is working on setting up a meeting. The meeting invitation will possibly go out to all Staff Council members to determine if anyone is interested in joining the committee.

### **B. Elections, Membership, and Rules – Walker Wheeler**

- Chair Vacant as of 1/1/2013
- Attachment 234-8: December Committee Report

### **C. Rural Affairs – Brad Krick**

- Has not met
- The committee will meet in Jan. In Jan. Brad and the next Rural Affairs chair will meet with CRCD Directors to promote Staff Council in an effort to enhance rural participation.
- Rural Affairs and Staff Affairs may consider meeting together at various points in the year. Neither group is interested in merging, but both groups are interested in meeting together on occasion.

### **D. Staff Affairs – MaryAlice Short**

- Attachment 234-9: December Committee Report

## **10. EXTERNAL STATEWIDE COMMITTEE REPORTS**

### **A. Staff Alliance's Staff Health Care Committee – Gary Newman, Debbie Coxon, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)**

- Attachment 234-5: December Committee Report
- Attachment 234-6: Meeting Notes from Nov. 27, 2012
- SHCC minutes were approved late yesterday. They will be distributed to Staff Council members.

### **B. Staff Alliance's Compensation Committee – Juella Sparks (Chair), Brad Krick, MaryAlice Short**

- The committee met yesterday. They are moving forward on their proposals. These proposals will be run through Staff Affairs and then forwarded to Staff Alliance. The timeline for this has the proposals being completed and approved in Jan. In Feb., Staff Alliance will approve them. Following this, they will conduct a survey on the specific proposals. The items being looked at include geographic differentials and changes in intervals of leave accrual. They hope to have half-dozen proposals for review. They will then collect

comments from staff regarding these proposals. The goal is to have this completed by the March Staff Alliance retreat where they plan to have members of the administration present to answer questions.

#### **11. EXTERNAL UAF COMMITTEE REPORTS (In Written Format)**

- The Staff Council seats on the Parking Advisory Committee, Technology Advisory Board (TAB), and one seat on the Intercollegiate Athletic Council will be open as of Jan. 1. The Work-Life Balance Committee may become active soon; therefore, the seats on this committee are also open as of Jan. 1. We will be seeking replacements for these seats at the Jan. meeting. We will follow up with the number of Staff Council seats on TAB.

##### **A. Master Planning Committee (MPC) – Gary Newman (Rep), Richard Machida (Alt)**

- Has not met

##### **B. Parking Advisory Committee (PAC) – Britton Anderson**

- Representative Seat Vacant as of 1/1/2013

##### **C. Chancellor's Diversity Action Committee (CDAC) – ON HIATUS**

##### **D. Chancellor's Planning and Budget Committee – Nichole Kloepper**

- Has not met

##### **E. Chancellor's Advisory Committee for the Naming of Campus Facilities – Debbie Coxon**

- Attachment 234-4: Committee Report

##### **F. Accreditation Steering Committee – Nichole Kloepper**

- Has not met

##### **G. Meritorious Service Awards Committee – Claudia Koch**

- Has not met

##### **H. Technology Advisory Board Committee (TAB) – Walker Wheeler**

- Representative Seat Vacant as of 1/1/2013
- Has not met – next meeting will likely be in Feb. or Mar.

##### **I. Work-Life Balance Committee – Walker Wheeler - INACTIVE**

##### **J. Intercollegiate Athletic Council – Debbie Coxon and Britton Anderson**

- Has not met
- (1) Representative Seat Vacant as of 1/1/2013

##### **K. People's Endowment Committee – Debbie Gonzalez**

#### **12. AD HOC COMMITTEE REPORTS**

##### **A. Staff Council 2013 Calendar Committee – Brad Krick**

- The committee is in the process of final proofing of the calendar. We will probably not be any earlier than we were last year. We will see a calendar in Jan., hopefully earlier in Jan.
- The photo for this year's calendar is of Dutch Harbor taken by Kurt Byers.

##### **B. Staff Appreciation Day Committee – Ashley Munro**

- Has not met
- Staff Appreciation Day will be held on May 15. The committee is waiting on quotes from catering. They will meet once they have these.

#### **13. ROUND TABLE DISCUSSION**

- Round table discussion was cancelled due to time constraints.

#### **14. ADJOURN**

- The meeting was adjourned by President Juella Sparks at approximately 11:15AM.



**JOINT HEALTH CARE COMMITTEE  
MEMORANDUM**

DATE: November 7, 2012

FROM: Dr. Abel Bult-Ito, Chair - Joint Health Care Committee (JHCC)

SUBJECT: Revised JHCC Motions as approved for your consideration on 10/17/2012

To: Donald Smith, Chief Human Resources Officer (CHRO)

Dear Donald,

The JHCC met on October 16 and 17, 2012, and nine motions were passed by the Joint Health Care Committee for recommended implementation. This letter supersedes the one dated 11/1/2012.

- **Motion #1.** Eliminate the 500 plan and move Orthodontia to the 750 plan for FY14.
- **Motion #2.** Develop a health savings account (HSA) qualified plan with the identical deductibles as the 1250 high deductible health plan (HDHP) and do whatever necessary changes to make it a qualified plan for an HSA.
- **Motion #3.** Cost Transparency/Patient Advocacy: Motion Passed to issue an RFP, with no timeline (but soon)
- **Motion #4.** Implement the wellness program strategy as presented of having biometrics and health risk assessment (HRA) completed for a preferred pricing program in year one. The general plan: 1. HRA and biometrics implemented in 1<sup>st</sup> year. 2. Point based system implemented in 2<sup>nd</sup> year. Outcomes based requirements in the 3<sup>rd</sup> year. Details for future years will be decided at future JHCC meetings.
- **Motion #5.** Add Spousal Surcharge. Spouses employed outside UA who have access to health insurance through that employment are expected to use that health insurance as the primary carrier. Spouses who choose to waive other employment health insurance and make UA the primary carrier subject the UA employee to a spousal surcharge not to exceed \$1,200 in a UA health plan year. Statute may supersede the spousal surcharge.
- **Motion #6.** Do not allow Opt Outs. Beginning in FY14, opting out of UA health care is not allowed. The sole exception is for an employee and spouse who both are UA employees, one of whom may elect to opt out of UA health care and enroll as the other employee's dependent.
- **Motion #7.** Expand coverage tiers to individually account for children up to two, and then aggregate in one category three or more children. There is a maximum of eight tiers in each health care plan. The Tiers are; EE, ES, ES+1C, ES+2C, ES+3C, E+1C, E+2C, E+3C
- **Motion #8.** Develop and send a Request for Proposal (RFP) for implementation of a telemedicine option of care.

- **Motion #9.** GTP Prizes: Motion to continue FY13 program and prizes at the same level as FY12 PASSED

Please provide a written response to the recommendation within the 20-day timeframe in accordance with the Collective Bargaining Agreements between the University and the Union represented groups.



Abel Bult-Ito, Professor  
Chair Joint Health Care Committee

cc: Local union Presidents, Staff Alliance President and committee members

Donald F. Smith,  
Chief Human Resources Officer  
Phone: (907) 450-8230  
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MEMORANDUM

DATE: November 26, 2012

TO: Dr. Abel Bult-Ito, Chair – Joint Health Care Committee (JHCC)

FROM: Donald Smith, Chief Human resources Officer *Donald Smith*

RE: Your November 7<sup>th</sup> memorandum – JHCC motions

Dear Dr. Bult-Ito,

Thank you for forwarding your recount of the October JHCC meeting with regard to the nine motions approved. It was an informative and well run meeting. Indeed, I endorse the nine motions. Nonetheless, with the motions passed and endorsed work is necessary to transform the intent of the motions into UA Choice Plan policy and procedures. The SW HR staff is busy doing that now. And of course, I will keep the JHCC apprised of progress in that regard.

MOTION

The UAF Staff Council moves to ratify the odd numbered unit election results from the fall 2012 Staff Council election.

EFFECTIVE: Immediately

RATIONALE: The Elections, Membership, and Rules Committee has reviewed and certified these election results. Bylaws state that election results are to be announced at the December Staff Council meeting with newly elected representatives officially beginning their two year term on January 1, 2013.

Chancellor's Advisory Committee for the Naming of Campus Facilities  
November 19, 2012

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The CAC met on Monday, November 19, 2012.

The following members attended:

- Martin Klein
- Deb Horner
- Debbie Coxon
- Rebecca Lindsey
- Jennifer Reynolds

The CAC reviewed and discussed the topic of naming benches and trees on campus. What the criteria should be, and the cost, including maintenance of such areas.

The decision was made to move forward on the Facilities Naming Guidelines draft. The Facilities Naming Guidelines have been developed to provide a fair and consistent process for naming of permanent facilities and other campus features on all University of Alaska Fairbanks campuses, and for interior and exterior building locations. The guidelines ensure that proper review and consultation occur prior to any naming decisions being made. Becky will send the draft for review. The committee will continue to look at future naming opportunities.

On November 30, 2012 Martin Klein forwarded the Facilities Naming Guidelines to Morgan Dufseth, Chancellor Roger's Assistant.

**Staff HealthCare Committee (SHCC)****Report to Staff Council****December 11, 2012****By Gary Newman, SHCC member**

Please read through the meeting notes of Nov. 27, 2012 for details. To summarize, the Joint Health Care Committee (JHCC) recommended several changes to the plan, the UA HR Director approved those changes, and it then went to the SHCC, not knowing the latter.

Most of the concern on the SHCC regards the opt-out and spousal surcharges for those who opt in with alternate coverage. What doesn't appear to make sense with the opt-out is that the estimates of total costs to the plan, based on 25% of those that would be impacted, would be \$1.2 million with about \$480,000 in recovery from premiums from these individuals. This doesn't make sense.

Subsequent to this, in preparing this report, I ran across the following  
<http://www.uafstaffcouncilinfo.blogspot.com/2012/12/president-gamble-calls-for-more.html>

The discussion ensues. Your reps on SHCC are available to answer your questions.

**Staff Health Care Committee**

**11/27/12**

**Meeting Notes by Gary Newman**

**With input from Linda and Melodee**

**Attendees:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Melodee Monson, chair</li> <li>• Elizabeth Williams</li> <li>• Connie Dennis</li> <li>• Linda Hall</li> <li>• Gary Newman</li> <li>• Deb Coxon</li> <li>• Heather Arana</li> <li>• Maureen Hunt</li> </ul> | <ul style="list-style-type: none"> <li>• Ivan Leibbrandt</li> <li>• Gwenna Richardson</li> <li>• Erika Van Flein – ex officio</li> <li>• Donald Smith – ex officio</li> <li>• David Hinkley (Lockton) – ex-officio</li> <li>• Juella Spark – Staff Alliance president</li> </ul> |
|---|--|

The meeting was called to order by Melodee Monson, chair

- A. Agenda approved
  
- B. October 23, 2012 SHCC meeting notes approved with correction that Heather Arana was present
  
- C. Melodee noted that there were no JHCC meetings since the last SHCC meeting. Next JHCC meetings 11/29/12 and 12/13-12/14
  
- D. SHCC position on JHCC recommendations. Gary had just forwarded to the committee the official letter detailing JHCC motions from JHCC Chair Abel Bult-Ito of December 1, 2012 which provided a guide for the discussion. Erika had noted this letter was superseded by a corrected Dec. 8, 2012 motion and had forwarded it similarly just before this meeting. There was extensive discussion on the recommendations, particularly the spousal surcharge and the elimination of opt-out for all but dual UA employed couples.

**Opt-out:** in FY'12, there were a total of 585 who opted out of the UA plan, allowed with demonstration of other coverage. 113 of these had spouses who were also employees of UA, so there was no fiscal impact other than a family deductible difference had they been individually insured. This leaves 472 employees that would be affected by the opt-out elimination.

Previous information provided to SHCC indicated that 110 opt outs in FY'13 = \$470k of lost premiums, but potentially \$1.2 mm of total health care charges. 18% of that total health care charges = \$216k.

Erika noted an anticipated under- recovery in FY'13 due to more employees moving from higher premium plans and opting out of the plan than anticipated. Gary expressed that it should have been evident as, with the increase in deductibles and structuring of the premiums, the only plan that made economic sense was the HDHP. Also, that if folks were opting out, it was because they either had or felt they had a better plan elsewhere.

Erika noted that other government jurisdictions such as the State of Alaska did not allow opt-outs. Heather indicated that she viewed health care as a social contract and that lower deductibles would be a big plus. [ed. I think Heather meant premiums, not deductibles]

Ivan asked about grandfathering in current opt-outs. Erika indicated that would defeat the purpose.

Elizabeth asked what other universities' policies were regarding opt-out. Donald Smith replied it was one of the areas the Health Care Task Force looked at.

Erika noted that the opt-out was introduced in 2003 to see how well it worked.

**Spousal surcharge.** This was to charge those UA employees whose spouses opted IN to the UA plan as primary coverage when they had alternate coverage elsewhere. The JHCC recommended approval of this with a cap of \$1200/year/employee. Erika noted that other government jurisdictions had this surcharge.

Erika indicated that verification would be by a self-certified form, similar to dependent verification. She did note that new employees are now required to provide birth certificates for dependents to be covered on our health care plan.

Gary asked for a comparison of estimated costs with the policy and without the policy. Erika indicated the projections wouldn't be available until Feb. 2013. Gary also noted that, with both the spousal surcharge and the elimination of opt-out that a communication plan can be implemented to provide employees with a clear understanding of what is being done and how it fiscally impacts both the university and the employees. He also suggested the university look toward the carrot vs. the stick in approaching changes to our health care plan. Patient Advocacy was a good example of the carrot, as might be medical tourism.

**Change in dependent tiers** from any number of dependents to tiers up to and including 3 dependents. Erika indicated that there were relatively high numbers of employees with up to 3 dependents, but substantively fewer for 4 or more. Spouses represented 40% of the cost but 26% of the plan population. Employees were 47% of the cost vs. 44% of the plan population.

**Wellness plan changes:** Change in approach to a 3 year plan. It was noted that providing biometric screening at IHPs can be either performed on site or by providing the info collected from prior testing from a lab or doctor. Biometric data is provided without attributable identifying information to Lockton by WIN. It was noted that claims data is analyzed by hi-med-low risk, but low risk would include those



with no claims or triggers. Low risk thus wouldn't indicate an absence of health issues, could be just not being aware of them. WIN currently has 1600 employees at least participating in one IHP session or 42% of covered, but active participation is more around 16-18%. FY'14 wellness credits would be included on paycheck instead of by debit card or reduction in premiums.

Wellness RFP is being prepared. Other RFPs for medical, dental and pharmacy responses being evaluated. Gary asked if RFPs were available. Answer, yes, but responses to RFPs are not.

- E. The UAF Staff Council blogsite was referenced. The updated letter from JHCC chair was also updated on the blogsite by Juella. There had been some comments from employees regarding the JHCC motions/recommendations.
- F. Next meetings. The next SHCC meeting Dec. 18, 2012 will not be video conferenced, but Jan-May 2013 meetings will be in Fairbanks: Butrovich 212B (add other rooms for locations and audio in case someone can't be in a vidcon room). The Dec. 18, 2012 meeting will discuss a communication plan to let employees know of changes to the FY'14 UA health care plan



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## [From UA President Gamble] JHCC Motions

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**ua-president-l@lists.alaska.edu** <ua-president-l@lists.alaska.edu>

Thu, Dec 13, 2012 at 1:09 PM

To: ua-president-l@lists.uaf.edu

>From the Office of Public Affairs:

The Joint Health Care Committee (JHCC) has made nine motions which have been endorsed by Chief Human Resources Officer Donald Smith and are now being reviewed to determine whether or not they will be included in the UA Choice Plan. Please read the updated article in The Statewide Voice which speaks to each of these motions in detail.

<http://www.alaska.edu/voice/2012/nov-2012/system-news/health-care/benefits-update/>

Kathleen Wattum  
Interim Director  
Public Affairs  
University of Alaska Statewide System  
ph: [907-450-8104](tel:907-450-8104) fax: [907-450-8101](tel:907-450-8101)

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UA-President-L mailing list  
[UA-President-L@lists.alaska.edu](mailto:UA-President-L@lists.alaska.edu)  
<https://lists.alaska.edu/mailman/listinfo/ua-president-l>

EMR -

Met on December 3rd, 2012.

Committee Members: Walker Wheeler (chair), Gary Newman, Kala Hansen, Richard Machida

Attendees: Walker Wheeler, Gary Newman, Kala Hansen, Nicole Dufour

EMR had two agenda items to review and take action upon. Item 1 was to review and vet the change from the last Staff Council meeting to the Bylaws. All agreed that there was no issue in the execution of the motion. Item 2 was a review of the preliminary election results. Additional information was provided by Nicole related to updates on certain candidates that would likely not be able to serve in staff council and those that still required supervisor approval. There were 26 write in candidates which were split up between the attending members of EMR to vet candidate interest and bring the people aboard if they were willing. Kala took on Units 1 and 3. Gary took on Units 7 and 9. Walker took on Units 11 and 15. All agreed to try to complete communications with their candidate by December 7th.

Those successfully elected that received supervisor approval will be announced in December's Staff Council meeting.

Staff Affairs Committee  
November 16, 2012  
9:00 – 10:30 am  
Library Room 341 - Joint Conference Room

## Meeting Notes

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Members Present: MaryAlice Short – Chair, Jennifer Youngberg, Jennifer Elhard, Juella Sparks, Deborah Coxen, , Claudia Koch, Nicole Dufour (Guest)

Members Absent: Jed Lowell, Kim Eames, Ryan Gailor-Keele, Robert Mackey

### Notes:

Staff Affairs discussed the option to merge Staff Affairs with Rural Affairs. The team discussed the pro's and con's and came to a conclusion of no merger, although they would like to start meeting with rural and work issues together that affect all staff members. The team noted this had never been done in the past and would like to meet every couple of months.

Staff Affairs Name- Brainstorm functions from the SC Reorg Working Group

- Do not separate out groups functions such as compensation, benefits
- Create adhoc group as whole or larger when more emphasizes is needed on a subject
- Greater communication efforts with staff

December Meeting to be held December 14<sup>th</sup>

- Review compensations documents for Juella prior to Staff Alliance
- Staff Alliance blog – encourage people to blog – is now up and running located at <http://uafstaffcouncilinfo.blogspot.com/>
- Cafeteria style Plan
- Staff opt-out / effect on military families/ UAF couples/ Employees under 23 on their parents health care

Adjourned: 10:15 am

December 5, 2012

TO: Patrick K. Gamble, President *PKG*  
FROM: Donald Smith, CHRO *Donald Smith*  
RE: Revisions to University Regulation R04.06.010

Attached for your review and approval are proposed revisions to regulations governing Employee Education Benefits. The changes include:

- A six month waiting period to coincide with employment probation
- Increase applicable credit hours from twelve to sixteen in an academic year
- Increase applicable credit hours from six to eight in a semester
- Increase applicable non-credit courses from six to eight in an academic year
- Requirement for 2.0 cumulative GPA or better for undergraduate eligibility
- Requirement for 3.0 cumulative GPA or better for graduate eligibility
- Clarification that an employee cannot pyramid tuition benefits as a spouse or dependent child
- Tuition waiver not applicable to self-support course charges, non-credit courses for spouses and dependent children, 500 level courses, and year-long courses.

In accordance with Regents' Policy 01.03.020 B., I have sought review and comment by the chancellors and affected governance groups on your behalf. The comment period began November, 2011 and closed November, 2012.

I recommend your approval. If you concur, please indicate by signing below. The changes would be effective upon your signature and incorporation in the Manual of Regulations. Thus your approval should be transmitted to Brandi Berg, Board of Regents Executive Officer, for incorporation in the manual and distribution.

Attachments: Proposed R04.06.010 and current R04.06.010 (8-13-08)

I approve and cause to be promulgated the attached changes to University Regulation See above. These changes are effective immediately.

*PKG*  
\_\_\_\_\_  
Patrick K. Gamble, President

*6 Dec 12*  
\_\_\_\_\_  
Date

cc: Brandi Berg, Board of Regents Executive Officer  
Chancellors  
General Counsel

**R04.06.010. Employee Education Benefits.**

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

- A. Regular employees and their spouses and dependent children are eligible for education benefits as provided in this section after the employee has completed a six-month employment probationary period. Any waiver of the waiting period must be approved by the chancellor or president, as appropriate, and the Statewide Office of Human Resources.
- B. Eligible regular employees of the university may have tuition waived for up to sixteen credit hours per academic year with a maximum of eight credit hours per semester.
- C. Eligible regular employees may have course charges waived for up to four university-approved non-credit courses in each semester, not to exceed eight non-credit courses per academic year. Prior to the start of each academic term, the list of university-approved non-credit courses will be provided by the Statewide Office of Human Resources.
- D. Notwithstanding subsections A and B of this section, eligible regular employees with an employment contract with the university for the following academic year, but who are off contract during the summer, may have up to sixteen graduate or undergraduate course credit hour charges waived per summer session. Such employees may have up to eight non-credit courses waived from a UA-approved list per summer session. The employee's tuition waivers shall not exceed sixteen credit hours and eight non-credit courses per academic year.
- E. An academic year begins with the fall semester and ends with the summer term.
- F. Eligible regular employees may take up to three credit hours during working hours with prior written 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.
- G. Eligible regular employees may take university-approved non-credit courses during working hours with prior written approval by the supervisor. Employees are not required to make up the time for their attendance at university-approved non-credit courses.
- H. Eligible regular employees may attend credit courses that do not directly benefit the university during working hours with prior written approval of the supervisor. The employee shall use accrued leave or make up lost work time through a flexible work schedule requested through and approved by the supervisor.
- I. Spouses and dependent children under the age of 24 of eligible regular employees may have course credit hour tuition waived as provided in this section.

- J. Employees, spouses and dependent children must maintain a 2.0 or better cumulative GPA to be eligible for undergraduate education benefits. Employees, spouses and dependent children must maintain a 3.0 or better cumulative GPA to be eligible for graduate level education benefits. Grade appeals will be reviewed in accordance with the procedures for challenges to academic decisions set forth in university regulation and MAU rules and procedures.
- K. Employees who qualify for education benefits through their employment status are not eligible for education benefits as an employee's spouse or dependent child.
- L. 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.
- M. 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.
- N. Education benefits cease upon termination of employment except for those courses in which the employee, spouse or dependent child is currently enrolled and classes are in session at the time of termination.
- O. An employee is responsible for any tax liability generated from employee education benefits.
- P. Tuition and course charges will not be waived for the following:
  - 1. Self-support course charges, except for non-credit university-approved courses taken by employees;
  - 2. Course charges for non-credit courses for spouses and dependent children of employees;
  - 3. 500 level courses; and
  - 4. Year-long courses.
- Q. For a student enrolled in the WWAMI Medical Program, a tuition waiver may be used only for University of Alaska-provided coursework.

(12-05-12)



# Staff Council Reorganization Proposal

**Working Group Members: Pips Veazey, Walker Wheeler,  
Richard Machida, Jeannette Altman, Mary Kehrhan-Stark,  
Claudia Koch, John Clendenin, Mary Alice Short, Nicole  
Kloepfer, Kala Hansen, Jennifer Elhard**



# Background

- Seven meetings - October through December
- **Reviewed the following documents:** Staff Council Constitution and Bylaws, 2009 Staff Survey, 2011-2012 participation rate numbers (members and alts), committee attendance reports, current membership numbers, Staff Alliance Work Life Survey, 2011 request for information fro SC president – what is working and what is not
- Researched peer organization staff councils
- Developed list of options based on above data
- Discussed all of the proposed options
- Developed the plan that we will present today

# Goals of reorganization

- Restructure council for optimal success: keep pieces that work well, suggest changes for dysfunctional pieces
- Examine the election process and make recommendations to ensure efficient, sustainable and effective election process
- Address chronic lack of participation – council and committee level; can we provide structure/incentives to increase participation
- Develop a sustainable communication plan

# Results of Research

(options from peer organizations)

- Full at-large membership
- Employee classification
- Unit representation
- At-large by location
- Exempt/non-exempt classification
- Mixed unit/at-large representation

# Proposed Membership

- Plan one: retain representative seats and unit, eliminate alternate seats, allow for proxies, add 5-10 at-large seats
- Plan two: organize membership by vice chancellor units, include 5-10 at-large seats

# Proposed Committee Structure

- Elections
- Membership and Rules
- Compensation and benefits (including health)
- Staff Affairs (grievance, evaluation, hiring, other hr)
- Rural Affairs
- Advocacy (onboarding, mentoring, communication, PR)

# Proposed Executive Board

- President
- Vice President
- Past President
- Committee Chairs: Elections, Membership and Rules, Compensation and Benefits, Staff Affairs, Rural Affairs, and Advocacy
- Total: 9

# Suggested actions

- Leadership training for committee chairs (run by Chancellor)
- Contract for all staff council reps that outlines responsibilities/expectations
- Mentorship program for new staff council reps
- Onboarding program for new staff council reps
- Consequences for missing meetings (council and committee)
- Fundraising event – serve to bring staff together and raise funds for scholarship or...?

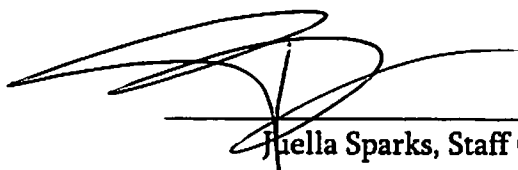
UAF Staff Council passed the following on December 19, 2013 at Staff Council Meeting #234:

**MOTION**

The UAF Staff Council moves to ratify the odd numbered unit election results from the fall 2012 Staff Council election.

**EFFECTIVE:** Immediately

**RATIONALE:** The Elections, Membership, and Rules Committee has reviewed and certified these election results. Bylaws state that election results are to be announced at the December Staff Council meeting with newly elected representatives officially beginning their two year term on January 1, 2013.



Juella Sparks, Staff Council President

12/19/12  
Date