

MINUTES
UAF STAFF COUNCIL #237
Wednesday, March 27, 2013
8:45-11:00AM
Wood Center, Carol Brown Ballroom

1. CALL TO ORDER AND ROLL CALL

- MaryAlice Short, Staff Affairs Committee Chair, called the meeting to order at 8:45AM.
- Juella and Claudia were unable to attend today's meeting. Based on Staff Council Bylaws, as Staff Affairs chair, MaryAlice was designated by the officers to serve as president pro tem for today's meeting"

A. Roll Call**Present:**

Pips Veazey (phone)
Adam Kane (phone)
Kirsten Bey (phone)
Evelyn Pensgard (alt, phone)
Sara Battiest (phone)
MaryAlice Short
Debbie Gonzalez (phone)
Lesli Walls
Gary Newman (phone)
Ashley Munro
Kim Eames (phone)
Juan Goula
Robin Weinant
Trish Winners
Jennifer Youngberg
Brad Krick
Jeannette Altman
Travis Brinzow

Present (cont.)

Richard Machida (phone)
Jarkko Toivanen (phone)
Tom Langdon (alt, voting in place of Chris Beks)

Excused:

Juella Sparks
Claudia Koch
Debbie Coxon
Debbie Blevins
John Clendenin
Chris Beks

Absent:

Jesse Atencio
Erin Albertson
Deb Jeppsen

Guests:

Chancellor Brian Rogers

- Quorum was met

B. Approval of Agenda for Staff Council Meeting #237

- The agenda was approved as amended.

C. Approval of Minutes for Staff Council Meeting #235

- Minutes were postponed until the May meeting

2. STATUS OF PENDING ACTIONS (None)**3. PUBLIC COMMENT (There were no public comment participants present)****4. OFFICER REPORTS****A. Juella Sparks, President (No report)****B. Claudia Koch, Vice President (No report)****C. MaryAlice Short, President pro tem and Staff Affairs Chair**

- Claudia was unavailable for PreStaff on March 22, thus MaryAlice attended PreStaff with Juella.
- Chancellor Rogers is waiting to find out what will be driving the metrics for President Gambles Strategic Direction Initiative. Once this becomes clear, Chancellor Rogers will distribute information to staff.
- During PreStaff, they discussed how UAF measures up to its peers.
- Juella explained to Chancellor Rogers the recent work undertaken by the Staff Alliance - Compensation Working Group, including the proposals for non-monetary compensation changes for staff.

5. REMARKS BY CHANCELLOR ROGERS

(Chancellor Rogers and governance leaders will be allowed to speak when they arrive.)

(The meeting was ahead of schedule. Item 6, New Business, was presented prior to the chancellor's arrival.)

FY14 Budget Update

- A few weeks remain in the legislative session in Juneau. As previously reported, our budget has not fared well in the state House. Essentially, the House reduced the overall university budget by 2.4 million from what was included in the governor's budget. The Senate has since increased the university's budget by adding items above the governor's budget, creating a real difference between the House and Senate budgets. The effect of the House budget would be significant in a couple of ways. It represents nearly a 1% reduction below the governor's budget, which did not include enough to cover our fixed costs, leaving us in a situation of significant reallocation. The UAF share of the 2 million would be in the range of 1-1.2 million dollars.
- The House added fifty-five thousand for nursing at the Bristol Bay Campus.
- In addition to what was in the governor's budget for the university, which included our fixed costs for opening buildings and one-half of the money for pay raises, the Senate included money to cover the increased cost of the custodial services contract, facilities maintenance and repair, operating costs for the Bristol Bay Applied Science Center, and CTC's Process Tech Program lease and aviation costs.
- The Senate funded the cost of expanding comprehensive student advising at CRCO rural campuses, enhancing e-learning, and sustaining the UA Press. These were significant pluses. Even with the Senate budget, we will have some challenges going into the new fiscal year.
- The Chancellor's Office has not distributed a lot of communication regarding the budget status and its impact on us. He wants to wait until the end of the legislative session when more is known.

Financial Constraints

- We are constrained on the revenue side and facing additional expenses:
- These past few years, we saw significant funding increases in our budget from the legislature, tuition increases, enrollment increases, and funds from the federal recovery act. This year the state government tightening up somewhat, we have the lowest tuition increase in over a decade, some enrollment decline, and the impact of federal sequestration. We do not know the total effect of sequestration and budget issues yet.
- Increasing expenses include the start of repayment of the debt service on the 50 million dollars borrowed by the university three years ago to cover some of the existing deferred maintenance. Although the state bonded for most of the Life Sciences building project, 20 million of this project was a UAF bond that we must begin to repay. We also face rising utility costs.

Space Consolidation

- Chancellor Rogers continues to look for ways to consolidate space. We spend in excess of a million and half dollars annually on off campus leases. This summer, Biology and Wildlife will move into the Margaret Murie Life Sciences Building, Anthropology will move out of Eielson and into Bunnell, and Marketing and Communications will move onto campus from leased space in the Wells Fargo Building. We may be totally out of the Wells Fargo Building by the end of the year; resulting in significant savings.
- If you know of underutilized space, or offices used to store materials, work with your supervisors to better utilize the space. To the extent that we can be more economical in our use of space and pull offices back onto campus, we save money without a deleterious impact to our programs. Ultimately, people deliver our services, people are affected, and we need the space for our people to deliver services.
- We are working to increase eLearning to increase the number of students paying tuition without the need for additional space. Faculty workloads will also be assessed to ensure that if a class is cancelled an alternative opportunity is found for the faculty member.

Possible Slowdown in Hiring

- A slowdown in hiring is possible. A final decision on this has yet to be made. Last year, the system office essentially said that they would hold any position that becomes vacant, open for 90 days in order to capture savings. Chancellor Rogers does not like this approach, but considers it better than other alternatives.
- A decision has not been made regarding how this would be implemented at UAF. Whatever is decided would require exceptions. It would be unlikely that this would affect faculty positions that are typically open for a year or six months anyway. They are leaning right now to the possible slowdown affecting executive, administrative, and staff positions. Cabinet discussions will take place before any implementation would occur. Staff turnover is higher than faculty or executive turnover.

- Until the legislature is out, we really will not know the size of the hole that we have to fill. This will also depend upon on the federal situation and our ability to attract new students. We are working on projects, like the Terrain Park, to create a buzz about campus that attracts new students.

Additional Items:

- Groundbreaking on the Wood Center extension and the Engineering Building is Saturday. Annual payments on the Wood Center expansion are 1.5 million dollars; this is not a challenge in the general fund budget.
- In addition to what our indirect cost recovery on the Sikuliaq, we have an obligation to about a half-million dollars a year in support for Alaska based research on the vessel. Most of this will hit in FY15.
- We have to begin paying debt service on six million dollars that we borrowed for energy conservation improvements. Our payments are about five hundred thousand a year with projected annual savings being around six hundred dollars. We are pushing for more energy conservation improvements. Electrical energy savings is the biggest opportunity for immediate savings. Focus has been on relighting facilities and on variable speed motors. If anyone is in an area that goes through relighting and the resulting task lighting is not adequate, report this so that adjustments can be made.
- Adam Kane offered the support of the Bristol Bay campus in assisting with energy savings. Siemens Energy, an outside contractor, has been making the energy improvements and they have been very flexible. Chancellor Rogers thanked Adam for the idea. He will speak with Amber to see if the company would be interested in having interns work with them, particularly as they look to the other rural campuses.

Staff Pay Increase

- Staff will likely get 100% of the approved pay raise, at a rate of 3.25%. The legislature will likely fund one-half. Traditionally, we have to come up with the second half of pay raises. To accomplish this, we will have to cut what we spend on other things or cut what we spend on salaries. Likely, we will pay the other half this year with a rolling freeze or a delay on hiring. Some positions will not be filled at all. There is little in terms of non-personnel services to cut. The university is committed to the pay raises announced for fiscal year 2014.

Capital Budget:

- We requested twenty-two million from the legislature for planning and design of the combined heat and power plant. We will not start planning and design until our permit modification is approved which will occur in Sept. at the earliest. An estimated seven million of the requested twenty-two million would be used in the next fiscal year. We anticipate receiving six or seven million, which would not slow the process.
- We have enough money to shell-in the engineering building, but we do not want to stop in late Jan., early Feb., which is when the money would run out.
- We do expect to get thirty-seven and a half million at the system level for deferred maintenance. About twenty-million dollars of this would go to UAF and our rural campuses.

Construction:

- Travel on the Fairbanks campus will become challenging with upcoming construction. On Monday, Tanana Loop will be closed between Duckering and Bunnell Building. In addition, some of the sewer line between Rasmuson Library and Duckering will be replaced either this summer or next summer that will disrupt travel down Taku Dr. This is likely to be the most challenging time.

6. GOVERNANCE REPORTS

A. Jennifer Reynolds, President – Faculty Senate (No report)

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

7. UNFINISHED BUSINESS

A. Carolyn Sampson Memorial Scholarship

- Nichole Kloefer, University Advocacy Chair was looking into this scholarship. However, she recently resigned from her position at UAF. Lesli Walls has agreed to chair University Advocacy.
- During PreStaff, Juella discussed the possibility of conducting a scholarship awareness campaign at Staff Appreciation Day. Chancellor Rogers was enthusiastic about this idea

B. Health Care Benefit Update / Open Enrollment

- Attachment 237-1: UA Choice Health Plan Changes for FY14
- Handout 237-1: SHCC Committee Report

Health Care Benefit Calculator:

- Many staff members found last year's Health Care Benefit Calculator to be useful for identifying saving in the health care plan. Former Staff Council member, Walker Wheeler, who created the original calculator, has agreed to update the calculator for FY14. Once we have updated information, Walker will update the calculator. We will distribute more information on the calculator once it becomes available.

Staff Health Care Committee

- The Staff Health Care Committee (SHCC) report for this meeting was not included as an attachment to the agenda. Gary forwarded the report and it was distributed electronically to members during the meeting. It was posted online and is attached to the meeting minutes as 'Handout 237-1: SHCC Committee Report'.
- Some open enrollment information has recently been distributed by mail.
- The next SHCC and Joint Health Care Committee (JHCC) meetings have been canceled. SHCC canceled since it was unable to reach a quorum.
- Open enrollment begins April 15 and runs through May 15, 2013.
- Please see the handout, (Handout 237-1: SHCC Committee Report), distributed electronically during the meeting, for more information.

BREAK

8. NEW BUSINESS

A. April 16 Staff Council Meeting Location – IARC 501

- The April 16 Staff Council meeting has been moved to IARC 501. Since the meeting had to be relocated from the Wood Center to IARC, snacks will be provided by Vice Chancellor Sfraga's Office.

B. Upcoming Officer Elections

- 2013-2014 Staff Council Officer elections were announced and the nomination period was opened for the offices of president and vice president. The president and vice president are elected from Staff Council members and staff at large; all staff members represented by Staff Council are eligible to run for office.
- Nominations will close on the floor at the May Staff Council meeting. Staff Council representatives will vote at the May meeting to elect officers for 2013-2014
- Nominations may be submitted to Richard Machida, EMR chair; to one of the officers; or to the Staff Council Office. Nominations can also be made on the floor at the May meeting. You may nominate yourself for either position. Please contact the person that you are nominating before submitting a nomination to ensure that they are interested in running for office. Contact the Staff Council Office or one of the officers for more information.

C. Upcoming Outstanding Staff Council Member Award

- Nominations for the 2013 Outstanding Staff Council Achievement Award are now open. The award will be handed out at during the Staff Longevity and Awards Program at Staff Appreciation Day on May 15. Award information, including the deadline for submitting nominations will be posted online and emailed to Staff Council representatives later this week.
- The period during which contributions needed to be made in order to count towards this year's award was not immediately known. Nicole will find out and inform Staff Council members.

9. GUEST SPEAKERS (none)

COMMITTEE REPORTS

10. INTERNAL COMMITTEE REPORTS

A. Elections, Membership, and Rules – Richard Machida

- Attachment 237-3: March Committee Report
- The next EMR meeting is scheduled for Monday at 3 p.m.

B. Rural Affairs – Jeannette Altman

- Attachment 237-2: March Committee Report
- Possible problems with rural representation due to the proposed addition of at-large seats versus the abolition of alternate seats are discussed in the second half of the report. Rural representatives come from a smaller voting population and the committee is concerned about how the smaller population could be impacted when voting. The committee will work with to EMR to see if it is possible to tailor their concerns with the motions that were made at the February Staff Council meeting.
- The next Rural Affairs committee meeting is scheduled for April 2, 10:00 a.m.

C. Staff Affairs – MaryAlice Short

- Attachment 237-5: March Committee Report
- Staff Affairs recently met. The committee discussed the current lack of a grievance packet. They are also working to put together a FAQ on *leave share*. There is an increase in the number of people looking at working from home. Telecommuting is only viable in some positions, but it is a liability for the university. The committee is working to find out what telecommuting rules exist and how we can make the process better for staff. Staff Affairs will be contacting Risk Management to gather more information.

D. University Advocacy Committee – Lesli Walls

- Has not met
- Lesli Walls has replaced Nichole Kloepper as chair of University Advocacy. She will contact committee members to schedule a meeting once she has gotten up to speed on current committee activities.
- Lesli has already done some research on the existing travel fund to see how the funds can be used and what possibilities exist for maintaining a fund that can benefit staff.
- Contact Lesli if you are interested in joining University Advocacy

11. EXTERNAL STATEWIDE COMMITTEE REPORTS**A. Staff Alliance’s Staff Health Care Committee – Gary Newman, Debbie Coxon, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)**

- Handout 237-1: March Committee Report

12. EXTERNAL UAF COMMITTEE REPORTS (In Written Format)

- Committee reports for the April Staff Council meeting are due to the Staff Council Office by April 10.

A. Accreditation Steering Committee

- Has not met

B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon

- No Report

C. Chancellor’s Diversity Action Committee (CDAC) – ON HIATUS

- **Student Diversity Task Force – Claudia Koch**
- No Report

- **Women’s Center Advisory Board – No representative**

D. Chancellor’s Planning and Budget Committee - Juella Sparks (Rep), Trish Winners (Alt)

- Has not met
- Provost Henrichs extended an invitation to Staff Council for staff representation on this committee. Juella Sparks has been appointed to serve as our representative and Trish Winners will serve as our alternate.

E. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio

- No Report

F. Master Planning Committee (MPC) – Gary Newman (Rep), Richard Machida (Alt)

- No report

G. Meritorious Service Awards Committee – Claudia Koch

- Has not met

H. Parking Advisory Committee (PAC) – Tom Langdon

- Members are reviewing citation appeals via email
- Committee has not met

I. People’s Endowment Committee – Debbie Gonzalez

- Attachment 237-4: March Committee Report

J. RISE Board – Ian Olson**K. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Beks**

- Has not met

L. Work-Life Balance Committee – INACTIVE**13. AD HOC COMMITTEE REPORTS****A. Chancellor’s Cornerstone Award Committee – Brad Krick**

- Has not met
- Nominations will be distributed to the committee members this afternoon. The committee will likely meet next Monday to review nominations.

B. Staff Appreciation Day Planning Group – Ashley Munro

- April 8 is the goal for opening online registration for Staff Appreciation Day. There will be sixty sessions offered for staff this year, which is more than double the number of sessions offered last year.
- A call for volunteers will be made once they determine what volunteers are needed.

C. Staff Makes Students Count Award Committee – Richard Machida

- Has not met
- Jeannette Altman and Ashley Munro volunteered to serve on this committee.

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

- MaryAlice short adjourned the meeting at 10:00 a.m.



Health Plan Changes Coming July 1

There are several changes coming to the UA Choice health plan this year. We've summarized the changes here so you can begin thinking about open enrollment, which will be held April 15 to May 15, 2013. You can see the new rates for the upcoming plan year at www.alaska.edu/benefits.

With this year's plan changes and the new dependent charging tiers, everyone should take the time to carefully review their options and submit a new enrollment form.

Pharmacy Benefit Manager Changing to Premera

Starting July 1, your pharmacy benefits manager will be changing to Premera, who has partnered with Express Scripts to provide local retail, mail order and specialty pharmacy services. This change is a result of the Request for Proposal (RFP) process finished earlier this year.

If you had an existing mail order or specialty prescription with CVS Caremark, or if you had a Prior Authorization (PA) or Step Therapy program in place, your records should be transferred to Premera/Express Scripts for seamless service.

Check with your doctor if your mail order prescriptions are expiring soon. You can send a new prescription to the Express Scripts Home Delivery service as early as two weeks before the new plan year begins. Be sure to use your Premera ID card and your Premera subscriber number.

New ID Cards

With the change in pharmacy benefit managers and health plan options, all covered employees will get new ID cards in time for the new plan year. The new ID cards will have your medical, dental and pharmacy information all on one card.

500 Plan Ending

The 500 Plan will no longer be an option so if you're enrolled in that plan now, you'll need to choose another plan. If you don't make an election, you and your currently enrolled dependents will move to the 750 Plan. The orthodontia benefit from the 500 Plan isn't going away, that will move to the 750 Plan.

A New Plan is Coming: Consumer-Directed Health Plan with a Health Savings Account

A Consumer-Directed Health Plan (CDHP) is a qualifying high-deductible health plan with a Health Savings Account (HSA). An HSA is a personal health care bank account that can be used to pay qualified medical expenses with pre-tax dollars when you are enrolled in a qualified high-deductible plan. Unlike a Flexible Spending Account (FSA), the health savings account rolls over every year because there is no "use it or lose it rule." You own the account and can take it with you when you leave the university.

The University of Alaska has chosen Bank of America Benefit Solutions to administer our HSA plan. Participants will receive a debit card to access their account, and can set up claims online to pay their provider or request reimbursement for qualified expenses.

Because HSA plans have special tax advantages, the IRS defines specific rules for participation. There are some eligibility restrictions and plan features associated with the CDHP that you should be aware of.

- You can't be covered by another healthcare plan. This includes Tricare, Medicare, Native Health Service, spouse's coverage, etc.
- With this plan there are no pharmacy copays, meaning your prescriptions will be subject to your medical deductible and coinsurance.
- If you have more than one person covered, such as employee plus spouse with or without children, you must meet the family deductible before you or any covered member of your family receive any coinsurance benefits.
- The maximum amount you can contribute to the HSA in 2013 is \$3,250 for individual coverage (employee only), or \$6,450 for family coverage. If you're over 55, there's a \$1,000 "catch-up" contribution allowed as well. There are some restrictions on contributions when you start the plan mid-year, which is why the University plan will require deductions to be set up in equal installments for the plan year, same as is currently done for the FSA.
- Preventive care services are covered at 100% so you will not use your HSA dollars for preventive visits/services.
- The Vision and Dental coverage are the same with the CDHP as they are with the current HDHP.

While this plan won't be right for everyone, many people find the CDHP with the HSA an effective way to have current coverage and save for health care expenses in retirement. More information will be coming soon so be sure to watch for updates. You can see the Bank of America introduction to the HSA at <http://www.saveituseit.com/hsa/>.

Flexible Spending Account Change

The healthcare reform requirement to limit the amount you can contribute to a medical flexible spending account (FSA) kicks in for the UA plan this year. Starting July 1, the most you can contribute to a health care FSA is \$2,500 per year. The dependent care FSA is not changing and remains at \$5,000 per year.

Something to keep in mind is that if you want to enroll in the new CDHP (the Consumer-Directed Health Plan with the HSA), you cannot also have a medical FSA. In fact, your spouse can't be enrolled in a FSA at their workplace either. You can, however, still have the dependent care FSA for daycare expenses.

You can access your Flexible Spending Accounts at WageWorks.com. You can check your account balance and submit claims to pay your provider directly or request a reimbursement for yourself.

VSP Plan Change

After the Request for Proposal for vision services, VSP will remain the vision provider and the allowance for frames and contacts has increased to \$150 every other plan year. Everything else about the plan is the same, and it's still offered with each of the UA Choice Plan options.

A New Way to Charge for Dependents

Starting in July 2013, we will be changing how we charge for dependents on the plan so employees or families with only one child will pay a little less for coverage, while employees and families with three or more children will pay a little more. While we understand that children as a group don't cost the plan as much as adults, we want to make the cost of coverage more relevant to the number of children being covered.

To be sure you are paying for the correct number of dependents, it's important that you review your enrolled dependents at UA Online and complete an enrollment form to clearly list your eligible dependents. Remember that dependent children are eligible up to age 26, and they no longer have to be full-time students.

If you're adding dependents to the plan, you will need to show proof of eligibility such as a copy of marriage certificate, birth certificate, tax form showing filing status, adoption papers, etc.

Have you checked your Beneficiaries lately?

Updates to beneficiaries for your life insurance and retirement plans don't need to wait for open enrollment, but it's a good idea to make sure they're current. This is especially important if you've had a change in family status recently, such as marriage, divorce or adding a new family member.

For the University of Alaska life insurance and accidental death and dismemberment coverage, you don't need to confirm your previous elections. Just submit a new form and that will replace any prior form in your records. The life insurance beneficiary form is online at

http://www.alaska.edu/files/hr/downloads/benef_desig_b110_ent.pdf.

The PERS/TRS beneficiary forms are online at <http://doa.alaska.gov/drb/forms/beneficiary-forms.html>.

You can review your beneficiary designations for ORP and the UA Pension online with your fund sponsor (Fidelity, Lincoln, TIAA-CREF or VALIC).

Other Benefit Information You Can Use Now...

Quit For Life Tobacco Cessation

You want to quit smoking or using tobacco? We want to help. The University of Alaska has partnered with the QuitForLife program to provide you with the help and support you need to quit tobacco for good. You'll get an easy-to-follow Quitting Plan that will show you how to get ready, take action, and live the rest of your life as a nonsmoker. Your plan will include a Quit Coach, access to a private online community through the Web Coach, quitting aids and a Quit Guide to help you stick with your Quitting Plan.

Call 1-866-QUIT-4-LIFE (1-866-784-8454), or go to www.quitnow.net to get started today.

Employee Assistance Program (EAP)

Maintaining a healthy balance between your work and personal life is important to you. At work and at home, our lives are busier than ever and at times, we can all use a little extra help coping with personal challenges. Your EAP provides you and eligible dependents with short-term, person-to-person counseling services to help you handle concerns before they become major issues.

You or your eligible dependents may contact the EAP directly any time, 24 hours a day, 7 days a week for any reason and talk to a trained counselor. These counseling professionals can assist you and guide you to in-person care with an expert in your area. The EAP is strictly confidential, as mandated by law. Call 866-465-8934 to get started.

For most types of problems, you and your eligible dependents are entitled to receive up to six counseling sessions per incident. All EAP sessions are pre-paid by the university; there's no cost to you. If you need services beyond the scope of the EAP, your EAP counselor can help you select the most cost-effective and appropriate resources.

You can access the EAP web site from the benefits web site at www.alaska.edu/benefits and select Employee Assistance Program from the left-hand menu.

Weight Watchers Online

The University of Alaska hosts an online portal to Weight Watchers Online. There may be onsite services in your location, but they can't always meet demand and are often not available in all locations. On-line weight loss programs are getting more popular as a means to meet the goal of losing weight and eating more healthfully. This service is available to employees and dependents with no enrollment fee and a reduced monthly cost for the program.

You can access the portal by selecting Weight Watchers from the benefits web site, and clicking on the Weight Watchers logo. The Company ID and Passcode are provided on the site.

Meeting Report – Rural Affairs

March 2013

Tuesday, March 5, 2013

10:00-11:00am

In Attendance:

Jeannette Altman (Chair), Sara Battiest, Kirsten Bey, Travis Brinzow, Deb Jeppsen, Adam Kane, Brad Krick, Nicole Dufour

Excused:

Benjamin Tucker, Chris Beks, Ashley Munro, Richard Machida, Evelyn Pensgard, Juella Sparks, Claudia Koch

Note – first successful Google Hangout was employed for our meeting!

Report:

Feedback Loops

How do smaller organizations safely address concerns when it is more likely that the people involved could be involved in the “feedback loop?” In the absence of a university ombudsman, the UAF Grapevine was identified as a good way to ask broad questions regarding HR, dispel rumors, clear up misunderstandings. For more personal employee/HR issues, the committee was directed to Mae Marsh (Office of Diversity and Equal Opportunity).

At Large Seats/Abolition of Alternate Seats

There is reason for concern with the at-large seats – while anyone can run, the smaller campuses may not have the numbers to elect a representative when faced with the voting population of other, larger units. Could there be at-large seats earmarked for rural campuses? Can there be a representative for each campus? This committee will continue this discussion in April and craft a motion. All Staff Council members and interested staff are welcome to attend.

Travel Proposal

We have begun discussing strategies to reach the most amount of rural staff on our proposed visit

Next Meeting: Tuesday, April 2, 10:00 am

EMR met on March 1, 2013 from 4:00pm to 5:00pm.

Present: Richard Machida, Toni Abbey, Kirsten Bey

After introductions, we dug into the motions passed at the February Staff Council meeting and identifying the sections within the Bylaws that needed to be removed, or updated. These are shown in the attached Excel spreadsheet.

Suggested changes in wording will be reviewed at the next EMR meeting before being brought to Staff Council.

SCPIP ACTION ITEM REGISTER						
Type	Priority	Category	Description	Assigned to	Target Date	Status
Action	High	Section 3	Change 3A3 to allow for at large membership	All Members to confirm all items & look for any new changes	April's EMR Meeting	Open
Action	Med	Section 4	Confirm that the definition of units remains the same	" "	April's EMR Meeting	Open
Action	High	Section 5	Has the number changed from 3A4? Are we reducing the number of alternates only? And then put in an additional 5 at large members?	" "	April's EMR Meeting	Open
Dependency	Med	Section 5	If we don't change the definition of a unit then we do not need to change this	" "	April's EMR Meeting	Open
Action	High	Section 6	3A6- Needs to be adjusted	" "	April's EMR Meeting	Open
Action	High	Section 3	Part B- Alternates- Removed	" "	April's EMR Meeting	Open
Action	High	Section 3	Section 3 C-2 needs to be clarified. What defines a proxy?	" "	April's EMR Meeting	Open
Action	High	Section 3	Section 3D have reference to alternates	" "	April's EMR Meeting	Open
Action	High	Section 3	Section 3 E- Elections- The election committee is responsible for conducting elections	" "	April's EMR Meeting	Open
Action	High	Section 3	Section 3 E-2 has the word alternates in it.	" "	April's EMR Meeting	Open
Action	High	Section 4	Section 4- J has different fonts. So does L.	" "	April's EMR Meeting	Open
Action	High	Section 5	Section 5- b- Needs to be broken apart into 2 separate committees.	" "	April's EMR Meeting	Open
Action	High	Section 5	Section 5 A 1A- Change Administrative committee to executive board	" "	April's EMR Meeting	Open
Action	High	Section 5	Change any reference to administrative committee to executive board.	" "	April's EMR Meeting	Open
Action	High	Section 5	Section 5-3-a- is in both split ERM committees	" "	April's EMR Meeting	Open
Action	High	Section 5	Section 5 3 B- 123 are in elections and 4-7 is in memberships and rules. 8 is still membership and rules. C can be in both.	" "	April's EMR Meeting	Open
Action	High	Section 6	How will we address filling vacancies?	" "	April's EMR Meeting	Open
Action	High	Section 6	6b is just membership and rules, same thing for c,d, e, (no administrative committee)	" "	April's EMR Meeting	Open
Action	High	Section 7	7B- Change to proxy	" "	April's EMR Meeting	Open

People's Endowment Committee, met 2/20/13

Debbie Gonzalez, Staff Council Rep

Fall 2012 proposals funded (info not provided previously)

1. NATS Voice Competition
2. Midnight Sun Visiting Writer Series
3. Innocent Eye: The Africa Photographs of Adrina Knutson
4. Ethics Bowl, UAF Socratic Society
5. 2nd Annual Celebration of Writing
6. Art Classroom Equipment Kuskokwim Campus
7. UAF Alaska Agriculture Appreciation Day at the Farm, picnic table(2)
8. Confluences: An International Exchange Through Music, Performance, Composition, and Teaching at the Universiti Teknologi Mara (UiTM)

Spring 2013 Proposal Timeline

Announcement for Request for Proposals, send out 2/22/13

Deadline for Proposals, 4/2/13

Review of Proposals/Announce Proposals Funded, mid-April

UAF Staff Council – Staff Affairs Committee
Committee Report for March 2013
 Committee Chair – MaryAlice Short

Staff Affairs last met on March 18, 2013.

Members Present: MaryAlice Short (Chair), Jarkko Toivanen, Kirsten Bey, Juan Goula, Lesli Walls, Jennifer Youngberg

Leave Share:

- The committee discussed the needed to take action in requesting a specific definition of ‘serious illness.’ No specific decision was reached during the meeting.
- Jennifer Youngberg explained there is NO sick leave ‘bank.’
- The Family Medical Leave Act (FMLA) and its relationship to ‘leave share’ and ‘sick leave’ at the university were discussed.
- Many staff members do not understand protocol for ‘leave share’ at the university. Based on this, the committee will work to create an FAQ on ‘leave share.’ Jennifer Youngberg will take the lead on this task.

Telecommuting

- Telecommuting and associated risks and benefits were discussed. This included the role of Risk Management within the framework of telecommuting. The committee also discussed the relationship between telecommuting and exempt/non-exempt status.
- Based on this discussion the committee determined that telecommuting is an issue that needs further clarification. Lesli Walls will take the lead on contacting Risk Management to see if there is a standard policy place for telecommuting agreements.

Annual Performance Evaluations

- Annual performance evaluations are now tied to accreditation. The university is working to increase the number of evaluations as part of the accreditation process. The university does track performance evaluations and information is available to determine who has or has not completed annual evaluations.
- Some employees are moving towards 360° evaluations, which collect feedback from multiple perspectives.

Tasks:

- Jennifer Youngberg will work on creating a FAQ webpage for ‘leave share’
- Lesli Walls will check with Risk Management to determine if a template for telecommuting agreements exists
- MaryAlice Short will email links to Local 6070 grievance packet to Staff Affairs members for review and discussion
- Jarkko Toivanen and Nicole Dufour will monitor the Staff Affairs survey for additional feedback and will notify MaryAlice if new feedback is posted within the next few days.

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UNIVERSITY of ALASKA

Staff Alliance Staff Health Care Committee

Meeting Notes
3/4/13
9:00am – 10:30am

Committee Members:

UAA Voting Member	UAF Voting Member
Melodee Monson, chair Present	Gary Newman Present
Connie Dennis Present	Debbie Coxon Present
Alt	Alt
Maureen Hunt Present	Deb Gonzalez
	Mary Sue Dates
SAA Voting Member	UAS Voting Member
Ivan Leibbrandt	Gwenna Richardson Present
Linda Hall	Elizabeth Williams
Alt	Alt
Monique Musick	Mae Delcastillo
Heather Arana Present	
Alliance Representative	
Monique Musick	
Ex-Officio	
Erika Van Flein Present	Juella Sparks
David Hinckley	Michelle Rizk

Handouts distributed for the meeting can be found on the JHCC website:

<http://www.alaska.edu/benefits/joint-health-care-committ/2-27-2013/>

A. Approval of Agenda

The Agenda was approved as written

B. Approval of Meeting notes – February 4/13 meeting

The meeting notes from February 4 were approved as written

C. EPIC discount program for Hearing benefit

EPIC hearing has a group of providers that can offer a discount. Without changing our benefit, they can offer assistance in finding providers and getting discounts for our members. There is no charge for the service. They also offer customer service, care and warranty assistance (including

free batteries). New hearing aids are longer lasting and plans are increasing their time for replacements from 3 years to 5 years and increasing the benefit amount. The new hearing aids are digital and adjustable and do not need to be replaced when a hearing change occurs. The JHCC has requested members to bring this back to their constituent groups for feedback. The JHCC will vote on this item at their next meeting. SHCC members are requested to solicit feedback from their groups and send any comments/feedback to Gwenna or Melodee by March 18th for discussion at the Staff Alliance retreat.

D. FY13 2nd Quarter Utilization report

Inpatient services went up considerably as compared to FY12, along with length of stay. There is also an increase in large claims. Outpatient services have gone down. Emergency room visit costs have decreased slightly but still below Premera norm, indicating the utilization is appropriate. High claims are cyclical and – FY11 was a high year, FY12 was a low year and FY13 is on track to be another high year that we think could extend into FY14. The major diagnostic category is now Health Status and Services which is the category that has general doctor visits and wellness visits. Musculoskeletal has dropped to number 2. The Circulatory systems category has climbed to number 3 (from 8 last year). Member responsibility has stayed relatively stable. Pharmacy shows that the generic dispensing rate is up to 75.3% - a 9.6% increase. Specialty drug costs have increased by about 30% this year. .7% of the members use specialty drugs, which account for 21.1% of the pharmacy costs.

E. RFP Update

Premera will be our medical and pharmacy administrator in the new contract. The Pharmacy will be through Express Scripts. New ID cards will be issued with the new vendors information. The HSA vendor has been chosen – Bank of America will administer our HSAs. Enrollment and implementation details are being worked out to be ready for open enrollment. Wellness is overdue, but procurement has been bogged down. A new procurement rep has been assigned and is working get the RFP out. The plan is to still have the new contract in place by July 1 with the biometrics campaign information going out by January 1. The patient care/cost transparency and telemedicine are on hold until the Wellness is completed.

F. Plan Design – Preventative medication list

Premera has a list of preventative generic medications that are available at no cost for the Consumer Directed Health Plan option. The CDHP requires the pharmacy costs to be imbedded in the deductible. These preventative medications help members who chose the CDHP to stay compliant with their medication therapy without an upfront cost.

G. Health Care projections/employee contributions

We have done very well this year. We have recovered all of last year's under recovery. We set rates this year to recover 80%, but are projecting to recover it all. This is primarily due to the fact that JHCC set the FY13 rates using a higher trend than the administration originally used. This higher projected trend combined with actual trend being less led to additional recovery from employees. There are 3 trends, high, low and blended. The JHCC looked at the blended trend to set this year's contribution rates. Using this trend lowers our employee contribution rates slightly. The trend used also considers a projected amount of high claims for the rest of FY13. The projections also show enough recovery to pay the Affordable Care Act fees that are due in FY2014. The per child rates are calculated differently this year. In the past 80% of one person's

rates was used – this year one child is 50%, 2 children are 90% and three plus children are at 120%. The rates are factored at the 18/82 split (employee/university obligation). These rates were voted on and approved by the JHCC at their Feb. 27 meeting.

H. Other JHCC updates

Other items discussed at JHCC included the \$300,000 for wellness incentives. The system used last year was very cumbersome and did not reach a large amount of employees. The funds will not be used this year for group activities. The JHCC has asked Lockton to bring information on salary based programs where contribution rates are based on employee salaries. Lockton has also been requested to bring a report on the location of the cancers which show on our high dollar claim to see if they cluster at any particular location. The disease management program will also be looked at to see if we will move from Alere as they are tied to Caremark, which we will not be using. International/medical tourism was not discussed, but is still being looked at for the future. The travel benefit from Premera is being looked at first.

Other topics: A train the trainers session as a webinar on CDHP and HSAs is being set up for HR consultants throughout the system. This will be available for JHCC members, and SHCC members are also invited to participate. There will be forums for employees during open enrollment to help explain how the CDHP works.

Premera will come to present workshops at staff development days on campuses. They need ample time to be informed of the requests.

Communications will be sent out regarding changes to the plan as follows: A letter on plan changes will be going out. A post card will be going out from Lockton with the Open Enrollment dates. The Open Enrollment packets will be going out from Fairbanks in April. Individual campus HR offices will set up employee forums.

E. Next meeting (March 26, 2013)

The meeting adjourned at 10:10 am.