MINUTES
UAF STAFF COUNCIL #258
APPROVED
Monday, February 2, 2015
8:45 – 11:00 AM
Wood Center – Carol Brown Ballroom
Audio Conference information: 1-800-893-8850, PIN: 8244236

I.   CALL TO ORDER & ROLL CALL

A. Call to Order
- The meeting was called to order by President Chris Beks at 8:45 AM.

B. Roll Call

Present	Present (cont.)	Present (cont.)	Guests and Others Present
Mercedes Anderson	Melody Hughes	Mathew Mund	
Jesse Atencio	Constance Huizenga	Dean Ojala	Chancellor Brian Rogers
Nate Bauer	Phillip Jacobs	Chad Oleson (phone)	Sherry Modrow
Jeff Baxter	Jim Jones	Evelyn Pensgard (phone)	Mike Sfraga, Vice
Chris Brooks (phone)	Brad Krick	Susan Sanborn	Chancellor, USA
Susie Carson	Jessica MacCallum	Samara Taber	Karl Kowalski, UA CITO
Kim Eames (phone)	Richard Machida	Lesli Walls	Nicole Dufour, Staff
Aly Englert	Brandi Marrero	Jami Warrick (phone)	Council, Ex. Scty
Jane Groseclose	Jenell Merrifield	Trish Winners	
Stacey Howdeshell	Sue Mitchell		
		Absent	
		Celena Brown	

- Quorum was met

C. Approval of Agenda for Staff Council Meeting #258
- The agenda was approved as presented.

II.   CHANCELLOR'S REMARKS
- Chancellor Rogers and Sherry Modrow hosted breakfast with Staff Council members prior to the meeting. Staff Council was appreciative of the opportunity to meet with Chancellor Rogers, Sherry, and Vice Chancellor Sfraga outside of a formal meeting.
- Chancellor Rogers thanked Staff Council members for their service. He also thanked his wife, Sherrie Modrow, for her dedication and service to UAF, including her work with the UAF Development Office.
- Chancellor Rogers appreciates Staff Council moving monthly meetings to Mondays. In addition to the associated cost savings, it will be easier for him to attend meetings, since prior meetings often overlapped with President's Cabinet. He prefers meeting in person to answer questions, particularly with the challenges we face in the near future. The chancellor encouraged Staff Council members to ask questions, having this time to ask questions and meet is part of the communication process between the administration and staff. It is important for him to know what questions are out there, as this factors into decision making.
- Chancellor Rogers noted the excellent staff response to last week's steam line break. This caused damage in Walsh Hall, which will need long term repairs. This impacted many people, yet the mobilization of staff to

address these issues at -40°F was amazing.

- Additionally, last week, one of our boilers went down. Chancellor Rogers has previously spoken about problems with Combined Heat and Power and other problems with older facilities. He is pleased that the legislature stepped up last year to provide funding for Combined Heat and Power.
- It is a tough legislative year for the state, with a 6.5 billion dollar budget and a 3.5 billion dollar hole in the budget. Chancellor Rogers is pleased that Governor Walker prioritized K-12 and higher education. There is a UAF budget reduction, but among all state agencies, K-12 and higher education had the smallest budget reduction. The governor recognized that we took a cut this year, unlike many parts of state government. He used this as an example of response to the budget. The legislature wants to cut more. What was in the governor's budget is probably the best we will do. We are trying to layout the impact of possible reductions.
- We lost 160 positions last year, so people understand that this is real. From Oct. 2013 to Oct. 2014, there were 160 fewer people on the payroll. 55, or about 1/3 of these were full time permanent regular positions, 105 were part time, temporary, or student positions. If we compare this to what we are facing next year, which is somewhere on the order of 200-250 positions in all, with likely ⅓ of these positions being regular faculty and staff positions, and 2/3 part-time, temp, and student positions.
- We continue to look for other ways to cut, but we are a people industry, we run on people. He is appreciative of even littles steps, such as Staff Council and Faculty Senate using the same setup, to save money. You are encouraged to look for additional ways to save money in non-personnel expenses.
- Last year there were a total of 18 layoffs. Alternate positions with UAF were found for about half of these.
- We made it through the 1980's budget reductions, but lost friends in the process. There was an impact on the entire Alaskan economy. We could see something like this, on a more gradual basis over the next few years.
- You will see some changes. The plan is to go forward with the pay package discussed last fall, assuming the legislature funds half of the pay. This may be impacted by some other pay and benefit issues. After this year, there will probably be a few years without significant pay movement. They are trying, as much as possible, to have this impact future employees, and not current employees. It is unclear if this will be possible.

Program Review

- Forty-six academic programs are under review. These were identified based on low enrollment, falling enrollment, or low graduation rates. These programs are being reviewed in terms of how critical they are to the future of Alaska, how fundamental they are to the mission of UAF, how they connect with research programs, and potentials for change. Faculty committees should finish this review within the next month by the faculty committees. It then goes to an administrative committee, and then to Chancellor's Cabinet.
- The process of phasing a program out would likely involve a decision by the Chancellor's Cabinet to suspend admission into the program and to begin work on the phasing out plan. The Board of Regents ultimately decides upon the addition or deletion of any program. This would most likely be at a later date over the course of the following academic year. We have the responsibility to teach out any students that are currently in a program. There are several programs in nearly all of our colleges and schools which are under review and the chancellor understands that this is a challenging time for everyone in these programs.
- There has also been a series of special program reviews, with more to come. These are looking at some of the support areas to see if we can do things more efficiently, more effectively, or if we can do without.

Employee Training & Professional Development

- The chancellor does not want to cut from the training area. From his first day on the job, Staff Council has said that we need better training. They worked hard to establish a supervisor training program and to improve this program. We are getting close on this. We have been pushing hard on 'Safety Training' for the past three years. 90% of regular employees have completed all of the safety training modules. 95% of regular employees have fished 'Title IX Training.' As of Dec. 31, 50% had completed 'Protection of Minors Training,' which was to be completed by Dec. 31. If you have not finished this required training, please do so.
- 'Bullying Awareness Training' is rolling out now and they are trying to improve this.

- In an organization that is undergoing change, it is easy to put off training. However, we need to keep working on training so people moving from office to office are able to make personal and professional changes.
- The legislature has again reduced travel, which hit us by about 15% of unrestricted travel this year.   This has made optional travel for professional development difficult. When we look at what is optional and what is not, instructional travel and research travel not paid for by restricted or private funds are ones that we can't cut. We have seen a reduction in travel for professional development. We will need to look internally to see if we have people here who are capable of providing the training. We also need to look at bringing people here to provide training, since funding for this comes out of a contractual line and not out of the travel line. We need to see how we can step up what we are doing on staff appreciation and staff development at the end of the year, and whether we can encourage more people to allow time for professional development classes that are offered by one of the university departments. Chancellor Rogers noted that he doesn't have a solution since we had a specific cut to travel and we have to demonstrate that we cut travel. This has been a challenge in a number of departments and there really isn't a fix for a smaller budget. We simply will not be able to travel for professional development. If you have specifics on the impact of travel cuts and how it changes our ability to do what we do, please send them to the Office of Management and Budget (OMB). The legislature tends to think that travel is a good place to cut and it is often difficult to identify specific travel cuts that impact us to use as examples.
- Those of who can get professional development contact hours through things that are available locally, or at UAF, can help free up resources for others who don't have that option.

Chancellor's Cornerstone Award
- Chancellor's Cornerstone Award nominations are due this month. Please consider submitting a nomination.

Questions
- A question was raised about whether anything is being done to address the number of deaths on campus over the past few years. Chancellor Rogers explained that as part of Residence Life's training and staffing there is regular work in this area. It is key that we continue to have adequate health and counseling. Beyond this is the issue of suicide awareness and ensuring that people know what is available and what they can do. Additionally, UAF is a major sponsor of a suicide awareness and suicide prevention film, currently in production.   The focus for the film, entitled "We Breathe Again," came out of the Alaska Native community, and has involved UAF faculty, staff, and people from around the state. The film is designed to help bring awareness to suicide, ways to identify those at risk, and identify what people can do to help someone who may be at risk.   The key is understanding who is at risk and what you can do about it.
- A question was raised regarding timelines and statuses of pay related issues. Chancellor Rogers explained that there are key decisions that are made outside of UAF, by the governor, the legislature, and the Board of Regents. For the governor and the legislature:
    - Feb. 17 - Governor's final budget is due around this time
    - Feb. 23 – House Finance Committee is scheduled to make its budget closeout in subcommittee
    - Feb. 24 – House Finance Committee is scheduled to make budget closeout in full committee
    - Apr. 20 – The legislature is scheduled to adjourn (if they do not go into special session)
- After this we will have a pretty good sense of where the legislature is headed.   Of the two houses, the house seems more intent on cutting things further than the senate.   We will probably be somewhere between what was in the governor's budget and what is in the House's budget.
- The Board of Regents (BOR) has three meetings that impact decisions:
    - Feb. 18 – 20 BOR Meets
    - Apr. 8 – 10   BOR Meets
    - First week of Jun. – BOR meets to make final budget decisions
    - The BOR's decisions, which make the final call, will occur the first week in June.
    - Layoff decisions will likely begin rolling out in early March.

- Final decisions on programs are more likely to be sometime in April.
- The new fiscal year starts July 1, but we can't make final calls until we have the legislature's final decision.

Furloughs and Voluntary Leave Without Pay
- Definitive decision have not been made yet regarding voluntary leave without pay or voluntary contract reductions, if a furlough is then enforced. This issue was brought to Chancellor Rogers' attention by the Staff Council Officers during PreStaff. Chancellor Rogers noted that if we don't give some consideration for those who take voluntary pay or contract reductions, then no one will take these voluntary reductions.
- They could essentially say, that if you are taking volunteer leave without pay and we then have to impose a furlough, that your days of voluntary leave without pay count towards that furlough. Chancellor Rogers will be having his discussion with his cabinet at their next meeting as to discuss how we can get this policy out there and communicated. In the chancellor's mind, it would not be reasonable to penalize those who have already taken voluntary leave without pay or contract reduction if a furlough is enforced after they have already taken the leave. This would be penalizing those who took voluntary leave without pay twice. Chancellor Rogers looks to address this. There are some people who are willing to take leave without pay to help keep others employed or to balance a workload. This is not an easy choice to make since it effects pay, but the alternative could be the loss of a position.

Impact of University Cuts on the Community
- The Fairbanks Chamber and our legislators understand what this cut means for the university. Chancellor Rogers recently addressed the Greater Fairbanks Chamber of Commerce and the Republican Luncheon to lay out the impact of the level of budget reductions we are looking at, so that they understand. During his presentation, the slide that states this cut would be the equivalent of Flint Hills closing twice got the point across. The 50% drop in oil prices has hit everyone hard. Chancellor Rogers doesn't feel that we need to do to push for support. However, how you translate support into forty-five cents on the dollar is the hard piece. The big question will come in the next year as the state starts looking to the revenue side.
- There are few states or local governments that do not have a broad based tax. Alaska does not have a broad based tax such as income tax, sales tax, etc. Alaska will have to look at a broad based tax in the coming years. The public is not likely ready for this discussion until the real budget impacts are seen.
- Chancellor Rogers thanked staff for their work in keeping the institution moving forward. He is convinced that we will make it through the upcoming difficult times.
- Chris extended thanks to Chancellor Rogers and Sherrie for being present and for hosting breakfast.

III.   PUBLIC COMMENT
- There was no one present for public comment.

IV.   STATUS OF PENDING ACTIONS
A. Leave Share Resolution
- For new members, Staff Alliance has representation from the leadership of staff groups at UAF, UAA, UAS, and UA Statewide. Staff Alliance addresses changes and issues that impact the entire university system.
- This resolution regarding leave share was approved by Staff Alliance.   This resolution supported both UAF resolutions as written by Jeff Baxter, chair of Staff Affairs.
- The revision includes changes to intermittent family medical leave and adds bereavement to the qualifying circumstances for leave share. Right now, if you move into bereavement leave and you are out of leave, then you fall into leave without pay status. By adding bereavement to the leave share option your coworkers can donate leave to you.
- The officers thanked Jeff Baxter and Staff Affairs for their work on these resolutions.

B.   Emergency Leave Policy
- There is a temporary policy for this year. They are working on final policy for future years.

- This year, two days of sick leave were added that can be used for emergency weather leave. This will be an official category coming July 1, if it is approved by the BOR.
- If there is a weather event, an ice storm, for example, the chancellor can declare an emergency leave day. Employees who cannot make it to work can charge those two days of sick leave to emergency leave.
- There will likely be an administrative leave category added in the future. This is still on the Board of Regents (BOR) agenda.

V.   OFFICER REPORTS

A. Chris Beks, President
- Chancellor Rogers already covered many of the issues.
- The Planning and Budget Committee (PBC), has not met since Christmas break. They are waiting for budget and additional program review information. PBC will likely reconvene sometime this month.
- The Furlough Draft Regulation Taskforce has completed the tasks before it. The final version of the draft regulations is included with the agenda. Feedback can be submitted to the Staff Council Office at uaf-staff-council@alaska.edu. The policy has been approved, but the regulation is still in draft form.
- We expect to soon see a draft 'UAF Safety Policy.'
- The 'Protection of Minors Policy' that is already in place at UAF, will be going statewide.

B. Faye Gallant, Vice President
- Cost savings or revenue ideas can be submitted using the form on the OMB website: uaf.edu/omb.
- These ideas will be shared with either committees working on the topic or with the chancellor or provost, as needed. These will likely be shared with the Planning and Budget Committee when it reconvenes.
- Information regarding program reviews is available on the OMB website. There is also a link to the provost's website, which has information about academic program reviews. Additional information will be posted online when the final reports come out and are accepted.   Additionally, Julie Queen, Director of OMB, will be our guest speaker at the next Staff Council Meeting.
- In addition to the Training and Employee Development Team (TED), led by Staff Council Representative Jessica MacCallum, a survey will be sent out this month to all employees to see if staff members are receiving the training that they need in order to do their jobs and to meet their future career needs. As we change as an organization, we want the people that we have to meet the needs we will face in the future.
- This will likely be robust survey, but you are asked to encourage the people in your units to take the time to fill out this survey. This will strengthen our argument for continued and increased employee and personal development as we grow to fit changing needs.   If you have questions about the upcoming survey you can contact either Faye Gallant at fsgallant@alaska.edu, or Jessica MacCallum at jlnoble@alaska.edu

VI.   GOVERNANCE REPORTS

A. Mathew Carrick, President, ASUAF (no report)

B. Debu Misra, President Elect – Faculty Senate (no report)
- Debu has a class earlier on Monday mornings. He will be on the future agendas after 10:30 a.m.
- Debu presented information on possible furloughs and core values.

Possible Furloughs
- Debu heard today's discussion on furlough from the Faculty Alliance perspective. UAF Faculty Senate has not had a chance to discuss furloughs at the unit or university level. Faculty Alliance had a strong discussion regarding faculty furloughs.   Most Faculty Alliance members feel that faculty should be furloughed since they need staff most of the time to support faculty.
- One idea discussed was a furlough based on income level. There is some language that is being worked on. Faculty Alliance can review this, but faculty unions will address this.

- The only people who are protected from furloughs, right now, are faculty protected by unions. They are trying to open this up, but there may be program deletions and other ways we might lose faculty.
  Core Values
- Debu thanked Staff Alliance for their work on core values.   Looking at Staff Alliances' draft core values, he feels that there are things missing. The mission of the university is to educate students in a free an open society and for the public good and these are missing. Debu is working with two people to make a proposition for a different set of core values. Faculty Alliance will discuss draft core values and then approve a set of core values. The document will then be sent to the three faculty senates. At that point, Debu believes, David Valentine will share the document with staff and student governance groups.

VII.   STAFF ACHIEVEMENTS AND HIGHLIGHTS

A. Staff Match Sustainability Fee
- Sixteen CRCD employees generously donated funds to match the student sustainability fee. The office of Sustainability encourages other departments to do the same.

B. Office of Grants and Contracts Administration (OGCA) Staff Article Published
- OGCA staff members, Rosemary Madnick, Andrew Gray, and Samantha Aleshire, recently had an article published in National Council of University Research Administrators magazine.

C. Ben Stacey Appointed by Governor to Board
- Ben Stacey, the UAF Water Plant Manager, was recently appointed by Gov. Walker to the Water and Wastewater Works Advisory Board.

- Staff Achievements and Highlights can be submitted prior to the meeting to the Staff Council Office at uaf-staff-council@alaska.edu, or they can be presented during the Staff Achievements and Highlights section of Staff Council meetings.

VIII.   BREAK

IX.   GUEST SPEAKER

A. Karl Kowalksi, UA CITO
- Karl was present to provide information on the draft 'Mobile Device Security Policy,' which was recently submitted to the BOR for consideration. The draft regulations are also attached to today's agenda.
- The need for such a policy was driven by multiple factors, which included the proliferation of mobile devices. Each campus CIO identified mobile device security and our inability to regulate and keep track of these devices on our network as their top concern. Internal audit chose mobile devise security for this year's audit.
- Internal audit uses Control Objectives for IT (COBIT) standards, which are national standards for IT procedures and policies. When beginning any type of audit, they first look at what policies you have in place, whether those policies are followed, and whether or not there has been any deviation from policy in practice.
- When they began the audit it was clear that we did not have a mobile device security policy in place for them to measure us against. Based on this, they assessed what policies were in place at other universities.
- The draft policy is a compilation of mobile device polices from many universities. It was distributed to all governance groups, chancellors, and CIOs. These all thought the policy was acceptable. Their main concerns were the regulations.
- The draft regulations address the protection of university nonpublic information, the reporting and loss of equipment, use of personal devices on university networks, securing mobile devices, requirements when travelling overseas, and compliance.
- There are many countries that do not allow you to encrypt your computer and many countries that have access to your machine when you connect to a wireless or mobile network. In these types of situations, it is important

to protect university nonpublic information, including research data, HR data, or student data, that you may have on a university, personal, or public devices.
- The policy and regulations are not written as a gotcha, they are written as an awareness and an education for people. We have had people who were not aware of concerns when traveling, so they provide a loaner laptop.
- After policy and regulations will come guidelines and best practices. Our security team will help you, not only protect university assets, but will likely also help you protect your own assets.
- OIT Helpdesks have a pamphlet entitled: "10 Ways to Protect Your Mobile Device." They will also be providing information on things like encrypting your data, and if you are voluntarily using your laptop or smartphone to do work for the university, how you can best protect those assets.
- Karl will give the electronic copy of this pamphlet for distribution to Staff Council.
- We do not have as much of a problem protecting data on university owned devices. If it has been stolen or possibly compromised, OIT can inspect the equipment to ensure that data has not been compromised.
- There is a section on personal mobile devices, since many people voluntarily use their own devices to do university work. People often do not consider what the ramifications would be if the device were to be stolen. This is where the real difficulty comes in.
- The policy and regulations are intended to let everyone know that if you are using a personal device with university data you are responsible for the data in your custody.
- OIT will ask to see your device under certain situations. In practice, our security team has in place ways to monitor traffic and information. If they see a device that is sending strange quantities of data to some location, and it traces to your cell phone or laptop, they may ask to look at your device to make sure it is not infected. If it is they will look to see if any university data has been compromised. At that point you have a choice to say yes or no. You do not have to voluntarily let them look at your machine. However, if voluntary access is not provided, the next step may be for them to go back to General Counsel to take legal steps to examine the machine to make sure university information has not been compromised.
- This is not only to protect intellectual property, but under federal and state laws, OIT has an obligation to report if they feel someone's personal information has been compromised.
- There is a difference between a person who wants to be a good employee and do work on a personal device and your employer requiring you to do work outside of work. The draft regulations say that this type of work on your personal device is not encouraged, but we know it happens. They could put in the technical means to block any non-authorized device from accessing the network, but as a university, they don't want to do this.
- If you followed best practices, your liability is likely to be greatly diminished. If individuals are concerned that they might need to be taking additional steps or need to encrypt data, OIT can help.
- This policy and regulation is in addition to current policy and regulation. They felt that the world is changing so much, that it was necessary to ensure people understood that just because a device was not a desktop there were guiding policies that impact how you do business. We don't know what the next device will be, but we know that they access information, they access the internet, and they are portable. The university needs to be in a position to protect any of its nontangible assets, information and research.
- At this point they do not track mobile devices. They are informed about possible issues from various sources including reports from intelligence agencies. Additionally, hackers like to post their accomplishments. A lot of times the problem has already been patched by the time they are notified.
- In the past year there have been a couple dozen issues with mobile devices.
- The draft policy and regulations attempt to address work owned mobility and personally owned mobility.
  - Questions for Karl can be sent to Chris at chris.beks@alaska.edu, and he will forward them on.

X.   UNFINISHED BUSINESS

A. University Advocacy Committee - 'Volunteer Day' Proposal
  - The draft proposal will be discussed at the next Staff Council meeting due to today's full agenda and the

committee's future work to revise the proposal. The committee will meet next week to finalize the proposal. The revised proposal will be distributed to representatives in the next few weeks.

B. 2015 Staff Council Calendar Update
- Chris thanked Representatives who distributed calendars to staff in their unit.
- This year's calendar was the last thing printed by Printing Services before they closed.
- There are still a few calendars remaining.

C. UA Staff Alliance's Proposed 'University of Alaska Core Values'
   i. **Attachment 258-1: Proposed 'UA Core Values'**
  ii. **Attachment 258-2: UAF Core Values**
- We have not had much feedback on this issue. This was discussed at the last Staff Alliance meeting.
- Staff Alliance members have received feedback in the form of questions as to why we were looking at this issue. The majority of the listed values were not controversial.
- If you have any objections or questions about the values, please send them directly to Chris or Faye in the next two weeks. Otherwise, this is the document that Staff Alliance will work with and they will move forward with it. We will not take a formal position on these values as Staff Council, but you have an opportunity to give feedback.
- Ideally the UA Core Values should align, or at least not conflict, with the UAF Core Values. Once this is approved by Staff Alliance, it is assumed that it will be forwarded to the System Governance Committee.

D. 2015 Chancellor's Cornerstone Award
   i. **Committee chair and three additional committee representatives needed**
  ii. **Nomination Deadline: Feb. 20. 2015**
- Please take a moment to submit a nomination or encourage others to submit nominations.
- The committee will review the nominations before it meets. Usually we put forward the top 3-5 nominations to the Chancellor's Office as our recommendation for the award.
- This is a short term committee. You get to read a lot of positive things about your coworkers.
- Jane Groseclose was appointed to chair the ad hoc committee. Brad Krick, Kim Eames, and Constance Huizenga were appointed serve on the committee.

XI.   NEW BUSINESS
A. Proposed UAF Automated External Defibrillator (AED) Policy
   i. **Attachment 258-3: UAF AED Policy – Draft**
- Please review the draft policy, which is attached to today's agenda. Send comments or concerns to the Staff Council Office. Feedback needs to be submitted by Feb. 15.

B. Vacant Seats on Committees
   i. **Rural Affairs Committee - Chair Needed**
  ii. **Accreditation Steering Committee - Representative Needed**
 iii. **ASUAF Food for Thought Committee - Representative Needed**
  iv. **Fresh Air Campus Challenge Committee - Alternate Needed**
   v. **Parking Advisory Committee - Representative Needed**
- All Staff Council Representatives are required to serve on at least one permanent committee. We also have a chair position open on our permanent Rural Affairs committees. At this afternoon's orientation, you will receive information on each of the permanent committees. Internal committees usually meet one time a month and meetings are available by teleconference.

- As a committee chair, it doesn't usually take a lot of additional time aside from attending the committee meeting. You would be responsible for writing a short agenda for your meetings, leading the meeting, and submitting a short report to the Staff Council Office following the meeting.

C. Staff Make Students Count award:
   i. www.alaska.edu/governance/staff-alliance/staff-make-students-count/
   - This is a very nice award. Please encourage people in your units to submit a nomination.

D. Proposed Mobile Device Security Policy & Regulation
   i. **Attachment 258- 5: Proposed UA Mobile Device Security Policy and Regulation**
- Send comments or questions about this regulation to Chris, who will forward them to Karl Kowalski, CITO.

E. Proposed Furlough Policy & Regulation
   i. **Attachment 258-4: Proposed Furlough Policy and Regulation**
- A suggested revision was to ensure that if a department or staff take voluntary leave without pay, would count if a furlough were to be later put in place. The Staff Council officers forwarded this concern to Staff Alliance.
- Statewide HR is still taking comments on this draft regulation. The draft regulation states that you could not have more than one furlough day per pay period, except if it was associated with a holiday closure.
- The officers have been pushing for a furlough setup where over the course of a year or six months, each employee has to take however many furlough hours. This would allow people to spread the furlough out as flexibly as possible. The regulation was written with the intent that the employee would have the choice of how to take the furlough, although it does not read like this currently.
- A 37.5 hour work week was discussed by the Planning and Budget Committee. They chose not to go forward with it. However, things have changed drastically since this time. It may be looked at again as a viable option.
- Chris and Trish were on the taskforce that put these draft regulations together. The regulations were intentionally left very conservative. The budget picture has changed since mid-December, but this doesn't necessarily means the policy needs to be adjusted. The limit of 13 days is equivalent to 5% of people's salary.
- The taskforce felt that the decision to furlough should be made at the university level, not the department level. Right now it is written at the "unit" level, which was intended to mean the university level. The officers have requested that the term "unit" be replaced with the term "university," to clarify the meaning.
- The way that the policy is written, furloughs are for very serious budget issues.
- The likely way a furlough would be implemented would include at the beginning of the fiscal year, the president or chancellor would indicate the number of furlough days employees would need to take. The employee would work with their department to see when it would be appropriate to take the furlough days.

XII.   INTERNAL COMMITTEE REPORTS
A. Elections – Richard Machida, Chair - Did not meet

B. Membership and Rules - Trish Winners, Chair
   i. **Attachment 258-6: February Committee Report**

C. Rural Affairs - Did not meet
   i. **Chair Needed**

D. Staff Affairs – Jeff Baxter, Chair - Did not meet

E. University Advocacy – Nate Bauer, Chair

XIII.   EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)

A. Staff Alliance - Staff Health Care Committee – Lesli Walls; Kim Eames; David Bantz (Alt); Susan Sanborn (Alt)

   i. Attachment 258-9: February Committee Reports

B. Staff Alliance - Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith

C. UA Statewide - Furlough Task Force – Chris Beks and Trish Winners

   i. Task Force has completed all work.

XIV.   EXTERNAL UAF COMMITTEE REPORTS (written only)

A. Accreditation Steering Committee

   i. Representative needed

B. Chancellor's Advisory Committee for the Naming of Campus Facilities – Jesse Atencio

C. Chancellor's Diversity Action Committee (CDAC) – On Hiatus

D. Chancellor's Planning and Budget Committee - Chris Beks, Rep; Juella Sparks, Alt

E. Food for Thought Committee

   i. Representative needed

F. Fresh Air Campus Challenge Committee – Brad Krick, Rep;

   i. Alternate needed

   ii. Attachment 258 - 8: February Committee Report (PDF)

G. Master Planning Committee (MPC) – Richard Machida, Rep; Brad Krick, Alt

   i. Attachment 258-7: February Committee Report

H. Meritorious Service Award Committee – Faye Gallant - On Hiatus until April 2015

I. Parking Advisory Committee (PAC)

J. People's Endowment Committee – Jessica MacCallum

K. Research Program Review Task Force – Richard Machida & Marie Thoms

L. RISE Board – Ian Olson

M. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell

N. Sustainability Master Planning Committee, Richard Machida

XV.   AD HOC COMMITTEE REPORTS (written only)

A. Term Funded Ad Hoc Committee – Lawrence Murakami, Chair

B. Training & Employee Development Working Group Update - Jessica MacCallum

XVI.   ROUND TABLE DISCUSSION

XVII.   ADJOURN

- The meeting was adjourned by President Chris Beks at 11:25 a.m.

UA Staff Alliance Proposed 'University of Alaska Core Values' - DRAFT

The University of Alaska is committed to maintaining the highest ethical standards and to upholding the public's confidence in the university. We recognize that our behavior affects not only our own individual reputation, but also that of the University of Alaska. It is essential to promote an environment that allows everyone who is a part of the university community to do their best work, be respected and have as positive an experience as possible. These expectations are in alignment with the university's goal to continually improve, maintain its status as a world-class research university and to be an employer of choice in Alaska. Accordingly, these University of Alaska Core Values form the ethical principles that guide members of the university community in all decisions and activities. These principles are:

Integrity: Individually and as a community we act and communicate truthfully and responsibly. We avoid activities and actions that perpetuate personal conflicts, self-dealing or portray the appearance of impropriety. We accept accountability for our conduct while fostering the responsible actions of others.

Respect: We cultivate a multicultural climate where we treat each other with fairness and dignity even in the face of disagreement. We are accepting and tolerant of differences on campus communities that are supportive, safe and welcoming of diverse ideas, beliefs and cultures.

Service: We contribute to the advancement of the state by providing excellent service to and collaboration with students, alumni, business and industry partners, donors, government bodies, accrediting agencies and the communities and stakeholders the university serves.

Innovation: We strive to produce the highest quality outcomes in all endeavors as we seek knowledge, discovery, creative achievement and continuing intellectual development.

Home » UAF 2010 » CORE VALUES

Strategic Plan

CORE VALUES

As the nation's arctic university, UAF is defined by its location in the circumpolar North, Alaska's diverse cultures, rich history, unique geography and environment. The students, faculty, staff and alumni, in honoring the public trust, commit themselves to the pursuit of excellence and work of the highest possible quality. We hold the following values to be the cornerstone of our identity as an academic community:

- Student success
- Vitality and creativity of new discoveries and scholarship
- Access to comprehensive higher education and lifelong learning
- Sharing assets and resources with Alaska communities through active engagement
- Independence of thought and action in the pursuit of knowledge
- Diversity of our students and employees
- Accountable for and efficient use of university resources
- Promoting sustainable living in the North

21 June 2012, Thursday 10:57

Proposed UAF Policy 02.09.040

Original Adoption: _____

Responsible Chancellor's Cabinet Member: **VCAS**

Responsible Department/Office: **Facilities Services**

Automatic External Defibrillator Policy

POLICY STATEMENT

In order to provide the best possible outcome for victims of sudden cardiac arrest on University of Alaska Fairbanks campuses and properties, automated external defibrillators (AEDs) are provided and maintained at key strategic locations. They may be installed at additional locations when paid for by departments, and approved by the UAF Fire Chief.

BACKGROUND & JUSTIFICATION

AEDs have been shown to significantly improve the outcomes for victims of sudden cardiac arrest. To achieve optimal public health benefits, AEDs should be strategically placed in high-risk locations such as transportation hubs, high-density public areas, and fitness facilities. Evidence shows that untrained laypersons can apply and use an AED safely and effectively.

Alaska Statutes provide limits to civil liability to a person who provides an AED for use in a medical emergency and establishes conditions for immunity, including maintenance and training requirements. UA General Counsel has determined the placement of AEDs in public locations exposes the University to a moderate risk of being sued if it is determined the AED was not properly maintained according to the specifications in the statute. Qualifications in civil immunity laws have been found to be an impediment to the acquisition of AEDs. Recent trends in litigation suggest a facility without an AED may be more at risk for a lawsuit than one with an AED.

DEFINITIONS

Automated External Defibrillator (AED): a portable electronic device that, when applied to an unresponsive person, can identify cardiac dysrhythmias and guide a user with aural and textual instructions to use electrical current to restore a normal cardiac rhythm.

Public Access Defibrillation: a program designed to encourage greater acquisition, deployment and use of AEDs in an effort to reduce the numbers of deaths associated with sudden cardiac arrest.

Strategic AED: an AED determined to meet the criteria of public access defibrillation and in a location without access to emergency medical service in five minutes or less. Such AEDs will be installed and paid for by the UAF administration.

REFERENCES RELIED UPON

Civil Liability For Use of An Automated External Defibrillator, Alaska Statute 09.65.087.

Gilchrist S, Schieb L, Mukhtar Q, Valderrama A, Yoon P, Sasson C, et al. A summary of public access defibrillation laws, United States, 2010. Prev Chronic Dis 2012;9:110196. DOI: http://dx.doi.org/10.5888/pcd9.110196

Lazar, R. (2013, August 9). Current State of U.S. AED Laws. Retrieved June 23, 2014, from http://www.readisys.com/current-state-of-u-s-aed-laws/

Roszak, A. (n.d.). Legal Concerns. Retrieved June 23, 2014, from http://www.sca-aware.org/campus/legal-concerns

RESPONSIBILITIES

Unit/Department Heads: May request AEDs for their facilities. (If in a non-strategic location the unit will fund the purchase and installation by Facilities Services of approved AEDs.) Monitor installed AEDs; notify fire chief of new or decommissioned AEDs; ensure AED training is provided as appropriate.

Student Health and Counseling Center Physician: upon the request of a UAF department or unit purchasing an AED, authorize AED purchases where a physician approval is required.

UAF Fire Chief: Specify approved AEDs; provide guidance for installation and use of AEDs; maintain an inventory of AEDs; collect data on AED usage.

Facilities Services: Conduct annual inspections, testing, and minor maintenance (including battery replacement) of AEDs in accordance with manufacturer's recommendations; furnish and install AEDs and cabinets as requested following best practices and guidance from the fire chief.

All Users: When an AED has been used (whether or not a shock was delivered), notify the fire chief and complete UA AED Post-Incident Report Form for Cardiac Arrests.

NON-COMPLIANCE

Failure to properly maintain and routinely test a device may result in the device not being ready when needed.

Failure to comply with this policy and to meet the conditions in AS 09.65.087 may increase civil liability for the user and the University.

EXCEPTIONS

None

PROCEDURES

At a minimum, UAF will ensure that AEDs are provided at the following strategic locations determined to meet the criteria of public access defibrillation and those without access to EMS in five minutes or less: a) Great Hall; b) Student Recreation Center; c) Patty Building; d) Museum of the North; e) Wood Center; f) Poker Flat Research Range; g) Toolik Field Station; h) Osher Lifelong Learning Institute; and, i) Community and Technical College on Barnette Street.

A UAF department, unit, or other entity that desires to provide an AED in other locations is responsible for all initial and ongoing costs associated with the procurement, installation, and repair of the device.

UAF Facilities Services will conduct (and pay for) annual inspection and testing of AEDs, and will perform minor maintenance on them, including battery replacement as required. The cost to replace or overhaul non-strategic AEDs will be borne by the department, unit or entity which requested its installation.

AEDs shall be provided or located in a manner to ensure ready access by the intended users.

Only AEDs approved by the fire chief shall be purchased and installed in UAF facilities. AEDs shall be furnished and installed by Facilities Services.

AEDs shall be maintained to the most current American Heart Association Guidelines (currently 2010).

Decommissioning of unneeded or obsolete units shall be through Facilities Services and with notification to the fire chief.

POLICY APPROVED BY:

_____
Brian D. Rogers, Chancellor
University of Alaska Fairbanks

Possible Furlough Regulation Provisions: Latest draft as of Dec 4, 2014

Definitions:

Furlough: A temporary unpaid leave of absence for a designated period of time or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall.

Budgetary shortfall: A status of financial health in which projected or actual expenditures exceed revenue.

Individuals affected:

All university employees (full or part-time, regular, term or temporary) may be subject to furlough. The following are excepted:

- Employees who hold H-1B visas, as defined in 20 CFR 655.731.
- Graduate/teaching/research assistants; postdoctoral fellows/trainees who do not pay FICA; and other student employees.
- Employees on military leave with pay.
- Employees who perform functions essential to maintain health and safety, as determined by the chancellor/president.
- Employees whose pay is 100% restricted funds

Furlough provisions for individuals under collective bargaining agreements will be clarified through Memoranda of Agreement with each bargaining unit. In the absence of an MOA, bargaining unit members will be subject to layoff per their CBA.

Authority:

The president will declare furlough for affected unit(s) upon recommendation of the chancellor(s) and the VP for Finance and Administration but only after other reductions, cost savings, as well as revenue generation have been investigated and implemented. The president shall consult with governance before implementation. Governance may request financial records for any unit(s) affected by furlough.

Structure of Furlough:

The structure of a furlough could include, but not be limited to, any and all of the following:

- A designated number of days each pay period/month/year could be considered furlough days, with no business being conducted on those days.

- Exempt employees may have their salary reduced by a stated percentage. Non-exempt employees may be given reduced-hour work weeks (for example, work week reduced from 40 hours to 37.5 hours) or reduced contracts (for example, work schedule reduced to 9 days per pay period).

- Fewer furlough days could be implemented based on lower employee compensation levels.

- Employees could request a reduced-income/reduced-year contract in lieu of furlough days.

In all cases, reduction of pay will include reduction of expected effort.

Limits to Furlough:

- No more than 13 days per fiscal year. If the university cannot recoup sufficient revenue to meet financial need after the maximum 13 furlough days, layoffs may occur.
- Each furlough period must end with conclusion of fiscal year.
- No more than one day per pay period unless associated with holiday closures.

Notice of furlough start and stop:

Specifics of when furloughs begin and end will be distributed to all affected employees through the Statewide Office of Human Resources. Affected employees shall be given a minimum of sixty (60) days' notice of anticipated furlough details before furlough start. Furlough plans shall designate the amount of furlough time and the period within which it must be taken. The president may reduce or cancel a furlough plan at any time.

Pay and Benefits During a Furlough Period:

- An employee may not use paid leave to offset all or any portion of a furlough.
- Benefit-eligible employees will be paid for a holiday that falls before or after furlough days.
- Health care and life insurance benefits will not be affected by a furlough.
- There will be no change to employees' accrual of annual and sick leave during a furlough.
- There will be no change to scheduled pay deductions authorized by employee during a furlough.
- Retirement contributions (by both the employee and the University) will be affected by a furlough, as contributions are based on actual earnings.
- PERS service credit may be affected depending on the structure of the furlough.
- Eligibility for Family and Medical Leave (FML) may be delayed due to reduced hours of work.
- Employees may not be directed or permitted to work on furlough days or to work more than 40 hours in the work week in which furlough days are taken without written approval of the chancellor or president.

Review of policy and regulations:

A review committee established by the president shall examine ongoing need and efficacy on a quarterly basis once a furlough has been implemented. Governance shall be consulted before any policy/regulation changes go into effect.

Statewide Human Resources will review any appeals from employees claiming extreme financial hardship under a furlough implementation.

Draft Furlough Policy

P04.07.115   Employee Furlough

A. To address budgetary shortfalls in any unit of the university, employees may be subject to furlough via temporary unpaid leaves of absence or via prospective, temporary reductions in pay and equivalent work hours.

B. Furloughs shall be implemented in accordance with regulations and plans approved by the president pursuant to this policy, provided however that employees shall receive written notice of furlough as provided by regulation.

C. Furlough plans may be implemented notwithstanding any other regents' policy, university regulation or university or campus practice or procedure and are subject to appeal processes only as may be provided in regulations adopted pursuant to this policy.

PROPOSED POLICY

P02.07.066.   Mobile Device Security Policy

University employees and students who use a laptop computer or mobile device (e.g. portable hard drives, USB flash drives, smartphones, tablets) are responsible for the university data stored, processed or transmitted via that computer or mobile device and for following the security requirements set forth in this policy and other applicable Information Resources Policies and regulations regardless of whether that device is the property of the university or the individual.

The use of unprotected mobile devices to access or store University non-public information as defined in R02.07.094 is prohibited regardless of whether or not such equipment is owned or managed by the university.

The Chief Information Technology Officer (CITO) is responsible for coordinating with the campuses in the development of consistent measures and business practices for ensuring the security of sensitive data on mobile devices.

PROPOSED REGULATION

R02.07.066.   Mobile Device Security Policy

A.   Protection of Non-Public Information

   1.   Every user of laptop computers or other mobile devices must use reasonable care, as outlined in the university's Information Resources Policy (P02.07), to protect university non-public information. The Information Resources Policy details examples of non-public information and the requirements for securing this data during transmission and at rest.

   2.   Protection of non-public information against physical theft or loss, electronic invasion, or unintentional exposure is provided through a variety of means, which include user care and a combination of technical protections, such as authentication and encryption, that work together to secure data and devices against unauthorized access.

   3.   The Chief Information Technology Officer (CITO) or delegate should be contacted to determine if appropriate protections are already in place and to

assist with enabling the security measures for laptops or other mobile devices. The Information Resource Policy (P02.07) details requirements for securing this data during transmission and at rest.

B.   Reporting Loss/Theft of Equipment or Data

University affiliates who possess university owned laptop computers and mobile devices are expected to secure them whenever they are left unattended. The university will not reimburse for lost or stolen, personally owned laptop computer(s) or other mobile device(s).

In the event a university-owned or managed laptop computer or mobile device is lost or stolen, the following steps should be taken:

1.   Immediately report the theft or loss to the respective campus support center/helpdesk who will:
  1.1.   Immediately report the theft or loss to the respective campus University Police Department or local law enforcement.
  1.2.   Contact the Office of Information Technology to report the incident which will initiate a risk assessment by the Chief Information Security Officer.
  1.3.   Contact your Risk Management Office to file a stolen property claim.

In the event university non-public information is contained on any mobile device that is lost or stolen, or if passwords or other system access control mechanisms are lost, stolen or disclosed, or are suspected of being lost, stolen or disclosed the Chief Information Security Officer must be contacted immediately.

C.   Use of Personal Mobile Devices

The use of personal laptops and other mobile devices to conduct University business is not encouraged, however incidental use of personal equipment shall comply with all policies and regulation regarding use of Mobile Devices.

Employees acknowledge a personally owned laptop computer or mobile device used to access, store or transmit university data or resources is subject to sequestration for forensic examination by the University in the event a device is involved in legal processes, has been compromised or otherwise may have have exposed non-public university data.

D.   Securing Information on Mobile Devices

        The CITO will coordinate the establishment of appropriate guidelines for securing mobile devices and will promulgate these as technology changes.

E.   Devices that do not support encryption must not be used to access, store, or manipulate restricted information.

F.   In addition to appropriate information handling requirements determined by the Information Resources data classification, sector-specific data (ex. PCI-DSS, HIPAA, etc.) may have additional requirements. Check with the Office of Information Technology for assistance.

G.   Individual divisions, schools, colleges, Institutes or departments may impose additional information security requirements beyond those set forth in this policy and as may be required by sponsors, government agencies or other external entities. For further information on reporting security incidents and implementing security practices see the Office of Information Technology website.

H.   Requirements When Traveling Overseas

        University personnel and students carrying university-issued laptops or mobile devices while traveling abroad, whether on business or for pleasure, must comply with data protection measures in this policy and with U.S. trade control laws, the university's regulation on Export Control Licensing and laws of the destination country. U.S. export control laws may prohibit or restrict such activities absent special U.S. government licenses. Before traveling abroad with a laptop or other mobile device, consult with the Office of Information Technology, your funding agency, Office of Research Integrity (ORI) or Vice-Chancellor of Research.

        University faculty, staff, and students must understand the restrictions described here, which may include prohibiting the use of any device(s) that may later come in contact with any UA network..

1/12/2015	Membership & Rules Meeting Notes	Action Item Date/Owner
1	Roll Call - quorum met: Brad Krick, Trish Winners, Jessica Desrochers; Guest - Nicole Dufour; Absent: Jessica MacCallum	
2	Next ParliaMinute - Brad Krick	BK - 1/26/2015
3	Plan M&R party for winter Incentive win! Reward for new member drive. Possibly 1/30; checking.	TW - 1/31/15
4	Reviewed & Updated "Parliamentary Procedure in Nutshell"; Need guidance from Exec. Board on M&R's role in Orientation.	TW - ask Exec Bd.
5	Review/Discussed Bylaws Section 3 A-C; 3 motions are agreed to in concept by the group.	
	Motion: Brad will research Quorum language in Sect 7 and draft motion for group to update Sect 3 language if needed.	BK - Motion if needed. 1/19
	Motion: Brad - Strike line about 2015; no longer needed.	BK - Motion to strike 1/19
	Motion: Section 3.A.v. references the wrong section number; create motion to amend.	TW - Motion to fix numbering. 1/19
6	Discussion on rescheduling next & future M&R Meetings (Feb 2 - Orientation - reschedule to Feb 9?); since our scheduled monthly meetings, 1st Mondays, will be falling on the same day as future SC meetings, we are proposing changing dates to 2nd Mondays of the month; motions are brought to Executive Board meetings which are the 3rd Tuesdays, Committee reports due 20th of each month. Do we want to keep meeting on Mondays? It was suggested we wait until the new reps are seated and have a chance to join committees before settling on a new schedule for 2015.	TW - Follow up with Jessica MacCallum, and rest of the group for Feb meeting date change; discuss with new reps for 2015. March M&R Meeting.
7	Assign "owners" for remaining Bylaws Sections reviews: Log updates, motions, etc.	TW/Next Meeting
8	Incentive for completing Constitution/Bylaws Reviews and Motions/Log for the year? How M&R spells FUN.	TW/Next Meeting
	Important Dates:	
	Next SC Executive Board Meeting: 1/20/15	
	Committee Reports due: 1/20	
	Next Staff Council Meeting: #257 - February 2	
	Next M&R Committee Meeting: Proposed - 2/9	

Master Planning Committee
Report for Staff Council Meeting #258

Members: Richard Machida, Brad Krick (alt)

The Master Planning Committee (MPC) met on January 15.

There were no new items on the agenda, so the meeting was brief. The group asked if there any new goals or improvements to MPC and if there were any items the group should be looking for in the coming years. The UAF Master Plan is updated every five to seven years and was last updated five years ago, so a refresh is due soon.

Also announced: UAF's Sustainability Plan is now part of the Master Plan. There was an Open Forum held on Wednesday, Jan 28.

Some of the questions/suggestions brought up in the meeting included:

- Can MPC meetings be publicized more widely so we have more attendance from parties on campus who might be affected?
- Can a meeting be held on West Ridge (meetings are almost always held in Signer's Hall)?
- Will there be a budget impact on MPC and specifically on the process to review the Master Plan? For example, how should we plan for new buildings and infrastructure? The chair suggested that the group might invite Chancellor Rogers to talk to the group about how best to approach this issue.
- Can MPC better connect with the campuses under CRCD? There is currently some crossover work between the two groups, but could there be more?

The group will meet again on January 29.

Fresh Air Campus Challenge (FACC) Committee
Report for Staff Council Meeting #258

Members: Brad Krick

The FACC group met on January 14 and on January 28. The group will continue to meet every two to four weeks for the foreseeable future.

In December, the Board of Regents approved a change in policy making all UA properties tobacco-free. The group's first meeting focused on recommending a date for when to implement a no-tobacco policy at UAF. We were given four dates to consider: July 1, August 20, November 1, and December 1 (the deadline for all UA properties specified by Statewide). The group recommended Dec 30 - not a date originally offered - with the reasoning that delaying that starting the policy in July or August would be too soon but that starting in the middle of the semester, especially close to finals, would be a bad idea. Starting in between the semesters gives us a chance to advertise resources and the coming change, and lets current students and employees know that things will be different when they return from winter break. If Dec 30 was not an option, the group supported either July 1 or August 20 because we felt it would be best to not begin in the middle of a semester.

The group talked about other ideas for implementation, including starting enforcement of the current 50 foot rule and using Springfest as an event to test out going smoke-free.

At our second meeting, we had guests from the American Lung Association and Fairbanks Memorial Hospital. They shared tips and took questions about implementing a tobacco-free policy. Octavia Harris from the ALA said that most universities use a 12 to 24 month timetable and that starting a tobacco-free policy in the middle of the semester does not work as well as starting at the beginning of a semester. They encouraged starting early, creating scripts to aid in politely informing people of the new policy, looking for champions who can help encourage smoking cessation, creating support groups, providing cessation products like the patch or gum, and so on.

At one of the group's next meetings, Marketing and Communication will attend to talk about how to communicate this change in policy.

Staff Alliance Staff Health Care Committee
December 17, 2014 2:00 p.m. – 3:30 p.m.
Audio Meeting Minutes

Committee Members Roll Call:

<u>UAA</u>
Melodee Monson
Maureen Hunt

<u>SAA</u>
Monique Musick
Linda Hall

<u>UAF</u>
Lesli Walls
Kim Eames
Alternates: David Bantz and Susan Sanborn

<u>Alliance Representative</u>
Monique Musick

<u>Ex-Officio</u>
Erika Van Flein

Agenda approved as presented.

Review and discussion on the JHCC recommended plan changes as per the
following notes from the Joint Health Care Committee meeting held on December
10, 2014.

****

JHCC December 10, 2014

During today's Joint Health Care Committee we considered 8 plan changes for
FY16 and approved 7 of them. The last is still under consideration, but needing
more information.

1) CDHP Deductibles and Out-of-Pocket (OOP) maximums
The U.S. Treasury Department released new minimum deductibles for plans with
a Health Savings Account that affect UA's Consumer Driven Health Plan
(CDHP). The 2015 minimum deductibles are now $1,300 individual, $2,600
family. OOP limits were also raised up to possible Maximum out of pocket limits
of $6,450 individual, $12,900 family. JHCC discussed whether to raise the

deductibles incrementally as the Feds raise the limits or to make a larger jump and not change it for a few years. That would also differentiate the CHDP more from the UA High Deductible Health Plan (HDHP). The group decided to just increase (incrementally) the deductibles to the new federal minimums and to leave the OOP levels where they are.

> MOTION: The Joint Health Care Committee recommends that the CDHP minimum deductibles for the new plan year (Fiscal Year 2015-2016) be increased as required by the federal government ($1,300 for an individual and $2,600 for a family).
> ACTION: Passed

> MOTION: The Joint Health Care Committee recommends that the CDHP maximum out of pocket limits for an individual and a family not be raised.
> ACTION: Passed

> MOTION: The Joint Health Care Committee recommends that the 750 Plan and HDHP maximum out of pocket limits for an individual and a family not raised.
> ACTION: Passed

2.) Increase pharmacy co-pay for the 750 Plan and HDHP

At 9.5%, our member cost share is below Premera's norm. Many generics have increased in cost recently and our copay is currently very low at $5. JHCC reviewed a few different funding models including an option to add a fourth tier of co-pay for specialty pharmacy drugs that have been increasingly adding to overall pharmacy costs. In the end the committee chose a hybrid new tier structure, adding in a new $100 co-pay for specialty drugs.

> MOTION: The Joint Health Care Committee recommends that the pharmacy copays for the new plan year (FY2015-16) for the 750 Plan and the HDHP be as follows:
> Retail= $10 - $30 - $60 - $100 ($100 retail fee is for specialty drugs)
> Mail= $20 - $60 - $120 – NA
> Deductible= $0,   OOP Max= $1,000 individual, $1,700 family
> ACTION: Passed 11 to 1

3.) Discontinue coverage of PPI (Proton Pump Inhibitors), either brand only or all

Looking just at brand name PPIs that have OTC versions available (Nexium, Prilosec, Prevacid) – Premera ran a quick report looking back at 6 months' worth of claims from 5/1 thru 10/31 for Univ of AK. There were 217 claims for $80,218 for these products. An option could be to only cover generics (or over the counter) but no brand name drugs.

> MOTION: The Joint Health Care Committee recommends to cover generic

proton pump inhibitors only, but not brand name PPI drugs.
        ACTION: Passed

4.) Telemedicine: "Virtual Care"
Premera's telemedicine service can be added to our plan at renewal. Cost is .50 PEPM
which is far below what we'd pay for a separate service. Recent Alaska legislation allowing telemedicine makes it a viable option for our plan. There is a potential for savings to the plan, (especially for members in rural areas) that could exceed the extra administrative costs. It would interface seamlessly with our plan through Premera. We would want a usage report and may re-evaluate after seeing utilizations and savings.
($40.00 for this option – available upon renewal July 1, 2015)

        MOTION: The Joint Health Care Committee recommends that the
        Telemedicine "Virtual Care" program be added to the UA Choice plan.
                ACTION: Passed

5.) Maternity Case Management and NICU Care Management
This service aims to improve care and outcomes with clinical oversight and management of newborn intensive care. Costs per case would be: Maternity Risk Assessment ($100) and Maternity Case Management ($475). All pregnant members would have outreach based on claims or provider referral. Member can enroll and has assessment, access to educational program and 24/7 nurseline for maternity with 2nd assessment in 2nd trimester ($100 for this part). Member assessed as high risk at either 1st or 2nd assessment is offered case management ($475)
(Currently waiting to hear back from the Provider as to how much savings this plan would provide.)
NICU management is separate program, cost is $1,486 per case for NICU care. FY14 highest cost claim was for critical newborn

While there does not seem to be a downside, the benefits were a little hard to identify. JHCC decided to postpone a decision on this service pending further information.

6.) Out-of-Network Providers (two items)
a) Currently we pay OON providers at the 80th percentile of billed charges. Proposal is to change this to 125% of Medicare rates for state of Alaska (or state where
services are provided). Concern about this change is the potential impact on members who could get a greater bill should their provider go back to them for Balance Billing. The benefit is that this could push more providers toward joining the Network. The lower allowable charge will also result in a lower coinsurance for the member. (Objective is to stop the madness of providers driving the cost.)

MOTION: The Joint Health Care Committee recommends to switch to out-of-network providers being paid at the 125% of Medicare rates for the State of Alaska per the Premera proposal.
ACTION: Passed 7 to 4.

b) Payment to Member: Change how OON providers are paid.
Currently payment goes to provider.
Change to be:
1) a joint payment (member and provider on check; member must sign to endorse), OR
2) payment directly to member and member must pay the provider.

MOTION: The Joint Health Care Committee recommends that the mode of payment for out-of-network providers be continued according to current practice, i.e., process of paying the provider directly.
ACTION: Passed

7.) Re-pricing of Out-of-Network (OON) Dialysis claims

Available at no additional PEPM charge. Dialysis treatment can be an extremely costly service and the plan is primary for the first 30 months. This change would not impact members who are enrolled on Medicare Part B (no age limit), but could save the plan a considerable amount on claims for dialysis. (added at no additional cost – benefits in savings)

MOTION: The Joint Health Care Committee recommends that the out-of-network dialysis claims be re-priced per the Premera proposal.
ACTION: Passed

8.) Adding a $0 copay tier to 750 Plan and HDHP for preventive drugs (PV1 drug list) (Coincides with item 2)

Shifting copays to client would add approximately $71,711 in costs to the Plan or $0.68 PMPM. The benefit could be improved compliance and less barrier to people taking necessary medications.

MOTION: The Joint Health Care Committee recommends that a new $0 copay tier be added to the 750 Plan and HDHP for preventive drugs, i.e., PV1 drugs.
ACTION: Passed

Wellness: Communications to members on all of this will be important. Specific communications on the PPI drug change in particular. Promote the Wellness Q & A and the Wellness rebate on website at www.alaska.edu/benefits/.

The spring SHCC meeting has yet to be scheduled. Teleconference adjourned 3:30 p.m.