

**AGENDA**  
**APPROVED**  
**UAF STAFF COUNCIL #284**  
**Monday, Sept. 11, 2017**  
**8:45 - 11:15 AM**  
**Wood Center, Ballroom**

\* Video Conference information was emailed to representatives on prior to the meeting

\*\*Live stream information is available at: [www.uaf.edu/uafgov/staff-council](http://www.uaf.edu/uafgov/staff-council)

**I. 8:45 - 8:50 CALL TO ORDER & ROLL CALL**

- A. Call to Order
- B. Roll Call
- C. Approval of Staff Council Meeting #284 Agenda
- D. Green Dot Minute
- E. Safety Minute

**II. 8:50 - 9:00 STATUS OF PENDING ACTIONS**

- A. Staff Council Resolution 2016-281-E1: Resolution in Support of the Addition of Staff and Faculty Regents to the UA Board of Regents

**III. 9:00 - 9:05 PUBLIC COMMENT**

**IV. 9:05 - 9:20 OFFICERS' REPORTS**

- A. Kara Axx, President
- B. Sue Mitchell, Vice President

**V. 9:20 - 9:45 INTERNAL COMMITTEE REPORTS**

- A. Elections – Jessica Armstrong, Co-Chair & Stacey Howdeshell, Co-Chair
  - i. Committee members needed to assist with fall election
  - ii. [Attachment 284-10: Sept. Committee Report](#)
- B. Membership and Rules - Mathew Mund, Chair
  - i. Representative did not submit a response
- C. Rural Affairs - Chris Brooks, Chair
  - i. Did not meet - Most members were off contract
- D. Staff Affairs – Jessica Allard, Chair
  - i. Attachment 284-8: Sept. Committee Report
  - ii. Attachment 284-9: June Committee Report
- E. University Advocacy – Carrie Santoro, Chair
  - i. Representative did not submit a response
  - ii. [Attachment 284-2: 2016-2017 Annual Committee Report](#)

**VI. 9:45 - 9:55 GOVERNANCE REPORTS**

- A. ASUAF Report
- B. Faculty Senate Report

**VII. 9:55 - 10:00 BREAK**

**VIII. 10:00 - 10:05 STAFF ACHIEVEMENTS AND HIGHLIGHTS**

**IX. 10:05 - 10:20 CHANCELLOR'S REMARKS**

**X. 10:20 - 10:40 GUEST SPEAKERS**

- A. Scott Bell, Assoc. Vice Chancellor - Facilities Svcs. (10:20 AM)
  - i. [Attachment 284-1: Indoor House Plant Initiative Memo - Facilities Services \(Aug. 2, 2017\)](#)
- B. Evon Peter, Vice Chancellor - Rural, Community, & Native Education (10:30 AM)
  - i. Indigenous Peoples' Day

**XI. 10:40 - 10:50 UNFINISHED BUSINESS**

- A. Resolution Opposing Proposed Leave Cash-In Changes - DRAFT (Staff Affairs)
  - i. [Attachment 284-4: Resolution 2017-284-1 - DRAFT](#)
- B. UA Strategic Pathways <http://www.alaska.edu/pathways/>
  - i. Phase 2 Reports: [www.alaska.edu/pathways/phase-2/](http://www.alaska.edu/pathways/phase-2/)
  - ii. Phase 3 Reports: [www.alaska.edu/pathways/phase-3/](http://www.alaska.edu/pathways/phase-3/)
  - iii. UAF Staff Council - Strategic Pathways Phase 3 Feedback
- C. Staff Volunteer Day Update (University Advocacy)
- D. Employee Giving Initiative (University Advocacy)
- E. Staff Mentoring Update (University Advocacy)
- F. Proposed Residence Life & Staff Council Open House and Resolution in Support of Proposal (University Advocacy)
  - i. [Attachment 284-11: Open House Plan - DRAFT](#)
  - ii. [Attachment 284-12: Motion 2017-284-2: Motion to Approve Staff Council Open House Plan - DRAFT](#)
- G. Staff Emeritus (Staff Affairs)
- H. UA Indigenous Peoples Day
- I. Staff Council Meeting Notes Update (Staff Affairs)
- J. Role of At-Large Representatives - Discussion (M&R)
- K. Committee Representatives:
  - i. Elections Committee

- Members needed to assist with fall election

**XII. 10:50 - 11:05 NEW BUSINESS**

- A. 2018 Staff Council Meeting Schedule
  - i. [Attachment 284-5: Motion 2017-284-1 - DRAFT](#)
- B. ADA Accessibility Issues Discussion
- C. Meeting Space Discussion

**XIII. INTERNAL AD HOC COMMITTEE REPORTS (none)**

**XIV. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)**

- A. Staff Alliance - Staff Health Care Committee – Lesli Walls, Rep; Stacey Howdeshell, Rep; David Bantz, Alt; Sue Mitchell, Alt
  - i. Did not meet
  - ii. [Attachment 284-3: Health Care Information](#)
- B. Staff Alliance Compensation Working Group – Kathy Nava, Rep; Alda Norris, Rep
  - i. Did not meet
- C. Staff Alliance Morale Committee - Lesli Walls, Rep; Jami Warrick, Rep
  - i. Did not meet

**XV. EXTERNAL UAF COMMITTEE REPORTS (written only)**

- A. Accreditation Steering Committee - On Hiatus
- B. Chancellor's Advisory Committee for the Naming of Campus Facilities - Jesse Atencio, Rep
  - i. Did not meet
- C. Chancellor's Planning and Budget Committee - Inactive
- D. Employee Engagement Subcommittee - Kara Axx, Carrie Santoro, Lesli Walls, Jami Warrick
  - i. Inactive
- E. Gender Inclusive Work Group - Mathew Mund, Rep, Chynna Sandgren, Alt
  - i. Attachment 284-7: Sept. Report
- F. Master Planning Committee (MPC) – Amanda Wall, Rep
  - i. [Attachment 284-6: Sept. Report](#)
- G. Meritorious Service Award Committee – Sue Mitchell, Rep
  - i. Did not meet
- H. People's Endowment Board – Lena Krutikov
  - i. Representative did not submit a response

- I. RISE Board – Ian Olson, Rep
  - i. Representative did not submit a response
- J. Sustainability in Dining Committee - Mathew Mund, Rep
  - i. Did not meet
- K. Work Life Balance Committee - Inactive

**XVI. EXTERNAL UAF AD HOC COMMITTEE REPORTS (none)**

**XVII. 11:05 - 11:10 ANNOUNCEMENTS**

**XVIII. 11:10 - 11:15 ROUND TABLE DISCUSSION (off the record)**

**XIX. 11:15 ADJOURN**



## Division of Operations

University of Alaska Fairbanks, P.O. Box 757380, Fairbanks, Alaska 99775-7380

**Darrin Edson**  
 Superintendent of Operations  
 907-474-7000  
 907-474-5656 fax  
 dmedson@alaska.edu  
 www.uaf.edu/fs

### MEMORANDUM

**To:** Deans, Directors, Departments and Building Captains

**From:** Darrin "Bear" Edson  
 Superintendent of Operations 

**Date:** August 2, 2017

**Subject:** Indoor Plant Program Initiative

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Studies show that Americans spend ninety percent of their lives indoors (RedOrbit September 19, 2005), which means that good indoor air quality is vital for good health. As stated in the February 2005 SixWise Newsletter article, *The Health Benefits of House Plants, Plants are the lungs of the earth: they produce the oxygen that makes life possible, add precious moisture, and filter toxins. Houseplants can perform these essential functions in your home or office with the same efficiency as a rainforest in our biosphere.*

There are more than 600 plants in UAF common areas that have been provided by department staff and faculty. Common areas are defined as any place in a campus building that students or visitors may freely access. These areas include entries, hallways, lobbies, classrooms, teaching labs, reception areas, lounges & study areas.

For the most part the plants are being well maintained but unfortunately many others are not, which is a direct reflection on UAF. A growing number of complaints have been received by Facilities Services requesting action be taken to provide proper plant maintenance. These requests were the catalyst to forming the Indoor Plant Program.

In order to provide consistent and adequate plant care in campus common areas Facilities Services will partner with the building captains to implement the following:

- All plants in common areas will be managed/maintained by the Facilities Services Grounds Department's Indoor Plant Program (IPP) Manager
- Plants will be evaluated by IPP Manager for necessary action to be taken to ensure the plants health and then will be methodically placed in locations more conducive for the plant and its environment
- Department volunteers will be sought to provide routine watering
- Plants will be labeled with type and care information and added to the database
- Facilities Services will review the plants bi-annually to ensure program effectiveness

Please contact me with any comments, concerns and/or questions. I look forward to our partnership in this endeavor and the positive affects it will create on our beautiful campus.

**UAF Staff Council Advocacy Committee**

**FY16-17 Annual Report**

**Committee Members:**

- Kara Axx, Chair
- Alexander Chisum
- Carrie Santoro
- Dean Ojala, jr
- Susie Frei
- Karina Gonzales
- Lesli Walls
- Brianna Pauling
- Jami Warrick
- John Smelter
- Christina Thompson (former)
- Constance Huizenga (former)
- Phil Jacobs (former)

**Purpose of Advocacy Committee:**

1. Organize events and functions to help make the public aware of the value of University staff as well as students and faculty.
2. Organize events and functions that increase staff morale and awareness of the University.
3. Focus on on-boarding, mentoring and communications within Staff Council and public relations with the UAF community.

**Meeting Schedule:**

Monthly on the second Tuesday from 1:30 p.m. – 2:30 p.m. in the Murie building room 130 and over hangouts.

**Accomplishments:**

UAF Volunteer Day has been an ongoing process for the past several years. The current leadership is on board conceptually and planning is about to start! Volunteer Day will start with one day in the fall and one day in the spring with employees taking either annual leave or LWOP to participate. Planning will include finding organizations that can handle what we are hoping will be a large influx of volunteers at one time.

Online Forums are being planned for use by UAF staff as an informational exchange for work related tasks. We are hoping to use Google Communities as a platform for the exchange. The Advocacy committee has started testing the platform and hopes to have communities start rolling out next year. The thoughts behind this process is that employees from across campus will have access to each other to use as

resources to compete job related tasks and that possible mentorships may form organically from this process.

Food Drive for the Bone Builders program is scheduled to kick off the first week of May. Employees are collecting single serving quick, easy prep meals and snacks for local area youth to be distributed by several organizations in the community, including the Fairbanks Food Bank and Joel's Place. In the fall of this year the committee will investigate conducting a similar drive for school supplies for local area youth.

Advocacy committee members booked an hour at the KUAC Fall Fundraiser Phone Bank and plan to make a reoccurring event annually.

# Meet your personal health care advocate

Health care can be very confusing. Have you ever wondered the difference between an HRA, HSA and FSA? What about that confusing bill you received after your last doctor's visit? DirectPath is here to help!

## Your Advocate is ready to:

- Help you understand your health care benefits
- Assist with claims & billing issues
- Help you find in-network providers
- Verify coverage
- Educate you about health plan choices
- Clarify prescription drugs
- Provide total and out-of-pocket costs for tests and procedures

## YOUR ADVOCATE WILL EVEN SHOP FOR YOUR HEALTH CARE!

When you call DirectPath in advance of scheduling any health care test or procedure, your Advocate will compare the cost and quality of three providers and provide you with a comprehensive Transparency Report. It's just that simple!

Say goodbye to confusing health care. **Say hello to your DirectPath Advocate!**



## DirectPath

To Reduce Health Care Costs

# 866.253.2273

# Upgrade Your Access: For Home. For Work. For Life.



BENEFIT CONTACTS    INTUITIVE NAVIGATION    NEWS FEED    INFORMATIVE ARTICLES    INTERACTIVE TOOLS

**The BenefitLink app has been redesigned with you and your family in mind.**

Don't worry, you can still access University of Alaska's benefits information on the go. Now you'll find completely new features, including a news feed, push notifications, Lockton's digital Lifestyle Benefits newsletter and a document library! The library includes mobile friendly viewing of the University of Alaska Enrollment Guide for convenient access on the go.

## Step 1: Get the App!







## Step 2: Log In!

Username

**UofAlaska**

Password

**benefits**



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*Many Traditions One Alaska*

**Staff Alliance Retreat**  
**Erika Van Flein**  
**Director of Benefits**



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*Many Traditions One Alaska*

# Today's Agenda: UA Benefits Update for FY18

- \* New Employee Assistance Provider: Deer Oaks
- \* Wellness Program Update
- \* DirectPath
- \* RFP for Medical/Dental/Rx for FY19
- \* BenefitsLink Mobile App
- \* Reminders: Virtual Care, HSA, FSA, Premera Features, Travel Support Benefit, Retirement Plans

# New EAP Provider: Deer Oaks



- \* Started July 1, 2017
- \* Increased sessions to 10, lowered overall cost
- \* Call (888) 993-7650, anytime 24/7
- \* [www.deeroakseap.com](http://www.deeroakseap.com), and use the username and password UofA
- \* Direct link from UA benefits web site [www.alaska.edu/benefits/employee-assistance-progr/](http://www.alaska.edu/benefits/employee-assistance-progr/) (no login required)
- \* Mobile app is iConnectYou, use code 124773

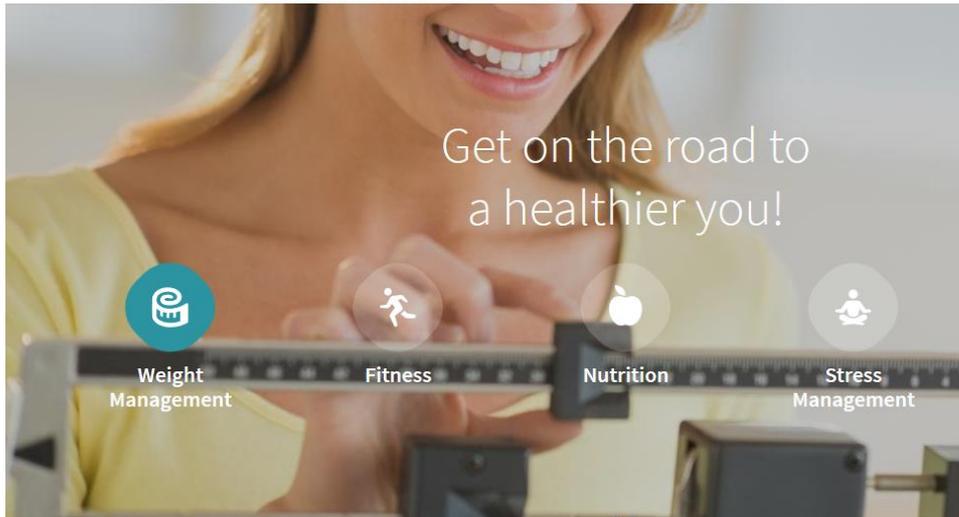
# Deer Oaks EAP Services



- \* In-person, short-term counseling: up to 10 sessions
- \* Advantage Legal Assist: free 30-minute consultation with a plan attorney, 25% discount on hourly fees
- \* Advantage Financial Assist: telephonic consultation with financial counselor for debt, budget, planning help
- \* ID Recovery: telephonic consultation for information and referral to credit recovery; free credit monitoring
- \* Work/Life Services: help finding pet sitters, event planners, home repair, tutors, moving services, etc.
- \* “Take the High Road” reimburses members for cab or ride hailing fares if incapacitated (up to \$45, once per year)

# Wellness Program

 Healthyroads®



The Healthyroads program is for employees and spouses/FIPs who are enrolled on UA Choice

- \* FY18 program design is updated on the website
- \* Log in to check your status, you might be surprised!
- \* Last year's biometrics can determine this year's requirements

# FY18 Wellness Program

- \* New hires still need to just do Personal Health Assessment (PHA) and biometrics within 90 days of benefit eligibility to get the rest of FY18 rebate
- \* If your FY17 biometrics had 3 out of 5 measures “within range,” you only need to do the PHA this year
- \* Otherwise, you still need to do the PHA, biometrics and get 5 additional points to qualify for FY19 rebate
- \* We added a local wellness or sporting event option

# DirectPath (formerly Patient Care)



- Advocacy service to help YOU navigate the health care system and understand your benefits
- Answer questions, find doctors, help with claims or coverage problems, selecting a plan at open enrollment or when you have a life event
- Provides cost and quality research to help compare prices before you get services
- 866-253-2273 or [advocacy.directpathhealth.com/University\\_of\\_Alaska/](https://advocacy.directpathhealth.com/University_of_Alaska/)

# RFP for Medical/Dental/Rx/Vision

- \* FY18 is our final year for the last contract (initial year plus four renewals)
- \* RFP to be issued in early fall 2017
- \* Goal is to award contract(s) January 2018
- \* Alaska Procurement Code: issue RFP every 5 years

# BenefitLink Mobile App

- \* Consultant Lockton Dunning provides the app
- \* No cost to UA or employees
- \* Find current benefit contact information, web sites, enrollment guide
- \* Lifestyle Benefits newsletter
- \* App Store or Google Play, search for **BenefitLink**
- \* Username is **UofAlaska**
- \* Password is **benefits**

# Reminders of Great Benefits You Already Have!

# “Virtual Care” Telemedicine

- \* Premera has partnered with Teladoc for telemedicine
- \* <https://member.teladoc.com/premeraak>
- \* Register ahead of time so when you need to use it, you're ready to go
- \* Teladoc costs less than an urgent care or emergency room visit. Plus, you can use Teladoc from anywhere: work, home, business trip or on vacation.
- \* Can treat many conditions and minor illnesses
- \* Can write prescription if needed
- \* Cost is about \$40, much less than an office visit, and you don't have to drive to the doctor's office, wait to be seen, and be around sick people

# Health Savings Account (HSA)

## What is it?

- \* A bank account with pre-tax money to pay for eligible health care expenses
- \* Contribute by payroll deduction or make a deposit to HSA
- \* Can use it for current expenses (deductibles, etc) or save it for future use, the choice is yours
- \* You own this account, and take it with you when you leave the University of Alaska
- \* Unused balance rolls over year to year, no “use it or lose it”

# Health Savings Account (HSA)

## Who can contribute to a HSA?

- \* You must be covered by a qualifying high deductible health plan, like the UA Choice Consumer-Directed Health Plan (CDHP)
- \* You cannot have any other insurance that is not a qualifying high deductible health plan. This means no Tricare, no Medicare, no AlaskaCare, spouse plan, etc.
- \* You can't have a health care Flexible Spending Account, and that means not even a spouse FSA
- \* Can't be claimed as a dependent on anyone's taxes

# Health Savings Accounts (HSA)



- \* Bank of America administers UA's HSA
- \* Welcome kit and debit card
- \* Can use the debit card to pay for services, or pay some other way and request reimbursement
- \* Online bill-pay
- \* You must keep documentation for all claims and reimbursements
- \* File Form 8889 with your tax return

# Health Savings Accounts (HSA)

## More Details...

- \* Account is portable: employee owns it and can use for COBRA premiums or Medicare premiums
- \* Restrictions on when you can contribute to the account, not using the funds, can use when not on CDHP
- \* Account holder is responsible for compliance:
  - Being eligible to contribute and not exceeding maximum in a calendar year
  - Reimbursements for eligible expenses or 20% additional tax
- \* Consider this plan an important part of retirement planning! Funds are yours to use in the future.

# Flexible Spending Account

- \* Health care Flexible Spending Account (FSA):
- \* Health Care Reform reduced maximum, but indexed to inflation so slight increase this year
  - \$2,600 is the maximum amount you can elect (2017)
- \* Still a good tool to help pay for out-of-pocket expenses like your deductible, coinsurance and copays
- \* Over-the-Counter (OTC) medications require a prescription
- \* Dependent Care FSA for daycare expenses has not changed

# Compare HSA to FSA

## Health Savings Account

- \* Higher contribution maximums
  - 2017: individual \$3,400 and family is \$6750
  - If over age 55 can add \$1,000 “catch up”
- \* Rolls over year to year
- \* No “uniform coverage” rule: can only pull out what’s been deposited
- \* Individual owns and is responsible for compliance with rules

## Flexible Spending Account

- \* Maximum is \$2,600 regardless of family size
- \* “Use it or Lose it” means unused amount is forfeited, but
- \* Full amount available from day 1
- \* No special plan requirements
- \* Claims must be substantiated

# Premera.com

- \* Register at Premera.com, all you need is your ID card
- \* Find in-network doctors in your area, all of Alaska or any other state
- \* Pharmacy preferred drug lists
- \* Sign up for Electronic EOB and free Credit Monitoring
- \* Claims information – let Premera store your EOBs for you, easy access
- \* Spending Activity Report
- \* Mobile app for your phone



# 24 Hour Nurse Line

Premera offers a 24 hour Nurse Line service

Advice, reassurance, answers

Help you determine where and when to seek services

All calls to the 24-Hour NurseLine are free, confidential and available 24 hours a day, 7 days a week. Call 800-841-8343.



# Travel Support Benefit

- \* Introduced July 1, 2013, expanded in 2016
- \* Offers additional travel support for procedures that can be done less expensively outside the state of Alaska
- \* Airfare, hotel and other expenses, up to IRS limits, for you and a companion (if medically necessary)
- \* Pre-Approval is required so be sure to call first!
- \* Premera customer service can help find facilities and answer questions

# Premera Travel Support Benefit

- \* You must call Premera at 800-364-2982 to request and be approved for this benefit
- \* Companion travel and lodging are covered if medically necessary or safety requires that you have someone with you (this is an IRS standard so not taxable)
- \* Once approved for this benefit, you have 20 days to travel, have your surgery/procedure and return home.
- \* Post-operative visit and clearance to travel home

# Premera Travel Support Benefit

- \* Pre-approved facilities in Washington:
  - \* Evergreen Hospital, Kirkland
  - \* Overlake Medical Center, Bellevue
  - \* Providence Everett, Everett
  - \* Swedish Hospital, Seattle
  - \* Valley Medical Center, Seattle
  - \* Virginia Mason, Seattle
- \* Several outpatient surgical centers available
- \* Other in-network facilities throughout the U.S. through the BlueCard Program.
- \* Log in to [Premera.com](http://Premera.com) for “Find a Doctor”

# Preventive Benefits

- \* Health Care Reform expanded the list of eligible services for the preventive benefit
- \* Women's health benefit includes contraception
- \* No annual \$\$ limit
- \* "Preventive Screening" means just that:
  - \* No symptoms
  - \* Age appropriate
  - \* More information and the list is found at [alaska.edu/benefits/health-plan/preventive-benefit/](http://alaska.edu/benefits/health-plan/preventive-benefit/)

# Preventive Benefits, continued

- \* All three UA Choice plans have the same preventive benefit: no deductible, 100% of allowable charges from an in-network provider
- \* Includes many immunizations, including:
  - \* Flu shots, Shingles (Herpes Zoster), Hepatitis A and B
  - \* See the website for full list for adults and children
- \* Preventive medications benefit on all three plans covered at 100% with no deductible:
  - \* 750 Plan and HDHP use the PV1 list
  - \* CDHP uses the PV3 list

# Retirement Plans...

- \* Over half of Americans won't be prepared to retire at age 65
- \* Many Americans have less than \$25,000 saved for retirement
- \* “Retirement Readiness” is becoming a common term to address the need to prepare for retirement
- \* What's your retirement strategy?
  - \* Calculate savings needs
  - \* Value of compounding returns

# UA Retirement Plans

- \* **UA Pension Plan**
- \* Not a Social Security replacement plan...
- \* UA opted out of Social Security effective 12-31-1982
- \* Pension Plan began 1-1-1982 as a supplemental plan using the University's contribution that *would have* gone to Social Security
- \* No employee contributions allowed
- \* 7.65% of your salary up to cap of \$42,000, so
  - \* \$3,213 is maximum per calendar year
- \* Three year vesting if first hired after 7-1-2006

# UA Retirement Plans

- \* **Optional Retirement Plan (ORP)**
- \* It's the other "option" to PERS or TRS
- \* Employer contribution = 12% of salary
  - \* Three years to be 100% vested
- \* Employee contribution = 8% of salary
  - \* 100% immediately vested
- \* Open to all employees first hired on or after 7-1-2006 through 6-30-2015
- \* July 1, 2015: new exempt and non-exempt staff no longer eligible

# UA ORP and Pension Plan

- \* You choose how to invest among the four fund sponsors (vendors) available:
  - \* Fidelity
  - \* Lincoln National
  - \* TIAA
  - \* VALIC
- \* Default investment (if you don't make a choice) is the Fidelity Freedom Fund closest to your retirement age

# 403(b) or Tax-Deferred Annuity

- \* Voluntary retirement savings plan
- \* Can start or change at any time
- \* Valuable additional source of funds for retirement (PERS, TRS or ORP are *not enough!*)
- \* Complete a Salary Reduction Agreement for HR
- \* Complete a 403(b) account application with vendor
- \* [www.alaska.edu/benefits/retirement-plans/tax-deferred-annuity](http://www.alaska.edu/benefits/retirement-plans/tax-deferred-annuity)

# 403(b) or Tax-Deferred Annuity

- \* Pre-tax contributions subject to annual maximums
- \* 2017 maximum is \$18,000
- \* An additional \$6,000 if you're age 50 or older

Changes being considered...  
a Roth 403(b) option?



# Major Life Events

- \* Benefits covered under 125 Plan are deducted from your pay on a pre-tax basis
- \* Annual enrollment opportunity to elect/change benefits
- \* Major Life Event needed to make changes outside of open enrollment, such as:
  - Birth or Adoption
  - Marriage
  - Divorce
  - Loss of other coverage due to spouse's job
  - Death of spouse or child
  - Change in your job such as part-time to full-time



Questions?

[www.alaska.edu/benefits](http://www.alaska.edu/benefits)

# Deer Oaks EAP Services Fact Sheet



The Deer Oaks Employee Assistance Program (EAP) is a free service provided for you and your dependents by your employer. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work/life issues in order to live happier, healthier, more balanced lives. These services are completely confidential and can be easily accessed by calling the toll-free Helpline listed below.

## DEER OAKS EAP IS A RESOURCE YOU CAN TRUST.

**Eligibility:** All employees and their household members/dependents are eligible to access the EAP. Retirees and employees who have recently separated from their employer will continue to have access to services for up to six (6) months post-employment.

**Program Access:** Members may access the EAP by calling the toll-free Helpline number, downloading the iConnectYou Smartphone App, or instant messaging with a Work/Life Consultant through LiveCONNECT available on our website.

**Telephonic Assessments & Support:** All clinical EAP cases receive a thorough telephonic clinical assessment. In-the-moment telephonic support and crisis intervention are also available 24/7.

**In-person Short-term Counseling:** Referrals are made to our network of 54,000+ mental health providers located throughout the United States for in-person assessment and counseling services.

**Tele-Language Services:** Deer Oaks has the ability to provide therapy in a language other than English if requested. Services are available for telephonic interpretation in 200 of the most commonly spoken languages and dialects.

**Referrals & Community Resources:** Counselors provide referrals to community resources, member health plans, support groups, legal resources, and child/elder care services.

**Advantage Legal Assist:** Free 30-minute telephonic or in-person consultation with a plan attorney; 25% discount on hourly attorney fees if representation is required; unlimited online access to a wealth of educational legal resources, links, tools and forms; interactive online Simple Will preparation; access to state agencies to obtain birth certificates and other records.

**Advantage Financial Assist:** Unlimited telephonic consultation with a financial counselor qualified to advise on a range of financial issues such as bankruptcy prevention, debt reduction and financial planning; supporting educational materials available; objective, pressure-free advice; unlimited online access to a wealth of educational financial resources, links, tools and forms (i.e. tax guides, financial calculators, etc.).

**ID Recovery:** Free telephonic consultation with an Accredited Financial Counselor; information on steps that should be taken upon discovery of identity theft; referral to full-service credit recovery agencies; free credit monitoring service.

**Work/Life Services:** Work/Life Consultants are available to assist members with a wide range of daily living resources such as pet sitters, event planners, home repair, tutors and moving services. Simply call the Helpline for resource and referral information.

**Find-Now Child & Elder Care Program:** This program assists participants caring for children and/or aging parents with the search for licensed, regulated, and inspected child and elder care facilities in their area. Work/Life Consultants assess each member's needs, provide guidance, resources, and referrals within 3 business days for standard cases and within 6 business hours for urgent cases. Searchable databases and other resources are also available on the Deer Oaks website.

**Critical Incident Stress Management:** Traumatic events can be extremely disruptive to the well-being and productivity of employees. Deer Oaks will respond quickly when asked to provide Critical Incident Stress Management Services for any major company incident.

**Take the High Road:** Deer Oaks reimburses members for their cab, Lyft and Uber fares in the event that they are incapacitated due to impairment by a substance or extreme emotional condition. This service is available once per year per participant with a maximum reimbursement of \$45.00 (excludes tips).

**Monthly Electronic Newsletters:** Employees and supervisors receive monthly e-newsletters covering a variety of topics including health and wellness, work/life balance issues, conflict resolution, leadership, and more.

**Online Tools & Resources:** Log on to [www.deeroakseap.com](http://www.deeroakseap.com) to access an extensive topical library containing health and wellness articles, videos, archived webinars, child and elder care resources, and work/life balance resources.

**University of Alaska Fairbanks  
Staff Council  
Resolution 2017- 284-1  
DRAFT**

**Resolution in Opposition to Proposed Leave Cash-In Changes**

**Whereas**, the proposed changes to the Leave Cash-In program would unfairly disadvantage employees who have worked for UAF for less than 5 years, and;

**Whereas**, the proposed changes unfairly disadvantage less than full-time employees, including furloughed employees, on the basis that they would be required to take leave before they could participate, when they already are away from work more so than their full-time counterparts, and;

**Whereas**, the proposed changes do not appear to be driven by workplace morale research or data, and its implementation would serve to create a functional annual leave tier/class system in the university, and;

**Whereas**, the proposed changes assume the ability of all staff to take annual leave in equal measure, and that essential staff positions have adequate secondary coverage for all employees to take said time off; now

**Therefore be it resolved that**, the UAF Staff Council opposes the proposed Leave Cash-In program changes by the University of Alaska.”

University of Alaska  
Fairbanks  
Staff Council  
Motion 2017-284-1  
*DRAFT*

**Motion 2017-284-1: Motion to Approve 2018 Staff Council Meeting Schedule**

**MOTION:**

UAF Staff Council moves to adopt the following meeting schedule for 2018:

<b>2018 Fall - Staff Council Meeting Schedule</b>			
Meeting	Date	Location	Time
288	Monday, February 05, 2018	TBD	8:45 - 11:15 a.m.
289	Monday, March 05, 2018	TBD	8:45 - 11:15 a.m.
290	Monday, April 02, 2018	TBD	8:45 - 11:15 a.m.
291	Monday, May 07, 2018	TBD	8:45 - 11:15 a.m.
292	Monday, June 04, 2018	TBD	8:45 - 11:15 a.m.
293	Monday, August 13, 2018	TBD	8:45 - 11:15 a.m.
294	Monday, September 10, 2018	TBD	8:45 - 11:15 a.m.
295	Monday, October 08, 2018	TBD	8:45 - 11:15 a.m.
296	Monday, November 05, 2018	TBD	8:45 - 11:15 a.m.
297	Monday, December 03, 2018	TBD	8:45 - 11:15 a.m.
<p><i>All Staff Council meetings are open to the public. University employees are encouraged to attend and share their concerns and provide input.</i></p> <p><b><i>Public Comment is scheduled for 9:00 AM</i></b></p>			



**Committee:** Gender Inclusive Work Group

**Submitted By:** Mathew Mund

**Committee Chair(s):**

**Meeting Date:** 8/21/2017

**Present:** Mathew Mund

**Excused:**

**Absent:**

**Guests:**

**Report:**

- Working on process for adding “gender expression” to UA non-discrimination statement. Unclear if this will go through governance groups or chancellor.
- Student-Athlete handbook with new gender inclusive policy will be released next week.
- New version of the guidance for travel manager will be sent out soon.
- Curriculum committee had mock presentation this summer and developed a flier that they will be able to distribute at orientation.
- Chosen/Preferred name terminology in Banner but not on UAF application. Waiting to get approval from UAA and UAS so all applications can be updated at once.
- Current gender options on UAF application – M/F/Null – other will be implemented with Banner 9 upgrades.
- Patty Gym shower stall upgrades delayed due to minors on campus concerns.

**Action Items / Follow Up:**

**Next Meeting Date:** 9/28/2017 **Time:** 10:00 AM

**Location:** Signers' Hall 330 Conf Rm

**Meeting available by Google Hangout:** NO

**Committee:** Staff Affairs Committee

**Submitted By:** Jessica Allard

**Committee Chair(s):** Jessica Allard

**Meeting Date:** 8/18/2017

**Present:** Jessica Allard, Jesse Atencio, Amanda Wall, Alda Norris, Karina Gonzales

**Excused:** All absent per Jessica Allard

**Absent:** Joe Alloway, Wendy Rupe, Jenell Merrifield, Susie Frei, Lena Krutikov

**Guests:**

**Report:**

Discussed implementation of 360 evaluations at UAF; the group was not in support of 360 evaluations, however, interest was expressed in polling our constituents in order to ascertain the desire of UAF staff as a whole for 360 evaluations. Concerns were raised regarding a lack of confidentiality creating an environment for bullying and/or retaliation from supervisors. Wrote draft resolution opposing the proposed changes to the Leave-Cash In program and submitted to Executive Board for review. We are compiling a list of counter proposals for a future memo or resolution. Discussed the issue of grant funded individuals being unable to participate in Staff Council: the only viable solution discussed at this time was sending out communications directly to representatives of affected employees/units explaining the problem, and expressing the need to assure open communication with these individuals. Discussed ADA issues at UAF and the difficulties which affected individuals have encountered when trying to resolve these problems. We will be inviting affected individuals to future meetings to discuss problem areas and compiling a list of known issues to submit to appropriate individuals, alongside a list of 1-3 potential solutions researched by the committee. Discussed having an ADA issue reporting button put onto the Facilities Services website, as well as a means to report issues anonymously. Made a plan to dispatch more laborers for snow removal when needed. Discussed the location of the DEO office and the perception problems this causes, alongside the much bigger issue of inadvertently leading to non-reporting of ADA and/or Title IX issues due to accessibility barriers. The committee wishes to look into finding a way to have the DEO office moved out of the inaccessible location it is currently in.

**Action Items / Follow Up:**

**Next Meeting Date:** 9/15/2017 **Time:** 10:00 AM

**Location:** Rasmuson Library, Room 503

**Meeting available by Google Hangout:** YES

**Committee:** Staff Affairs Committee

**Submitted By:** Jessica Allard

**Committee Chair(s):** Jessica Allard

**Meeting Date:** 6/16/2017

**Present:**

**Excused:** Roll was not taken; many members were off contract at this point.

**Absent:**

**Guests:**

**Report:**

Worked on revising Resolution in Opposition to Proposed Changes to the Leave Cash-In Policy.

**Action Items / Follow Up:**

**Next Meeting Date:** 8/18/2017 **Time:** 10:00 AM

**Location:** Rasmuson Library, Rm 502

**Meeting available by Google Hangout:** NO



### Staff Council Open House Plan

The most important benefit UAF staff has, through their Staff Council representatives, is an open line of communication to administration. If any staff member in the University community has an issue with their work environment, or sees a way the University could become more productive by creating a better working atmosphere, an avenue for conveyance is open to them through their governance group.

To help encourage open communication and improve awareness of current Staff Council initiatives, Staff Council, with the support of the University Advocacy Committee, will hold open houses two times a year. The location of these open houses will be identified by current Staff Council representatives who would like to showcase their administrative areas. After a location has been identified, a date a time will be collaboratively chosen by the sponsoring representative and the University Advocacy Committee, in conjunction with any outside partners if needed. All staff will be invited to these open houses, and all Staff Council members will be encouraged to be available at these open houses to discuss with campus staff what Staff Council is, how staff governance is organized, and enlist more staff to fill existing unit vacancies on Staff Council.

These locations will ideally be hosted by university departments (such as Residence Life or the GI). The open house will be an opportunity for both Staff Council and the sponsoring department to showcase itself to other staff from around the campus. The sponsoring department, dependent of available resources, may choose to provide food or other freebies to encourage staff to attend. The open house will be the responsibility of the sponsoring department, and it can decide how and what to do to best present itself to the staff in attendance. The University Advocacy Committee would ensure that the correct procedures are followed in gaining larger Staff Council support. Staff Council representatives would be enlisted to spread the word and garner support for the open houses within their units.

The following considerations will be used by the University Advocacy Committee when considering holding an open house:

1. Has a suggested location(s) been identified? If not, identify areas of the university that Staff Council representatives would like more engagement with, and solicit the group.
2. Is this suggested location within a department? If so, please answer the following questions. If not, please move to step 3.
  - a. Identify a departmental contact? (This may be the Staff Council representative that made the suggestion).
  - b. Does the sponsoring department want to showcase itself? If so, what method is it considering (PowerPoint, passive fliers, etc.)?
  - c. What space does the sponsoring department have to host an open house? Can it accommodate a staff-wide invitation? Does the sponsoring department need assistance setting up or taking down this space?
  - d. Would the sponsoring department like to provide food or other freebies to encourage attendance?
3. Identify a date and time that works for all parties involved.
4. Determine what Staff Council initiatives will be showcased at this open house, and how (flyers, posters, speakers, media presentation, etc.).
5. Identify when/how promotional/invitation should be sent to those invited.

6. Identify at least one meeting time where the University Advocacy Committee will finalize the invitation content, agenda, set up/take down plan and who will be responsible for these tasks. All parties involved should be invited to this meeting.
7. Hold at least one meeting after the open house where the University Advocacy Committee will review the event process to identify and implement any process improvements.

**University of Alaska Fairbanks**

**Staff Council**

**Motion 2017-284-2**

*DRAFT*

**Motion 2017-284-1:**

**Motion to Approve UAF Staff Council Open House Plan**

**MOTION:**

UAF Staff Council moves to approve the Staff Council ‘Open House Plan.’

**EFFECTIVE:** Immediately

**RATIONALE:** The ‘Open House Plan’ is designed to facilitate collaboration between Staff Council and a host unit in an event held twice a year – once in the Fall semester and once in the Spring semester. This will give UAF staff an opportunity to learn more about the host unit. Staff Council’s role in the collaboration will be to share information about staff governance and allow UAF staff attending the open house to interact with Staff Council representatives, in an effort to raise interest in Staff Council among UAF staff members.