

# UNIVERSITY *of* ALASKA

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## Staff Alliance

### Agenda

Tuesday, June 12, 2012, 10:00am-12:00pm

This meeting will be via audio conference.

Fairbanks: 204 Butrovich

All other sites: Please call in.

Call-in for audio users: 1-800-893-8850 Pin: 4236369

1. Call to Order and Roll Call

Voting Members:

Juella Sparks, Chair, Staff Alliance and Vice President, UAF Staff Council

Monique Musick, Vice Chair of the Staff Alliance and President, Statewide Administration Assembly

Melodee Monson, President, UAA APT Council

Connie Dennis, President, UAA Classified Council

Pips Veazey, President, UAF Staff Council

Gwenna Richardson, President, UAS Staff Council

Mae Delcastillo, Vice President, UAS Staff Council

2. Adopt Agenda

3. Approve Minutes

3.1 May 8, 2012 Minutes

Attachment 3.1

3.2 Minutes backlog

4. Public Comment

5. Guests

6. Staff Alliance Chair's Report

6.1 Thank you to Connie Dennis for greeting and supporting SMSC awardees

6.2 System Governance Office

6.3 Local constitutions to Kim

6.4 Employee compensation part of budget process

7. New Business

- 7.1 Board of Regents, Task and Suspense List, SHCC motions
- 7.2 105H
- 7.3 SMSC or MSC?
  
- 8. Amendments to Constitution and Bylaws Attachment 8.0
  
- 9. Human Resources Issues
  - 9.1 Tuition waiver criteria Attachment 9.1A & B
  - 9.2 Tobacco free hiring policy
  - 9.3 Health Care Task Force
  - 9.4 WIN program Attachment 9.4
  - 9.5 Second annual cash-in trial year ends June 30 Attachment 9.5
  - 9.6 Other Human Resources Issues
  
- 10. Staff Alliance Committees and Working Groups
  - 10.1 Staff Health Care Committee Attachment 10.1
    - Chair: Melodee Monson, [ancim@uaa.alaska.edu](mailto:ancim@uaa.alaska.edu)
    - SA Members Melodee Monson
    - Monique Musick, [mmusick@alaska.edu](mailto:mmusick@alaska.edu)
    - Gwenna Richardson, [gjrichardson@uas.alaska.edu](mailto:gjrichardson@uas.alaska.edu)
  
  - 10.2 Compensation Working Group
    - Chair: VACANT
    - Co-Chair: Maria Russell, [mtrussell@alaska.edu](mailto:mtrussell@alaska.edu)
    - Maria will forward the Compensation Working Group summary to the Staff Alliance listserv when it is complete.
  
- 11. External Administration Committee/Council Reports
  - 11.1 Human Resources Council - INACTIVE
    - Liaison: Monique Musick, [mmusick@alaska.edu](mailto:mmusick@alaska.edu)
    - 1st Alternate: Gwenna Richardson, [gjrichardson@uas.alaska.edu](mailto:gjrichardson@uas.alaska.edu)
    - 2nd Alternate: Juella Sparks, [jtsparks@alaska.edu](mailto:jtsparks@alaska.edu)
  
  - 11.2 Business Council – INACTIVE
    - Liaison: TBD
    - 1st Alternate: Pips Veazey, [adveazey@alaska.edu](mailto:adveazey@alaska.edu)
    - 2nd Alternate:
  
  - 11.3 IT Executive Council - ITEC
    - Liaison: Pips Veazey, [adveazey@alaska.edu](mailto:adveazey@alaska.edu)
    - 1st Alternate: Melodee Monson, [anmam@uaa.alaska.edu](mailto:anmam@uaa.alaska.edu)
    - 2nd Alternate:
  
  - 11.4 Student Services Council
    - Liaison: Gwenna Richardson, [gjrichardson@uas.alaska.edu](mailto:gjrichardson@uas.alaska.edu)
    - 1st Alternate: Monique Musick, [mmusick@alaska.edu](mailto:mmusick@alaska.edu)
    - 2nd Alternate: Melodee Monson, [anmam@uaa.alaska.edu](mailto:anmam@uaa.alaska.edu)

11.5 Tuition Task Force

Liaison: Juella Sparks, [jtsparks@alaska.edu](mailto:jtsparks@alaska.edu)  
Alternate: Mae Delcastillo [madelcastillo@uaa.alaska.edu](mailto:madelcastillo@uaa.alaska.edu)

11.6 Joint Health Care Committee

Voting Member: Melodee Monson 2011-2013, [anmam@uaa.alaska.edu](mailto:anmam@uaa.alaska.edu)  
Voting Member: Lisa Sporleder 2010-2012, [lesporleder@alaska.edu](mailto:lesporleder@alaska.edu)  
Alternate: Connie Dennis, [cmdennis@uaa.alaska.edu](mailto:cmdennis@uaa.alaska.edu)

11.7 Retirement Committee

Liaison: Pips Veazey, [adveazey@alaska.edu](mailto:adveazey@alaska.edu)  
Alternate:

11.8 Educational Benefits Project Team - INACTIVE

Liaison: Juella Sparks, [jtsparks@alaska.edu](mailto:jtsparks@alaska.edu)  
1st Alternate: Mae Delcastillo [madelcastillo@uaa.alaska.edu](mailto:madelcastillo@uaa.alaska.edu)  
2nd Alternate: Gwenna Richardson, [gjrichardson@uas.alaska.edu](mailto:gjrichardson@uas.alaska.edu)

12. Staff Governance Reports

- 12.1 UAS Staff Council: Gwenna Richardson and Mae Delcastillo
- 12.2 UAA APT Council, Classified Council: Melodee Monson and Connie Dennis
- 12.3 UAF Staff Council: Pips Veazey and Juella Sparks
- 12.4 Statewide Administration Assembly: Monique Musick and VACANT

13. Other Items of Concern or Comments

14. Agenda Items for President's Retreat in August

- set dates (Aug 8-9 OR Aug 15-16)
- election reminder
- set priorities (Dispatch, etc)

15. Adjourn

# UNIVERSITY *of* ALASKA

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## Staff Alliance

### Minutes Draft 6/11/12

Tuesday, May 8, 2012, 10:00am-12:00pm

This meeting was conducted via audio conference.

Fairbanks: 212A Butrovich Building

Call-in for audio users: 1-800-893-8850 Pin: 4236369

1. Call to Order and Roll Call

Voting Members:

Juella Sparks, Chair, Staff Alliance and Vice President, UAF Staff Council

Monique Musick, Vice Chair of the Staff Alliance and President, SAA

Melodee Monson, President, UAA APT Council

Connie Dennis, President, UAA Classified Council

Pips Veazey, President, UAF Staff Council

Gwenna Richardson, President, UAS Staff Council

Mae Delcastillo, Vice President, UAS Staff Council

**Proxy for Erica Kurowski, SAA Vice President**

Guests

Tara Ferguson, Compensation Director

Patrick Gamble, President

Kate Wattum, Interim Director of Public Affairs

Donald Smith, Executive Director - Labor & Employee Relations, Interim Chief Human Resources Officer.

Kim Fackler, Administrative Coordinator

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the May 8, 2012 meeting. This action is effective May 8, 2012.”

3. Approve Minutes

Minutes tabled until next meeting.

4. Public Comment

No public comment.

5. Guests

President Gamble and participants discussed the Code of Conduct, the UA budget, health care costs, and the System Governance Office.

#### 6. Staff Alliance Chair's Report

The governance summit that was to occur in the summer has been put on hold due to unavailability in President Gamble's schedule.

Vice President of Academic Affairs, Dan Julius, has resigned. Dana Thomas, Vice Provost & Accreditation Liaison Officer, will step in and serve as Interim Vice President for Academic Affairs.

Juella noted that the university is facing many challenges at present. Bargaining agreement negotiations will take place over the next month. Costs of healthcare are increasing. Governance could be better utilized to prevent public relations missteps, such as the handling of the Code of Conduct.

There are 32 unfair labor practices that have been filed against the university. Twenty-size have been dismissed. Six have been found to have cause for review. For more information, please see the Labor Relations website: <http://www.alaska.edu/labor/>.

The Compensation Working Group has not submitted its summary report yet.

#### 7. New Business

##### 7.1 Tuition waiver criteria

Donald Smith called Juella into his office just as the Staff Alliance meeting was about to start. Juella suggested grade point average as an alternative method to manage appropriate use of the employee tuition waiver. Monique Musick and Pips Veazey will work together to come up with a motion to present at the June 12 meeting.

##### 7.2 Health Care Task Force

Juella continues her conversations regarding the Healthcare Task Force with President Gamble and with Donald Smith-- Executive Director - Labor & Employee Relations, Interim Chief Human Resources Officer. President Gamble has given the go ahead for the Healthcare Task Force, however, Donald Smith has been moving slowly. There is a perception that the Health Care taskforce effort is stepping on some toes .The intent of the Healthcare taskforce was not to exclude the JHCC or to infringe on collective bargaining agreements.

##### 7.3 WIN Program

Although both staff JHCC members voted against ending the WIN program, JHCC voted to end the WIN program as of July 1. UAA Classified and UAA APT Council both created actions opposing the JHCC position. SAA meets tomorrow, and the UAS Staff Council meets later this week. Juella requested that all local resolutions be sent to herself and Kim Fackler. Unless Donald Smith takes action, the WIN program will be discontinued.

MOTION: passed

“Due to an overwhelmingly positive staff response, the Staff Alliance urges the University of Alaska administration to continue the WIN for Alaska program through FY13 with the caveat that the UA Health Care Task Force consider wellness as part of the overall health care benefit. This motion of the Staff Alliance was passed on May 8, 2012 and becomes effective upon approval by the President of the University.”

Pips asked about utilization of the WIN program. There are 3460 employees who are eligible for the program. The capacity limit for IHP (individual health planning) service is up to 25% of eligible employees. In the fall the following numbers of employees were provided with service: UAA 300 employees (at capacity), UAF/SW 375 (500 employees capacity), and UAS 50 employees (at capacity).

## 8. Staff Alliance Committees and Working Groups

### 8.1 Staff Health Care Committee

Chair: Melodee Monson, [ancim@uaa.alaska.edu](mailto:ancim@uaa.alaska.edu)

SA Members Melodee Monson

Monique Musick, [mmusick@alaska.edu](mailto:mmusick@alaska.edu)

Gwenna Richardson, [gjrichardson@uas.alaska.edu](mailto:gjrichardson@uas.alaska.edu)

### 8.2 Compensation Working Group

Chair: VACANT

Co-Chair: Maria Russell, [mtrussell@alaska.edu](mailto:mtrussell@alaska.edu) Attachment (Maria summary)

## 9. External Administration Committee/Council Reports

External Administration Committee/Council Reports were tabled until the next meeting.

## 10. Staff Governance Reports

### 10.1 UAS Staff Council: Gwenna Richardson and Mae Delcastillo

UAS Staff Council is in the middle of elections. They are updated their constitution and bylaws. These will be posted by the end of the week.

### 10.2 UAA APT Council, Classified Council: Melodee Monson and Connie Dennis

Connie Denis was re-elected as UAA Classified Council President.

### 10.3 UAF Staff Council: Pips Veazey and Juella Sparks

UAF Staff Council is in the middle of their election process as well.

### 10.4 Statewide Administration Assembly: Monique Musick and VACANT

SAA elections are complete. New officers will be elected at the June SAA Onsite Annual General Meeting.

## 11. Other Items of Concern or Comments

## 12. Agenda Items for Next Meeting

## 13. Adjourn

# UNIVERSITY of ALASKA

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## Staff Alliance

### SA Motion 2012-1

**MOTION:** Constitutional Amendment

See attached "Staff Alliance Constitution: Changes proposed March 23, 2012 for 1<sup>st</sup> Reading – Passed, April 10, 2012 for 2<sup>nd</sup> Reading – Passed."

In the attached document:

**BOLD CAPS IN TEXT = ADDITIONS OR CHANGES**

Strike through in text = deletions

"The Staff Alliance moves to amend its constitution as follows:

- Article II. and Article III. B. and C. to update staff descriptions;
- Article IV. C. to update beginning and ending dates for terms of office;
- Article X. C. to update group name to Alliance;
- Article XII. to update communication methods.

This motion of the Staff Alliance was passed on April 10, 2012 and becomes effective upon approval by the President of the University."

Signed: \_\_\_\_\_  
Chair, Staff Alliance Date

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For UA President's Use:

Check one:  Approved  Modification Recommended  Disapproved

Signed: \_\_\_\_\_  
President, University of Alaska Date

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President's Comments on Recommended Modification or Disapproval:

# UNIVERSITY *of* ALASKA

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## Staff Alliance

### Constitution

*Changes proposed March 23, 2012 for 1<sup>st</sup> Reading – Passed  
April 10, 2012 for 2<sup>nd</sup> Reading– Passed*

#### ARTICLE I. INTENT

It is the intent of the Board of Regents: 1) that the faculty, staff and students shall share in the governance of the university, 2) that shared governance is an integral part of the business of the university, and 3) that participators in shared governance are empowered by the Board of Regents to carry out their governance responsibilities to the best of their abilities without interference or fear of reprisal.

#### ARTICLE II. NAME

The Board of Regents hereby establishes a mechanism for ~~Classified and APT~~ **NON-EXEMPT AND EXEMPT** staff system governance consisting of the Staff Alliance of the University of Alaska, hereinafter "Staff Alliance."

#### ARTICLE III. AUTHORITY, PURPOSES, RESPONSIBILITIES AND ROLE

##### A. Authority

The Staff Alliance receives its authority by policy 03.01.01 of the University of Alaska Board of Regents which derives its authority from the Constitution and statutes of the State of Alaska. The Staff Alliance shall carry out its function subject to the authority of the Board of Regents and the President of the University.

##### B. Purposes

###### 1. Representation

To provide official representation for the ~~APT and classified staff~~ **NON-EXEMPT AND EXEMPT EMPLOYEES WHO ARE NOT REPRESENTED BY A COLLECTIVE BARGAINING AGREEMENT**, in matters which affect the general welfare of the University and its educational purposes and effectiveness.



2. Legislation

To function as a legislative body having as a primary authority that of initiating, developing and reviewing proposals relating to staff affairs for policy and regulation adoption. Actions of the Staff Alliance are binding subject to review and approval by the President of the University.

3. Consultation

To provide consultation to the President of the University and the Board of Regents on staff affairs.

4. Communication

To serve as an instrument by which information which is of interest and concern to the university system staff may be freely collected, disseminated, and discussed.

C. Responsibilities

Staff Alliance responsibilities include, but are not limited to staff affairs, ~~excluding those covered by collective bargaining and those relating exclusively to faculty, and including but not limited to~~ personnel policies and regulations, compensation and benefits, and other issues affecting the work environment and the general welfare of university staff.

D. Role

The Staff Alliance and local staff governance groups shall have primary system governance authority for staff affairs. For staff affairs impacting faculty and/or students, staff shall seek input from those groups, but are not governed by them.

## ARTICLE IV. MEMBERSHIP AND ORGANIZATION

### A. Voting membership

The voting membership of the Staff Alliance shall consist of two each from the University of Alaska Anchorage, the University of Alaska Fairbanks, the University of Alaska Southeast, and Statewide Programs and Services.

Voting members shall communicate their governance activities to their supervisors as appropriate and constituencies on a regular basis.

### B. Selection

Representatives to the Staff Alliance shall be selected in such a manner as prescribed by the local constituent groups.

### C. Terms of office

Representatives to Staff Alliance shall serve a minimum of a one-year term. The term shall run from ~~July 1 to June 30~~ **SEPTEMBER 1 TO AUGUST 30** of the following year.

### D. Qualifications

Representatives to the Staff Alliance should have prior shared governance experience wherever possible.

### E. Recall of members

Any member may be recalled by the body from which the member was chosen. The local constituent body shall select a replacement to complete the term of office.

### F. Ex-officio, non-voting membership

Ex-officio, non-voting membership in the Staff Alliance shall include the President of the University, an appropriate vice chancellor or other administrative officer from each MAU and any other such person or persons as the President may designate, and such others as determined by the Alliance.

### G. Official Spokesperson

#### 1. Election

The official spokesperson for Staff Alliance shall be the Chair of the Alliance, elected by and from the voting membership by a majority vote.

2. Duties

The Chair shall a) preside over all meetings of the Alliance, b) represent the Alliance, and c) serve as primary contact on behalf of the Alliance to the President of the University and the Board of Regents. Should the chair be unable to attend a board of regents meeting, the chair may appoint a replacement to speak to the board on behalf of the Alliance.

H. Task forces

The Alliance may establish task forces to consider complex system issues relating exclusively to staff affairs. These task forces are a formal part of shared governance, and as such, are subject to the Alaska Open Meeting Law, per Article V. C., below.

ARTICLE V. MEETINGS

A. Regular and special meetings

The Staff Alliance shall meet a minimum of two times per year. At least once per year, all governance group spokespersons shall meet with the President of the University to identify system issues and plan for the coming year. Special Staff Alliance meetings may be called by the Board of Regents, the President of the University, the spokesperson of the Staff Alliance, or on petition of one-third of the Staff Alliance membership.

B. Voting

Voting shall be by simple majority of the full voting membership to include at least one member from each MAU. Amendments to the constitutions or bylaws affecting membership rights shall require a consensus with no negative votes.

C. Open Meetings

All meetings of the Staff Alliance are subject to the Alaska Open Meetings Law, which means that meetings of these bodies are open to the public, agendas must be posted, and meeting records kept. Staff Alliance activities shall be regularly communicated to the university community.

ARTICLE VI. QUORUM

A minimum of a simple majority of the voting membership to include at least one member from each MAU shall constitute a quorum.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The parliamentary authority shall be the latest edition of Robert's Rules of Order.

ARTICLE VIII. CONSTITUTIONS AND BYLAWS, AMENDMENTS, APPROVAL

A. Constitutions and bylaws

The constitution and bylaws, once passed by the Staff Alliance, shall be transmitted to the President of the University for approval. Copies of the Staff Alliance constitution and bylaws shall be maintained in the system governance office.

B. Amendments; distribution prior to voting

Amendments to the constitution and bylaws shall be sent to all members of the Staff Alliance at least 30 days prior to the meeting at which they will be considered. Amendments to the constitution affecting membership rights shall require consensus with no negative vote.

C. Transmittal to the President and Board of Regents for approval

Amendments passed by the Staff Alliance shall be sent to the President of the University for approval, and for transmission to the Board of Regents as appropriate.

ARTICLE IX. REVIEW AND TRANSMITTAL OF PROPOSALS

A. Review

Administrative proposals and issues affecting the university system staff shall be submitted to the executive officer who shall send the items to appropriate governance groups for review. The Staff Alliance shall respond to the proposals and issues relating to staff affairs and such others as the Staff Alliance may deem appropriate within 40 days after receipt from the executive officer. Those administrative proposals submitted in the summer months shall be acted upon by the Staff Alliance by October 15. Responses shall be transmitted to the executive officer for compilation and submission to the President of the University. Proposals requiring immediate implementation for compliance with state or federal law shall be submitted to the Staff Alliance for review, but may be implemented prior to their action.

B. Transmittal to the President

The executive officer shall submit in writing the original proposal, together with staff alliance input, including the majority and all minority opinions, to the President of the University for information or action as appropriate.

C. Transmittal to the Board of Regents

The Chair of the Alliance may present the Staff Alliance majority and minority views in writing directly to the Board of Regents on any issue within the purview of the Staff Alliance.

## ARTICLE X. ACTIONS OF THE PRESIDENT, AND BOARD OF REGENTS

### A. Action by the President

The President of the University shall, in writing, approve, disapprove, or modify a Staff Alliance action, and notify the Chair and the executive officer within forty-five (45) days of receiving notification of the action by the executive officer.

### B. Modifications by the President

The President of the University may modify a Staff Alliance action if the modification does not effectively contravene or nullify the purpose or principle involved in the action.

### C. Disapprovals

The President of the University shall inform the Staff Alliance of the reasons for any disapproval or modification within one month of disapproving or modifying an ~~Council~~ **ALLIANCE** action.

### D. Board of Regents notification and action

Staff Alliance actions which are modified or disapproved by the President of the University, together with the statement of reasons, shall be placed on the next Board of Regents' meeting agenda for the information of the Board if requested. At the request of either the President of the University or the Alliance, the Alliance action which has been modified or disapproved shall be brought before the Board for action. The decision of the Board of Regents is final.

## ARTICLE XI. HANDBOOK

The Staff Alliance shall annually submit a directory of Staff Alliance members, a description of the Staff Alliance and how it works, and the annual Staff Alliance calendar to the executive officer for inclusion in the governance handbook. This handbook shall be distributed to the Board of Regents and to the shared governance groups.

## ARTICLE XII. REPORTS

The Staff Alliance shall annually prepare a report of activities. This report shall be submitted to the executive officer for compilation into a single annual report of governance activities for submission to the President of the University and the Board of Regents. The executive officer shall maintain Staff Alliance communications ~~via vax, the vax bulletin board,~~ **ELECTRONICALLY** and prepare system governance news for inclusion in ~~vax~~ **ELECTRONIC** and printed newsletters.

# UNIVERSITY *of* ALASKA

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## Staff Alliance

### SA Motion 2012-2

**MOTION:** Bylaws Amendment

See attached "Staff Alliance Bylaws: Changes proposed March 23, 2012 for 1<sup>st</sup> Reading – Passed, April 10, 2012 for 2<sup>nd</sup> Reading – Passed."

In the attached document:

**BOLD CAPS IN TEXT = ADDITIONS OR CHANGES**

Strike through in text = deletions

"The Staff Alliance moves to amend the bylaws as follows:

Section I. C. to update beginning and ending dates for terms of office;  
Section II. A. and D. to update communication methods;  
Section II. to correct outline labeling after D.

This motion of the Staff Alliance was passed on April 10, 2012 and becomes effective upon approval by the President of the University."

Signed: \_\_\_\_\_  
Chair, Staff Alliance Date

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For UA President's Use:

Check one:  Approved  Modification Recommended  Disapproved

Signed: \_\_\_\_\_  
President, University of Alaska Date

President's Comments on Recommended Modification or Disapproval:

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# U N I V E R S I T Y *of* A L A S K A

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## Staff Alliance

### Bylaws

*Changes proposed March 23, 2012 for 1st Reading – Passed  
April 10, 2012 for 2nd Reading- Passed*

#### Section I. MEMBERSHIP AND ORGANIZATION (Constitution Article IV.)

##### A. Election of the Vice Chair

The Alliance shall elect one Vice Chair from an MAU other than that of the Chair.

##### B. Duties

The vice chair shall serve in the absence of the chair for all Alliance meetings, meetings with the President, or with the Board of Regents.

##### C. Term of office

The Vice Chair shall serve from ~~July 1 to June 30~~ **SEPTEMBER 1 THROUGH AUGUST 30** of the following year.

##### D. Vacancy

When a Vice-Chair seat becomes vacant prior to the term expiration, the Alliance shall elect a new Vice-Chair from that vacancy's MAU representation.

#### Section II. MEETINGS (Constitution Article V.)

##### A. Public meeting notice

Public meeting notices shall be distributed to the university community ~~and posted on~~ **THROUGH THE INTERNET bulletin board** at least five days prior to the meeting, except for special meetings called for in an emergency; special meetings shall have at least twenty-four hours' advance notice.

##### B. Deadline for agenda items

Deadlines for receiving agenda items shall be set by the Alliance chair and these deadlines shall be distributed by the system governance executive officer to administration, the Board of Regents and the university community.

##### C. Agendas

The agendas of each regular or special Alliance meeting shall be timed consent agendas approved by the Alliance chair and distributed to the Alliance membership by the system governance executive officer at least five calendar days prior to the meeting.

The Alliance chair may shorten the agenda distribution timeline under special circumstances.

D. Recording meetings

The Alliance and its committees and task forces shall ~~record~~ **PROVIDE OFFICIAL MINUTES TO ALL MEETINGS** ~~on audio tape.~~

The minutes of all meetings shall include all actions taken by the Alliance, shall be prepared and distributed no later than thirty days after the meeting, shall be made available to Alliance members and the public, and shall be posted on the Internet.

~~E. F.~~ Open meetings

All Alliance meetings are open to all members of the university and the general public; however, only Alliance members may participate in the meeting unless the rules for participation in a meeting are suspended by a two- thirds vote of the members present.

F. ~~G.~~ Executive session

The Alliance may meet in executive session at any meeting when the subject to be discussed tends to prejudice the reputation or character of any person, or when the subject under discussion includes matters which are required by law or university policy or regulations to be held confidential.

G. ~~E.~~ Roll call vote

A roll call vote shall be ordered if requested by one-third of the members present.

H. ~~F.~~ Teleconference and video conference meetings

Any regular or special Alliance meeting may be conducted by teleconference or video conference.

Section III. QUORUM (Constitution Article VI.)

A. Alternates; proxy voting prohibited

When Alliance members cannot attend a meeting, they shall make every effort to send an alternate and shall advise the Alliance chair prior to the meeting if this is not possible. Voting by proxy is prohibited.

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Section IV. PARLIAMENTARY AUTHORITY (Constitution Article VII)

A. Time limit on speaking



The Chair may set time limits on each agenda item. No speaker shall then speak for more than the fixed number of minutes on any one topic unless more time has been granted in advance. The time limit may be extended by a two-thirds vote of the members present.

B. Actions

Motions shall be forwarded to the President of the University for the President's written approval, modification or disapproval no later than ten days after the meeting. Resolutions shall be forwarded to the President of the University for written comment no later than ten days after the meeting.

Section V. AMENDMENTS TO THE BYLAWS (Constitution Article VIII)

A. Written submission

Amendments to the bylaws must be presented in writing by voting members of the Alliance to the Alliance chair at least two weeks before the meeting at which they will be considered.

B. First reading and action

Amendments shall have first reading and discussion at the first meeting after they have been received by the Chair. Amendments may then be voted at the same meeting or postponed for further consideration.

C. Voting on amendments

Amendments shall be by a simple majority of a quorum of the membership.

D. Submission to the President

Amendments, once approved by the Alliance shall be forwarded to the President of the University for approval, modification or disapproval within ten days after the meeting by the executive officer and posted in the system governance office.

Patrick Gamble, President  
Phone: (907) 450-8000  
Fax: (907) 450-8012  
Email: ua.president@alaska.edu




UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

Attachment 9.1A  
202 Butrovich Building  
910 Yukon Drive  
P.O. Box 755000  
Fairbanks, AK 99775-5000

## MEMORANDUM

DATE: May 8, 2012

TO: Joe Hayes, System Governance Council Chair

FROM: Pat Gamble, President 

RE: System Governance Council Motion 2012-1

This is in regard to System Governance Council motion 2012-1(SGC 2012-1). The subject of the motion was employee education benefits. SGC 2012-1 supported Staff Alliance motion 2011-9. The Staff Alliance motion incorporated four resolutions. Inasmuch as the four resolutions were the actionable items please let me address each of those resolutions.

The first resolution stated, “The UAF Staff Council finds no statistically significant failure of courses that creates the need for change to the UA Employee Tuition Waiver benefit according to the FY06-FY10 data provided and does not support altering the employee tuition waiver for non-represented staff as described in the May 3<sup>rd</sup>, 2011 email message.” We agree with that resolution. The University’s revision of regulation R04.06.010 does not have financial consequences with regard to failure of courses.

The second resolution stated, “The UAF Staff Council considers the employee tuition waiver a valued benefit for non-represented staff at UAF and will engage in further research, as this issue requires.” Once more, we agree with that resolution. In fact, I understand completely that the tuition waiver is a valued benefit for all University of Alaska employees and their dependents. And of course, since we are a university more research and data is always welcome on any subject including the tuition waiver.

The third resolution stated, “The UAF Staff Council supports further data-driven review of this benefit and a cost/benefit analysis of the proposed changes to the UAF Tuition Waiver program - -.” Statewide staff did in fact perform extensive analysis

Joe Hayes  
May 8, 2012  
Page 2

of the subjects covered in the revision of R04.06.010. For example, after researching data about tuition waiver recipients who fail a course(s) my staff concluded that the failure rate was low and the cost of tuition recovery high. Accordingly, that proposal was pulled. Similar data-driven processes went into decisions about Satisfactory Academic Progress (SAP), 500 level courses, and year-long courses. For example, we can handle the SAP issue by requiring students in degree programs who receive financial aid to achieve a “C” average or better for undergraduate studies and a “B” average or better for graduate level studies. 500 level courses are excluded from Federal and State financial aid, so of necessity the revision of R04.06.010 excludes those courses from the tuition waiver. Year-long courses are all being eliminated by the MAUs, making the point moot. Finally, where we can find improvements we certainly will, such as adding the additional employee/dependent credit limits.

And finally, the fourth resolution states, “BE IT FINALLY RESOLVED, that at this time the UAF Staff Council requests that the University of Alaska Board of Regents reject any changes to the UA Tuition Waiver.” That is a problem. Our response has to also address concerns about the tuition waiver program made by members of the Alaska Legislature. An example of that sensitivity resulted in the decision requiring employees to complete employment probation before the tuition waiver benefit becomes available. Not being responsive to certain legislative concerns and not being in accord with State of Alaska student financial aid regulations would place the entire tuition benefit in a risky position.

So obviously the “any” part is the problem with the fourth resolution. But if we can come together on the responses we have provided to you and Staff Alliance Motion 2011-9, then the health and well-being of the tuition waiver program for our employees will not be jeopardized in any way.

PKG

Attachment (Revised R04.06.010)

cc: Donald Smith, UA Interim Chief Human Resources Officer (with attachment)  
Juella Sparks, Staff Alliance Chair

**UNIVERSITY REGULATION  
PART IV - HUMAN RESOURCES  
Chapter 04.06 – Benefits and Leave**

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

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

- A. Regular employees and employee dependents are education benefits eligible after the employee completes an employment probationary period. Any waiver of this requirement must be in writing with document coordination between the chancellor or president, as appropriate, and SW Human Resources.
- B. Eligible regular employees of the university may have a maximum of eight credit hours waived in each fall and spring semester.
- C. Eligible regular employees may have a maximum of four non-credit courses waived in each fall and spring semester. The non-credit course must be chosen from a UA-approved list of acceptable courses. This waiver requires prior written approval by the employee's supervisor.
- D. In an academic year a maximum of sixteen credit hours and eight non-credit courses may be waived. An academic year begins with the fall semester and ends with the summer term. Prior to the start of each academic term, the list of UA-approved non-credit courses will be provided by the Statewide Office of Human Resources.
- E. Eligible regular employees with an employment agreement with the university for the following academic year, but who are off contract during the summer, may have up to sixteen graduate or undergraduate course credit hour charges waived per summer session. That same category of employees may have up to eight non-credit courses waived from a UA-approved list per summer session. In all cases these waivers, combined with fall and spring semesters, cannot exceed the sixteen credit and eight non-credit course limitation in each academic year.
- F. Eligible regular employees may take up to three credit hours during working hours with prior written approval by the supervisor. Employees are not required to make up the time if the supervisor believes the coursework will directly benefit the university.
- G. Eligible regular employees may take UA-approved non-credit courses during working hours with prior written approval by the supervisor. Employees are not required to make up the time for their attendance at UA-approved non-credit courses.

- H. Eligible regular employees may attend credit courses that do not directly benefit the university during working hours with prior written approval by the supervisor. The employee will use accrued leave time or be responsible for making up lost work time through a flexible work schedule requested through and approved by the supervisor.
- I. Spouses, financially interdependent partners, and dependent children under the age of 24 of eligible regular employees will have course credit hour charges waived. Course charges for non-credit courses will not be waived for spouses, financially interdependent partners, and dependent children of employees.
- J. An individual who qualifies for permanent disability during his/her regular employment under the University of Alaska's long-term disability plan will have course credit hour charges waived for a period of three academic years following qualification.
- K. An employee who has included university coursework as part of an approved leave of absence is entitled to the same education benefits as an eligible regular employee.
- L. 500 level courses and year-long courses are not eligible for the education benefit.
- M. Employees and dependents receiving undergraduate education benefits must maintain a "C" or better GPA in the waived courses. Employees and dependents receiving graduate level education benefits must maintain a "B" or better GPA in the waived courses. Appeals will be handled through academic channels as per normal.
- N. University employees who by virtue of their employment status qualify for the education benefit cannot also claim spouse or dependent education benefits.
- O. Education benefits cease upon termination of employment except for those courses in which the employee, spouse or dependent(s), are currently enrolled and classes are in session at the time of termination.
- P. Education benefits provided by this section apply to the total number of credit hours in which the employee, spouse, and/or dependent enrolls.
- Q. An employee is responsible for any tax liability generated from employee education benefits.
- R. With the exception of non-credit UA-approved courses taken by employees, other self-support course charges are not eligible to be waived under this benefit.
- S. For a student enrolled in the WWAMI Medical Program the education benefit is applicable only for University of Alaska-provided coursework.

# UNIVERSITY *of* ALASKA

## System Governance Council

Joe Hayes, Chair  
 Phone: 907-474-6281  
 E-mail: [ilhaves2@alaska.edu](mailto:jlhaves2@alaska.edu)

### SGC 2012-1

#### MOTION SUPPORTING STAFF ALLIANCE MOTION 2011-9 AMENDED TO ADDRESS ONLY NON COVERED EMPLOYEE EDUCATION BENEFITS

"The System Governance Council moves to support Staff Alliance motion 2011-9 relating to non covered employee education benefits. This action is effective January 23, 2012."

#### RATIONALE:

On November 29, 2011, the Staff Alliance passed a motion endorsing the UAF Staff Council resolution relating to employee education benefits and encouraged reconsideration of the dependent tuition waiver changes. President Gambie disapproved the Staff Alliance motion stating that the tuition waiver benefit affects employees through the UA system and should be considered by the System Governance Council. The System Governance Council took up the issue on January 23 and discovered that at least one collective bargaining agreement covered education benefits; thus the motion above speaks only to education benefits for non covered employees.

Signed:   
 Chair, System Governance Council

02/12/12  
 Date

#### For UA President's Use:

Check one:  Approved  Modification Recommended  Disapproved

Signed: \_\_\_\_\_  
 President, University of Alaska

\_\_\_\_\_  
 Date

Comments: Original SGC motion was submitted without pertinent SAA motion.

# UNIVERSITY of ALASKA

## Staff Alliance

Received

DEC 05 2011

Office of The President

### SA Motion 2011-9

**MOTION:** Relating to Opposing Altering the UA Employee Tuition Waiver and Requesting Reconsideration of Proposed Changes to Tuition Waiver for Dependents.

"The Staff Alliance moves to agree in full with the UAF Staff Council Resolution Opposing Altering the UA Employee Tuition Waiver that is attached. Staff Alliance also requests that the proposed changes to the Tuition Waiver Benefit for Dependents be reconsidered. This action is effective November 8, 2011."

Rationale for this action:

In addition to the problems with regards to Satisfactory Academic Progress (SAP) rules for financial aid, Staff Alliance would like to point out additional specific problems that add restrictions and unnecessary rules to a benefit that is highly valued by staff. Some problems that Staff Alliance members have identified include:

- 1) SAP will not cover 500-level (CEU) courses
- 2) SAP will not cover academic year-long courses
- 3) SAP requires a student be admitted to a degree, but SAP states that dependents using a tuition waiver don't have to be admitted. Lack of a declared degree makes some of the rules unenforceable.

Signed:   
Chair, Staff Alliance

11/29/11  
Date

For UA President's Use:

Check one:  Approved  Modification Recommended  Disapproved \*

Signed:   
President, University of Alaska

12/16/11  
Date

President's Comments on Recommended Modification or Disapproval:

\* The tuition waiver benefit is an issue that affects employees throughout the UA system. I therefore recommend SA advance its motion / concerns on this issue to the System Governance Council.

Resolution Opposing Altering the UA Employee Tuition Waiver

In response to calls to alter the University of Alaska Tuition Waiver program, the UAF Staff Council reviewed available research concerning the program for signs of abuse, waste, and relative importance to the University of Alaska Staff.

**WHEREAS**, Regents policy 04.01.010 includes providing “for continuing opportunities for training and development” as part of the Human Resources Mission Statement; and

**WHEREAS**, in response to Representative Anna Fairelough, the University of Alaska Statewide Planning and Institutional Research Office conducted an Employee Education Benefit Analysis that examined FY06 through FY10; and

**WHEREAS**, this research found that “providing an employee education benefit is a customary practice in both public and private higher education institutions”; and

**WHEREAS** this research found that the overwhelming majority of all higher education institutions, including 50% of all public institutions, provide educational benefits to their employees; and

**WHEREAS**, this research found that the tuition waiver benefit only accounts for “approximately 6 percent of the total UA student population” and that “persons using the UA Employee Tuition Waiver had a successful completion rate of 80%”; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it “attracts and retains staff/faculty” and “sustains a competitive position in relation to other universities”; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it “provides required work-related training and skill upgrades without additional training costs”; “provides financial support to educational delivery” and “keeps training dollars at the university”; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it “increases the university’s human capital and encourages skill development”; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it “expands staff understanding of the university’s mission and programs”; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it provides staff contact among both faculty and students”; and



**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it is “consistent with Board of Regents’ position on the value and commitment to higher education”: and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it “keeps students/dependents in-state”: and

**WHEREAS**, the University of Alaska customarily provides tuition waivers to a number of other groups: including citizens 65 and older and qualified participants in the UA Scholars program: and

**WHEREAS**, the University of Alaska Staff have seen significant increases in Healthcare benefit costs, layoffs, the loss of step-increases and other significant downward economic pressures since FY 2007:

**THEREFORE, LET IT BE RESOLVED:**

The UAF Staff Council finds no statistically significant failure of courses that creates the need for change to the UA Employee Tuition Waiver benefit according to the FY06 - FY10 data provided and does not support altering the employee tuition waiver for non-represented staff as described in May 3rd, 2011 email message.

**LET IT BE FURTHER RESOLVED:**

The UAF Staff Council considers the employee tuition waiver a valued benefit for non-represented staff of UAF and will engage in further research, as this issue requires.

**LET IT BE FURTHER RESOLVED:**

The UAF Staff Council supports further data-driven review of this benefit and a cost/benefit analysis of the proposed changes to the UAF Tuition Waiver program, and

**BE IT FINALLY RESOLVED**, that at this time, the UAF Staff Council requests that the University of Alaska Board of Regents reject any changes to the UA Tuition Waiver.

Staff Council Resolution 2011-221-1  
Approved: 10/19/11

The UAF Staff Council unanimously approved the following resolution on October 19, 2011:

Resolution #2011-221-1: Resolution Opposing Altering the UA Employee Tuition Waiver

In response to calls to alter the University of Alaska Tuition Waiver program, the UAF Staff Council reviewed available research concerning the program for signs of abuse, waste, and relative importance to the University of Alaska Staff.

**WHEREAS**, Regents policy 04.01.010 includes providing "for continuing opportunities for training and development" as part of the Human Resources Mission Statement; and

**WHEREAS**, in response to Representative Anna Fairclough, the University of Alaska Statewide Planning and Institutional Research Office conducted an Employee Education Benefit Analysis that examined FY06 through FY10; and

**WHEREAS**, this research found that "providing an employee education benefit is a customary practice in both public and private higher education institutions"; and

**WHEREAS** this research found that the overwhelming majority of all higher education institutions, including 50% of all public institutions, provide educational benefits to their employees; and

**WHEREAS**, this research found that the tuition waiver benefit only accounts for "approximately 6 percent of the total UA student population" and that "persons using the UA Employee Tuition Waiver had a successful completion rate of 80%"; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it "attracts and retains staff/faculty" and "sustains a competitive position in relation to other universities"; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it "provides required work-related training and skill upgrades without additional training costs"; "provides financial support to educational delivery" and "keeps training dollars at the university"; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it "increases the university's human capital and encourages skill development"; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it "expands staff understanding of the university's mission and programs"; and

**ORIGINAL**

Staff Council Resolution 2011-221-1

Approved: 10/19/11

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it provides staff contact among both faculty and students"; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it is "consistent with Board of Regents' position on the value and commitment to higher education"; and

**WHEREAS**, this research concluded that the tuition waiver is important to the University of Alaska System because it "keeps students/dependents in-state"; and

**WHEREAS**, the University of Alaska customarily provides tuition waivers to a number of other groups: including citizens 65 and older and qualified participants in the UA Scholars program; and

**WHEREAS**, the University of Alaska Staff have seen significant increases in Healthcare benefit costs, layoffs, the loss of step-increases and other significant downward economic pressures since FY 2007;

**THEREFORE, LET IT BE RESOLVED:**

The UAF Staff Council finds no statistically significant failure of courses that creates the need for change to the UA Employee Tuition Waiver benefit according to the FY06 - FY10 data provided and does not support altering the employee tuition waiver for non-represented staff as described in May 3rd, 2011 email message.

**LET IT BE FURTHER RESOLVED:**

The UAF Staff Council considers the employee tuition waiver a valued benefit for non-represented staff of UAF and will engage in further research, as this issue requires.

**LET IT BE FURTHER RESOLVED:**

The UAF Staff Council supports further data-driven review of this benefit and a cost/benefit analysis of the proposed changes to the UAF Tuition Waiver program, and

**BE IT FINALLY RESOLVED**, that at this time, the UAF Staff Council requests that the University of Alaska Board of Regents reject any changes to the UA Tuition Waiver.

Signed:   
President, UAF Staff Council

10.19.11  
Date

Distribution: Staff Alliance, Pat Ivey, Beth Behner,  
CC/ Chancellor Rogers, President Gamble



UAS STAFF COUNCIL RESOLUTION AY12-01  
Approved December 9, 2011

**TO:** Patrick Gamble, President University of Alaska

**VIA:** Juella Sparks, Chair Staff Alliance

**CC:** John Pugh, Chancellor University of Alaska Southeast  
Dr. Dan Monteith, President Faculty Senate/Alliance

**DATE:** 9 December 2011

**RE:** Employee Tuition Waiver Benefit Changes

UAS Staff Council fully supports the Staff Alliance Resolution on "Employee Tuition Waiver Benefit Changes" (attached) and the UAF Staff Council "Resolution Opposing Altering the UA Employee Tuition Waiver" (attached).

In addition to those identified in the UAF Staff Council and Staff Alliance resolutions, UAS Staff Council has the following concerns:


- Application of SAP to dependents under the proposed regulation and possible future changes applying SAP to employees
- FERPA issues related to release of student records to HR without consent
- Flexibility for supervisors to waive six month waiting period for new hires
- Lack of an appeals policy specific to tuition repayment
- Insufficient time frame for employee input into proposed regulatory changes

We believe that the University is best served by encouraging maximum availability and use of the tuition waiver benefit for employees and their dependents. We believe that the University benefits from the tuition waiver in several ways such as:

- Attracting and retaining quality employees in a cost-effective manner
- Contributing to enriched student-university relationships when students attend alongside employees and dependents
- Increasing the quality of customer service that the University provides

In order to support the best interests and long term viability of the University, employees request clarification of the rationale and basis of the proposed changes to R04.06.010. We challenge the assumption that the proposed changes will result in significant cost savings. We will continue to work with the Administration through shared governance to strengthen the University.

This resolution passed unanimously on December 9, 2011.

  
Mary McRae Miller, President, UAS Staff Council

*The mission of the University of Alaska Southeast is student learning enhanced by faculty scholarship, undergraduate research and creative activities, community engagement, and the cultures and environment of Southeast Alaska.*

SAA Motion 2012-1

**MOTION: Related to opposing proposed changes to the UA Employee Tuition Waiver for benefits eligible employees and their dependents.**

“The Statewide Administration Assembly moves to support the findings of the attached UAF Staff Council and the Staff Alliance resolutions Opposing Altering the UA Employee Tuition Waiver. The Statewide Administration Assembly requests that a cost benefit analysis be conducted and that neither staff, nor their dependents be limited to Standard Academic Progress (SAP) rules. This action is effective February 8, 2012.”

Rationale for this action:

SAA agrees with the UAF Staff Council’s findings regarding the value of the tuition benefit to the university, UA employees and their dependents. Of greatest concern is that a data-driven review and a cost/benefit analysis of the proposed changes to the tuition waiver benefit be conducted before any changes are enacted.

SAA fully supports the Staff Alliance resolution with regards to the problems identified with the restrictions imposed by utilization of Standard Academic Progress (SAP) rules.

SAA supports a level of responsibility for utilizing the tuition waiver benefit but opposes applying full SAP rules to this benefit. SAA recognizes the legislative pressure to change the administration of the benefit and believes there are positive ways to do so. For example, SAA would support requiring staff to pay for the next class, or classes, totaling the number of credits that the benefit covered, if they fail a course. While SAA recognizes the need for changes to the waiver system, the proposed changes do not work for everyone and could be detrimental to a portion of the university community.

Signed: Monique Musick 3/13/12  
 President SAA Date

Signed: \_\_\_\_\_  
 UA President Date

Check One :  Approved  Modification Recommend  Disapproved

Please attach comments or rationale on recommended modification or disapproval

# UNIVERSITY of ALASKA

## System Governance Office

### Submission Form

Date: May 21, 2012

Group: System Administration Assembly

Topic: SAA Resolution 2012-1

**Attachment:**

Narrative including motion/citation/rationale/recommendation

Associated Reference(s)

**Edits addressed in this submission:**

- "Motion" changed to "resolution" after discussion with SAA President
- Resolution numbers begin 2012-1

**Signatures:**

*Kim Fackler*

System Governance Office

received by *[Signature]*

Interim Vice President for Academic Affairs

*6/1/12  
For submission to Main...*

## System Governance Office

### MEMORANDUM

DATE: May 21, 2012

TO: Dana Thomas, Interim Vice President for Academic Affairs

CC: Donald Smith, Interim Chief Human Resources Officer and Executive Director - Labor & Employee Relations

FROM: Kim Fackler, System Governance Office

SUBJECT: SAA response to JHCC recommendation to terminate WIN program

The System Administration Assembly (SAA) passed the attached SAA Resolution 2012-1 on May 9, 2012 in response to the Joint Health Care Committee's April 25, 2012 recommendation to terminate the Wellness Initiatives Network for Alaska, Inc. (WIN for Alaska) program.

Due to the timely nature of the SAA Resolution 2012, SAA members determined that resolution materials be CC-d to Donald Smith, Interim Chief Human Resources Officer and Executive Director - Labor & Employee Relations.

fyi:

SAA constitution and bylaws as written do not reflect the current governance reporting structure. To address this, updates to SAA constitution and bylaws will be considered at the June 13, 2012 SAA Annual Onsite General Meeting.

#### Attachments

- SAA Resolution 2012-1

# UNIVERSITY of ALASKA

## Statewide Administration Assembly

### SAA Resolution 2012-1

#### RESOLUTION relating to JHCC recommendation to termination WIN program

Passed May 9, 2012

The following resolution was made and approved by the Statewide Administration Assembly (SAA) at their May 2012 meeting.

RESOLUTION: passed

“As an overwhelming majority of staff respondents wish to continue the wellness program, the SAA recommends that UA continue with the WIN program through 2013 and proceed with the request for proposal (RFP) process for a wellness program into the future. The program imparts an investment in employee health.

The WIN program was listed as a FY13 benefit during open enrollment and should remain for the fiscal year.”

Signed: Monique Musick May 21, 2012  
President, Statewide Administration Assembly Date

~~Approved: \_\_\_\_\_  
Interim Vice President for Academic Affairs  
University of Alaska~~

~~Disapproved: \_\_\_\_\_  
Interim Vice President for Academic Affairs  
University of Alaska~~

Rationale for Disapproval:

*VPAA does not have authority to act on this matter. See attached.*



**Labor and Employee Relations**

211 Butrovich Building  
P.O. Box 755140  
Fairbanks, Alaska 99775-5140  
(phone) 907-450-8230  
(fax) 907-450-8231  
(web) <http://www.alaska.edu/labor/>



UNIVERSITY  
*of* ALASKA  
*Many Traditions One Alaska*

**Attachment 9.4  
Statewide Human Resources**

212 Butrovich Building  
P.O. Box 755140  
Fairbanks, Alaska 99775-5140  
(phone) 907-450-8200  
(fax) 907-450-8201  
(web) <http://www.alaska.edu/hr/>

Donald F. Smith, Chief Human Resources Officer &  
Executive Director Labor and Employee Relations

May 13, 2012

To: Ms. Lisa Sporleder, Chairperson - Joint Health Care Committee (JHCC)

From: Donald Smith, Interim Chief Human Resources Officer (CHRO)

RE: JHCC Motions Adopted at the April 25<sup>th</sup> Meeting

During the JHCC meeting conducted on April 25, 2012, three recommendations were approved as motions. I received an e-mail the following day from Ms. Cyndee West whereby she presented those motions on your behalf. The purpose of this memorandum is to address those three motions.

First, let me address Motion #1. The motion stipulates, "The 'Personal Best Newsletter' be discontinued." If that is the wish of the JHCC, and there being no compelling arguments to the contrary, so be it.

Motion #2 stipulates that, "One union member of the Joint Health Care Committee (JHCC) participate fully, as a scoring member, in the complete Request for Proposal (RFP) process effective immediately." The language of Motion #2 is troubling. On the one hand the motion asks that a union member participate as a scoring member for RFPs. That is acceptable and that person is welcome to participate in the scoring of RFPs. But the language of the motion goes on to say that the designated union member will participate in the "complete Request for Proposal (RFP) process - - -." It is the language about the complete RFP process that poses the problem.

During the March 21, 2012 meeting the JHCC passed a motion about RFPs. In a letter to you dated April 10, 2012, I disallowed that motion. The rationale for not accepting that motion was that the RFP process was beyond the scope and resources of the JHCC. Now little more than a month later the JHCC passed another motion about RFPs that specifies union member participation in the complete RFP process. The words "complete RFP process" used in this latest motion provide little differentiation from the March 21 motion. Consequently, I do not accept this latest motion about RFPs because it has the potential to alter the administration and management of health care benefits. If it is the desire of the JHCC to have a union member sit on the RFP scoring committee then a well written motion can accomplish that. If

it pleases the JHCC this memo can also be considered an invitation to submit a member's name for inclusion to the RFP scoring committee and obviate the necessity for Motion #2. Attachment 9.4

Motion #3 addresses the Wellness Initiative Network for Alaska (WIN). The motion specifies, "The University terminate the Well Initiate (*sic*) Network for Alaska (WIN) contract on the first contractually feasible (*sic*) but no later that (*sic*) 1 July 2012." This proposal has generated much conversation across the university. I have received 111 e-mails about the motion; 58 disagree with the JHCC motion and support WIN, and 53 support the proposal for termination of WIN. So, 52% of the e-mails received by me disagree with the JHCC motion and support continuation of WIN.

Governance groups have also weighed in about the motion. For example, The Statewide Administration Assembly passed motion 2012-2 that, "recommends that UA continue with the WIN program through 2013." The Staff Alliance Health Care Committee also passed a motion in support of WIN. A Staff Alliance survey was overwhelmingly in favor of retaining WIN; 577 in favor of WIN (64%), 203 against WIN (23%), and 121 neutral (13%).

When one tallies the pro and con responses about Motion #3 it looks like this;

For WIN	635	71%
Against WIN	256	29%

Then there is the matter of the UNAC and UAFT collective bargaining agreements (CBA). Each of those respective CBAs has language that mandates funding of the current wellness program. The pertinent language follows:

UNAC language

The Wellness Program implemented in FY2006 for UA Choice participants will continue to be funded as part of the University's contribution as established by this article.

UAFT language

The Wellness Program implemented in FY2006 for UA Choice participants will continue to be funded as part of the University's contribution as established by this article.

Consequently, even if the JHCC Motion #3 were adopted, there is an obvious conflict between the advocacy of the motion and the language in the UNAC and UAFT CBAs. If the University were to adopt Motion #3 it is nevertheless obligated to fund a Wellness Program according to those two CBAs.

The timing of Motion #3 and the timetable constraint placed on the Chief Human Resource Officer to accept or disallow the motion are most unfortunate. JHCC dissatisfaction with WIN is noted, but it would seem that the JHCC has abdicated its responsibility to consider alternatives. An equitable accommodation would be for JHCC to reconsider Motion #3 and investigate reasonable alternatives to WIN.

Inasmuch as the sentiments received are overwhelmingly in favor of WIN apparently the JHCC is not synchronized with the employee population on this issue. It is clear from the e-mails and staff surveys I received that the preponderance those employees do not believe

Attachment 9.4  
it pleases the JHCC this memo can also be considered an invitation to submit a member's name for inclusion to the RFP scoring committee and obviate the necessity for Motion #2.

Motion #3 addresses the Wellness Initiative Network for Alaska (WIN). The motion specifies, "The University terminate the Well Initiate (*sic*) Network for Alaska (WIN) contract on the first contractually feasible (*sic*) but no later that (*sic*) 1 July 2012." This proposal has generated much conversation across the university. I have received 111 e-mails about the motion; 58 disagree with the JHCC motion and support WIN, and 53 support the proposal for termination of WIN. So, 52% of the e-mails received by me disagree with the JHCC motion and support continuation of WIN.

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The timing of Motion #3 and the timetable constraint placed on the Chief Human Resource Officer to accept or disallow the motion are most unfortunate. JHCC dissatisfaction with WIN is noted, but it would seem that the JHCC has abdicated its responsibility to consider alternatives. An equitable accommodation would be for JHCC to reconsider Motion #3 and investigate reasonable alternatives to WIN.

Inasmuch as the sentiments received are overwhelmingly in favor of WIN apparently the JHCC is not synchronized with the employee population on this issue. It is clear from the e-mails and staff surveys I received that the preponderance those employees do not believe

the JHCC speaks for them with regard to WIN. Consequently, I do not accept Motion #3 Attachment 9.4 because; (1) of the detrimental impact it would have on employees who are WIN participants, (2) the overall favorable responses about WIN from the vast majority of employees who made their sentiments known, and (3) the university's obligation to the UNAC and UAFT CBAs for funding a wellness program.

An alternative the JHCC might consider is that those labor unions that look unfavorably upon WIN could be exempted from participation. For example, a JHCC participating labor union may choose to exclude all its members from WIN participation. For those unions so inclined please contact me about commencing negotiations in that regard.


Patrick Gamble, President  
 Phone: (907) 450-8000  
 Fax: (907) 450-8012  
 Email: ua.president@alaska.edu



UNIVERSITY  
 of ALASKA  
*Many Traditions One Alaska*

202 Butrovich Building  
 910 Yukon Drive  
 P.O. Box 755000  
 Fairbanks, AK 99775-5000

MEMORANDUM

DATE: May 18, 2011  
 TO: Maria Russell, Staff Alliance President  
 FROM: Patrick Gamble, UA President   
 RE: Response to Staff Alliance Motion #2011-4

In response to the Staff Alliance Motion #2011-4 (attached), I am approving a second annual leave cash-in test program opportunity for non-represented staff consisting of 20 hours. The test program will be in place for a one year trial period.

In the motion you prepared on behalf of Staff Alliance, you expressed that the additional level of cash-in would permit employees to use cashed-in annual leave to cover higher costs of health care and other living expenses. I found this rationale persuasive and will therefore agree to an additional cash-in test program for FY12 for non-represented staff only. Executive officers are not eligible to participate in this test program. I am approving 20 hours for an employee's second annual leave cash-in, rather than the 40 additional hours requested in the Staff Alliance motion. This change to existing HR procedure is approved on a one year basis, so that the university can analyze usage and costs before a decision is made whether to offer an increased level of annual leave cash-in on an ongoing basis. The additional 20 hours of annual leave cash-in will also be subject to the conditions outlined in this memo.

The current annual leave cash-in guideline provides that an employee may cash-in 40 hours of annual leave once a year. That opportunity will remain in place. As a new requirement before an employee requests a cash-in of an additional 20 hours of annual leave, the employee will be expected to have taken 40 hours of annual leave in the prior 12 months. There currently is no minimum amount of annual leave that an employee must use before making a cash-in request. The reason for requiring an employee to take at least 40 hours of annual leave before a second cash-in is two-fold:

- 1.) University departments budget for personnel costs with the expectation that employees will actually take leave. It is more costly to departments if employees cash-in a week of leave instead of taking a week of leave.

- 2.) It is good for employees and for the university for employees to take time off from work. Taking sufficient annual leave helps keep a healthy work-life balance, which contributes positively to work performance, enthusiasm and productivity. Time away from work allows an employee to unwind and focus on specific personal needs. The university benefits from the improved morale and productivity levels of rested employees as well as the potential to contribute to lower health care costs. Additionally, leave usage forces the university to develop backups and contingencies to accommodate normal, day to day operations. Cross training other employees to capably cover duties during an individual's periods of annual leave is an important task for university supervisors.

The existing requirement to have a balance of 40 hours in the annual leave account at the time of a cash-in will also apply to the second cash-in.

Thank you for suggesting this initiative. After the increased level of annual leave cash-in test program has been in place on a pilot basis during FY12, we will assess the overall value and benefit to UA and consider whether to fully implement an increased level of annual leave cash-in.

PKG

Attachments (motion; Guidelines)

cc: Beth Behner, CHRO

Tom Case, UAA Chancellor

Pat Ivey, Executive Officer for UA System Governance

John Pugh, UAS Chancellor

Wendy Redman, Executive Vice President for University Relations

Brian Rogers, UAF Chancellor

d1m/memoRussellresponseSAmotion2011-4-ALcash-in

Attachment to Memo to Staff Alliance from President Gamble, dated May 18, 2011

## **Annual Leave Cash-In Program Guidelines for Non-Represented Employees**

The Annual Leave Cash-In program allows eligible employees to cash-in up to 40 hours of their annual leave one time per fiscal year at any time during the fiscal year. **NOTE: Test Program -** For FY12, a second annual leave cash-in may be requested by eligible non-represented employees, of an additional 20 hours. Executive officers are not eligible to participate in this Test Program. This additional cash-in request will be granted provided the employee previously has taken a minimum of 40 hours of annual leave during the fiscal year and retains a minimum of 40 hours of annual leave in his/her annual leave account after the cash-in hours are deducted. The supervisor is responsible for reviewing that the employee has taken the minimum amount of annual leave. Approval for the Test Program cash-in is given by the employee's supervisor through signing the timesheet containing the additional 20 hours of annual leave cash-in. Under no circumstances will an individual be granted an annual leave cash-in in excess of 60 hours in a fiscal year. More information concerning the university's one year increase in the amount of annual leave that may be cashed in may be found on the SWHR website.

<http://www.alaska.edu/hr/leave-cash-in-memo/>

Please review the question and answer section below to learn more about the regular Annual Leave Cash-In program as well as the special section regarding the Test Program for FY12.

### **Frequently Asked Questions**

#### **Current Annual Leave Cash-In Program**

##### **Who is eligible to request a cash-in of their annual leave?**

- All UA employees in a non-union, annual leave-eligible position are eligible to participate in the Annual Leave Cash-In program. This includes employee classes of NR, EX, XR, XX, FR, and NX (Local 6070 members should refer to [Annual Leave Cash-In Guidelines for Local 6070 Employees](#)).
- The annual leave cash-in can only occur in the requested pay period if the employee is working in a job that is annual leave eligible in that pay period.
- The employee's job must be in active status (i.e., not in off-contract status or LWOP status) in the requested pay period.

##### **How much annual leave can I request and how often can I request it?**

- Eligible employees may request to cash-in up to 40 hours of their annual leave once per fiscal year in any pay period during that fiscal year. The fiscal year period for the program is defined as any pay period in which the payroll check/deposit is issued between July 1 and June 30.
- Employees must have 40 hours remaining in their annual leave bank after the cash-in hours are deducted.

Attachment to Memo to Staff Alliance from President Gamble, dated May 18, 2011

- The prior payroll period's annual leave balance will be used to determine the minimum 40 hour requirement and the maximum hours allowed to be cashed-in.

### **Test Program for FY12**

#### **Who is eligible for the Test Program for additional annual leave cash-in during FY12?**

- UA employees in non-union, annual leave-eligible positions in the following employment classes are eligible to participate in the Test Program for additional annual leave cash-in during FY12: NR, XR, XX, FR, and NX.
- The annual leave cash-in can only occur in the requested pay period if the employee is working in a job that is annual leave eligible in that pay period.
- The employee's job must be in active status (i.e., not in off-contract status or LWOP status) in the requested pay period.

#### **How much annual leave can I request as part of the Test Program during FY12 and how often can I request it?**

- Eligible employees may request to cash-in up to 20 additional hours of their annual leave during the FY12 Test Program, after they have already cashed-in 40 hours of annual leave through the regular Annual Leave Cash-in program. The request for an additional 20 hours of annual leave cash-in may occur once during FY12 in any pay period. The fiscal year period for the Test Program is defined as any pay period in which the payroll check/deposit is issued between July 1, 2011 and June 30, 2012.
- To be eligible for the additional cash-in, employees must have **taken** 40 hours of annual leave in FY12. The supervisor will review the employee's annual leave usage and approve the cash-in of 20 hours of annual leave through signing the employee's timesheet. The additional Test Program cash-in of 20 hours may be requested in the same pay period as the regular annual leave cash-in, provided all conditions in these Guidelines are met.
- Employees must have 40 hours remaining in their annual leave bank after the 20 hours of annual leave cash-in are deducted.
- The prior payroll period's annual leave balance will be used to determine the minimum 40 hour balance requirement and the maximum hours allowed to be cashed-in.

### **General Provisions Applicable to Both the Annual Leave Cash-In Program and Test Program:**

#### **How do I make a request to cash-in my annual leave?**

- Employees must request their annual leave cash-in by recording the cash-in hours in the "Total Hours" column on their timesheet using earnings code 515 (Annual Leave Cash-In). Recording hours in daily increments on the timesheet is not required.



Attachment to Memo to Staff Alliance from President Gamble, dated May 18, 2011

**How can I review my prior annual leave cash-in requests?**

- Paid cash-in hour totals from a particular fiscal year can be reviewed through UAOnline (<http://uaonline.alaska.edu>). Once you log into UAOnline, select Employee Services, Pay Information, and then Earnings History. Select the appropriate fiscal year period (July of one calendar year to June of the next calendar year) and click Display. The cash-in hours will be listed under "Annual Leave Cash-In."

**Additional Information:**

- Employees will not accrue additional leave on the cashed-in hours.
- The cash-in hours are not eligible for PERS, TRS, ORP, or UA Pension benefits.
- The cash-in requests are to be processed in regular payroll runs only.
- Requests for cash-in hours cannot be submitted for a payroll period that has already been processed or through a revised timesheet submission.
- Cash-in hours that have already been processed and paid cannot be revoked.

If you have any questions regarding these processing guidelines, contact your [regional Human Resources Office](#) or send an email to [syhr@alaska.edu](mailto:syhr@alaska.edu)

[Revised SWHR – May 18, 2011]

# UNIVERSITY of ALASKA

## Staff Alliance

### SA Motion #2011-4

#### MOTION relating to Cash In Leave

"The Staff Alliance moves to request that non-represented staff be allowed two opportunities per fiscal year to cash in up to forty hours of annual leave, for a maximum total of eighty hours per fiscal year. This action is effective March 8, 2011."

#### Rationale for Motion:

We propose this due current the economic situation and significant increases in out of pocket health care costs and cost of living increases around the state. This will allow staff the flexibility to better offset changing financial obligations.

Signed: Walter P. Secco  
Chair, Staff Alliance

3/11/11  
(Date)

Approved: DK Gamble  
President, University of Alaska

5/18/11  
Date

*AS Amended  
in 18 May Pres.  
memo.*

Disapproved: \_\_\_\_\_  
President, University of Alaska

\_\_\_\_\_  
Date

#### Rationale for Disapproval:

# UNIVERSITY *of* ALASKA

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## Staff Alliance Staff Health Care Committee

MOTION relating to a Health Care Task Force

The UA Staff Alliance Staff Health Care Committee applauds and endorses the concept of a Health Care Task Force that would suggest major overhaul changes to the UA health plan, with the understanding that changes would be at least cost-neutral and preferably cost-saving.

Signed:   
Chair, UA Staff Alliance Staff Health Care Committee

Date: 4/23/12

# UNIVERSITY *of* ALASKA

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## Staff Alliance Staff Health Care Committee

MOTION relating to UA tobacco policy

We the UA Staff Alliance Staff Health Care Committee move to request President Gamble take no action on a Tobacco Policy until a report by the UA Health Care Task Force has been received with recommendations. Should the President decide to move forward with a Tobacco Policy before the UA Health Care Task Force presents its findings, the UA Staff Alliance Staff Health Care Committee recommends a tobacco free campus as an alternative.

Signed: Melodie Morse  
Chair, UA Staff Alliance Staff Health Care Committee

Date: 4/23/12