

UNIVERSITY *of* ALASKA

Staff Alliance

Draft Minutes

Tuesday, December 9, 2008

12:30pm-2:30pm – audio conference

Fairbanks site: 204 Butro – Carter Conference Room

Bridge # 1-800-893-8850, pin # 4236369

1. Call to Order and Roll Call

Members present:

Heather Swanson, Chair, Staff Alliance and President, UAS Staff Council

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

Megan Carlson, President, UAA Classified Council

Paloma Harbour, Vice President, Statewide Administration Assembly

Bobbi McCoy, Vice President, UAS Staff Council

Julia Martinez, President, UAA APT Council

Martin Klein, President-Elect, UAF Staff Council

Pat Ivey, Executive Officer, System Governance

Others present:

Mike Humphrey, Director, Benefits

Beth Behner, Chief Human Resources Officer

Anne Sakumoto, Director, Faculty/Staff Training & Development

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the December 9, 2008 meeting as amended. This action is effective December 9, 2008.”

3. Approve November 11, 2008 minutes
<http://gov.alaska.edu/Staff/minutes/2008/11-11.pdf>

MOTION: passed

“The Staff Alliance moves to approve the minutes for the November 11, 2008 meeting. This action is effective December 9, 2008.”

4. Chair’s Report – *Heather Swanson*

Thanks to Juella Sparks for chairing meeting last month while Heather Swanson was in Seattle. Swanson attended the Board of Regents meeting last week. New Board officers were elected Regent Henry is Board chair, Regent Brady vice chair, Regent Cowles is Board secretary and Regent Mars is Board treasurer. The Board heard presentations from energy researchers and good comments from miners. It is dangerous to live in Alaska because of high danger fishing and mining and oil jobs but by 6-1 more dangerous to be born here because of SIDS. Swanson also talked about the wellness program and trip to Seattle to meet with King County and Premera.

5. **Staff Make Students Count Guidelines** – *Heather Swanson*

UAS Guidelines – proposed for adoption as system guidelines

<http://gov.alaska.edu/staff/studentscount/2009/Judging-criteria.pdf>

<http://gov.alaska.edu/staff/studentscount/2009/Criteria-finalworksheet.pdf>

Fact Sheet

<http://gov.alaska.edu/staff/studentscount/2009/factsheet.pdf>

Nomination Form

<http://gov.alaska.edu/staff/studentscount/2009/nomform.pdf>

The impetus for using UAS guidelines as a base is to have a systemwide rating scale for SMSC nominations.

ACTION: Send out the announcements for the 2009 awards. Change nomination form to “at least 3 letters” to conform with fact sheet. Send the UAS criteria to local governance groups for review by the next Staff Alliance meeting.

6. **Budget Update**

<http://www.alaska.edu/state/briefingpapers/>

<http://www.alaska.edu/swbir/budget/>

The governor’s budget request excludes \$6.3 million in fixed costs but includes \$3million in program money, mostly for UAA. If the governor and the legislature pass a single appropriation for the university, regents can move money around to ease the deficit burden on the MAUs but if there are multiple appropriations, nothing can be done and the MAUs are on their own.

ACTION: Staff Alliance members will share briefing papers with their colleagues, and the budget will again be discussed at the January meeting.

7. Role of Governance

Regents Policy and University Regulations

<http://www.alaska.edu/bor/policy-regulations/>

See especially 03.01.01, Faculty, Staff and Student Governance

MacTaggart Report – references to governance

<http://gov.alaska.edu/faculty/2008-02-12.mactaggart-study-final.pdf>

The System Governance Council chair is drafting a letter to President Hamilton regarding the role of governance, and will share the draft with the system governance groups prior to sending it forward.

8. Employee Relations

8.1 2009 IRS changes to TDA Rules – *Mike Humphrey*

<http://gov.alaska.edu/staff/2008-11-11.IRS-TDArule.pdf>

IRS changes apply to 403b. In the past, UA has said selection was between the employee and the vendor. IRS said it does involve the employer who has to have a plan. UA will adopt a regulation similar to the federal rules. UA has to monitor activities of all the vendors. UA really doesn't have the staff so went to RFPs and selected ING to do it. Counsel still has the draft 403b regulation document. ING has a thing called Plan with Ease and wants to integrate with Banner and centralize in one platform in couple years, so employees can make selections themselves. Approx 1100-1300 employees have TDAs out of 4300 employees.

8.2 PERS Voluntary Savings Program – *Mike Humphrey*

<http://www.state.ak.us/dr/b/forms/pers-voluntary-savings-plan.pdf>

University PERS-eligible staff may participate in the PERS voluntary savings program but the university is not promoting it. Mike Humphrey was asked to include PERS voluntary savings program in future communications and to provide a link to the program site from the HR web page. Participating in this program can be set up at any time but stopping it can only occur at open enrollment.

8.3 Salary Schedule Regulation 04.05.043.C Changes

Salary schedule regulation changes were postponed until next month.

8.4 Job Family Regulation Changes – *Jeannine Senechal*

Job family regulations were postponed until next month.

8.5 Future of Skill Soft E-learning at UA – *Anne Sakumoto*

Anne did receive word that all the MAUs are interested in continuing the program and she will be involved in negotiations with Skill soft. She will be working on getting the contract reviewed and signed by Dec 30 so all active employees can continue. New features like Books 24/7, a leadership development channel feed for IT and the knowledge centers like professional foundations for supervisors to use. On job families and career progression, there is a list of job families and a list of core competencies on the web site. The Skill soft contract will be extended for three years.

Alliance members were encouraged to thank the UA executives who supported the program. Anne wants to include rural people in a group to look at job families and career development and asked for nominations. Presuming contract is signed, how would 4th quarter promotion materials. We have 50 seats and asked for input do we want a special demo session or just want to go to a regular session. UAF is working on a staff development day and wants Anne to present. On the non credit courses, we have published a list of courses eligible for employee tuition waivers. Tuition waivers for non-credit courses do not include dependents, spouses or financially dependent partners. These should be on the main HR web in another 7-10 days. A training and dev page and benefits pages are already linked. Juella and Heather thanked Anne for her support.

8.6 Other Employee Relations Issues

8.6.1 Employee Evaluations

Megan Carlson is on the 2010 UAA accreditation team. Draft standards from the commission. Focusing accreditation on mission and how we fulfill it. All employees are evaluated on a regular basis against their roles and responsibilities.

9. External Committee Reports

9.1 Human Resources Council – *Juella Sparks*

This committee met on November 26th. Anne Sakumoto reported on trainings at statewide, the draft non credit courses eligible for the tuition waiver this spring and that she still only has partial support for Skill soft. The non credit courses list will go to Staff Alliance before finalizing. Ardith Lynch reported on changes in the requirements of the ADA Act and FMLA. With the changes to ADA there will be “less discussion on eligibility and more on how to accommodate.” On FMLA, statewide must bring our regulations and forms into compliance. There will be a working group for this. Mike Humphrey reported that healthcare costs are below projections and he credits the wellness program. He also said the changes to 403(b) regulations “will be pretty transparent to staff.” UA has contracted with ING to handle them. Jeannine Senechal reported that she is working with Janet Daley at GI to put together sample models based on the discussions at the

last Staff Compensation Task Force meeting for discussions at the next meeting. She expects that the Task Force will meet “a couple more times.” She also noted that with the increase in the Federal minimum wage the grid for student employees will have to be moved up. And there is a change in the background check form in progress. Kris Racina stated that as a result of Staff Alliance’s concerns regarding a police presence at non-retentions; supervisors no longer get to make that decision alone but in consultation with general counsel. John Duhamel reported that in addition to his HR duties, Chancellor Rogers had also put on his radar a mediation program and the staff handbook. He also stated that the chancellor is very supportive of governance. Kris Racina stated her concerns about the implications of a staff handbook and hoped to be involved in the discussions. During my report, I informed them that System Governance had met and voted to draft a resolution on non-retention for discussion at our next meeting. John Duhamel then noted the chancellor’s recognition of our concerns on this issue as well.

9.2 HR Redesign project - *Juella Sparks*

The HR Redesign project team has not met.

9.3 Business Council - *Bobbi McCoy*

There is a lot of activity in statewide regarding the budget. Things are looking pretty grim. Departments are being asked to hold carry forward back to the tune of 8 percent.

9.4 Student Services Council - *Paloma Harbor*

Tabled until next meeting

9.5 IT Council – *Jason Davis*

Tabled until next meeting.

9.6 Joint Health Care Committee – *Heather Swanson-Mike Humphrey*

The JHCC traveled to Seattle mid November and had good meetings with Kings County and Premera. UA healthcare claims are down overall at the moment but up in preventative areas which is a good thing. Trend at which UA healthcare costs are increasing is ten percent where projections were at 12 percent. Mike thinks the wellness program is contributing to the down trend. The pharmaceutical increase; some prescriptions do not have a generic so more is coming out of the employee pocket. Regarding Lipitor for example, there is no generic but there are other generics in the therapeutic category that can apply. Our generic utilization last quarter of last year showed a generic increase by 3 percent. There is no data yet on first quarter this year with the plan change. We do have Caremark compared to

other clients. UA is still running 7-10 percent behind others generic utilization. UA however is below projected increase (15 percent projected, less than 10 percent utilization). For every dollar spent we probably save two dollars (healthcare coaching). There are huge behavioral changes among employees (weight down, cholesterol down etc.)

The average user does not get the information, so include that in the regular employee communications. JHCC is putting out a newsletter in January that will talk about that.

Health risk assessment is changing. Employees won't be contacted by a coach but will be encouraged to contact WIN for Alaska. In October UA notified Premera that we would no longer use Web MD but will be using WIN who will put out a new healthcare risk assessment in March. Again, it is stressed that UA as the employer will never see anything but aggregate information. New model is if an employee has a low risk score, they will be encouraged to contact WIN. Employees are becoming very active in the wellness area. Since employees have discovered they are dealing with WIN and not Web MD and Summex, they are much more active. University uses the Healthways platform and every month Premera data is fed into it. If there is a major event, a registered nurse will call. This is not to replace a doctor but to supplement the interaction with a doctor. The goal is to give more tools for better understanding. That group of phone calls will still be going on. The disease program management is focused on specific conditions. All pharmacy program maximum out of pocket is \$800.

9.7 Staff Compensation Committee – *Megan Carlson*

The committee has not met since October but will be meeting this Friday.

9.8 The Wellness Program – *Heather Swanson*

<http://gov.alaska.edu/staff/2008-12-09.healthcare-survey.pdf>
<http://www.winforalaska.com/uahealthinaction/healthlink/dec08.html>

See discussion in 9.6.

Megan Carlson said the unions negotiated a \$300,000 wellness pot of money that anyone can use and are looking for ideas. Send ideas to Heather and share information with governance groups.

9.9 Retirement Committee – *Lisa Sporleder and Martin Klein*

TIAA-Cref had a presentation recently. Martin Klein and Lisa Sporleder were present. The committee continues to look at healthcare in retirement for ORP. The only outfit that had it was Emeriti Health Solutions up until two months ago. Then TIAA-Cref jumped into the arena. TIAA-IAA-Cref

model is a lot more flexible, where selections can be made on an individual basis, where Emeriti has a cafeteria style plan. Emeriti wants a certain employer contribution flow and given the current fiscal climate senior UA executives said no new money; get it from current contributions which means creating an additional tier. The TIAA-CREF has a program where employees can sign up and contribute money to it. Now looking at vendor stability and ability ten to 20 years into the future. TIAA Cref says that if you die without a spouse or dependent the money is lost; does not go to the estate. Need to change federal law to do that and TIAA Cref is big enough to do that.

10. Staff Alliance Lead Goals - Committee Reports

- 10.1 **Child and Family Friendly Policies** – *Heather Swanson, Juella Sparks*
<http://gov.alaska.edu/staff/2008-12-08.UAChildcareFinalReport3.pdf>

Heather Swanson was asked to serve on a state task force with Senator Elton and Beth Kerttula. The first meeting is tonight at 6:30pm. Sent pat a copy of the Juneau economic report on childcare; 203 children need it; there are 575 daycare slots. See <http://jedc.org/forms/JEDC-childcare-working-paper.pdf> for the draft working paper. Also UAA has sent a link to theirs. Mike is on the task force GET LINK FROM MEGAN. Primarily to look at childcare needs for UAAs faculty, staff and students. Megan **Very pleased to have staff governance on the committee.** UAF family friendly task force has met once; did not have full participation and won't meet chancellor's wish for a report by the end of the year.

- 10.2 **Integrated Advocacy** – *Paloma Harbour, Megan Carlson*
http://measuringup2008.highereducation.org/states/report_print.php.

Paloma Harbour referenced a national study called Measuring Up. UA is preparing a response which is in draft and should be distributed shortly.

- 10.3 **Retiree Benefits**—*Juella Sparks, Bobbi McCoy, Megan Carlson*

Nothing to report.

- 10.4 **Internal Communications** – *Megan Carlson, Julia Martinez, Bobbi McCoy, Jason Davis*

Nothing to report.

- 10.5 **Handbook Committee** – *Martin Klein, Bobbi McCoy*

Nothing to report.

11. Staff Governance Reports (including United Way efforts) UAS, UAA, UAF

UAA: Megan submitted a written report. See <http://gov.alaska.edu/staff/2008-12-08.uaareport.pdf> RE united way, employees signed up to send an appreciation gram with chocolate to other employees Classified Council sold 1500 of them and raise \$500 for United Way in the process. The HR student services club launched a peanut butter and jelly drive and raised over 250 pounds. UAA APT Council is filling a vacancy for on of its members and working on goals for the year.

UAF: Juella submitted a report in writing. See <http://gov.alaska.edu/staff/2008-12-09.uafreport.pdf>. The UAF Staff Council had a good meeting with Scott McCrae and is excited about the April Staff Appreciation day. The Council just finished elections, will certify on Friday, and will have orientation for new members in January. The UAF Staff Council president is not able to continue as president for a second year because of the ascendancy schematic. Will report on it in the spring. Regarding the UAF staff handbook project, the Council presented that to HR and HR said they want to adopt it. They won't call it handbook but will be a much better resource for staff. Discussions were very positive.

UAS just kicked off the Glory Hole drive for blankets and sleeping bags. The recent reassignment issue has died down among the staff; still raging among the faculty. Staff Council has no position on the issue. Bobbi McCoy submitted a written report. See <http://gov.alaska.edu/staff/2008-12-09.uasreport.pdf>

Statewide: SAA is adopting two families through Love, Inc for Christmas, donating to the Rescue Mission, and having a canned food drive for the Fairbanks Food Bank.

12. Items for next meeting, January 13, 2009

Agenda items will include, but may not be limited to: salary and job family regulations, Staff Make Students Count guidelines and a budget/advocacy update.

The February meeting will focus on advocacy training and the community campus representatives and the advocacy committee will be invited to join in.

13. Comments

Juella Sparks reported that the non-retention resolution coming out of System Governance Council will be sent to the Staff Alliance for input. Another item of interest to UA is APEA intent to organize. Apparently APEA has hired a new organizer for Fairbanks. Expectation is that sometime in Jan or Feb they will be negotiating to get names of staff and at that point has 90 days to get 30 percent of the staff on a petition. Right now UA and APEA are negotiating to identify the community of interest.

Business Council said unions may be pinpointing healthcare costs, non-retention and new employees not in PERS so don't have defined benefits in retirement as criteria for unionizing.

14. Adjourn

The meeting was adjourned at 2:50pm.