

UNIVERSITY *of* ALASKA

Staff Alliance

Draft Agenda

Tuesday, April 12 2011, 10:00am-12:00 Noon

Bridge: 1-800-893-8850 Pin: 4236369

Fairbanks site: 204 Butrovich Building

1. Call to Order and Roll Call

Maria Russell, Chair, Staff Alliance 2010-2011 and President, UAF Staff Council
Russell Pressley, Vice Chair, Staff Alliance 2010-2011 and President, UAA APT Council
Megan Carlson, President, UAA Classified Council
Mary McRae Miller, President, UAS Staff Council
Margo Griffith, Vice President, UAF Staff Council
Gwenna Richardson, Vice President, UAS Staff Council
Lisa Sporleder, President, Statewide Administration Assembly
Dana Platta, Vice President, Statewide Admin. Assembly

2. Adopt Agenda

3. Approve March 8, 2011 minutes

Attachment 3.

4. Chair's Report

4.1 Board of Regents Meeting

Attachment 4.1

4.2 Status of Staff Alliance Actions

Attachment 4.2

5. Guest and Public Comments

6. Planning and Recognition

6.1 Strategic Plan Process

6.2 Staff Make Students Count Awards Update

7. Legislative Update

8. Human Resources Reports, Review

8.1 Staff Compensation Committee; appointments, charge

8.2 Dependent Audit Update

8.3 Health Care Plan Change Communications

Attachment 8.3.

8.4 Health Care Claims History

Attachment 8.4

8.5 Health Care Vendor Rates History

Attachment 8.5

8.6 Web Time and Grant Reporting Project Update

Attachment 8.6

- 8.7 Union Update Attachment 8.7
- 8.8 Tuition Waiver Benefit Status Update
- 8.9 Other Human Resources Reports, Issues
9. External Administration Committee/Council Reports
- 9.1 Human Resources Council
Margo Griffith; Alternates Lisa Sporleder, Maria Russell Attachment 9.1
- 9.2 Business Council
Lisa Sporleder; Alternates Dana Platta, Maria Russell
- 9.3 Student Services Council
Russell Pressley; Alternate Gwenna Richardson
- 9.4 IT Executive Council - ITEC
Dana Platta; Alternates Margo Griffith, Gwenna Richardson
- 9.5 Joint Health Care Committee and Wellness Program Attachment 9.5.1-2
Gwenna Richardson; 1st alternate Lisa Sporleder, 2nd alternate Megan Carlson
- 9.6 Staff Health Care Committee Attachment 9.6
Megan Carlson
- 9.7 Retirement committee
Russell Pressley; Alternate Dana Platta
- 9.8 Tuition Task Force
Gwenna Richardson, Maria Russell
- 9.9 Other External Committees/Reports/Assignments
10. Staff Alliance Working Groups, Reports
- 10.1 Staff Alliance Performance Evaluation Working Group
- 10.2 Staff Alliance Compensation Working Group; Next Steps
- 10.3 Integrated Advocacy Committee, *Megan Carlson, Mary McRae Miller, Co-Leads*
11. Staff Governance Reports:
- 11.1 UAS Staff Council: *Mary McRae Miller and Gwenna Richardson*
- 11.2 UAA Classified Council, APT Council: *Megan Carlson and Russell Pressley*
- 11.3 UAF Staff Council: *Maria Russell and Margo Griffith*
- 11.4 Statewide Administration Assembly: *Lisa Sporleder and Dana Platta*
12. Other Items of Concern
13. Agenda Items for Next Meeting May 10, 2011
14. Comments
15. Adjourn

UNIVERSITY *of* ALASKA

Staff Alliance

Draft Minutes

Tuesday, March 8, 2011, 1:30pm – 3:30pm,
Douglas Room, Prospector Hotel, Juneau Alaska

1. Call to Order and Roll Call

Maria Russell, Chair, Staff Alliance 2010-2011 and President, UAF Staff Council
Russell Pressley, Vice Chair, Staff Alliance 2010-2011 and President, UAA APT Council
Megan Carlson, President, UAA Classified Council
Mary McRae Miller, President, UAS Staff Council
Gwenna Richardson, Vice President, UAS Staff Council
Lisa Sporleder, President, Statewide Administration Assembly
Monique Musick, Secretary for Dana Platta, Vice President, Statewide Admin. Assembly

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the March 8, 2011 meeting. This action is effective March 8, 2011.”

3. Approve minutes

3.1 December 14, 2010

3.2 January 18, 2011

3.3 February 8, 2011

This item was postponed until the next meeting.

4. Chair’s Report

4.1 Board of Regents Meeting

5. Guest and Public Comments

There were no guest or public comments.

6. Planning and Recognition

6.1 Strategic Plan Process

Attachment 3

There has been no response from President Gamble as yet to the Staff Alliance January 18 motion requesting staff governance participation in the strategic plan process.

6.2 Fisher Report

President Gamble has repeatedly stressed that the Fisher Report is a management tool. The legislature, however, continues to take interest in it.

6.3 Staff Make Students Count Awards

This was an item of information.

7. Legislative Update/Advocacy, W. Redman/M. Rizk Separate Attachments

8. Human Resources Reports, Review

8.1 Nondiscrimination Policy

Sexual orientation was added to the Regents policy on nondiscrimination per the Staff Alliance February 18, 2011 Staff Alliance motion.

8.2 Dependent Audit Update

Dependent audit concerns were addressed.

8.3 Health Care Plan Changes

Healthcare plan changes were discussed.

8.4 Union Update

This is an information item. No action was required.

8.5 Other Human Resources Reports, Issues

8.5.1 Staff Emeritus

MOTION 2011-3 PASSED

“The Staff Alliance moves to request that language in regards Staff Emeritus R04.04.070 be duplicated in an stand alone area appropriate for staff. This action is effective March 8, 2011.”

Rationale for Motion:

Attachment 3

Under the faculty chapter of BOR policy/regulations R04.04.070 B. states “*In exceptional circumstances, the chancellor, or in the case of statewide administration employees, the president, may confer emeritus status on other meritorious employees who have provided a minimum of 10 years of faithful service of high quality to the institution. Recommendations will proceed along the appropriate administrative channels to the chancellor or the president.*” The other meritorious reference includes staff and should be included in the staffing chapter of BOR Policy.

8.5.2 Leave Cash In

MOTION 2011-4 PASSED

“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.

8.5.3 Staff Alliance Membership on JHCC

MOTION 2011-5 PASSED

“The Staff Alliance moves to endorse the proposed addition of second voting members of non-represented staff to the JHCC, with a single alternate. The alliance further moves to request that travel funding for all members be provided by the Statewide Human Resources budget this motion is effective March 8, 2011.”

Rationale for Motion:

To make JHCC participation parallel between all benefit eligible groups in the UA system.

9. External Administration Committee/Council Reports
 - 9.1 Human Resources Council
Margo Griffith; Alternates Lisa Sporleder, Maria Russell
 - 9.2 Business Council
Lisa Sporleder; Alternates Dana Platta, Maria Russell
 - 9.3 Student Services Council
Russell Pressley; Alternate Gwenna Richardson

Attachment 3

- 9.4 IT Executive Council - ITEC
Dana Platta; Alternates Margo Griffith, Gwenna Richardson
- 9.5 Joint Health Care Committee and Wellness Program
Gwenna Richardson; 1st alternate Lisa Sporleder, 2nd alternate Megan Carlson
- 9.6 Staff Health Care Committee
Megan Carlson
- 9.7 Retirement committee
Russell Pressley; Alternate Dana Platta
- 9.8 Tuition Task Force
Gwenna Richardson
- 9.9 Other External Committees/Reports/Assignments

Brief committee and council reports were given.

10. Staff Alliance Working Groups, Reports

10.1 Staff Alliance Performance Evaluation Working Group

The working group has largely completed its work.

10.2 Staff Alliance Compensation Working Group; Next Steps

Maria Russell is reactivating the staff compensation working group and called for nominations.

10.3 Integrated Advocacy Committee, *Megan Carlson, Mary McRae Miller, Co-Leads*

A brief report was given.

11. Staff Governance Reports:

- 11.1 UAS Staff Council: *Mary McRae Miller and Gwenna Richardson*
- 11.2 UAA Classified Council, APT Council: *Megan Carlson and Russell Pressley*
- 11.3 UAF Staff Council: *Maria Russell and Margo Griffith*
- 11.4 Statewide Administration Assembly: *Lisa Sporleder and Dana Platta*

Brief governance reports were given.

12. Other Items of Concern

There were no other items of concern.

13. Agenda Items for Next Meeting April 12, 2011

Please submit agenda items 10 days in advance of the next meeting.

14. Comments

There were no additional comments.

15. Adjourn

The meeting was adjourned at approximately 3:45pm.



Governance Report

Volume 15 Number 2, April 2011

<http://www.alaska.edu/governance>



Peter Finn is a student at the University of Alaska Anchorage majoring in economics and a senator with the Union of Students of UAA (USUAA). As USUAA government relations director in the spring of 2009, he worked hard for the Coalition and the university and for the Coalition's Alaska Advantage Incentive Program campaign. Finn also served as a deputy regional director for the Maine Democratic Party, the Alabama field director for the John Edwards for President 2008 campaign, as a regional campaign volunteer coordinator in South Carolina, and as a campaign field organizer in Iowa.

Coalition of Student Leaders

Peter Finn, Speaker

The Coalition of Student Leaders is happy to report that it held a successful and well attended student leadership conference and advocacy trip. It took place in Juneau and was hosted by the Juneau student government. We had representation from every campus including community campuses for the first time in many years. We also thank Regent Martin for his presentation; his presence on behalf of the Board was much appreciated.

Having students from every part of UA was an important reminder that many of the smaller campuses are struggling with things that Anchorage, Fairbanks and Juneau take for granted. The most alarming issue brought up by smaller schools was an absence of food options for students taking evening classes in particular. At least one campus has no food options aside from basic vending machines. Several others have minimal facilities that are open for a short time and off-campus locations that close early in the evening. We hope you will share the Coalition's new priority to see that students on every campus have access to at least basic food options above vending machines during class hours.

There was significant headway made on our number one advocacy priority to the legislature, need-based financial aid. Our goal at this point is to achieve full funding of both the Alaska Performance Scholarship and the Alaska Advantage Grant, with modifications to the former to make it fair to students from smaller schools. We will follow this issue very closely and continue to need the full backing of the Board as a conflict between the legislature and the Governor's office over financial aid looms.

We understand that there are serious issues on the horizon regarding the budget and we look forward to continuing to work with tuition task force members to solve these issues by making UA financially sustainable in a responsible way. Despite budget woes, it is important that any changes in tuition and fees be carefully examined.

The Coalition is elated that the Board of Regents amended the non-discrimination policy. We understand the fear that an inclusion of different groups could be seen as weakening the intent of the message which is that discrimination is not something to be tolerated in general. However, current events often require additional emphasis, and as in previous amendments to the non-discrimination policy, the Coalition felt that current events required this extra attention. We are happy to continue to work with the Staff, Faculty, Board and Administration to create a more inclusive and friendly campuses.

Save the Dates:

**Coalition Summit
June 4-5, 2011
Fairbanks**



John Petraitis earned his PhD in social psychology from Loyola University in Chicago in 1990 and he has been a member of the UAA Psychology Department since 1992, a department he has chaired since 2005. When not teaching or administering the Psychology Department, he conducts research on adolescent substance use and the evolutionary foundations of risk-taking behaviors. John has been a member of the Faculty Alliance since 2009.

Faculty Alliance

John Petraitis, Chair

After the February BOR meeting, Faculty Alliance revised portions of the Academic Master Plan to reflect Regent's comments about (a) advancing students' understanding of and involvement in government, and (b) the viability of new or enhanced programs in emerging areas of Alaska's economy, for example environmental chemistry, fisheries, tourism, and film production. SAC and President Gamble approved those revisions and the finished AMP is finally ready for printing and public distribution.

Although all five goals in the AMP (educating students, advancing research, engaging Alaskans in lifelong learning, responding to state needs, and collaborating among the three MAUs) are important, Faculty Alliance wants BOR to know of how deeply committed we are to collaboration because we know that achieving the other four goals is far easier if the MAUs work together. In addition to final revisions to the AMP, Faculty Alliance did the following since the February BOR meeting:

- Alliance asked President Gamble and Chief Human Resource Officer Behner for revisions to the process for audit the health dependents of employees. We requested that employees be allowed to submit official documents (e.g., birth certificates, marriage licenses) to UA's HR offices in person instead of submitting documents electronically to a third party (ConSova). Additionally, we requested that employees be given more than just four weeks to provide documentation. Although the first request was not granted, the second one was granted.
- Alliance moved forward of forming a taskforce of faculty from across the state to deal with issues surrounding the use of e-labs.

Additionally, the three Faculty Senates have done several things semester.

UAF Faculty Senate:

- Ratified a sustainability board (RISE) at UAF
- Progressed in our accreditation; having finalized UAF's indicator and criteria.
- Passed a series of motions to adjust the UAF Senate bylaws with regard to apportionment and making sure that faculty from research institutes are fairly represented on Senate.
- Created an ad hoc research advisory committee permanent committee at UAF to have the research faculty engaged in creation of research policy at UAF

UAF Faculty Senate, continued

- Elected is Dr. Jennifer Reynolds as UAF's Faculty Senate President-Elect. Dr. Reynolds will be Senate President in 2012-2013.
- Passed a series of motions about grading policy and the transfer of grades, in an attempt to raise the standard as much as possible for an open enrollment university. UAF's Senatetried to strike a balance.

UAS Faculty Senate:

- Passed a motion to move forward with establishing an Honor's Program at UAS, and faculty are anxiously awaiting legislative funding.
- Passed a resolution to make our Senate Research Committee and our Senate Sustainability Committees standing Senate committees.
- Is in the process of electing the President Elect but we have a full Senate for AY2011/2012
- Is, in collaboration with UNAC Org VP and UAFT VP, revising the Faculty Handbook to make this a more user-friendly document and one that is consistent with CBAs. The present handbook is difficult for faculty to navigate and morphed away from the Senate approved version of 2003
- Spent the better part of last semester working on mission statements and core themes as part of UAS's Strategic and Assessment planning.

UAA Faculty Senate:

- Advised Provost Driscoll on revisions to UAA's promotion and tenure guidelines. The previous guidelines were last updated in the 1980s. The revised guidelines have been approved by UAA's Senate and provide more clarity and more breadth in definitions of teaching, research, and service.
- Recommended that Provost Driscoll extend the practice of having faculty review their Deans to having faculty at community campuses review their Directors.
- Purged 43 courses from the catalog.
- Began drafting a response to the Fisher Report. Multiple drafts of that response have been circulated and have not yet been approved. If approved by Senate at its May meeting, a response will be sent to President Gamble.
- Moved forward on a new handbook that will guide programs and departments when they undertake academic assessment. If approved by Senate at its May meeting, the Academic Assessment Handbook will be in use next year.
- Endorsed new practices (e.g., email reminders) that might improve student response rates to our online course evaluations. Currently, about 1/3rd of students complete course evaluations, far too few to yield representative results.



Staff Alliance

Maria Russell, Chair

From Sitka, Maria Russell attended UAF as a UA Scholar and graduated with honors in 2004 after earning BA degrees in History and Anthropology. Maria worked for the Bunnell House Early Childhood Lab School while a student and accepted a position with the Institute of Arctic Biology upon graduation. She currently divides her time between the fiscal management of the Specialized Neuroscience Research Program and the coordination of IAB's recharge centers.

Spring Retreat:

In March, the Staff Alliance traveled to Juneau for our annual spring retreat. During this retreat Alliance members worked diligently to address various staff related issues and took time out of our business to meet with our legislators and their staff members to discuss the university's priorities. We are concerned that the amount of general funds the university is expecting to receive is unlikely to address the fixed costs requested and salary increase. We are pleased to see that the University is still providing staff with a 2% increase in July with an additional percent increase the following January, even with all the cuts in Juneau.

During our business meeting Staff Alliance past the following three motions: Staff Emeritus, JHCC Membership and Cash In Leave Opportunities as shown on page 5.

Staff Health Care:

UA employees have a heightened awareness of upcoming changes in our healthcare plans. The Staff Health Care Committee work with the administration to ensure that changes to the health care plan are not so drastic that they cause our employees to be unable to continue working for us, while understanding the need to control health care cost increases. We endeavored to find reasonable compromises to encourage greater generic drug use, while limiting proposals that had the potential to build new penalties on top of each other.

Staff Alliance pushed to get the word out to employees, with the many changes to our health care package and rates; we wanted to make sure that employees were informed of all of the changes this year. There have been open forums regarding all the FY12 changes at all MAUs; there will also be a series of governance sponsored open forums directly regarding open enrollment. We are pushing for positive communication in these areas. For future health care changes our Staff Health Care Committee is working to implement a suggested timeline that will have a series of deadlines. We feel this will prevent miscommunications and will allow for adequate communication and implementation of healthcare plan changes in a timely manner.

Staff Alliance Actions

SA Motion #2011-3 relating to Staff Emeritus

“The Staff Alliance moves to request that language in regards Staff Emeritus R04.04.070 be duplicated in an stand alone area appropriate for staff. This action is effective March 8, 2011.”

Rationale for Motion:

Under faculty chapter of BOR policy/regulations R04.04.070 B. states “In exceptional circumstances, the chancellor, or in the case of statewide administration employees, the president, may confer emeritus status on other meritorious employees who have provided a minimum of 10 years of faithful service of high quality to the institution. Recommendations will proceed along the appropriate administrative channels to the chancellor or the president.” The other meritorious reference includes staff and should be included in the staffing chapter of BOR Policy.

SA Motion #2011-4 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.

SA Motion #2011-5 relating to Staff Alliance Membership on JHCC

“The Staff Alliance moves to endorse the proposed addition of second voting members of non-represented staff to the JHCC, with a single alternate. The alliance further moves to request that travel funding for all members be provided by the Statewide Human Resources budget this motion is effective March 8, 2011.”

Rationale for Motion:

To make JHCC participation parallel between all benefit eligible groups in the UA system.

The Governance Report is prepared by the System Governance Office. For further information, contact Pat Ivey, Executive Officer, phone 907-450-8042, fax 907-450-8041, email pmiveyWalaska.edu, <http://www.alaska.edu/governance>.

UNIVERSITY *of* ALASKA

System Governance Office

March 14, 2011

To: Patrick K. Gamble, President, University of Alaska

Fr: Pat Ivey, Executive Officer, System Governance

Re: Staff Alliance Motions 1-5

President Gamble, the following Staff Alliance motions are attached for your consideration. Motions 1 and 2 have already been submitted to you in memo format but are repeated here for the record. The reason for reverting to this format is 1) it is the standard for transmitting governance actions, and 2) while not used in the previous administration, appears to be the preferred format. It certainly makes things less confusing for us and we hope you also find it less confusing.

Motion 1 relating to Staff Alliance participation in strategic planning and motion 2 relating to nondiscrimination have already been forwarded to you in memo format but are repeated in new format for the record.

Motion 3 relating to staff emeritus asks that the staff emeritus section of regulation 04.04.070B be duplicated in a stand-alone area of regulation appropriate for staff. The regulation currently resides in the chapter relating to faculty under the emeritus section.

Motion 4 requests that non-represented staff be allowed to cash in annual leave up to 40 hours at least twice per year. Currently, the rule for non-represented staff is that cash in of annual leave is allowed only once per year. Staff Alliance notes that Local 6070 can cash in leave at will provided the action leaves a balance of 40 hours in the annual leave account after the requested leave is cashed in. (<http://www.alaska.edu/benefits/leaves/annual-leave-cash-in/>)

Motion 5 relating to Staff Alliance membership on the Joint Health Care Committee endorses the proposed addition of a second voting member for non-represented staff to JHCC. Apparently, this move has to be negotiated but apparently is being received favorably by the unions. The motion also recommends that related travel expenses for another voting member be budgeted for by Human Resources.

Thank you.

cc: Beth Behner regarding motions 3, 4 and 5 Jeannie Phillips regarding motions 2 and 3.



University of Alaska
Health Care Claims Costs and Comparisons
FY1992 to Present

| Claims History Per Vendor Reports | | Total FY | Total FY |
|-----------------------------------|----------------------|------------------------------|-------------------------------|
| Fiscal Year | Total FY Claims Cost | \$ Change Inc(dec) claims | Percentage Inc(dec) claims |
| 1992 | 13,887,609.65 | | |
| 1993 | 14,048,467.87 | 160,858.22 | 1.16% |
| 1994 | 15,272,548.49 | 1,224,080.62 | 8.71% |
| 1995 | 16,425,691.90 | 1,153,143.41 | 7.55% |
| 1996 | 15,074,943.46 | (1,350,748.44) | -8.22% |
| 1997 | 17,202,246.13 | 2,127,302.67 | 14.11% |
| 1998 | 17,734,687.39 | 532,441.26 | 3.10% |
| 1999 | 17,022,203.24 | (712,484.15) | -4.02% |
| 2000 | 17,891,969.36 | 869,766.12 | 5.11% |
| 2001 | 21,226,559.58 | 3,334,590.22 | 18.64% |
| 2002 | 25,578,389.39 | 4,351,829.81 | 20.50% |
| 2003* | 29,949,034.72 | 4,370,645.33 | 17.09% |
| 2004* | 34,126,073.61 | 4,177,038.89 | 13.95% |
| 2005** | 39,434,927.22 | 5,308,853.61 | 15.56% |
| 2006** | 41,366,334.16 | 1,931,406.94 | 4.90% |
| 2007** | 45,764,244.97 | 4,397,910.81 | 10.63% |
| 2008** | 49,052,401.37 | 3,288,156.40 | 7.18% |
| 2009** | 55,780,461.09 | 6,728,059.72 | 13.72% |
| 2010** | 59,747,318.84 | 3,966,857.75 | 7.11% |

*Claims are BC and Pharmacare claims adjusted for refunds of claims paid in error in prior years

**Claims costs do not include the vision insurance premium since it is not figured on trend rates but is a flat rate per employee.

**Staff Benefit Projection Assumptions
FY11 through FY15 Executive discussion on 11/12/2010**

| Description | FY08 Actual Rate | FY09 Actual Rate | FY10 Actual Rate | FY11 Actual Rate | FY12 Projected Rate |
|---|---|---|---|--|---|
| Health Care (Premera BCBS) Contract expires 06/30/2012 | Admin Fee: \$46.32 PEPM Utilization fees: \$74,151.10 | Admin Fee: \$48.92 PEPM Utilization fees: \$128,720.48 | Admin Fee: \$48.99 PEPM Utilization fees: \$171,304.72 | Admin Fee: \$47.61 PEPM Projected utilization fees: \$152,633.00 | Admin Fee: \$49.04 PEPM Utilization fees: \$145,933.23 |
| Pharmacy (CareMark) Contract expires 06/30/2012 | Admin Fee: 0.19 PEPM Utilization fees: \$5,951.59 | Admin Fee: 0.17 PEPM Utilization fees: \$42,626.63 | Admin Fee: 0.17 PEPM Utilization fees: \$47,298.38 | Projected utilization fees: \$191,527.21 | Utilization fees: \$191,527.21 |
| Disease Management (Alere) Contract expires 06/30/2013 | | | | Admin Fee: \$2.85 PEPM | Admin Fee: \$2.85 PEPM |
| Vision (VSP) Contract expires 06/30/2012 | Premium: \$14.34 PEPM for Deluxe plan \$6.99 PEPM for Standard and Economy plans | Premium: \$14.76 PEPM | Premium: \$14.76 PEPM | Premium: \$11.47 PEPM | Premium: \$11.47 PEPM |
| COBRA (LifeWise) Contract expires 06/30/2011 | Admin Fee: 0.40 PEPM | Admin Fee: 0.40 PEPM | Admin Fee: 0.55 PEPM | Admin Fee: \$0.55 PEPM | Admin Fee: \$0.47 PEPM |
| Wellness Program (WIN Alaska) Contract expires 06/30/2013 | Monthly Fee: \$60,396.42 | Monthly Fee: \$135,104.00 | Monthly Fee: \$135,104.00 | Monthly Fee: \$140,000.00 | Monthly Fee: \$144,200 |
| Second Opinion (Best Doctors) Contract expires 06/30/2013 with possible annual renewals til 06/30/2015 | | | | | Admin Fee: \$2.55 PEPM |

Web Time Entry and Grant Certification Project

Issues for discussion with SALT on 3/3/11

Web timesheet user interface – status update:

- Team finalized the employee and supervisor web form mockups
- Reviewed mockups with SALT in December 2010
- Reviewed mockups with Staff Alliance in Feb 2011
- The modifications needed have been documented and prioritized into 4 phases for development.
- The non-exempt employee web form is in development. The first phase of the modifications will be ready for user testing by March 21st.
- Remaining action item: review mockups with faculty alliance & provosts
- The non-exempt web timesheet pilot is still on schedule for August 2011.

Timesheet Business Process Flow Reengineering – status update:

There are 2 current process flow issues that the team needs additional guidance on in developing the improved state process flow. (See current state and improved state diagrams attached.)

1. **Issue:** Late Timesheets are a very common occurrence in the current environment. If we continue to allow timesheets to regularly be submitted late, we will be maintaining 2 timesheet processes, an electronic process and a paper process indefinitely.
 - Current state: Timesheets are due to MAU Payroll for keying Monday after PPE. At present, UAA receives between 300-400 timesheets after Tuesday noon and UAF receives between 300-800 timesheets after Tuesday noon of the deadline week. UAS data was unavailable.
 - Improved state:
 - We've moved the submittal deadlines to give employees and supervisors a little more time to submit accurate timesheets
 - Employees submit TS to supervisor by Monday midnight following the PPE.
 - Supervisors approve TS by Tuesday midnight following PPE
 - There is no electronic means to accommodate timesheets not approved by the Tuesday midnight deadline. Therefore, any Timesheets that are not approved by the Tuesday midnight timeframe will have to be completed on paper timesheets and revert to the current manual processes.
 - **Questions for SALT:**
 - Are you in support of trying to reduce the volume of timesheets regularly submitted after the deadline?
 - If so, do you have any guidance for the team on how to enforce the timesheet submittal deadlines?
 - Items for consideration:
 - DOL requires the employer to pay the employee timely even if the timesheet is not submitted. The employee not submitting the timesheet is a disciplinary issue, not a legal reason to withhold pay.

- Some employers consider it the supervisor's responsibility to submit the timesheets timely and take disciplinary action against the supervisor if the timesheets are regularly submitted late.

2. **Issue:** Currently, the PPA/CCC and the Fiscal Officers/Grant Techs are often making changes to the employee's timesheet, with or without notification to the employee or supervisor. These changes jeopardize our compliance with regulatory requirements. However, the PPA is supplying a service for the employee/supervisor that is valued by them.

- Items for Consideration:

- Grant effort certification requires certification by a person knowledgeable as to what work has been performed and when.
- DOL requires employer to have documentation as to employees hours worked by day. If there is lack of evidence or proof, DOL will side with the employee even if the employee cannot provide exact details by day. Someone changing the timesheet after the employee has signed it can invalidate the timesheet.
- Employee due process rights – employee has a right to due process if a change is made to his timesheet so that he can dispute it if he disagrees with it.
- Efficiency issues
- Customer service issues

- **Recommendation for Improved State:**

- Train the employee on how to fill out the timesheet properly for common errors like overtime, shift, and holiday premium pay.
- Train the supervisor on what to look for when reviewing a timesheet.
- Create online warning messages and help links for common errors that can be programmed.
- Create an automated process for Fiscal Officers to update the Job form for grant labor changes timely so correct information defaults to the timesheet and limits the need for the employee or Fiscal Officer to make additional corrections.
- If a department chooses to still have the PPA/CCC and/or FO/Grant tech continue to perform a review function, it should occur before the timesheet goes to the supervisor. If errors are found, the timesheet should be returned to the employee with comments and the employee should make the correction.

- *Disadvantage:* The employee may be unhappy about having to be more responsible for filling out their timesheet correctly, including recognizing their grants by fund name or code. Per the PPA's, the employee's will see it as an additional administrative burden and reduced customer service.

- *Advantages:*

- We will be compliant with our regulatory requirements.
- The supervisor will be reviewing and approving a more accurate timesheet and will likely not need to make many corrections at that point.
- The employee will be more informed about his rights to special pay such as OT, shift, holiday premium pay and be more knowledgeable in certifying their grant effort.

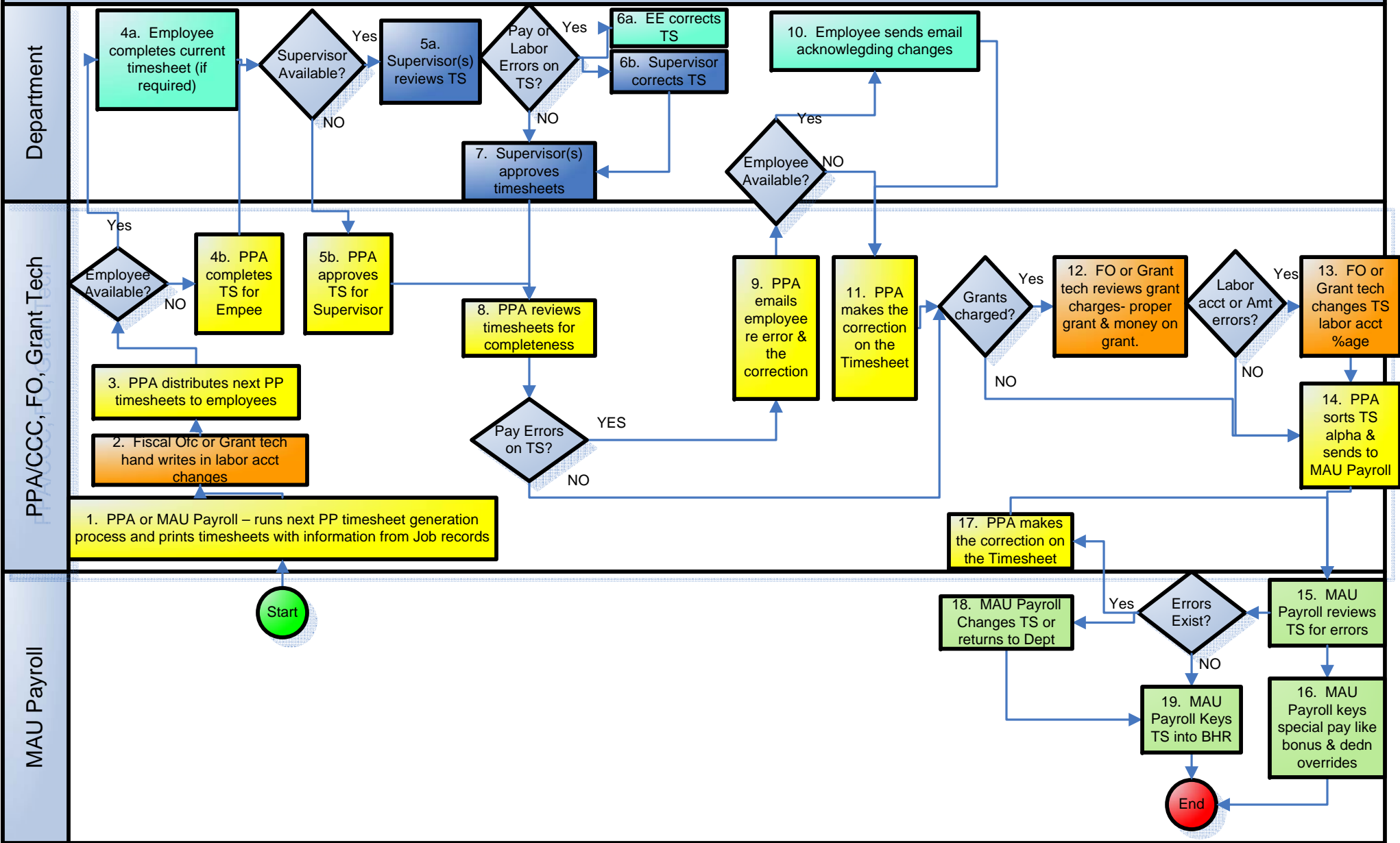
- ***Recommendation on timing of changes:*** We'd like to change the business processes now to improve our compliance, and separate the business process changes from the web tool implementation. We believe this will improve the success of the web tool implementation.
 - There will be employees and supervisors unhappy to see some of these business process changes and we anticipate a lot of feedback from these employees. If we roll them out with the tool, it will likely impact the success of the web tool implementation.

- ***Questions for SALT:***
 - Do you support these business process change recommendations or have other recommendations?
 - What roll would you like to take in communicating & supporting these changes at your MAU's?

WTE – Timesheet Process Flow– Current State

Method A

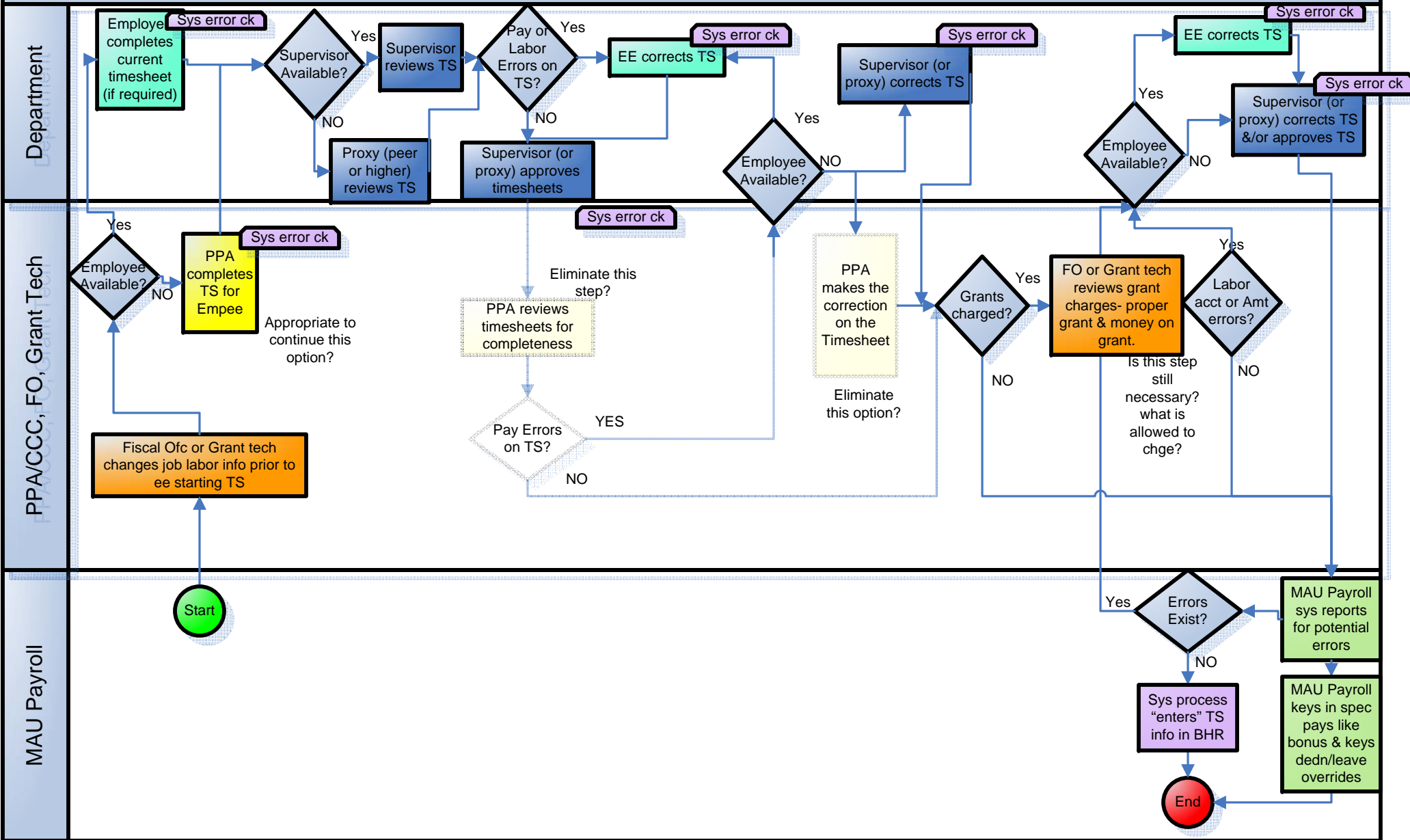
Revised 2/28/11



Note: The timesheet archiving and retrieval process is outside of the scope of this diagram

WTE – Department Timesheet Process – Improved State

Method A



From: sw-human-resources-bounces+pmivey=alaska.edu@lists.alaska.edu on behalf of sw-human-resources@lists.alaska.edu
To: sw-human-resources@lists.uaf.edu
Subject: [SW Human Resources] Union Organizing Update
Date: Monday, April 11, 2011 4:47:43 PM

April 11, 2011

Dear University Employee:

This letter provides you with information regarding several troubling issues surrounding union activities at the university.

Upset employees recently contacted my office regarding workplace disruption by ASEA's organizers. It is important for you to know that Alaska law does not allow workplace disruption for organizing. In addition, union organizers are not permitted in work areas, such as cubicles and offices, only public ones, such as commons areas, conference rooms, halls and other venues regularly available to the public. Organizing can only occur before or after work or during breaks. Unions are also required to notify the university 24 hours before being on campus.

During the last unionizing effort, employees asked if they could be placed on a "do not contact" list. We've provided that service, and have provided ASEA with a list of employees who do not want to be contacted. Nevertheless, we understand from some employees who asked not to be contacted that they have been. We'll continue to provide ASEA with the list, but ultimately, it is up to ASEA to honor these requests. If you experience this problem, please notify my office immediately.

I understand ASEA's failure to comply with the law is causing frustration among some employees, and I want to assure you that my office has been working diligently to ensure your rights are protected. Recently I sent a letter to ASEA's business manager, Jim Duncan, regarding workplace disruptions and reminding him of his duty to comply with Alaska law.

Some of you have expressed concern regarding the recent theft arrest of ASEA's former organizing representative, Skye McRoberts, along with Labor and State Affairs Assistant Attorney General Erin Pohland. The union has assured the university that Ms. McRoberts no longer works for them, and our general counsel's office has contacted the Alaska Labor Relations Agency to make sure Ms. Pohland is no longer involved in labor issues involving the university.

The university continues to update its organizing webpage. The webpage includes informational resources regarding union organizing, including an "FAQ regarding union and employee organizing activities on and off campus." This document is a good starting point if you have concerns about organizing activities during your work time.

Should you be disrupted by union organizing activities in the workplace or if you have additional questions about organizing in general, please feel free to contact my office at 450-8230 or syhrrelations@email.alaska.edu

The link to the Labor and Employee Relations organizing webpage is <http://www.alaska.edu/labor/union-organizing/index.xml>

Sincerely,

Beth E. Behner

Chief Human Resources Officer

SW-Human-Resources mailing list
SW-Human-Resources@lists.alaska.edu
<https://lists.alaska.edu:8025/mailman/listinfo/sw-human-resources>

HUMAN RESOURCES COUNCIL AGENDA

March 24, 2010, 1:00 p.m.

Video Locations: Fairbanks-Butro 212B, Anchorage-Admin 201, Juneau-Chanc. Conf Room

- I. Compensation/Classification**
 - A. Staff Performance Evaluation: Tara Ferguson
 - B. Market Data for Executive Compensation

- II. Campus and Governance**
 - A. Discussion of Staff Governance Resolutions
 - B. Future Agenda Item Suggestions

- III. HR Operations**
 - A. Web Time Sheet/ Effort Certification Project Update

- IV. Benefits**
 - A. Positive Enrollment
 - B. Status of Dependant Audit

- V. Training and Development**
 - A. Skill Soft Update
 - B. Tuition Waiver Update
 - C. Event Follow-up
 - 1. Supervising Student Employees at UA
 - 2. Bullying in the Workplace
 - 3. Neil Howe

- VI. Labor and Employee Relations**
 - A. Negotiation Updates

Next HRC mtg: April mtg will NOT be held April 21st. New mtg time TBD due to conflicts.

JHCC Meeting, Anchorage, Alaska
March 1, 2011

JHCC Chair Rich Seifert called the meeting to order.

Attendance was taken; there was a quorum for the meeting, with _____ members in attendance.

Present:

Union: Richard Siefert (UNAC), Kate Gordon (UNAC) Melanie Arthur (UNAC Alternate), Colin Clausson (6070), Jennifer Madson (6070 Alternate) Tim Powers (UAFT), Jane Weber (UAFT),

Management: Beth Behner, Stuart Roberts, Wendy Tisland (Alternate)
Staff Alliance: Gwenna Richardson, Lisa Sporleder (Alternate)
Staff: Erika Van Flein, Cyndee West

Absent:

Gail Opalinski,(Arrived late after class) J. Sowell, Mike Humphrey

Guests: Tod Chambers, Michelle Pope, David Hinckley, Greg Alperstein,

The minutes of the last meeting were not available for review.

Tim Powers moved to approve the agenda.
Beth Behner seconded.
Motion carried.

Tobacco Surcharge

The committee discussed the Tobacco Surcharge item on the agenda. Michelle Pope distributed a handout addressing options on implementing the tobacco surcharge, as well as the Powerpoint on employee charges. She noted that the tobacco surcharge may affect the employee charge, depending on the method of implementing the program.

The surcharge amount decided upon by JHCC was \$50 per month or \$600 per year. The JHCC had recommended and it was agreed that the amount collected would offset the employee charge, rather than being included to decrease plan costs overall. Lockton estimated that between 15% and 20% of covered employees would be subject to the charge for their own tobacco use or that of their dependents. A conservative estimate of 830 employees was used to calculate the projection of approximately \$500,000 that would be collected annually. Committee members asked whether this number is reliable; our population may not have as many smokers as the general population. Michelle emphasized that this was just a projection; we have no actual data for our own population. This was a reason why we used a conservative estimate. Adult dependents who will return to the plan starting in July, 2011 will be included in the estimate. Also,

the amount collected will vary on the accuracy of the reporting by employees that they are subject to this charge.

When UA makes deductions from employee pay, the affected employee must authorize the deduction. Communication to employees is key to a successful implementation, whether this is a charge to tobacco users or a credit to non-users. A line will appear on the pay check to document the surcharge or credit each payroll period. Committee members emphasized that reducing tobacco use is an important reason for the charge; it is important to collect information accurately and encouraging people to stop using tobacco. The JHCC discussed the different perceptions that would be created from charging tobacco users compared with adding a credit to the pay of those who do not use tobacco.

Michelle noted that the implementation method (surcharge or credit) we select for tobacco use/non-use may be important as we consider other issues in the future. The impact of the administrative burden also needs to be considered when we decide upon the implementation approach; the campus HR offices will need to be involved in the implementation and data entry steps.

The methods of implementation reviewed in the handout were presented and discussed.

Option 1

This method bases deduction on the employee's certification of personal or dependents' use on a form. This would require the completion of a form, and voluntary completion and submission of the form by those subject to the tobacco surcharge.

Option 2

This method would require all employees receiving health care to fill out a form disclosing personal or dependents' tobacco use during open enrollment. A requirement for annual positive enrollment to receive health care coverage could be used if this method is selected. Michelle stated that due to Department of Labor compliance issues involving deductions from pay, this is the method recommended by the Office of General Counsel. However, we will experience challenges in requiring active enrollment annually when this has not existed before, so this approach would necessitate a tremendous communications effort with employees.

Committee members discussed our current method of allowing opt outs. Erika explained that individuals must report that they have other health care coverage and provide the name of the insurer; however proof is not required.

If positive enrollment is required, the committee discussed whether employees who fail or refuse to respond would still be able to maintain health care coverage. It would be possible for them to be removed if the University made clear that an annual election was mandatory and the consequence for not making a selection was removal from health care coverage. However, in addition to those who might refuse to respond, there would be other employees who were impossible to contact or did not understand the importance of

completing the forms. Michelle stated that four records would be required for positive enrollment, to submit information concerning the employee, dependent(s), financially interdependent partner (FIP) information, and whether or not the employee is subject to the tobacco charge/credit.

Option 3

This method would increase base rates, then a “tobacco free” credit would be applied to those who certify that they and their dependents do not use tobacco. This type of credit would be taxable for FY12, but could be paired with a health savings account (HSA) for employees choosing the high deductible health plan (HDHP) beginning in FY13 to avoid tax consequences. In Option 3, people would have incentive to complete and submit the form as that would be needed to receive the credit.

Pros and cons of this approach were discussed. HR offices would not have as much data input because the employee rates would be increased for all, prior to the application of the credit for those eligible. Members noted that there will be objections to the increase in rates for everyone; it will be perceived as punitive by those who do not use tobacco. Michelle explained that we would not be able to be fully accurate in identifying the credit amounts given for non-tobacco use, as not everyone is employed for a full year.

Option 4

This approach would delay the implementation of the tobacco surcharge for one year. Members noted that this would give us more time to implement a tobacco cessation program, which is not yet in place. Interested individuals could participate and cease tobacco use over the course of the year, so that they would have every opportunity not to be subject to the charge in FY13. Delay would also give the committee time to clarify the rules, plan appropriately for the method/approach of implementing the charge or credit and communicating clearly with employees.

Colin moved to approve Option 4 and postpone the tobacco surcharge for one year.
Kate seconded.

The committee discussed whether it was advisable to vote on this motion prior to hearing information on the potential effect on employee rates. Michelle said that she brought information on the impact to employee charges. Members spoke in favor of the motion as there is little time to work out details of the implementation so that it can be successful. Also, a delay would convey to employees that UA is trying to incent healthy behavior by encouraging people to stop using tobacco.

Gwenna made a friendly amendment: to communicate information about the upcoming tobacco charge and promote the benefits of tobacco cessation programs during FY12. People will have time to certify that they are tobacco free through successful participation in such programs.

This was accepted by Colin and Kate.

JHCC Meeting, Anchorage, Alaska
March 1, 2011

A roll call vote was taken and the motion passed. All votes were in favor, with one abstention from Jenn Madsen.

A lunch break was taken.

Jenn Madsen made a motion to have a positive enrollment for health care plan selections in FY12.

Kate Gordon seconded.

Jenn spoke in favor of the motion. Employees would be informed of the consequences of failing to enroll. They would be likely to comply as otherwise they would be dropped from the plan. The committee discussed the value of having all employees state their choice of plans this year. Due to the considerable changes in the deductibles and out of pocket maximum levels, it is difficult to “map” transition of employees from FY11 to FY12 plan choices by default based on their prior selections. However, members spoke in favor of mapping employees to a particular plan choice rather than imposing a consequence of having them dropped from UA’s health care plan altogether. Committee members spoke in favor of broad communication that will involve the participation of unions, staff governance and JHCC members rather than having the information sessions led solely by Human Resources. Members all represent different constituencies, and should be actively communicating information on the status of health care issues and how open enrollment will work.

Cyndee raised the issue that a motion was approved at the December 7, JHCC meeting to prepare a comprehensive communication plan. Motion from Seattle “ **Where as that the JHCC believes that the University must do more to communicate benefits information and plan changes. JHCC recommends that a comprehensive communication plan be developed by the Statewide benefit office to provide employees with benefit information and encourage consumerism. A preliminary recommendation will be presented to the JHCC at the January 26 Meeting** “ The JHCC asked to identify the cost of hiring another employee in the System Benefits office to assist with communication. This has not been provided, although Lockton presented a communication plan for discussion at the January 27, 2011, meeting.

The committee discussed having greater involvement in UA’s communications regarding health care plan changes, before they are sent out. While UA invites input and will share drafts, ultimately UA has final approval over the content of communications. The committee discussed recent drafts reviewed that must now be edited to correct the information concerning the status of the tobacco surcharge, so that we convey the decision to delay implementation.

JHCC members discussed the idea of a default plan instead of having a consequence that removed employees from the plan if they did not positively enroll in the health care plan for FY13. Currently, the default plan is the Standard Plan; Employee Only. This is the plan employees are enrolled in by the University if they do not complete enrollment

forms. Lockton noted that most employers default employees who do not respond into the lowest value plan. However, the High Deductible Health Plan (HDHP) would present the most significant difference to an employee for FY12.

Discussions concluded with committee members in agreement that positive enrollment would reinforce the importance of informed decision making. Employees will be informed that they must make a selection and the consequence for a failure to respond will be well publicized.

A vote was taken on the motion; the requirement for positive enrollment passed unanimously.

Jenn Madsen moved that with the exception of opt-outs, if an employee fails to participate in positive enrollment the employee will be defaulted, along with their currently enrolled dependents, onto the "750 Plan."

Tim Powers seconded.

Jenn described that the intent for opt outs was to permit them to roll into FY12 as opt outs.

The motion passed, with all in favor except for Kate Gordon who voted against the motion.

The JHCC discussed the process for verifying dependent eligibility during open enrollment. Employees who do not respond to the dependent audit, or whose current dependents are not found eligible during the audit process and are removed from the plan by the university, will not be able to enroll those dependents until they have been verified by ConSova. A separate group of employees, hired since January 1, 2011, were not hired early enough to be included in the dependent audit. The office of general counsel has advised a modification to UA's open enrollment forms, to make an employee's verification of dependents more explicit if we handle dependent verification internally. If UA asks ConSova to continue providing dependent verification services on an ongoing basis, the cost would be \$32 per employees whose dependents are verified.

Michelle Pope reviewed the Powerpoint presentation she prepared for JHCC concerning Health Care Projections for FY12. As shown on page 13, the increase in plan costs for FY11 is projected to be \$5M, or 8.37% above the prior year's level. For FY12, the increase to plan costs following the plan design changes is expected to be \$88,500, or .14% over FY11 plan costs. However, Michelle noted that while the increases to deductibles and out of pocket maximum levels for FY12 will bring large savings to the plan, the only way to keep costs down in the future is to have fewer health care costs through reduced use.

Slide 25 shows the FY11 employee charges, along with various levels for FY12 employee charges, depending on what is done with the tobacco surcharge issue. The option of keeping employee charges the same for FY12 is estimated to produce a \$1M

under recovery in employee charges. Committee members noted that there is significant uncertainty in which plans employees will select, based on a positive enrollment requirement. Lockton made its estimates without any expectation of positive enrollment, which would have resulted in more people defaulting into plans at the same level by not affirmatively selecting another plan (deluxe plan participants would be on the “500 plan,” standard participants would be on the “750 plan,” and economy participants would be on the high deductible health plan “HDHP”). Despite the changes now that the committee has recommended delaying the tobacco surcharge, UA made the decision for the FY12 plan changes with an emphasis on leaving the rate structure for payroll deductions alone, to the extent possible.

Tim Powers moved to keep employee rates for FY12 the same as in FY11.

Stuart seconded.

Committee members spoke in favor of keeping the rates the same, believing that employees have experienced enough changes to the plan with the plan design changes. Even if there is an under collection, some JHCC members believe it will not be as high as projected because utilization may decrease as a result of the higher deductibles and out of pocket amounts.

A roll count vote was held on the motion. Rich Seifert voted no; all others voted yes.

The motion carried.

Discussion continued regarding the remaining slides in the Powerpoint. Michelle Pope explained how administrative costs are set by vendors. Kate Gordon asked UA to share a schedule of contract terms for all of UA’s benefits vendors, along with a timeline for the RFP process. Jenn Madsen asked to see how the administrative rates have gone up over time, such as Slide 28, but for a longer period of time. Michelle Pope will follow up to provide the information requested.

Rich Seifert made a motion to appoint a subcommittee to consider expanding the pool to reduce risks and costs.

Jane seconded.

Stuart moved to table this motion

Motion to table passed.

The meeting adjourned at 4 p.m.

Submitted by:

Beth E. Behner

Date

These notes are a consolidated effort by Cyndee West and I

JHCC Chair Rich Seifert called the meeting to order.

Attendance was taken; there was a quorum for the meeting, with 13 members in attendance.

Present:

Union: Richard Seifert (UNAC), Kate Gordon (UNAC) Melanie Arthur (UNAC Alternate), Colin Clausson (6070), Jennifer Madson (6070 Alternate), Jay Sowell (6070) Tim Powers (UAFT), Gail Opalinski, (UAFT Alternate),

Management: Beth Behner, Stuart Roberts, Wendy Tisland, Staff Alliance: Gwenna Richardson, Lisa Sporleder (Alternate), Megan Carlson (2nd Alternate)

Staff: Mike Humphrey, Erika Van Flein, Cyndee West

Absent:

Jane Weber (UAFT),

Guests: Todd Chambers, Michelle Pope, David Hinckley, Greg Alperstein.

Lisa moved to approve the agenda.

Stuart seconded.

It was suggested that an update on the Dependent Audit be added, following the UA Open Enrollment discussion.

Motion passed.

The notes from the March 1-2 JHCC meeting in Anchorage were moved for approval by Wendy Tisland with the number 12 put in the attendance line. The number includes alternates. Beth Behner seconded. The notes were approved without objection.

Mike Humphrey gave an update on the range of dates for the MAU HR offices to arrange Employee Forums to discuss Open Enrollment and changes to the UA Health Plan at each campus. He contacted each HR office and also has been working with staff governance to arrange times and dates listed at each MAU and via video at the rural campuses. At UAA the dates are April 4 and 5 and a Video conference at Southeast is scheduled for April 6. The dates of March 28 to April 1 were given to UAF. The UAA events will be coordinated by Megan Carlson.

Mike Humphrey was asked to give a mock presentation to the JHCC of information that will be presented at the forums, based on the JHCC motion that passed during the March 1-2 JHCC meeting. Mike Humphrey informed the JHCC that the presentation was not completed but will be shared and posted to the web upon completion.

JHCC Meeting,
March 16, 2011

Beth Behner spoke about a meeting on March 15 with the HR directors concerning Open Enrollment and related data entry. A separate meeting on these topics was also held with the UA "A team." The groups brainstormed ways of minimizing data entry required to implement positive enrollment and the new default plan choice, following the acceptance of JHCC's recommendation. Looking up each employee's current plan choice and entering data into Banner regarding their FY12 plan choice creates a lot of additional work for the campus HR offices. Beth related that careful attention will be given to the open enrollment form creation, and that the plan is to conduct targeted communications to employees. We will want to inform all the members on the standard plan (750 plan) that if they wish to remain on the plan that there will be a box stating that "I am currently on the standard plan and will be electing the 750 plan," which will save a lot of data entry as this will be a straight across match. Michelle Pope spoke again about the targeted communication to those in the current deluxe and economy plan that if they fail to complete the open enrollment form they will be placed in the 750 plan.

Beth Behner states that the schedule of the Open Enrollment forums, including dates, times, and location information will be posted so communication can be done by all groups.

Discussions concluded with committee members in agreement that positive enrollment would reinforce the importance of members making informed decisions. Employees will be informed that they must make a selection and the consequence for a failure to respond will be well publicized. The default to be implemented (750 Plan) will be different this year than in prior years when those not enrolling were mapped to the same level plan they had been on during the last plan year.

Currently positive enrollment will be used only for plan election. The question was asked 'what is positive enrollment?' if you are not having individuals verify dependants. Erika Van Flein gave the definition that 'positive enrollment is positively electing a plan choice.' It is clear what must be accomplished to add dependants to the plan.

The communication that will go out is that we really want you to fill out the form, but if you do not, you will be defaulted to the 750 plan. For FY12, there will not be a place on the positive enrollment form to certify that all the covered individuals listed are your certified dependants, although UA will work on having this type of employee verification of dependents included in future years. Our local HR Offices are responsible for the verification of new hires and dependents enrolled after January 1, 2011. Employees hired before that date were covered by the current Dependent Audit process being conducted by ConSova. Beth explained that for this year, the dependent audit process will still be ongoing after Open Enrollment ends May 16. We will have recommendations from ConSova for all of the dependents being reviewed. Once they forward their recommendations concerning dependents they consider ineligible, UA will review them on a case by case basis before any dependents are removed.

Melanie Arthur stated that after the completion of the ConSova audit, we needed a

JHCC Meeting,
March 16, 2011

process to verify dependents in the future.

Mike Humphrey said the easiest way to get to this would be to establish and develop an open enrollment online process. This could take care of the issues we have. The vision would be that the first screen to pop up is verifying the names of the dependants. We would need an automation project to implement this process.

The motion was made by Rich Seifert that it is the intent of the JHCC that the University proceed with an online open enrollment program to establish, perfect and implement annual health care plan elections. The motion was seconded by Kate Gordon.

The discussion went on to state that the verification of dependants should be added. Gwenna made another friendly amendment that the local HR offices continue dependent verification of newly enrolled dependents until an online process is implemented. Rich stated that this was not relevant to the motion and JHCC had already stated its preference on this. Colin Clausson raised the issue that some employees will find it a challenge to enroll online. Rich Seifert said we can deal with this.

The motion in favor of supporting UA's development of an online health care enrollment process had no objection so the motion passed.

Home mailers were the next topic of discussion. The committee discussed the issues of providing information on the implementation of the tobacco surcharge in FY13. It was determined by Mike Humphrey, Erika Van Flein and Beth Behner that this would be dropped in that particular flyer so it could go out. A later flyer, number 5, will be dedicated to address the tobacco issue. By that time, we will know more about the tobacco cessation program that will be offered free to employees and covered dependents. Also, the Open Enrollment packet will be mailed out this year, and the cover letter to that packet can include information on the delay in the tobacco surcharge until FY13. During the intervening time, the JHCC can also review and make recommendations concerning the rules related to being tobacco free and procedures for the differential charge.

Gwenna Richardson provided an update on the \$300K incentive funds pilot program to be started at the rural campuses. Gwenna, Wendy Tisland and Cyndee West have been participating in the subcommittee working on this issue. The committee was thankful for the update and expressed that they would like the information on the pilot program sent out immediately.

Rich Seifert brought up that some savings coupons have come to his house in the mail from Premera and wondered if we are paying for these items in our contract with Blue Cross. Mike Humphrey stated that the UA Benefits office was not aware of any targeted communications of this type. He also commented that the administrative rate has not increased but should it increase Michelle Pope and Timothy Armbruster will look into it right away. Rich said that he will follow up by contacting Premera and asking why he is receiving these coupons.

JHCC Meeting,
March 16, 2011

Gwenna Richardson provided an update on the Staff Alliance having seats on the joint health care committee. Beth Behner stated that it is management's position in bargaining proposals that the staff be provided an additional assigned seat to the JHCC committee. Also, during the March 1-2 JHCC meeting, the staff representatives said they would discuss with Staff Alliance the possibility of having any recommendations from the SHCC in the future made to the JHCC through the Staff Alliance JHCC representatives. The committee then discussed that negotiations may result in different numbers of seats, rather than having 2 each for all the unions and for Staff representatives. Jenn Madsen asked that any discussion of this issue be deferred until after the conclusion of bargaining, since several groups have tentative agreements that have not yet been ratified. Gwenna seconded this motion and the motion passed without opposition.

The Vendor Summit meeting and the breakout sessions were addressed by David Hinkley of Lockton. He reviewed the contents of handouts that were distributed to JHCC. David stated that already the communication is starting to open between the vendors and that the committee had the opportunity to learn about items being developed by each vendor to improve health care communications and improve integration of services. Beth suggested that JHCC consider having a subcommittee to distill the ideas that were identified by the break-out groups during the vendor summit and to make recommendations to the full group.

The definition of consumerism was again asked about. This is on Lockton's list to give us an explanation that can be used to help people understand what we are talking about. Lockton is also looking at the To-Do list developed.

The group discussed future vendor summits being held in Alaska. We will want to include the smaller vendors in future meetings.

Cyndee asked about the status of the wallet card with vendor information. A mock-up of this type of card was reviewed at the Dallas meeting. David said that he will forward it to Mike Humphrey, but noted that some of the information will need to await inclusion after the current bid process for vendor selection is completed.

Beth discussed the need for long-range planning related to ideas such as differential charging mechanisms for employees who qualify by demonstrating certain criteria. We have to allow enough time for the JHCC to make recommendations before the target date of implementation.

David noted that we have to receive the JHCC's input on defining "tobacco-free." A subcommittee was established to look into the rules for this, as well as the tobacco surcharge implementation issue, and bring ideas and recommendations back to the committee. Jane Weber, Jennifer Madson and Lisa Sporleder have agreed to serve on the sub group.

JHCC Meeting,
March 16, 2011

Wendy Tisland asked about the call center proposal by Lockton. Beth Behner responded that a decision had been made to not implement or increase the contract with Lockton, as there was no budget for this unless equivalent cuts were made elsewhere..

Beth Behner gave a dependent audit update: A reminder Email will be going out to all who have not responded, to request that employees participate in the dependent audit so that their dependents will not be at risk for removal from the plan. Also, regarding the ultimate decision regarding eligibility, ConSova will provide a list to the University of non-responders and those who have provided insufficient documentation of eligibility. The University will contact these employees to make sure they have a final opportunity to respond before the individual circumstances are reviewed and an eligibility determination is made by the University. .

The extension of the dependent audit response time until March 31, 2011 is important as that is the date that will be used when dependents are determined ineligible. All charges for ineligible dependents will be disallowed using the March 31st retro date.

ConSova statistics: 83% response rate as of March 11. 20 individuals are self declared as ineligible. There are 483 non-responders.

Beth Behner made the motion to adjourn and it was seconded by Gwenna Richardson.

The meeting adjourned at Noon.

Submitted by:

Cyndee West

Date

Staff Alliance

Attachment 9.6

UA Staff Health Care Committee

Draft Minutes

March 31, 2011 8:30-10:00

Attendees: Megan Carlson, Kim Fackler, Linda Hall, Mike Humphrey, Russ Pressley, Gwenna Richardson, Maria Russell, Carol Shafford, Juella Sparks, Lisa Sporleder, Alessandra Vanover, Elizabeth Williams

1. **Call to Order, Roll Call, and Approval of the Agenda**
2. **Brief Update from Joint Health Care Committee**
 - a. No tobacco surcharge in FY12. Communication planned this year about programs available. Surcharge guidelines being developed for FY13.
 - b. Dependent audit moving forward. 86% of employees have submitted documentation.
 - i. ConSova will provide a list of non-responders to UA, who will review the list and begin trying to make contact with those people. ConSova cannot take anyone off the health care plan.
 - ii. Drop date will occur in late June, but end of eligibility will go back to March 31st for anyone determined not to be eligible.
 - c. Biweekly contributions will remain the same in FY12.
 - d. JHCC membership
 - i. Currently under discussion in at least one union's collective bargaining agreement. Would add a second voting seat for non-represented staff. A motion supporting this proposal was passed by Staff Alliance.
 - ii. If this change passed, SHCC would continue to exist as an advisory body to the Staff Alliance and JHCC non-represented staff members.
 - e. Wellness Initiative Funding
 - i. \$300K wellness initiative fund has not been fully used in past years. Piloting a new process to allow proposals for campus wellness activities. RFP sent to community campus directors. Selected because there are less WIN wellness events available for community campus employees.
3. **Brief Update on Forums on Health Care in Anchorage, Fairbanks, and Juneau**
 - a. Mike Humphrey will be visiting Anchorage, Juneau, and Fairbanks to hold open forums on health care plan changes. At UAS, he is planning to use their studio and record the forum for later access.
 - b. Intention to do webx/video/audio in the future
 - c. Open Enrollment guides will be coming out shortly. Open Enrollment runs 4/15-5/16.
4. **Comments from committee members on feedback received from constituents**
 - a. Were people communicated with sufficiently?

UNIVERSITY of ALASKA

Staff Alliance

- b. Challenge because even when we did try to communicate, some people didn't want to listen until it was too late to have any effect.
- c. Drastic changes to the deductibles and out of pockets weren't in the SHCC recommendation, but they had to come from somewhere. If those hadn't gone up so much, biweekly charges would've had to increase dramatically.
- d. Challenge in explaining in writing—one on one conversations seem to work better
- e. Helps to have a print out that people can look at

5. Process Debrief

- a. Discussion of timeline from last health care plan change cycle—delayed by waiting for specifics of health care reform changes, getting a new consultant in place, having the consultant analyze our data and the impact of HCR on the plan
- b. Suggestions to improve the process
 - i. **Motion: The University must begin the process of considering potential plan changes at the beginning of the fiscal year preceding the year in which the changes would be implanted. (Passed unanimously)**
 - ii. **Motion: Open forums on proposed health care plan changes should be held on campuses in early November to allow input while changes can be made, followed by spring forums to discuss the final changes. (Passed unanimously)**
 - iii. Online distribution of a spreadsheet showing options being considered?
 - iv. Consider posting surveys for staff with options under consideration—make clear they are only advisory, and try to show how the costs have to balance out
 - v. Prepare regular reports from SHCC meetings that are accessible for staff not involved with the committee—Lisa and Carol have offered to help
 - vi. **Establish a regular meeting date and time—fourth Thursdays from 9-10:30**
 - vii. Hold periodic videoconferences to facilitate committee interaction—Elizabeth has offered to help set these up

6. Tobacco Surcharge Feedback (Lisa serving on JHCC subcommittee recommending design)

- a. UAF passed a motion to delay to FY14 to allow time to put together and communicate details.
 - i. Not implementing surcharge cost the plan \$500K in expected cost savings, if we delay another year it will cost another 500K
- b. Goal is to keep surcharge as simple as possible
- c. SHCC members are opposed to testing for tobacco use
- d. Surcharge should be designed so that you can end it if you quite using tobacco so there's an incentive to quit.

7. Topics for future meetings and scheduling next meeting

- a. Next meeting: Thursday, April 28th 9:00-10:30 (Elizabeth is setting up video locations)