



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Agenda

Staff Alliance

Tuesday, March 8, 2016

10 a.m. – 12 p.m.

Butrovich 204

Google Hangout

Audio call-in: 1-855-280-1855

(Please mute unless speaking.)

1. Call to Order and Roll Call

Voting Members:

Faye Gallant, Chair, Staff Alliance 2015-16; President, UAF Staff Council 2015-2016

Monique Musick, Vice Chair, Staff Alliance 2015-16; Vice President, SAA 2014-15

Nate Bauer, Vice President, UAF Staff Council 2015-2016

Tom Langdon, President, SAA 2015-16

Gwenna Richardson, Vice President, UAS Staff Council 2015-16

Kathleen McCoy, Co-President, UAA Staff Council 2015-16

Kolene James, President, UAS Staff Council 2015-16

Liz Winfree, Co-President, UAA Staff Council 2015-2016

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Heather Arana, HR Analyst

Chris Christensen, Associate Vice President for State Relations

Bridget Dooley, UAA Title IX Coordinator

Lori Klein, UAS Title IX Coordinator

Brad Krick, Compensation Committee Chair

Alesia Kruckenberg, Manager, SW Budget

Mae Marsh, UAF EEO Director and Title IX Coordinator

2. Adopt Agenda

3. Approve Minutes

3.1. February 9, 2016 Minutes

Attachment 1

- | | |
|--|---|
| <ul style="list-style-type: none"> 4. Public and Guests Comment <ul style="list-style-type: none"> 4.1. Title IX Policy Revisions 4.2. Legislative Update 4.3. CHRO Recruitment Update 4.4. Page Up Presentation | <p>Title IX Coordinators
Chris Christensen
Alesia Kruckenberg
Heather Arana</p> |
| <ul style="list-style-type: none"> 5. Chair's Report | <p>Faye Gallant</p> |
| <ul style="list-style-type: none"> 6. Staff Alliance Committee Reports <ul style="list-style-type: none"> 6.1. Staff Health Care Committee 6.2. Compensation Committee 6.3. Governance Process Committee 6.4. Morale Committee | <p>Written Reports

Brad Krick</p> |
| <ul style="list-style-type: none"> 7. External Committees <ul style="list-style-type: none"> 7.1. System Governance Council 7.2. Student Services Council 7.3. Joint Health Care Committee | <p>Written Reports</p> |
| <ul style="list-style-type: none"> 8. New Business <ul style="list-style-type: none"> 8.1. Resolution regarding SB 174 | <p>Attachment 2</p> |
| <ul style="list-style-type: none"> 9. Ongoing Business Topics <ul style="list-style-type: none"> 9.1. FY17 Budget 9.2. Transformation Team Reports 9.3. Strategic Pathways 9.4. Telework Regulation | <p>Website
Website
Attachment 3</p> |
| <ul style="list-style-type: none"> 10. Agenda Items for April 12 Meeting | |
| <ul style="list-style-type: none"> 11. Roundtable discussion | |
| <ul style="list-style-type: none"> 12. Adjourn | |

SHCC TELECONFERENCE MEETING NOTES

FEB. 5, 2016

From Kathleen McCoy

In attendance: Danielle Dixon, Kathleen McCoy, Melodee Monson (alt), Gwenna Richardson, David Bantz (alt), Stacey Howdeshell, Susan Mitchell (alt), Lesli Walls, Monique Musick, Linda Hall, Arthur Hussey (alt).

Guest: Erika Van Flein, UA Benefits

Excused: Wendy Miles

Absent: Maureen Hunt (alt), Marie Williams (alt); Kayti Coonjohn (alt).

1. Website idea: The group chose a sub-committee working group of Stacy Howdeshell, Danielle Dixon, Kathleen McCoy, and a UAS rep yet to be named; Gwenna filling in temporarily.

Lesli Walls created a Google doc called [SHCC Road Map](#) for all SHCC members to post health insurance plan consumer guidance ideas that might be visualized as downloadable posters that could be shared among all campuses. Please post your ideas in the Google doc – issues you've heard from your constituents, or just logical illustrations that can advance good understanding of our benefits and how to use them.

This Google doc is where we will draw an idea for 1 or 2 or 3 graphic posters that we create and make available through SHCC members to their campuses. I guess we could call this a pilot.

The idea of a standalone website died. Our main thrust seems to be highlighting easy-to-digest visuals of overlooked or misunderstood health plan benefits information. If successful we can just share these across campuses via printout from the Google doc location. Our ideas will be vetted through Erika Van Flein for accuracy before released for use.

The sub-committee will meet offline to advance this idea. **Goal: have the posters created and vetted and in use by April.**

2. Advocacy: There is some movement in the legislature/executive branch to reform or correct some of the big drivers of high health care costs in Alaska. Kathleen asked if the SHCC saw an avenue to participate in advocacy– a post card campaign or just a letter from SHCC to appropriate players.

Erika explained how the 80th percentile rule is a big picture driver for Alaska, even though UA is a self-insured entity working with Premera and able to circumvent by use of out-of-network payments of 125% Medicare.

She explained that Premera is working with more self-insured groups to use this strategy so that providers will see the value of coming into our network (and getting paid more than 125% of Medicare). JHCC documents from the Dec. 2014 meeting where 125% Medicare for out of network was approved are available on the UA Benefits website, left hand under JHCC. [Link](#).

Erika said she was surprised to learn from news coverage that the 80th percentile rule is a regulation that could be changed by the Commissioner of the Division of Insurance; it does not require legislation. **Monique volunteered to work with Erika to develop some potential talking points that might make their way into an advocacy vehicle in support of health care cost reforms in the state.**

Group decided to meet next after JHCC has met. JHCC meets Feb. 25, 2016. We'll Doodle poll for a meeting the week of Feb. 29-March 4.

I would like these notes to go out immediately, and then resent just before our late Feb./early March meeting. Thank you!

Staff Alliance Compensation Committee Meeting held 2/17/16

Tara Ferguson, Compensation Director for UA was present and answered / spoke on the following questions.

1. Governor Walker's budget tot he Legislature included funding for union employees but no funding for non-represented employees. What is UA's plan for FY17 and the previously requested 2.5% ATB increase for staff?

There is no news on the budget and until BOR and Legislature decide UA will not publically address this issued; however, it is being considered.... just no decisions until after the budget is announced.

2. Are furloughs being discussed for FY17 and/or FY18? The committee has heard that system-wide furloughs are unlikely, but that campus or department-level furloughs are a possibility.

Furloughs are not preferred but still may be used

3. Between FY09 and FY16, non-represented staff have had one step increase 9inFY12). What would it take to restart movement on our steps? Are we taking any steps to address salary compression or inversion that is occurring as a result of a lack of step movement? New hires (when that becomes a possibility again) will come in at the same step or higher (because of negations) as current employees

The discussion included equity, new-hires are brought in at very close to current employees steps - has created unrest. As of now there is no real plan to change the way things are done.

4. If we're moving away from automatic step increases, are we putting resources into other forms of compensation, like bonuses or merit increases.

Currently it is not the intention of SW to move away from steps or to substitute with another form of benefit. Discussion mentioned that UAF has a written policy concerning other avenues of reward to include leave in lieu of increases. Tara said that the desire to revamp the step grid is desirable (55 steps are too many) and that it is all on hold until the new CHRO is hired and in place.

Following the Q&A discussion centered around finding "something" that will recognize and reward longevity especially now in these uncertain times financially.

Notes taken by Liz Winfree



UNIVERSITY
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Minutes

Staff Alliance

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Liz Winfree, Co-President, UAA Staff Council 2015-2016

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Ardith Lynch, Interim Chief Human Resources Officer (joined at 11:45 a.m.)

Alesia Kruckenberg, Manager, Statewide Budget & Planning

Meeting came to order at 10:20 after some technical difficulties. Faye was unable to get the audio line to work and did not have a microphone on her computer. As such, Monique agreed to run the meeting.

2. Adopt Agenda

Monique reminded the group they had previously agreed to stop tracking items 8.3 and 8.6.

Kathleen moved to adopt with the two items removed, seconded by Gwenna. None opposed.

3. Approve Minutes

3.1. December 11, 2015

Attachment 1

A typo was noted under item five on page two. Kathleen moved to adopt the minutes, seconded by Gwenna. None opposed.

4. Public and Guests Comment

5. Budget Update

Alesia Kruckenberg

House Finance overview was re-scheduled for 1:30 today. The House Finance Subcommittee meetings have been Tuesdays and Thursdays from 5-7 pm. The budget is moving along and legislators have lots of questions. Nothing definite yet.

6. CHRO Recruitment Update

Alesia Kruckenberg

After not finding the quantity or quality of candidates they wanted, the search committee extended the application period. They held interviews in late January and will hold more starting next week.

7. Chair's Report

Monique provided a brief update on legislative activity pertinent to the university. The State Relations site has a [bill tracker page](#) that provides information on bills impacting UA. Senate Bill 174 is addressing weapons on campus and the ability to carry concealed guns, and is especially working to regulate open carry and access to restricted areas. House Bill 280 is looking to create new defined benefit tiers in PERS and TERS. House Bill 285 looks at social media use in schools. House Bill 264, sponsored by Rep. Wilson, proposes re-payment of the Alaska Performance Scholarship and other Alaskan education grants if a student doesn't graduate in six years.

8. Staff Alliance Committee Reports

8.1. Staff Health Care Committee – SHCC would like to create one page information sheets to detail changes in the benefits plan. The sheets would be used to help ensure employees know how the changes will affect them and if there are any alternative courses of action.

8.2. Compensation Committee -

~~8.3. UA Core Values~~ NO LONGER TRACKING

8.4. Governance Process Committee – have not yet met

8.5. Morale Committee – Kolene noted this committee has not yet met as part of Staff Alliance, however, she has been working on local UAS Juneau morale issues.

~~8.6. "Review" v. "Grievance" Task Force~~ NO LONGER TRACKING

9. External Committees

9.1. System Governance Council - Coalition of Student Leaders are holding their legislative fly-in on Feb. 27-March 1. Members of the alumni associations will also be in Juneau that weekend, and joint activities have been coordinated.

- 9.2. Student Services Council – This committee has not met recently.
- 9.3. Joint Health Care Committee – The JHCC will hold an all-day video conference on Feb. 25. Recently, new information on RetroFit was distributed; enrollment begins in March for the weight loss program.

10. New Business

10.1. Staff Makes Students Count – Nomination Process Recommendations

Alliance members reviewed the new scoring form and suggested including comment sections. Morgan made the change and re-distributed the scoring sheet after the meeting.

11. Ongoing Business Topics

None.

12. Review of Proposed Telecommuting Regulations (11:45 a.m.) Ardith Lynch

Prior to Ardith's arrival, Alliance members discussed the proposed regulations. Tom had previously expressed concern about sections A.1.c. (approvals) and section E (equipment). Questions regarding section E – equipment – focused on software licenses that can only be installed on university-owned equipment. Overall, most laptops and computers pose a small capital cost and the Staff Alliance would prefer to see the standard as employee is issued UA equipment and that not using UA-equipment is case-by-case.

Tom and Monique will meet with Ardith to discuss the telework after the meeting adjourns.

13. Agenda Items for March 8, 2016, Meeting

- 13.1. Invite Chris Christensen
- 13.2. Subtract standing committees no longer meeting
- 13.3. Update on Strategic Pathways
- 13.4. Update on Transformation Team – reports out March 1
- 13.5. Invite Tara or Ardith on compensation trends – Are people leaving the university?
- 13.6. PageUp update – following March 1 implementation

14. Roundtable discussion

15. Adjourn

Gwenna moved to adjourn, Tom seconded. None opposed. The meeting adjourned at 11:37 a.m.

Note for the record: Tom and Monique subsequently met with Ardith Lynch at 11:45 to discuss the telework regulation. Ardith was receptive to the Alliance's concerns and asked Tom to draft alternative language to address those recommendations. Regarding SW HR

approval, Ardith noted it was because of out-of-state aspects which creates a special wrinkle in the paperwork (e.g. some states don't accept Alaska's worker's comp). Informing SW would likely not be enough and GC would argue for the approval route. If not, it could get out of hand (looking at states like California—if we have more than X number of employees working in CA, then we have to follow CA rules). Overall, it is General Counsel's preference that payroll stay in state.

Minutes taken by Morgan Dufseth.

**Resolution in Support of the University of Alaska and the Board of Regents' position on SB 174
"An Act relating to the regulation of firearms and knives by the University of Alaska"**

Whereas, the University of Alaska presented its position on SB 174 via a position paper issued on February 12, 2016 (attached);

Whereas, the University of Alaska affirmed the Constitutionality of its policies in a 2014 letter from UA General Counsel to the Senate Finance committee (attached);

Whereas, the University of Alaska outlined its clear concerns with regard to campus safety and concealed carry handguns on campus in the 2014 letter from General Counsel to Senate Finance;

Whereas, the Staff Alliance agrees that the University of Alaska's policies regarding weapons on campus are reasonable and prudent;

Whereas, the Coalition of Student Leaders of the University of Alaska voted to oppose SB 174 and provided testimony in opposition during their legislative advocacy event;

Whereas, SB 174 would make it more difficult for the University of Alaska to proactively take measures to prevent violence on its campuses;

Therefore be it resolved that, the Staff Alliance supports the University of Alaska and the Board of Regents in opposing SB 174, "An Act relating to the regulation of firearms and knives by the University of Alaska."

Text of previous SA resolution below

Resolution in Support of the University of Alaska and the Board of Regents' position on SB 176 and HB 335 "An Act relating to the regulation of firearms and knives by the University of Alaska"

Whereas, the University of Alaska Staff Alliance is comprised of eight staff members from all three UA campuses and from UA statewide;

Whereas, the University of Alaska administration presented its position on SB 176 and HB 335 via a March 4, 2014 position paper;

Whereas, the Staff Alliance met on March 12 and discussed the topic of SB 176 and HB 335;

Whereas, the Staff Alliance agrees with the University of Alaska administration that UA's policies regarding weapons on campus are reasonable and prudent;

Whereas, the Staff Alliance held a vote on March 12 to create a resolution supporting the University of Alaska administration's position on SB 176 and HB 335;

Therefore be it resolved, that the Staff Alliance supports the position of the University of Alaska administration and the Board of Regents on SB 176 and HB 335.

DRAFT

CS FOR SENATE BILL NO. 174(EDC)

IN THE LEGISLATURE OF THE STATE OF ALASKA

TWENTY-NINTH LEGISLATURE - SECOND SESSION

BY THE SENATE EDUCATION COMMITTEE

Offered: 2/26/16

Referred: Judiciary, Finance

Sponsor(s): SENATORS KELLY, Dunleavy, McGuire, Giessel, Stoltze

A BILL

FOR AN ACT ENTITLED

1 **"An Act relating to the regulation of firearms and knives by the University of Alaska."**

2 **BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:**

3 * **Section 1.** The uncodified law of the State of Alaska is amended by adding a new section
4 to read:

5 FINDINGS AND INTENT. The legislature finds that the individual right to keep and
6 bear arms is a constitutionally protected right under art. I, sec. 19, Constitution of the State of
7 Alaska, and may not be abridged by the Board of Regents of the University of Alaska. The
8 legislature reserves to the state the authority to regulate firearms, except as specifically
9 provided in AS 14.40.173.

10 * **Sec. 2.** AS 14.40 is amended by adding a new section to read:

11 **Sec. 14.40.173. Regulation of firearms and knives.** (a) The authority to
12 regulate firearms and knives is reserved to the state, and, except as specifically
13 provided by statute, the Board of Regents may not enact or enforce a policy regulating
14 the possession, ownership, use, carrying, registration, storage, or transportation of
15 firearms or knives.

1 (b) The Board of Regents may not regulate the possession, ownership, use,
2 carrying, registration, storage, or transportation of concealed handguns or knives,
3 except

4 (1) in a manner identical to state law;

5 (2) when the behavior of a student or an employee demonstrates that
6 the student or employee poses a risk of harm to self or others;

7 (3) in student dormitories or other shared living quarters;

8 (4) in university facilities where health services, counseling services,
9 or other services related to sexual harassment or violence are provided;

10 (5) in university facilities during adjudication of staff or student
11 disciplinary issues; or

12 (6) in restricted access areas under (c)(3) of this section.

13 (c) The Board of Regents may adopt and enforce policies

14 (1) regulating the possession, ownership, use, carrying, registration,
15 storage, and transportation of openly carried firearms and knives;

16 (2) restricting the discharge of firearms on any portion of university
17 land where there is a reasonable likelihood that people, domestic animals, or property
18 will be jeopardized; policies adopted or enforced under this paragraph may not abridge
19 the right of the individual guaranteed by art. I, sec. 19, Constitution of the State of
20 Alaska, to bear arms in defense of self or others; and

21 (3) prohibiting the possession of firearms or knives in the restricted
22 access area of university buildings; the university shall post notice of the prohibition
23 against possession of firearms or knives at each entrance to the restricted access area.

24 (d) The University of Alaska shall establish a process to allow a person who is
25 prevented from carrying a concealed handgun or knife under (b)(2) of this section to
26 regain the ability to carry a concealed handgun or knife on university property.

27 (e) The Board of Regents, the University of Alaska, and any officers,
28 employees, or agents of the University of Alaska may not create a database or registry
29 of persons who possess a firearm on campus.

30 (f) The University of Alaska, the Board of Regents, and any officers,
31 employees, or agents of the University of Alaska are immune from civil liability for

1 any act or omission resulting from a policy or regulation adopted or enforced under
2 this section by the Board of Regents or the president of the University of Alaska, or a
3 claim arising from the possession, ownership, use, carrying, registration, or
4 transportation of firearms or knives by any person.

5 (g) In this section,

6 (1) "concealed handgun" has the meaning given in AS 18.65.790;

7 (2) "firearms" includes firearms, or any other element relating to
8 firearms or parts of the firearm including ammunition and reloading components;

9 (3) "restricted access area" means the area beyond a secure point
10 where visitors are screened and does not include common areas of ingress and egress
11 open to the public.

R. _____ [new number]. Telework

This regulation applies to work outside of the primary university-provided workplace during scheduled work hours for one or more days a week on a regular basis. This regulation does not apply to faculty who are on sabbatical or other approved leave, or to faculty who, consistent with their approved workload, are physically present to teach in the university setting and to maintain reasonable office hours at the primary university-provided workplace.

- A. Telework is an arrangement in which the university permits an employee to work during scheduled work hours at an alternate location that is remote from the primary university-provided workplace. Under this arrangement, the employee maintains close contact with his/her supervisor and coworkers through various forms of communication technology and fulfills all performance expectations.
1. Telework arrangements are at the discretion of the university and require written approval as follows.
 - a. All arrangements for telework require approval of the supervisor and the department dean/director, in consultation with appropriate Human Resources personnel.
 - b. For regular faculty, an arrangement for telework must be reflected in the faculty member's workload. The university reserves the right to modify the nature of the workload in a manner consistent with the applicable collective bargaining agreement.
 - c. An arrangement for work to be performed outside the State of Alaska requires a written telework agreement and advance written approval of the supervisor, the department dean/director, the regional human resources office, the chancellor, and the statewide human resources office. Approval by the dean/director confirms that the department or program has identified and budgeted for taxes, insurance, and administrative costs associated with the work activity outside of Alaska.
 2. Requirements for approval of a telework arrangement include the following:
 - a. The nature of the work shall be such that face-to-face direction or interaction with others is minimal or may be scheduled to permit teleworking. Tasks that benefit from uninterrupted work time are suitable for telework, such as writing, editing, reading, analysis, design work, and computer programming.
 - b. Telework must be compatible with the operational and customer service needs of the department or program.
 - c. The overall impact of the employee's total time out of the university-provided workplace must not adversely affect the mission of the department or program.
 - d. Taxes, insurance, and administrative costs incurred to maintain an employee who works outside of the state of Alaska must be identified and budgeted by the department or program. Statewide Human Resources will charge the department or program for all fees associated with the work activity outside of Alaska.
 - e. Telework must not subject confidential records to unauthorized disclosure.

- f. The need for specialized material or equipment must either be minimal or flexible.
- g. Telework must not adversely affect customer service delivery or employee productivity.
- h. The employee must have excellent performance, productivity, and work habits, including the ability to be self motivated and have minimal face to face daily supervision, and must maintain the expected quantity and quality of work while teleworking. A telework agreement may include provisions to ensure that all performance expectations are met.
- i. The employee must be able and willing to provide an adequate and safe work space that is free of distractions.

B. Telework Requests.

1. An employee who desires to work at a location other than the primary university-provided workplace shall submit a written request to their supervisor for consideration.
2. An employee with a disability who desires a telework arrangement as a reasonable accommodation under the Americans with Disabilities Act shall submit a request to the affirmative action officer in accordance with University Regulation 04.02.033.

C. Work hours and Scheduling

1. The employee shall be reachable by telephone, fax, pager, or e-mail during scheduled work hours.
2. The employee shall be on-site at their department or program to attend required meetings and training sessions, and to perform work as requested by the supervisor.
3. Overtime work for a non-exempt employee must be pre-approved in writing by the supervisor. An employee who works overtime without advance written approval is subject to discipline.
4. The employee shall obtain supervisory approval before taking leave in accordance with university policy. The university, as a public agency, has policies and practices established pursuant to principles of public accountability under which certain employees accrue annual leave and sick leave and may be placed on leave without pay for absences when accrued leave is not used.

D. Telework Location and Safety

1. The employee shall maintain an appropriate alternate work place that is separate from food preparation areas and sources of water. The university is not responsible for any costs associated with setup of a home office or the tax, insurance and other legal implications for the business use of an employee's home. The responsibility for

understanding and fulfilling all such obligations shall rest solely with the employee.

2. The university may inspect the alternate workplace.
3. The employee shall immediately report to the supervisor any job related injuries.
4. The university is not responsible for injury to any other person or to property arising out of the use of or activities in the alternate workplace. The employee shall not hold business visits or meetings at an alternate workplace. The employee shall hold the university harmless for injuries to others or damage to property at the alternate workplace.
5. In case of injury, theft, loss, or tort liability, the employee shall grant the university unlimited access to investigate and to inspect the alternate workplace.

E. Equipment

1. Unless the university agrees otherwise, employees who are approved for a telework arrangement will provide their own equipment, including computer system, software, printer, phone, and furnishings. Employees are responsible for maintenance and repair of their equipment. The university is not liable for loss, damage, or wear to employee-owned equipment.
2. Supervisors may approve temporary or occasional use of university equipment on a case-by-case basis. The employee shall not use, or allow others to use, university equipment for purposes other than university business.
3. All equipment, records and materials provided by the university remain the property of the university and shall be immediately returned to the university upon request.

F. Information Security

1. Employees shall comply with all laws, rules and procedures applicable to University employment, including Regents Policy and University Regulation 02.06, and shall safeguard all information that has not been disseminated to the public, including confidential records and proprietary university information that is accessible from their alternate work location.
2. Employees shall ensure that appropriate security mechanisms are present and enabled on university owned equipment, as well as on employee-owned equipment if used for University business, and shall ensure that security updates are maintained on such equipment.
3. The employee shall return all papers, computer files, and other records to the university at the end of the assignment or upon request.

4. An employee who engages in telework authorizes the university to take possession of any work related documents or equipment and to copy the entire contents of any storage device, media or backup equipment or service that has been used to generate or store university related records. The University shall follow the procedures applicable to University-owned equipment in Regents' Policy and University Regulation 02.07.

- G. Geographic differentials will not be paid if the employee's telework location is not in the same geographic area as the university-provided workplace or if the employee's university-provided workplace is in a location for which a geographic differential does not apply.

- H. The employee will be responsible for payment of all transportation and subsistence expenses for travel between the telework location and the university-provided workplace, except as otherwise specified in a written telework agreement approved by the department dean/director and the regional human resources office. Travel at university expense must comply with R05.02.060.

- I. Employees shall make arrangements for dependent care while teleworking. Telework is not an alternative means for an employee to fulfill dependent care obligations.

- J. Telework arrangements are granted on a temporary and revocable basis. The university may suspend or terminate telework arrangements at any time for any reason or no reason and require the employee to report to the primary work location upon written notice, not to exceed ninety (90) days. The university's decision to grant, deny, or terminate a telework arrangement is not subject to university grievance policies.

- K. If this regulation conflicts with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.