

# UNIVERSITY *of* ALASKA

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## Staff Alliance

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### **Draft Minutes** (*Approved @ 12/14/2010 mtg.*)

Tuesday, November 16, 2010

3:00pm – 5:00pm by audio conference

1. Call to Order and Roll Call

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

Pat Ivey, Executive Officer  
Kim Fackler, Admin Coordinator  
Jeannine Senechal, Compensation Director

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the November 16, 2010 meeting. This action is effective November 16, 2010.”

The agenda was prepared in Acrobat Portfolio but members had trouble printing and accessing and preferred the original format with attachments being presented as separate web links.

3. Approve October 12, 2010 minutes

MOTION: passed

“The Staff Alliance moves to approve the October 12, 2010 minutes as amended. This action is effective November 16, 2010.”

4. Guest and Public Comments

There were no public or guest comments.

## 5. Chair's Report

### 5.1 Report to Board of Regents Meeting November 9, 2010

Staff Alliance was thanked for all the staff who provided testimony at the regents meeting. The testimony both verbal and written, together with the graphs and data submitted by the Staff Alliance was largely responsible for the regents authorizing a 2-percent increase in the FY12 base budget effective July 1, 2011 and another 1-percent increase beginning January 1, 2012 to be funded by the university internally.

### 5.1 Report to Board of Regents Meeting December 8-9, 2010

Regents should be thanked for their support in November. Staff Alliance is working on ways to address the healthcare cost increases. Regents Henry and Drygas should be thanked for their support over the years.

## 6. Human Resources Reports, Review

### 6.1 Non Retention Statistics

The non retention statistics need to be updated again and reformatted by MAU, time keeping location (TKL) and fiscal year. Non retentions that occur during probation are not represented. Staff Alliance chair will contact HR regarding the requested changes to the non retention statistics.

### 6.2 Performance Evaluation Process Status

The performance evaluation form was emailed out yesterday. The performance evaluation work group should be reconstituted and called together to review the form and process. Megan Carlson and Dana Platta will co-chair and Lisa Sporleder will continue on the group. At least one additional person from each governance group should be submitted to Megan as soon as possible. Kris Racina, chair of the Human Resources Council performance evaluation subcommittee will be contacted for updates. Tara Ferguson in Statewide HR should be invited to Staff Alliance performance evaluation work group sessions.

### 6.3 Other Human Resources Issues

#### 6.3.1 Amendment to University Regulations 04.02.020E and 04.02.022E

The changes to these regulations provide for the opportunity to submit initial complaints orally to HR so HR can be working on it rather than waiting for

people to file forms. Additional written information can be requested later. The change resulted from advice from the Human Rights Commission, according to Jeannine Senechal.

## 7. Strategic Planning

### 7.1 FY12 Budget

The FY12 operating and capital budgets were approved by the regents on November 9.

### 7.2 Fisher Review Status

Mary Miller reported that some information has been given to executives. One thing that has come out is that nationally about 30 percent of people have dependents on healthcare benefits that do not belong. Verification is needed. Most typically, record keeping is lax. At this point, JHCC feels strongly that a re-verification process is needed. Even if we only discover that 5 percent are errors, the cost savings is \$500,000 (the re-verification process could cost as much as \$85,000). This needs to be communicated to employees; re-verification would occur during open enrollment

Expect to see more scrutiny on health care claims so educate people that they need to keep really good records. The national healthcare reform act did not include cost controls so we should expect to see employee costs going up. In the national act, full-time status for the purpose of receiving healthcare benefits is based on 30 hours per week.

### 7.3 Other Strategic Planning Issues

## 8. External Administration Committee/Council Reports

### 8.1 Human Resources Council

*Margo Griffith; Alternates Lisa Sporleder, Maria Russell,*

Michelle Pope made an excellent presentation on COBRA and other healthcare costs. She should be invited to present to the Staff Alliance. Tuition waiver forms will be changed from one form to three forms: one for staff, one for spouses and dependents, one for senior citizens. HRC did mention they had the Staff Alliance salary adjustment recommendation of 3 percent and want to look at the overall compensation package. The next HRC meeting is December 16. Performance evaluation form, Banner issues, and executive payscale top the list of agenda items for that meeting. HRC is going out to bid for long term disability insurance, life insurance and COBRA vendors. Bid scoring will occur in November and December, bids will be awarded in January.

- 8.2 Business Council  
*Lisa Sporleder; Alternates Dana Platta, Maria Russell*

No meeting was held

- 8.3 Student Services Council –  
*Russell Pressley; Alternate Gwenna Richardson*

*Nothing to report.*

- 8.4 IT Executive Council - ITEC  
*Dana Platta; Alternates Margo Griffith, Gwenna Richardson*

*Nothing to report.*

- 8.5 **Joint Health Care Committee and Wellness Program** Attachment 8.5  
*Gwenna Richardson; 1<sup>st</sup> alternate Lisa Sporleder, 2<sup>nd</sup> alternate Megan Carlson*

JHCC met this morning and went through the SHCC proposed changes. Approaches of the JHCC and the SHCC were sometimes in agreement and sometimes not in agreement. For example JHCC wants to remove Nexium from the pharmacy plan, and SHCC had some push back on that. They will probably remove Nexium from the plan but keep the others. A push toward mandatory mail order for maintenance medications would increase employee co-pays if employees chose to continue to fill these prescriptions at their local pharmacy. National healthcare reforms and other cost increases will result in an additional \$10 million increase to the healthcare plan. Maintenance medications that are temperature sensitive would be exempted from the mail-order rule. It is likely that JHCC will eliminate the deluxe plan, increase deductibles on the regular and economy plans, and include a high-deductible plan. JHCC is suggesting institution of a new tier structure for employee contributions to cover spouses and dependents.

Both JHCC and SHCC agreed that employee contributions tied to wellness efforts would be a good thing and will probably go forward.

JHCC is looking at modifying healthcare coverage for part-time permanent employees.

JHCC will continue to obtain information on medical tourism as a cost saving measure. If employee is going outside Alaska for surgical procedures, authorization would only be given for centers of excellence.

SHCC did not like the spousal surcharge at all. JHCC is still discussing it. Providence Hospital has a clause that says if spouses are on other plans, they cannot be on the Providence Plan.

Also JHCC is considering gathering biometric data from IHP completers. All identification of employees would be stripped out.

Decisions about healthcare plan design changes have to be made by the end of December in order to be put in place in time for open enrollment.

JHCC members and UA's healthcare consultant, Lockton, will go to Seattle December 6 and 7 to meet with Premera.

8.6 Staff Health Care Committee - *Megan Carlson*

See discussion above.

8.7 Retirement committee  
*Russell Pressley; Alternate Dana Plata*

No meeting was held.

8.8 Tuition Task Force  
*Gwenna Richardson*

Because Maria Russell, who was asked to sit in for Gwenna, did not receive an agenda she was not sure whether a meeting was held.

8.9 Other External Committees/Reports/Assignments

Effective January 1, 2011, flexible spending accounts cannot be used for over-the-counter medications without a doctor's prescription.

9. Staff Alliance Working Groups, Reports

9.1 Staff Alliance Performance Evaluation Working Group

See discussion under item 6.2.

9.2 Staff Alliance Compensation Working Group; Next Steps

The group outlined goals. A rural member is working on geographic-differential statistics. The group is also looking at ways to reward merit, longevity, and to accommodate CPI. It is hoped that group can meet within the next two weeks.

10. Staff Governance Reports:

10.1 UAS Staff Council: *Mary McRae Miller and Gwenna Richardson*

The Council is having a retreat December 9 and 10. A student success survey is underway. The faculty/staff giving campaign result in fewer donors and more money. UAS has a new faculty handbook and an honors program. School of Education NCATE accreditation site visit is October 2011. Dr. Walter Sobeloff is 102 years old.

10.2 UAA Classified Council, APT Council: *Megan Carlson and Russell Pressley*

Another joint meeting between UAA Classified Council and APT Council was held. UAA still hasn't started a search for the new chancellor and people are getting frustrated. UAA is working on incorporating Allied Health, College of Social Work and WAMI into one college.

10.3 UAF Staff Council: *Maria Russell and Margo Griffith*

UAF Staff Council Report was submitted in writing. There is a lot of concern about recent layoffs. In addition to concerns about the layoffs themselves, Staff Council is concerned that their input was not sought prior to the layoffs. Staff Council wants to be involved in discussions when the university faces hard choices. The sustainability program is growing. The Council is planning for Staff Appreciation Day in May. The state troopers have been contacting staff about possible forged interest cards from the recent unionization efforts. There is some talk about unionization efforts starting up again in the next fiscal year.

10.4 Statewide Administration Assembly: *Lisa Sporleder and Dana Platta*

SAA discussed performance evaluation process, salary adjustment, JHCC and SHCC updates, and the need to talk with Russ O'Hare about issues relating to copiers/scanner information safety. Large copiers with computer hard drives store data. If the hard drives are not purged prior to disposal, privileged information stored may be compromised.

Recommendations should be made through Dana to ITEC. ITEC prefers that purging be made part of all service contracts, but UAF procurement does not want to do that. UAF Staff Council will pursue this.

Joe Trubacz, Kerry Digou and Russell O'Hare should be invited to discuss this with the Staff Alliance at the next meeting.

SAA also discussed community gardens, and SAAs Adopt a Family program and the food bank food drive. Lisa Sporleder annually prepares mugs full of chocolate for the food bank. Last year 240 mugs were donated.

11. Other Items of Concern

There were no other items of concern.

12. Comments – There were no additional comments
13. Adjourn – The meeting was adjourned at 12:05pm.