

# **UAS Staff Council Agenda**

## ***Tuesday, August , 16 @ 8:30 am***

**Location:** Novatney Conference Room (Juneau) • Sitka location TBD • P516 (Ketchikan)

**Toll-Free Number<sup>1</sup>:** 800-893-8850 **Participant PIN:** 8036459

### **1. Call to Order and Roll Call**

- |   |   |
|---|---|
| <input type="checkbox"/> Mary McRae Miller, President               | <input type="checkbox"/> Marianne Ledford, Ketchikan Member-at-Large<br>(excused after 9:45 a.m.) |
| <input type="checkbox"/> Gwenna Richardson, Vice-President          | <input type="checkbox"/> Kim Davis, Sitka Member-at-Large   |
| <input type="checkbox"/> Debbie Muller, Secretary                   | <input type="checkbox"/> Members of the Public:   |
| <input type="checkbox"/> Mischelle Pennoyer, Juneau Member-at-Large |   |

### **2. Adopt the Agenda**

### **3. Adopt the Minutes for April, 2011, and July, 2011**

### **4. President's Report**

- a. Budget request; calendar verification (note conflicts/January, March meetings)
- b. Staff Alliance retreat; Board of Regents in Juneau (September)
- c. Staff Health Care Committee – new requirements, our members, communication
- d. Meeting with Pres. Gamble / Convocation

### **5. Committee Check In**

- a. Training: work plan
- b. Communication: Shared drive, work plan
- c. Wellbeing: feedback for new award (see attachment), work plan
- d. Healthcare: work plan

### **6. Campus Reports**

- a. Juneau – M. Pennoyer
- b. Ketchikan – M. Ledford
- c. Sitka – K. Davis

### **7. Other Business**

### **8. Public Comment**

### **9. Next Meeting**

#### **Attachments:**

- April, 2011 and July, 2011 minutes
- Budget request
- Staff Health Care Committee (SHCC) purpose and membership criteria
- New award proposed by Wellbeing Committee

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<sup>1</sup> Note that this conference line has limited capacity; we encourage people to attend the local meeting with their campus representative.



July 25, 2011

John Pugh, Chancellor  
University of Alaska Southeast  
11120 Glacier Hwy.  
Juneau, AK 99801

Dear John –

Thank you so much for your staunch support of UAS Staff Council over the years!

As you know, the last several years have been challenging for the Council. Not only have we had significant increases in work load due to the major issues with health care reform, the unionization effort, and new leadership at the UA level, but we have also experienced constant, debilitating turnover of our officers. In fact, every one of the last three Presidents are no longer with UAS, and I will leave the University as of December 31.

With this as an important part of the background, the Council met for a training day on June 21<sup>st</sup>. In addition to our annual work plan, one of the major outcomes of this day's work was a commitment to purposeful budgeting: that is, a budget in which every dollar advances our values and goals. As a first step in this process, we developed the attached budget plan together. I believe this may be a first for UAS Staff Council, but we plan for it to become a tradition.

UAS has established a Strategic Plan outlining six values: Excellence, Diversity, Access, Collaboration, Sustainability, and Stewardship. These are values that the UAS Staff Council also embraces. The value we feel must receive urgent attention in the upcoming fiscal year is Collaboration: Staff Council must focus our efforts on building relationships between staff within and among campuses. To do this, our goal is to share opportunities to participate in meaningful work with Staff Council members throughout the region.

The Council has established four committees for the upcoming year, each chaired by one or more officers: Training (Chair: Miller), Communication (Chair: Muller), Wellbeing (Chairs: Pennoyer, Ledford), and Healthcare (Chair: Richardson). Chairs will submit their annual work plan in August.

One of our primary tools for this effort is the ability to meet face to face, and the attached budget request includes a Staff Council meeting in each community: a Fall retreat in Ketchikan, a Spring work session in Sitka, and a Summer training in Juneau. Each of these events will feature a regular monthly meeting in addition to our other goals for the sessions.

In addition to increased need for Travel funds, we anticipate a larger than normal need for support in Contractual and Commodities categories. Whereas we have historically spent roughly \$100 - \$150 in Contractual for audioconference fees, for example, we anticipate a significantly

larger need in the upcoming year and have budgeted \$550. Commodities funds are expected to be used in support of our Committees.

All told, we respectfully request support in the amount of \$8,500 for the FY12 year. Attached, please find the budget detail, which includes a brief comparison to the FY11 budget for reference.

I look forward to the renewal of our monthly meetings as the Fall semester approaches. In the meantime, please don't hesitate to contact me if you have any questions or feedback.

Best,

A handwritten signature in black ink, appearing to read 'Mary Miller', written over the typed name below.

Mary McRae Miller, President  
UAS Staff Council

Staff Council 2011 - 2012 Budget Request

**Total FY 12 Budget Request**

Travel	\$ 7,412
Contractual	\$ 550
Commodities	\$ 500
	<u>\$ 8,462</u>

**Travel breakdown**

Fall Retreat: Ketchikan

*Assumptions: 2 day; will arrive 12/7 and leave on evening flight 12/9*

Meeting goals: Review and update annual plan, public meeting

	Lodging	Airfare	Ground	Per Diem	
Debbie	\$ 196	\$ 350	\$ 150	\$ 104	
New VP*	\$ 196	\$ 350		\$ 104	
Mary	\$ 196	\$ 350		\$ 104	
Mischelle	\$ 196	\$ 350		\$ 104	
	<u>\$ 784</u>	<u>\$ 1,400</u>	<u>\$ 150</u>	<u>\$ 416</u>	<b>Total cost</b>
					<u>\$ 2,750</u>

\*Staff Council will have an election in November to fill the VP seat which will be vacated by Gwenna Richardson when she takes the Presidency.

**FY 11 Budget (Actual)**

Travel	\$ 4,817.83
Contractual	\$ 114.72
Commodities	\$ 37.49
	<u>\$ 4,970</u>

Spring Meeting: Sitka

*Assumptions: 1 day; will arrive 4/16 and leave on evening flight 4/17*

Meeting goals: Recruitment (committee/officer/volunteer), public meeting

Unused	\$ 29.96
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	Lodging	Airfare	Ground	Per Diem	
Debbie	100	250	150	78	
Gwenna*	200	350		104	
Marianne*	200	350		104	
Mischelle	100	250		78	
New VP*	200	350		104	
	<u>800</u>	<u>1550</u>	<u>150</u>	<u>468</u>	<b>Total Cost</b>
					<u>\$ 2,968</u>

\*Ktn members will have to stay two nights due to return flight schedule.

Summer Training: Juneau

*Assumptions: 1 day; arrive day before and leave on evening flight*

Meeting goals: New officer training, public meeting

	Lodging	Airfare	Ground	Per Diem	
Ketchikan Rep	\$ 120	\$ 350	\$ 150	78	
Sitka Rep	\$ 120	\$ 250		78	
Ketchikan Member	\$ 120	\$ 350		78	
	<u>\$ 360</u>	<u>\$ 950</u>	<u>\$ 150</u>	<u>\$ 234</u>	<b>Total cost</b>
					<u>\$ 1,694</u>

# UA Staff Health Care Committee

## Purpose and Membership Criteria

### 1. History

- a. The Staff Health Care Committee (SHCC) was established in FY08. The SHCC was created to give non-represented staff a voice in decision-making regarding the University of Alaska health care plan. Approximately 67% of benefits eligible employees are non-represented staff.
- b. The Joint Health Care Committee (JHCC) is the other primary health care advisory body. The JHCC is comprised of union and management representatives. In 2008, Statewide HR (SW HR) allocated one management voting seat to a non-represented staff representative. In 2011, collective bargaining resulted in a second voting seat for non-represented staff. An additional non-represented staff member serves as an alternate on the JHCC; this alternate only votes if a voting member cannot.
- c. Beyond the increased engagement of all non-represented staff, the creation of the SHCC and the designation of seats on the JHCC were intended to increase the involvement of staff governance in health care decisions. To properly serve its function, the SHCC must have a strong connection to staff governance with regular communication.

### 2. Purpose

- a. The Staff Health Care Committee engages non-represented staff in decisions regarding their health care benefits. In addition to serving as an advisory body to SW HR and the Staff Alliance, the committee also advises the JHCC non-represented staff members to inform their votes on that body.

### 3. Activities

- a. In support of the SHCC's advisory role, the committee:
  - i. Becomes well acquainted with the health care plan, including how expenses and revenues impact total plan costs
  - ii. Hears regular updates on the health care plan, including usage trends and comparisons between projections and actual costs
  - iii. Requests further information regarding the health care plan, including approaches used by other institutions
  - iv. Evaluates proposals (e.g. plan design changes, wellness program enhancements)
  - v. Consults with staff governance groups (Staff Alliance, MAU staff councils) and constituents (all non-represented staff) regarding proposals
  - vi. Reports final recommendations to the Staff Alliance regarding proposals
  - vii. Makes final recommendations to the UA administration regarding proposals
  - viii. Makes recommendations to the non-represented staff members (voting and alternate) of the JHCC to support their representation in that committee's discussions
- b. Statewide Human Resources has the primary authority of communicating with employees regarding the health care plan. SHCC members are encouraged to help facilitate this communication wherever possible. Some examples include:

- i. Bringing proposed changes to MAU staff councils and staff constituents for feedback
- ii. Bringing forward ideas from campuses to the SHCC
- iii. Assisting in promoting benefits forums and opportunities for information and participation on campuses
- iv. Assisting in the dissemination of information about the health care plan
- v. Directing questions from staff regarding the health care plan to the appropriate party (generally SW HR or the local HR office)

**4. Principles**

- a. The SHCC takes seriously the responsibility to protect the best interests of the thousands of staff we represent. The committee is careful to consider the overall effect of proposed changes, when multiple changes may compound in a given year.
- b. The SHCC aims to approach discussions with open minds. Where possible, we seek to identify reasonable compromises that we can stand behind.
- c. The SHCC aims to support continued options for the staff we represent. For example, in 2011 the SHCC supported a pharmacy co-pay increase, but did not support excluding drug classes that had previously been covered by the plan.
- d. The SHCC values the relationship between the doctor and patient, who should be the primary individuals making health care decisions. Employees should be empowered through communication to have informed discussions with their practitioners regarding treatment options.
- e. The SHCC represents staff at every campus within the University of Alaska System. Each proposal being considered should take staff at rural sites into account, to ensure they are not unfairly disadvantaged.
- f. The SHCC supports incentives over penalties wherever possible, particularly where the potential for penalties may create a disincentive to participate. For example, employees may be less likely to use the Individual Health Planning program if there was a potential penalty for being unable to complete the program.
- g. The SHCC places great importance on data, and is unlikely to support a recommendation where data do not exist to support it.

**5. Membership**

- a. Each MAU will have two voting members on the SHCC. Authority to designate these members is delegated to the president of each MAU's staff council.

<b>Staff Council</b>	<b>Voting Members</b>
Statewide Administration Assembly	2
UAA APT Council*	1
UAA Classified Council*	1
UAF Staff Council	2
UAS Staff Council	2

*\*Since UAA has two staff councils, the total voting members are shared between the councils.*

- b. **Membership Criteria**
  - i. At least one voting member from each MAU should also be a member of a local staff governance council. The other voting member is not required to be a member of a governance group.
  - ii. A minimum of two SHCC members must also serve on the Staff Alliance. Each MAU is encouraged to have a Staff Alliance member on the SHCC.
- c. **Joint Health Care Committee Members**
  - i. To facilitate communication between the SHCC and the JHCC, non-represented staff members serving on the JHCC also serve on the SHCC.
  - ii. JHCC voting representatives also have full rights as voting members on the SHCC.
  - iii. The JHCC alternate will only have SHCC voting rights if he or she (a) represents his/her MAU as a voting member, or (b) is voting on behalf of an absent JHCC voting member.
  - iv. It is up to the discretion of the MAU staff council president whether the JHCC member counts as one of their MAU's two voting members on the SHCC.
- d. **Alternates**
  - i. Each MAU may have up to two alternates. Providing the voting member criteria have already been met, the alternates are not required to be members of a governance group.
  - ii. In the event a voting member is unable to attend a meeting, an alternate from the member's MAU may vote in their place.
  - iii. Alternates are encouraged to attend every meeting to be well-informed in the event their vote is necessary.
- e. The Statewide Benefits Office has one non-voting ex-officio seat on the SHCC.

## **6. Membership Responsibilities**

- a. Each member of the SHCC is expected to regularly attend meetings, and to report on committee activities to their respective staff councils, and to the staff on their campuses.
- b. The SHCC chair is expected to report to the Staff Alliance on the committee's activities. This should include a written report, and a verbal report at the Staff Alliance monthly meeting. In the event the SHCC chair is not an Alliance member, the chair may be excused from the Alliance meeting following his or her report.
- c. The SHCC chair is responsible for setting the agenda, in partnership with the JHCC members and the Statewide Benefits representative.

## **7. Decision Making Criteria**

- a. A quorum is defined as a simple majority of the voting members, with at least one member from each MAU.
- b. Decisions shall be approved or denied by a simple majority of the voting members present. An alternate filling in for an absent voting member will be considered a voting member for that meeting.

- c. For recommendations that appear unanimous, the committee may be asked whether a vote is necessary. A recommendation may be adopted by consensus if no vote is requested by any member.
- d. The chair will only vote in the event of a tie.

**8. Terms**

- a. For JHCC members, terms on the Staff Health Care Committee are determined by their terms on the JHCC.
- b. For all other members, terms are at the discretion of the MAU Staff Council President. Due to the complexity of the subject matter, terms of at least one academic year are strongly encouraged.
- c. To aid in transition, departing members are encouraged to overlap in attendance with newly appointed members from their MAU for at least 1-2 meetings whenever possible.

**9. Meeting Schedule**

- a. The Staff Health Care Committee meets monthly on the fourth Thursday of each month. Due to decision timelines, the committee meets on second and fourth Thursdays from October through December.
- b. The committee meets by audio conference. Wherever possible, meetings are also available by video conference to designated sites.

Approved by the Staff Alliance, effective 7/12/11



## Mary M Miller

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**From:** Marianne Ledford  
**Sent:** Wednesday, August 03, 2011 2:32 PM  
**To:** Mary M Miller  
**Subject:** Staff Council Agenda Item

Hi, Mary – I would like to request the addition of an item to the August 16 Staff Council agenda. The Well-Being Committee would like feedback from the group regarding the new award we are working on.

Specifically, we are trying to figure out the focus and criteria for the award which was originally envisioned as an award for staff who work behind the scenes and don't qualify for the Staff Makes Students Count award. But I realized that there are very few staff members on the Ketchikan and Sitka campuses who do not work with students, so the pool of potential award candidates in either Ketchikan or Sitka would be pretty small!

We would like to kick this around with the group a bit and see if we can get some feedback.

Thank you!

**Marianne Ledford**  
**Admin & Recruitment Specialist**  
**University of Alaska Southeast**  
**2600 Seventh Avenue**  
**Ketchikan, AK 99901**  
**(907) 228-4555**