

# **UAS Staff Council Agenda**

## ***October 18, 2011 @ 8:30 am***

**Location:** Novatney Conference Room (Juneau) • Room 110 (Sitka) • 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 |
| <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 September**

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

### **5. Stay on Track/Barbara Hegel**

### **6. Educational Benefit Changes Update**

### **7. Tobacco Surcharge**

### **8. VP Elections**

### **9. Bylaws change: Officer terms, Secretary duties**

### **10. Committee Check In**

- |                   |                    |
|-------------------|--------------------|
| a. Communication: | Next Meeting Date: |
| b. Healthcare:    | Next Meeting Date: |
| c. Training:      | Next Meeting Date: |
| d. Wellbeing:     | Next Meeting Date: |

### **11. Campus Reports**

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

### **12. Other Business**

### **13. Public Comment**

### **14. Adjournment**

### **15. Next Meeting Date: November 15, 2011**

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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.

## **ATTACHMENTS**

- 3.1: Draft minutes for September
- 6.1: Draft policy on Educational Benefit Changes
- 7.1: Information about Tobacco Surcharge
- 9.1: Officer Term Concepts

# UAS Staff Council

Minutes - **DRAFT**

Tuesday, Sept. 20, 2011 @ 8:30 am

**Location:** Novatney Conference Room (Juneau) • Room 110 (Sitka) • P516 (Ketchikan)

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

## 1. Call to Order and Roll Call

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|---|--|
| <input type="checkbox"/> Mary McRae Miller, President               | <input type="checkbox"/> Marianne Ledford, Ketchikan Member-at-Large   |
| <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: Cheryl Stromme, Nicole |
| <input type="checkbox"/> Mischelle Pennoyer, Juneau Member-at-Large | Duclos, John Pugh and Elizabeth Williams                               |

2. **Adopt the Agenda, as amended** (removed April & July from “adopt minutes”) – Mischelle Pennoyer moved, Kim Davis seconded, passed unopposed

3. **Adopt the Minutes for August** – Marianne Ledford moved, Kim Davis seconded, passed unopposed...

## 4. President’s Report –

- a. Thank you for playing sign the cards game
- b. Joella Sparks – goals, communication, gain ground
- c. BOR recommend compensation
- d. Health care change recommendations due Dec.
- e. Tuition waiver changes go into effect Jan. 1
- f. Asked for testimonials about how compensation/health care changes have affected staff
- g. Staff Compensation Working Group
- h. Tobacco Surcharge effects on.....lifestyle choice.
- i. Chancellor’s Cabinet
- j. BOR in Juneau Sep. 22 & 23
- k. IT – event hosting, whale printing
- l. MBA program, no longer accepting new students
- m. Online Web Time Entry
- n. Career Ed – more advertising, work force credentials
- o. Joe Nelson – traditional vs. non traditional, credit hours to be full time
- p. Kirk McAllister – DOL, non-exempt Adjunct Faculty are OT eligible, have to go back 2 years

5. **Educational Benefit Changes** – discussed “satisfactory academic progress” and that Faculty can request a waiver of the 6 month waiting period – should the waiting period then be taken out of the change or allow staff to request a waiver?

6. **Board of Regents visit** – public testimony Thursday 10 – 11 a.m. and Friday 9 – 10 a.m. Request those giving testimony be very focused and respectful.

7. **VP Elections** – reminder elections open end of Oct. with Election 15Nov.

**8. Committee Check In**

- a. Communication: News & Info Link, Language change, Mary will send some stuff to Nicole.
- b. Healthcare: Tobacco Surcharge; SHCC meeting on Thurs. Elizabeth will be there; HSA vs. HRA; Medical “tourism” – Elizabeth will bring up at next SHCC meeting.
- c. Training: Fall line-up done: Oct. is Barb Hyde & Tom Dienst doing Purchasing & Budgets; Nov. is Kirk McAllister presenting a “heads up” on evaluations – best practices & new form; Dec. is Tracy Lighthouse on Resources we can help students with.  
Looking for 3 advanced users of Office, digital documents, Adobe and Customer Service and communications presenters.
- d. Wellbeing: Anniversary postcards; employees major illness/accident leave bank; Chancellor Pugh suggested a card after death.

**9. Campus Reports**

- a. Juneau – M. Pennoyer Last month safety training w/ Rick Forkel of SW – what if, evacuation plans – crashed car, etc. Ketchikan will get a shooter scenario in the Spring; most offices staffed well; most construction done; significant number of falls last year – report safety problems immediately – discussed creation of stations where staff can put out ice melt, push brooms avail.
- b. Ketchikan – M. Ledford Wind storms, new English teacher, Title 3 Grant
- c. Sitka – K. Davis Student government welcome BBQ; more students on campus; she mailed 300 Biology Lab supplies; on base, “Toad” training; history Tsunami “Extreme Survivor” AK State Troopers training in parking lot; all new fitness equipment set up in temp. gym.

**10. Other Business - none**

**11. Public Comment - none**

**12. Adjournment –** Mischelle Pennoyer moved, Debbie seconded, passed unopposed.

**13. Next Meeting Date: October 18, 2011**

**UNIVERSITY REGULATION  
PART IV - HUMAN RESOURCES  
Chapter 04.06 – Benefits and Leave**

**R04.06.010. Employee Education Benefits.**

Regular employees, spouses and dependents are authorized a waiver of course charges under the following conditions:

- A. After six months from initial date of hire into a benefits eligible position, a regular employee of the university will be eligible to have graduate and/or undergraduate course credit hour charges waived for up to six credits per semester. A regular employee will have course charges waived for up to three non-credit courses from a UA-approved list per semester, with prior approval by the employee's supervisor. Course charges may be waived for a maximum of 12 credit hours and 6 non-credit courses per academic year, beginning with the fall semester and ending with the summer term. Prior to the start of each academic term, the list of UA-approved non-credit courses will be provided by the Statewide Office of Human Resources.
- B. A regular employee eligible for the education benefit who will be employed by the university for the following academic year but who is off contract during the summer will have graduate and/or undergraduate course credit hour charges waived for up to 12 credits and for up to 6 non-credit courses from a UA-approved list per summer session within the 12 credit and 6 non-credit course limitation in each academic year.
- C. An employee eligible for the education benefit may take up to three credit hours during working hours, with prior approval by the supervisor, without having to make up the time if, in the opinion of the supervisor, the coursework will be of direct benefit to the university. An employee may take UA-approved non-credit courses during working hours with prior approval by the supervisor. Employees are not required to make up the time for their attendance at UA-approved non-credit courses.
- D. An employee may attend credit courses that do not directly benefit the university during working hours, provided that it is approved in advance by the supervisor and does not impede the work to be performed. The employee will be responsible for making up lost work time through a flexible work schedule requested through and approved by the supervisor.
- E. Spouses and dependent children under the age of 24 as of the first day of class of employees eligible for the education benefit in benefits-eligible positions will have course credit hour charges waived. Course charges for non-credit courses will not be waived for spouses and dependents of employees.

- F. An individual who qualifies for permanent disability during his/her regular employment under the University of Alaska's long-term disability plan will have course credit hour charges waived for a period of three academic years following qualification.
- G. An employee who has included university coursework as part of an approved leave of absence is entitled to the same education benefits as a regular employee.
- H. An employee will be required to repay the University for the full cost of the education benefit for any course taken by the employee for which a failing grade or "no basis" (NB) grade is received. The Education Benefit form signed by the employee will contain an authorization for payroll deduction of the amount of the education benefit, should the employee receive a failing or NB grade.
- I. An employee's dependent who uses the education benefit will be subject to the University's requirements and policies governing student financial aid, including maintaining satisfactory academic progress (SAP) as a condition of receiving the benefit.
- J. Education benefits cease upon termination of employment except for those courses in which the employee or dependent is currently enrolled and classes are in session at the time of termination.
- K. Education benefits provided by this section apply to the total number of credit hours in which the employee, spouse, and/or dependent enrolls.
- L. An employee is responsible for any tax liability generated from employee education benefits.
- M. With the exception of non-credit UA-approved courses, self-support course charges are not eligible to be waived under this benefit.
- N. For a student enrolled in the WWAMI Medical Program, a tuition waiver may be used only for University of Alaska-provided coursework.
- O. A "dependent child" as referenced in this section means an unmarried "child" who is under the age of 24, and who is primarily dependent upon the University employee for support. A "dependent child" is a natural offspring of either or both the employee and spouse, or a legally adopted child of either or both the employee and spouse. Statewide Human Resources will maintain guidelines for determining the eligibility of dependents for the education benefit.

(Revised Date)(08-13-08)



Attachment 6.4

# Tobacco Surcharge Effective FY13

## Recommendations by University of Alaska to the Joint Health Care Committee 7/20/11



- ❖ As earlier decided, there will be a differential employee charge (\$600 annual amount) to employees if they or their covered dependents are tobacco users.
- ❖ UA recommends this be in the form of a Tobacco Surcharge.
- ❖ UA recommends that individuals need to be tobacco-free 6 months prior to open enrollment of April 15, 2012 to not be assessed the surcharge. The assessment will also not apply if the tobacco using employee or dependent has completed a tobacco cessation program by April 15, 2012 and remains tobacco free.
  - Affidavit and tobacco cessation documentation need to be returned by May 15, 2012 to avoid the assessment. (Positive enrollment required.)



- ❖ Tobacco Cessation program – UA Recommends the following programs to qualify an employee or dependent to avoid the assessment:
  - Alere Wellbeing (“Quit for Life”) - UA has contracted with Alere to provide a UA Tobacco Cessation program at no cost for employees and covered dependents. This includes Nicotine Replacement Therapy.
  - EAP tobacco cessation program thru ComPsych
  - State of Alaska Tobacco Quit Line – 800-QUIT-NOW
  - Tobacco class or support group sponsored by local hospital
  - Nicotine Replacement Therapy monitored by physician
  - Alternative Therapy (e.g. Hypnosis, Acupuncture) monitored by a Licensed Practitioner
- ❖ Successful completion of the program must be demonstrated.
- ❖ Mid-year Status Change – Employees may request review in November 2012, e.g. tobacco cessation documentation, for removal of surcharge in January 2013
- ❖ UA will develop affidavit and language for JHCC input

# Tobacco Surcharge – Decision & Implementation Action Items

Category	Action Item	UA Recommendation to JHCC
Employee Charge	\$600 Differential in Employee Charge: Surcharge or Credit?	Tobacco Surcharge of \$600 a year
Tobacco Free Status	How long Tobacco Free?	6 months before Affidavit Signed
Determination of Status	Timing of Review?	Open Enrollment & Mid-Year Review (July & January effective dates)
Development of Affidavit	Affidavit Language & date due back to University?	UA to prepare draft for JHCC input before approval
Tobacco Cessation Program	Date for completion of Tobacco Cessation Program to avoid surcharge?	Must have completed tobacco cessation within last 6 months prior to review deadline to be eligible; must have remained tobacco free.

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## Office and Terms Document

### Staff Council Offices

We have developed four potential types of bylaw changes, and we will describe them here.

1. "Overlap solution." Keep one year terms, but add offices (i.e., Past President, Future Ketchikan Campus Rep, etc.) so that each person actually serves for longer but has a defined trajectory: a year learning, a year in office, a year as a mentor.
2. "Cultural solution." Make it clear from the outset that anyone who becomes an officer is expected to serve for a year in that office, then act as a mentor for the new officer for some pre-determined length of time. This would involve attending meetings as well as working with that new officer.
3. "Staggered terms." Extending the terms of office, and having elections for different offices on a bi-annual schedule. For example, the Vice President might serve 2 years and be reelected in even-numbered years, and the President could also serve two years but have elections every odd-numbered year.
4. "Emeritus officers." Keep one year terms, but add a special class of officers who would agree to be resources for new people, serve on committees, etc.

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