

(No minutes located.)

UNIVERSITY of ALASKA

Staff Alliance

Draft Agenda 4/9/12, 7:30 pm

Tuesday, April 10, 2012, 10:00am-12:00pm

This meeting will be via audio conference only.

Fairbanks: Butrovich Building – Conference Room 204
Anchorage: 210 Bragaw Office Building (BOB)
Juneau: Please call in.
Ketchikan: Please call in.

Call-in 1-800-893-8850. Participant PIN: 4236832

1. Call to Order and Roll Call

2011-2012 Voting Members:

Juella Sparks, Chair, Staff Alliance and Vice President, UAF Staff Council
Monique Musick, Vice Chair of the Staff Alliance and President, Statewide Administration Assembly
Melodee Monson, President, UAA APT Council
Connie Dennis, President, UAA Classified Council
Pips Veazey, President, UAF Staff Council
Gwenna Richardson, President, UAS Staff Council
Mae Delcastillo, Vice President, UAS Staff Council
Erica Kurowski, Vice President, Statewide Administration Assembly

2. Adopt Agenda

3. Approve Minutes – *postponed to May meeting*

3.1 March 23, 2012 Minutes

3.2 Minutes backlog

4. Public Comment

5. Guests

6. Staff Alliance Chair's Report

7. New Business

- 7.1 Code of Conduct Attachment 7.1A, B
- 8. Amendments to Constitution and Bylaws; second reading Attachment 8.0
- 9. Human Resources Issues
 - 9.1 Changes to employee tuition waiver benefit Attachment 9.1
 - 9.2 Tobacco-free hiring policy
 - 9.3 Health Plan costs and changes (Open enrollment: April 15-May 15, 2012)
 - 9.4 Performance Appraisal update
 - 9.5 Other Human Resources Issues
- 10. Dispatch
- 11. Staff Makes Students Count: MAUs must submit their nominee information to the System Governance Office by April 13, 2012.
- 12. Staff Alliance Committees and Working Groups Attachment 12.0
 - 12.1 Staff Health Care Committee
 - Chair: Melodee Monson, mamonson@uaa.alaska.edu
 - UAA Classified voting member:
 - Connie Dennis, cmdennis@uaa.alaska.edu
 - UAA Classified alternate:
 - APT Council: voting member:
 - Melodee Monson, mamonson@uaa.alaska.edu
 - APT Council: alternate:
 - UAF Staff Council voting members:
 - Carolyn Simmons, clsimmons2@alaska.edu
 - Cat Williams
 - UAF Staff Council alternates:
 - Maria Russell, mtrussell@alaska.edu
 - Mary Sue Dates, msdates@alaska.edu
 - Juella Sparks
 - System Administration Assembly voting members:
 - Linda Hall, linda.hall@alaska.edu
 - Lisa Sporleder, lesporleder@alaska.edu
 - System Administration Assembly alternates:
 - Monique Musick, mmusick@alaska.edu
 - UAS Staff Council voting members:
 - Gwenna Richardson, gjrichardson@uas.alaska.edu
 - Elisabeth Williams, cawilliams2@uas.alaska.edu
 - UAS Staff Council alternates:

Mae Delcastillo, madelcastillo@uas.alaska.edu

12.2 Compensation Working Group

Chair: Erica Kurowski, elkurowski@alaska.edu

Co-Chair: Maria Russell, mtrussell@alaska.edu

UAA alternate to be appointed by Connie Dennis

12.2.1 Make employee compensation part of the Budget process

12.2.2 Geodiff

13. External Administration Committee/Council Reports

13.1 Human Resources Council INACTIVE

Liaison: Monique Musick, mmusick@alaska.edu

1st Alternate: Gwenna Richardson, girichardson@uas.alaska.edu

2nd Alternate: Juella Sparks, jtsparks@alaska.edu

13.2 Business Council – INACTIVE

Liaison: TBD

1st Alternate: Pips Veazey, adveazey@alaska.edu

2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

13.3 IT Executive Council - ITEC

Liaison: Pips Veazey, adveazey@alaska.edu

1st Alternate: Melodee Monson, anmam@uaa.alaska.edu

2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

13.4 Student Services Council

Liaison: Gwenna Richardson, girichardson@uas.alaska.edu

1st Alternate: Monique Musick, mmusick@alaska.edu

2nd Alternate: Melodee Monson, anmam@uaa.alaska.edu

13.5 Tuition Task Force

Liaison: Juella Sparks, jtsparks@alaska.edu

Alternate: Mae Delcastillo madelcastillo@uaa.alaska.edu

13.6 Joint Health Care Committee

Attachment 13.6

Voting Member: Melodee Monson 2011-2013, anmam@uaa.alaska.edu

Voting Member: Lisa Sporleder 2010-2012, lesporleder@alaska.edu

Alternate: Connie Dennis

13.7 Retirement Committee

Liaison: Erica Kurowski, elkurowski@alaska.edu

Alternate: Pips Veazey, adveazey@alaska.edu

13.8 Educational Benefits Project Team - INACTIVE
Liaison: Juella Sparks,

Patrick Gamble, President
Phone: (907) 450-8000
Fax: (907) 450-8012
Email: ua.president@alaska.edu



UNIVERSITY
of ALASKA
Many Traditions One Alaska

202 Butrovich Building
910 Yukon Drive
P.O. Box 755000
Fairbanks, AK 99775-5000

MEMORANDUM

DATE: March 30, 2012
TO: University of Alaska Employees
FROM: Pat Gamble, President *PKG*
RE: University of Alaska Values and Code of Conduct

I want to take a moment to articulate a set of UA System common values. UA's mission statement provides: *The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples.* It shall remain the shared goal of all UA employees to advance this mission in an ethical, safe, and effective manner in accordance with regulations appropriate to the task that also enhance clarity and accountability.

Toward that end, I propose a draft employee code of conduct for your review, which we would adopt as a University Regulation. I've sent this draft to all elected governance leaders, chancellors and others for input as well. Please send any comments you may have to your governance leadership; they will provide their feedback on the proposed regulation to me by May 1, 2012.

Under this code, we shall:

1. *Conduct ourselves with integrity and high ethical standards.*

We are expected to understand and comply with all laws, regulations, and policies related to our work. Specific UA policies and regulations make clear the kind of employee conduct that enhances the University's mission accomplishment. These policies and procedures can be found at: <http://www.alaska.edu/bor/policy-regulations/>. A Code of Conduct that I propose to adopt as regulation is attached. It outlines how we all will comply with Regents' policy. It also provides examples of employee conduct and performance that fail to meet the UA standard and are therefore unacceptable.

University of Alaska Employees
March 30, 2012
Page 2

2. ***Treat members of the public and our University community with professional respect and courtesy.***

As members of the UA institution, we are each expected to fulfill our obligations toward students, colleagues, and the community fairly, respectfully, and professionally, being mindful of individual rights and the University's mission.

3. ***On behalf of our students and their success at UA, perform our functions as employees to the best of our abilities.***

The character of UA is ultimately derived from the actions of its members, especially its employees. As members of a well regarded institution of higher learning, we must promote a culture of excellence, continuous improvement, and then act accordingly in the best interests of our students and the university community.

4. ***Take the individual initiative to continuously improve our knowledge, skills, and abilities as employees of Alaska's university system.***

Each of us is responsible for regularly taking stock of our work-related skills. We must seek out ways to stay on the leading edge of our career fields. That is our chosen way to fulfill UA's mission and reach the System's full potential.

5. ***Cooperate, Coordinate, and Collaborate with our colleagues as the very best path to effective teamwork, because that is how you build a winning team.***

UA is a highly complex and geographically dispersed organization. Disparate groups with common purposes exist at every level starting with our three separate universities. Natural forces at work will always tend to form silos. Silos don't move. Teams working together form bigger teams. Teams move...good teams win!

Thank you for your effort.

PKG

Attachment (draft Code of Conduct R04.07.040)

DRAFT (3/26/2012) UNIVERSITY OF ALASKA CODE OF CONDUCT REGULATION**R04.07.020 Code of Conduct**

To meet the challenges inherent in the University of Alaska's mission, UA employees are guided by and held to expectations of performance and conduct set out in Regents' Policy, including Policy 04.07.040. In implementing standards, supervisors must be mindful of individual rights and academic freedom. This Code of Conduct serves as a guide in such matters to help determine when action might be appropriate due to employee behavior, including but not limited to:

- A. **Inattention to Performance**, (e.g., unauthorized sleeping, reading, playing games, using the internet or telephone inappropriately, etc.)
- B. **Unsatisfactory Performance**
- C. **Insubordination**
- D. **Absenteeism**, (e.g., unauthorized leave or variation from work hours, or failure to promptly notify supervisor of unanticipated absences).
- E. **Violation of Law, Regents' Policy, or University Regulation**, including published rules and procedures, or aiding a violation thereof. See, e.g., The Alaska Executive Branch Ethics Act at AS 39.52 and http://www.alaska.edu/hr/forms/hr_ethicsforms/; Policy and Regulation 02.07 on Information Resources; Policy and Regulation 02.09.020 on Possession of Weapons; Policy and Regulation 04.02 on General Personnel policies; Policy and Regulation 04.10 on Ethics and Conduct. Regents' Policy and University Regulation are at <http://www.alaska.edu/bor/policy-regulations/>.
- F. **Dishonesty, Theft or Misappropriation of Public Funds or Property, Lying**
- G. **Inability to Work Effectively with Others**
- H. **Fighting on the Job, Acts Endangering Others**, (e.g. verbal or physical threats, horseplay, hazing, damaging property)
- I. **Inappropriate Behavior, Disrespect, or Harassment of Others**
- J. **Other Personal Misconduct**, related to inappropriate or unprofessional conduct outside the workplace that poses a risk of harm to University personnel, students, or property, or that has a significant adverse impact on the University or the employee's effectiveness.

In summary, employees must not engage in, condone, or have to tolerate inappropriate behavior. If an employee has concerns about any behavior, he or she should be encouraged and welcomed to talk with a supervisor, to the director of Human Resources, or to the Office of the General Counsel.



April 5th, 2012

To: Juella Sparks, Chair
Staff Alliance

RE: University of Alaska Values and Code of Conduct Proposal

The following motion was made and approved by the UAA APT Council at their April 2012 meeting and is being forwarded to Staff Alliance.

The UAA APT Council acknowledges receipt of the proposed regulation and requests a collaborative effort involving staff governance be given until December 2012 to prepare a code of conduct that would be suitable for adoption as a regulation.

Sincerely,

Melodee Monson
APT Council President

Business Manager



UNIVERSITY of ALASKA

Staff Alliance Constitution

*Changes proposed March 23, 2012 for 1st Reading – Passed
April 10, 2012 for 2nd Reading*

ARTICLE I. INTENT

It is the intent of the Board of Regents: 1) that the faculty, staff and students shall share in the governance of the university, 2) that shared governance is an integral part of the business of the university, and 3) that participators in shared governance are empowered by the Board of Regents to carry out their governance responsibilities to the best of their abilities without interference or fear of reprisal.

ARTICLE II. NAME

The Board of Regents hereby establishes a mechanism for ((Classified and APT)) Non-exempt and Exempt staff system governance consisting of the Staff Alliance of the University of Alaska, hereinafter "Staff Alliance."

ARTICLE III. AUTHORITY, PURPOSES, RESPONSIBILITIES AND ROLE

A. Authority

The Staff Alliance receives its authority by policy 03.01.01 of the University of Alaska Board of Regents which derives its authority from the Constitution and statutes of the State of Alaska. The Staff Alliance shall carry out its function subject to the authority of the Board of Regents and the President of the University.

B. Purposes

1. Representation

To provide official representation for the ((APT and classified staff)) Non-exempt and Exempt employees who are not represented by a collective bargaining agent, in matters which affect the general welfare of the University and its educational purposes and effectiveness.

2. Legislation

To function as a legislative body having as a primary authority that of initiating, developing and reviewing proposals relating to staff affairs for policy and regulation adoption. Actions of the Staff Alliance are binding subject to review and approval by the President of the University.

3. Consultation

To provide consultation to the President of the University and the Board of Regents on staff affairs.

4. Communication

To serve as an instrument by which information which is of interest and concern to the university system staff may be freely collected, disseminated, and discussed.

C. Responsibilities

Staff Alliance responsibilities include, but are not limited to staff affairs, ((excluding those covered by collective bargaining and those relating exclusively to faculty, and including but not limited to)) personnel policies and regulations, compensation and benefits, and other issues affecting the work environment and the general welfare of university staff.

D. Role

The Staff Alliance and local staff governance groups shall have primary system governance authority for staff affairs. For staff affairs impacting faculty and/or students, staff shall seek input from those groups, but are not governed by them.

ARTICLE IV. MEMBERSHIP AND ORGANIZATION

A. Voting membership

The voting membership of the Staff Alliance shall consist of two each from the University of Alaska Anchorage, the University of Alaska Fairbanks, the University of Alaska Southeast, and Statewide Programs and Services.

Voting members shall communicate their governance activities to their supervisors as appropriate and constituencies on a regular basis.

B. Selection

Representatives to the Staff Alliance shall be selected in such a manner as prescribed by the local constituent groups.

C. Terms of office

Representatives to Staff Alliance shall serve a minimum of a one-year term. The term shall run from ((July 1 to June 30)) September 1 to August 30 of the following year.

D. Qualifications

Representatives to the Staff Alliance should have prior shared governance experience wherever possible.

E. Recall of members

Any member may be recalled by the body from which the member was chosen. The local constituent body shall select a replacement to complete the term of office.

F. Ex-officio, non-voting membership

Ex-officio, non-voting membership in the Staff Alliance shall include the President of the University, an appropriate vice chancellor or other administrative officer from each MAU and any other such person or persons as the President may designate, and such others as determined by the Alliance.

G. Official Spokesperson

1. Election

The official spokesperson for Staff Alliance shall be the Chair of the Alliance, elected by and from the voting membership by a majority vote.

2. Duties

The Chair shall a) preside over all meetings of the Alliance, b) represent the Alliance, and c) serve as primary contact on behalf of the Alliance to the President of the University and the Board of Regents. Should the chair be unable to attend a board of regents meeting, the chair may appoint a replacement to speak to the board on behalf of the Alliance.

H. Task forces

The Alliance may establish task forces to consider complex system issues relating exclusively to staff affairs. These task forces are a formal part of shared governance, and as such, are subject to the Alaska Open Meeting Law, per Article V. C., below.

ARTICLE V. MEETINGS

A. Regular and special meetings

The Staff Alliance shall meet a minimum of two times per year. At least once per year, all governance group spokespersons shall meet with the President of the University to identify system issues and plan for the coming year. Special Staff Alliance meetings may be called by the Board of Regents, the President of the University, the spokesperson of the Staff Alliance, or on petition of one-third of the Staff Alliance membership.

B. Voting

Voting shall be by simple majority of the full voting membership to include at least one member from

each MAU. Amendments to the constitutions or bylaws affecting membership rights shall require a consensus with no negative votes.

C. Open Meetings

All meetings of the Staff Alliance are subject to the Alaska Open Meetings Law, which means that meetings of these bodies are open to the public, agendas must be posted, and meeting records kept. Staff Alliance activities shall be regularly communicated to the university community.

ARTICLE VI. QUORUM

A minimum of a simple majority of the voting membership to include at least one member from each MAU shall constitute a quorum.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The parliamentary authority shall be the latest edition of Robert's Rules of Order.

ARTICLE VIII. CONSTITUTIONS AND BYLAWS, AMENDMENTS, APPROVAL

A. Constitutions and bylaws

The constitution and bylaws, once passed by the Staff Alliance, shall be transmitted to the President of the University for approval. Copies of the Staff Alliance constitution and bylaws shall be maintained in the system governance office.

B. Amendments; distribution prior to voting

Amendments to the constitution and bylaws shall be sent to all members of the Staff Alliance at least 30 days prior to the meeting at which they will be considered. Amendments to the constitution affecting membership rights shall require consensus with no negative vote.

C. Transmittal to the President and Board of Regents for approval

Amendments passed by the Staff Alliance shall be sent to the President of the University for approval, and for transmission to the Board of Regents as appropriate.

ARTICLE IX. REVIEW AND TRANSMITTAL OF PROPOSALS

A. Review

Administrative proposals and issues affecting the university system staff shall be submitted to the executive officer who shall send the items to appropriate governance groups for review. The Staff Alliance shall respond to the proposals and issues relating to staff affairs and such others as the Staff Alliance may deem appropriate within 40 days after receipt from the executive officer. Those administrative proposals submitted in the summer months shall be acted upon by the Staff Alliance by

October 15. Responses shall be transmitted to the executive officer for compilation and submission to the President of the University. Proposals requiring immediate implementation for compliance with state or federal law shall be submitted to the Staff Alliance for review, but may be implemented prior to their action.

B. Transmittal to the President

The executive officer shall submit in writing the original proposal, together with staff alliance input, including the majority and all minority opinions, to the President of the University for information or action as appropriate.

C. Transmittal to the Board of Regents

The Chair of the Alliance may present the Staff Alliance majority and minority views in writing directly to the Board of Regents on any issue within the purview of the Staff Alliance.

ARTICLE X. ACTIONS OF THE PRESIDENT, AND BOARD OF REGENTS

A. Action by the President

The President of the University shall, in writing, approve, disapprove, or modify a Staff Alliance action, and notify the Chair and the executive officer within forty-five (45) days of receiving notification of the action by the executive officer.

B. Modifications by the President

The President of the University may modify a Staff Alliance action if the modification does not effectively contravene or nullify the purpose or principle involved in the action.

C. Disapprovals

The President of the University shall inform the Staff Alliance of the reasons for any disapproval or modification within one month of disapproving or modifying an ((Council)) Alliance action.

D. Board of Regents notification and action

Staff Alliance actions which are modified or disapproved by the President of the University, together with the statement of reasons, shall be placed on the next Board of Regents' meeting agenda for the information of the Board if requested. At the request of either the President of the University or the Alliance, the Alliance action which has been modified or disapproved shall be brought before the Board for action. The decision of the Board of Regents is final.

ARTICLE XI. HANDBOOK

The Staff Alliance shall annually submit a directory of Staff Alliance members, a description of the Staff Alliance and how it works, and the annual Staff Alliance calendar to the executive officer for inclusion in

the governance handbook. This handbook shall be distributed to the Board of Regents and to the shared governance groups.

ARTICLE XII. REPORTS

The Staff Alliance shall annually prepare a report of activities. This report shall be submitted to the executive officer for compilation into a single annual report of governance activities for submission to the President of the University and the Board of Regents. The executive officer shall maintain Staff Alliance communications ((via vax, the vax bulletin board,)) electronically and prepare system governance news for inclusion in ((vax)) electronic and printed newsletters.

UNIVERSITY *of* ALASKA

Staff Alliance Bylaws

*Changes proposed March 23, 2012 for 1st Reading – Passed
April 10, 2012 for 2nd Reading*

Section I. MEMBERSHIP AND ORGANIZATION (Constitution Article IV.)

A. Election of the Vice Chair

The Alliance shall elect one Vice Chair from an MAU other than that of the Chair.

B. Duties

The vice chair shall serve in the absence of the chair for all Alliance meetings, meetings with the President, or with the Board of Regents.

C. Term of office

The Vice Chair shall serve from ~~((July 1 to June 30))~~ **September 1 through August 30** of the following year.

D. Vacancy

When a Vice-Chair seat becomes vacant prior to the term expiration, the Alliance shall elect a new Vice-Chair from that vacancy's MAU representation.

Section II. MEETINGS (Constitution Article V.)

A. Public meeting notice

Public meeting notices shall be distributed to the university community ~~((and posted on))~~ **through the Internet ((bulletin board))** at least five days prior to the meeting, except for special meetings called for in an emergency; special meetings shall have at least twenty-four hours' advance notice.

B. Deadline for agenda items

Deadlines for receiving agenda items shall be set by the Alliance chair and these deadlines shall be distributed by the system governance executive officer to administration, the Board of Regents and the university community.

C. Agendas

The agendas of each regular or special Alliance meeting shall be timed consent agendas approved by the Alliance chair and distributed to the Alliance membership by the system governance executive officer at least five calendar days prior to the meeting.

The Alliance chair may shorten the agenda distribution timeline under special circumstances.

D. Recording meetings

The Alliance and its committees and task forces shall ~~((record))~~ provide official minutes to all meetings ~~((on audio tape))~~.

The minutes of all meetings shall include all actions taken by the Alliance, shall be prepared and distributed no later than thirty days after the meeting, shall be made available to Alliance members and the public, and shall be posted on the Internet.

E. ~~((F.))~~ Open meetings

All Alliance meetings are open to all members of the university and the general public; however, only Alliance members may participate in the meeting unless the rules for participation in a meeting are suspended by a two- thirds vote of the members present.

F. ~~((G.))~~ Executive session

The Alliance may meet in executive session at any meeting when the subject to be discussed tends to prejudice the reputation or character of any person, or when the subject under discussion includes matters which are required by law or university policy or regulations to be held confidential.

G. ~~((E.))~~ Roll call vote

A roll call vote shall be ordered if requested by one-third of the members present.

H. ~~((F.))~~ Teleconference and video conference meetings

Any regular or special Alliance meeting may be conducted by teleconference or video conference.

Section III. QUORUM (Constitution Article VI.)

A. Alternates; proxy voting prohibited

When Alliance members cannot attend a meeting, they shall make every effort to send an alternate and shall advise the Alliance chair prior to the meeting if this is not possible. Voting by proxy is prohibited.

Section IV. PARLIAMENTARY AUTHORITY (Constitution Article VII)

A. Time limit on speaking

The Chair may set time limits on each agenda item. No speaker shall then speak for more than the fixed number of minutes on any one topic unless more time has been granted in advance. The time limit may be extended by a two-thirds vote of the members present.

B. Actions

Motions shall be forwarded to the President of the University for the President's written approval, modification or disapproval no later than ten days after the meeting. Resolutions shall be forwarded to the President of the University for written comment no later than ten days after the meeting.

Section V. AMENDMENTS TO THE BYLAWS (Constitution Article VIII)

A. Written submission

Amendments to the bylaws must be presented in writing by voting members of the Alliance to the Alliance chair at least two weeks before the meeting at which they will be considered.

B. First reading and action

Amendments shall have first reading and discussion at the first meeting after they have been received by the Chair. Amendments may then be voted at the same meeting or postponed for further consideration.

C. Voting on amendments

Amendments shall be by a simple majority of a quorum of the membership.

D. Submission to the President

Amendments, once approved by the Alliance shall be forwarded to the President of the University for approval, modification or disapproval within ten days after the meeting by the executive officer and posted in the system governance office.



Governance Office

(907) 474-7964 • 474-7056
Fax (907) 474-5213
www.uaf.edu/uafgov

America's Arctic University

MEMORANDUM

TO: Juella Sparks, Chair
UA Staff Alliance

FROM: Pips Veazey, President
UAF Staff Council

DATE: March 30, 2012

SUBJECT: UAF Staff Council Motion 2012-226-3 – 'Motion to reject all proposed changes to R04.06.010. Employee Education Benefits'

The UAF Staff Council respectfully submits the attached 'Motion relating to proposed changes to University of Alaska Board of Regents Regulation R04.06.010. Employee Educational Benefits' to UA Staff Alliance and asks that it be placed on record. UAF Staff Council unanimously passed this motion at their March 27, 2012 meeting.

Please contact the UAF Staff Council Office if you have any questions or need additional information.

Attachments

cc: UAF Chancellor Brian Rogers
Kimberley Fackler, UA Governance
Kris Racina, Director of UAF Human Resources

UAF Staff Council

Motion 2012-226-3

UAF Staff Council Motion 2012-226-3

Motion to reject all proposed changes to R04.06.010. Employee Education Benefits

The UAF Staff Council unanimously passed the following motion at Staff Council Meeting #226 on March 27, 2012:

MOTION:

“The UAF Staff Council moves to reject all proposed changes to University of Alaska Board of Regents Regulation R04.06.010.”

EFFECTIVE: Immediately

RATIONALE: Staff Governance groups were not provided adequate time to review and respond to changes, nor were they provided with adequate time to consult constituent staff in a manner that would permit staff governance groups to make informed decisions regarding such changes. Additionally, there are great concerns regarding the application of ‘Satisfactory Academic Progress’ in a manner that would possibly limit employees’ benefits.



Pips Veazey Staff Council President

4.5.12
Date

rcsd
3/23/12

**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. Employees and qualified dependents are eligible for education benefits at the completion of the qualifying employee's probationary period. If rationale exists to waive this rule coordination with SW Human Resources is necessary.
- B. A regular employee of the university will have graduate and/or undergraduate course credit hour charges waived for up to ~~six-eight~~ credits per semester. A regular employee will have course charges waived for up to ~~three-four~~ 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-sixteen~~ credit hours and ~~6-eight~~ 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.
- 16 BC. A regular-qualifying employee 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-fifteen~~ credits and for up to ~~6-eight~~ non-credit courses from a UA-approved list per summer session within the ~~12-fifteen~~ credit and ~~6-eight~~ non-credit course limitation in each academic year.
- ED. An employee 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.
- DE. 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.
- EF. Spouses and dependent children under the age of 24 of employees 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.

- FG. 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.
- GH. 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.
- I. 500 level courses and year-long courses are not eligible for tuition waiver.
- J. Employees and dependents receiving education benefits must maintain Satisfactory Academic Progress (SAP) in order to qualify for education benefits.
- K. University employees who by virtue of their employment status qualify for tuition waiver benefits cannot also claim tuition waiver benefits as a spouse.
- AL. Education benefits cease upon termination of employment except for those courses in which the employee is currently enrolled and classes are in session at the time of termination.
- IM. Education benefits provided by this section apply to the total number of credit hours in which the employee, spouse, and/or dependent enrolls.
- JN. An employee is responsible for any tax liability generated from employee education benefits.
- KO. With the exception of non-credit UA-approved courses, self-support course charges are not eligible to be waived under this benefit.
- LP. For a student enrolled in the WWAMI Medical Program, a tuition waiver may be used only for University of Alaska-provided coursework.

(08-13-0807-01-2012)

✓ out a copy of SAP
W's count against SAP

UNIVERSITY OF ALASKA

A Multi-Campus System

Student Financial Aid

Satisfactory Academic Progress Statement

In order to receive financial aid from any of the Federal aid programs, the State of Alaska programs or from institutional funds¹, a student must be fully admitted to an eligible degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal as defined below:²

1. Federal regulations found in 34 CFR 668.34 require, as a condition to participation in federal student aid program, that the University have a satisfactory academic progress (SAP) policy that monitors:
 - a. Quality—this is monitored by the cumulative grade point average (GPA). To maintain eligibility for financial aid students must stay in good academic standing by maintaining a minimum 2.0 cumulative GPA for undergraduates and a minimum 3.0 for graduates.
 - b. Quantity—this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 67% (rounded to nearest 1%). Passing grades for this purpose are letter grades of A, B, C, D, or P. This is an ongoing average, and not a semester or annual percentage.
 - c. Maximum Timeframe—the final component requires that students complete their degree program within 150% of the required credits of the program. For example, if a student is in a bachelor's degree program that requires 120 credits to graduate, the student may receive funding for the first 180 credits attempted.
2. Academic progress will be reviewed at the end of each semester to ensure the student has met the minimum GPA requirements and completed 67% of attempted credits at the University of Alaska and credits that have been taken at other institutions and transferred into the student's degree program.
3. Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress will be allowed as satisfactory for one year only. Failure of a student to satisfactorily complete the required percentage of credits will result in the suspension of most types of financial aid.
4. First-time freshmen with no prior post-secondary academic history are considered to be making satisfactory academic progress for the first semester of enrollment.
5. Satisfactory academic progress must be maintained and is reviewed even during terms in which aid is not received.
6. Academic Disqualification, Dismissal or Removal from Program will result in immediate loss of aid.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the financial aid office showing satisfactory completion of the incomplete with a passing grade.

Repeat Courses: Students may receive financial aid funding once for repeating a previously passed class; a failed course may be repeated until it is passed.

Remedial Coursework: Students who enroll in remedial coursework (less than 100 level) may receive financial aid.

Telecourses and Distance Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program.

Note: *Students are still required to complete these classes within the term that they enroll (year-long correspondence courses are NOT eligible for financial aid).*

Challenge courses and 500-level courses: These courses are **NOT fundable** by any type of financial aid.

Withdrawals: Students who totally withdraw from the university, after receiving financial aid, may be liable for refunds and/or return of Title IV funds. Additional information can be found in the University catalog or on the Financial Aid website.

Institutional Funds: Students receiving most scholarships, grants, or tuition waivers from UA are expected to meet the satisfactory academic progress requirements listed in this document. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt.

Other Sources of Aid: Students receiving scholarships or financial aid from such sources as State of Alaska, BIA, regional and village corporations, civic groups, and private organizations will be evaluated under the requirements of the funding agency.

Notification: Notifications regarding lack of satisfactory academic progress and appeal decisions will typically be emailed to the student. Academic progress can be reviewed via UAOnline.

Financial Aid Warning: A student in good standing who fails to meet the Satisfactory Academic Progress requirements will be placed on Warning for the first semester s/he falls below the cumulative 67% standard and/or who fails to meet the minimum cumulative GPA requirement.

Financial Aid Suspension: Financial aid suspension will result from:

1. Failure to complete the minimum percentage of credits and/or cumulative GPA required after being on Financial Aid Warning.
2. Academic Disqualification, Dismissal, or removal from program as defined by the academic catalog.
3. Exceeding 150% of the maximum number of credits required for graduation from the student's program.
4. Failure to meet the requirements of an appeal approval and/or academic plan.

Appeals: A student may appeal the suspension of their financial aid if they can clearly demonstrate unusual circumstances. Additional information and guidance regarding this process is available at the Financial Aid office and the office's website.

Reinstatement: A student who cannot or does not want to appeal, or whose appeal has been denied, may regain eligibility by attending course(s) without financial aid. The student will be reinstated once the 67% cumulative completion rate and minimum cumulative GPA has been reached, if the student is within the 150% timeframe and is in good academic standing with the University.

Disbursements: Appeals may be approved for current or future semesters only and cannot be approved for a prior term. Funds cannot be disbursed for prior semesters when a student had failed to maintain satisfactory academic progress.

¹ Employee and Dependent Tuition Waivers do not require admission to a degree or certificate program.

² Private loans, grants and scholarships may have different criteria for satisfactory progress.

SHCC 3/29/12 Highlights

Patient Advocacy: We had a discussion about the Patient Care motion that went to Staff Alliance. They did not feel they had enough information about it to make a decision yet. Melodee and Lisa will write something about what Patient Care is, what they do, how they are different from Premera, and include the material that was presented to JHCC in December.

Tobacco hiring update: There is some concern about implementing this. We discussed the information from the SW Voice. Chancellor Rogers would rather see a smoke free campus and implementation of a tobacco surcharge. There was some discussion on how it might be better to take a more proactive approach. We are each tasked with asking friends or family who are smokers what would be an incentive for them to try and quit smoking. Also we want to find out how much it actually costs to smoke or use smokeless tobacco. We need to find out what kind of incentives would be fair to everyone, those who already live a healthy life style vs. those who do not.

There was discussion on the Chancellor's health challenge that is currently underway at UAF. People thought this was a wonderful program. There was discussion about seeing if it could be a model for use system wide. It is about departments working together to get more active and to lose weight. The winning department gets \$100.00 paid to each person in the department (which would be taxable). This has a benefit of helping to get everyone healthier and also builds a teamwork attitude.

There was discussion on the FY13 rate increase and its causes. Erica explained about the under recovery and that in previous years there had been an over recovery that offset the rise in premiums and had the effect of masking the actual inflation of health care costs. The rate is calculated is using the university's own trends as well as the actual July-December figures for the current year. Those numbers are not available until late January, and the decision has to be made and finalized by mid-March, so there is not a lot of lead time in compiling the data and determining the next year's rate. Because there were so many changes last year, historical information was limited to the previous six months of actual data.

**JOINT HEALTHCARE COMMITTEE
MARCH 21, 2012
AUDIO/VIDEO CONFERENCE**

The agenda and attachments for the meeting are available at <http://www.alaska.edu/benefits/joint-health-care-committ/3-21-2012/>.

The meeting opened with 12 members present. Cyndee West, Erika Van Flein and David Hinkley were also present.

The minutes from March 1 & 2 and March 7 were approved.

RFPs:

The RFP process was discussed. A request to extend the Wellness for another year will be made. Medical, Pharmacy and Vision will be out later this spring with proposals coming in at the end of summer. The contract will awarded by December 1 for effective date of July 1, 2013.

The RFP for wellness should be back and awarded by April 1, 2013 for a July 1, 2013 implementation.

This will put all vendors on the same renewal schedule except the EAP.

Discussion on what changes the RFPs will have revolved around the pharmacy being a carve-out and the ability to administer an HDHP plan with an HSA.

The role of the JHCC in the RFP process was discussed. The RFPs fall under State of Alaska procurement rules and the bidders' information has to be kept confidential. The JHCC will be given information after the process is completed. There is a committee from HR and Accounting that will evaluate the RFPs. The State of Alaska procurement rules will be looked into and presented at the next JHCC meeting.

The committee requests to look at the RFPs before they go out, even if it is in draft form. Erika will check with the Procurement representative and let the committee know if this is possible. The RFPs were drafted by Lockton, Erika and Mike Humphrey. Historical knowledge with Lockton's expertise has been used to develop the RFPs.

The process for the RFPs is that purchasing will send out an invitation to firms we are aware of and invite them to bid. RFPs are now conducted through an electronic process. The RFPs are posted on the UAF procurement website. The RFPs are huge legal-jargon documents.

The RFPs have been updated to include ability to administer real-time medical and pharmacy data as this is necessary for an HSA. A bank will also need to be identified for the HSA. Bank fees need to be looked at, also. A "gotcha" fee list needs to be investigated before the bank is chosen.

Erika will check to see if a summary on what is going out on the RFP is available.

A motion was made:

In accordance with the Health Care Committee by charter and collective bargaining agreements of the constituents unions the JHCC requests from the UA Director of Human Resources that all existing drafts, requests for proposals inviting potential health care administrators and vendors be forwarded to all JHCC

members by March 23, 2012. Future drafts will be forwarded to all members of the JHCC as soon as they are available.

The motion asks for a draft of pertinent RFPs. The drafts would be for medical, vision and pharmacy. The RFPs are not proprietary in nature, but the responses are.

During the first round of evaluating the RFPs to see if the vendors meet minimum requirements. The RFPs look for vendors who can administer the plan. If they meet the minimum requirements, they are ranked. After ranking the RFPs, Purchasing will share financial information. Lockton will also evaluate the vendor's network. The RFP documents are large.

UA HR develops the series of questions in the RFP, but there are also requirements from procurement that included.

Are we locked in to our plan design during the RFP process? The plan design can change without a new RFP. RFPs deal with the plan administration and networks. Plan design is separate from the RFP.

The RFPs will look at vendor network providers using medical codes and the three major zip codes to price out which vendor has the best network.

The motion carried 11 yes, 1 no.

A question was asked on the status of a motion made in December regarding negotiating with walk-in clinics in Fairbanks. There is no update yet. Lockton has talked to the doctor and has a phone call in to Robin Mullins to discuss what they have done. Lockton hopes to have a report at the April meeting. It appears there has not been much action taken on this motion. The investigation is to determine whether the motion, if activated, could make a difference in plan costs.

Health Care timeline:

Plan design changes need to be made by December. We can ask Lockton to run numbers scenarios on suggested plan changes. It would be helpful to Lockton to know where the Committee wants to go, i.e. plan design structure, dollar amount, or coupling of the two.

Discussion around what constitutes a medically necessary procedure, wellness, and constituent education was held. Is there a way to make the plan facilitate better decision making? Would a patient advocacy service such as Patient Care help? A program like Patient Care would be paid out of the consulting budget, which would feed back into the staff benefit rate. A service like this could help employees become better consumers. Alyeska uses this service and is very happy with it.

We have several vendors, and are we sure our constituents know who they are and are using them? Do we need another vendor?

Perhaps the President of the University could come in to tell us his vision? Can we look at clinic access? Can we expand the pool? Can we join the state insurance?

Can Lockton look into value-based health care plans – using differential reimbursement based on different medical procedures? Copays would be determined by what steps the employee uses to reduce health care risks.

Now is the time to look at options, including the Coalition and the health fairs they offer.

It is requested that Lockton have information at the next meeting on items discussed such as value-based plans, and anything else that may help constrain costs in a structured way we can look at.

300K update

There have been 2 new proposals. The proposals have not been evaluated yet. The proposals can be approved by email.

Donald Smith presented responses to three motions to the committee chair. The responses were not distributed to committee members who attended by distance yet.

The Q & A that went out to employees was substantially different than what the Committee had seen before and appeared retaliatory. JHCC had been added when at the last meeting it was said the Q & As were trying to not mention the JHCC. It also appears the JHCC is more than an advisory group. Don Smith took responsibility for the changes.

The next meeting will be on April 18, 2012.

Respectfully submitted by your JHCC representatives.