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AGENDA  
UAF STAFF COUNCIL MEETING #138  
Friday, 18 October 2002  
Face-to-Face  
8:45 a.m. – 10:30 a.m.  
Wood Center Carol Brown Ballroom

- |      |     |  |                            |
|------|-----|--|----------------------------|
| 8:45 | I   | <p>Call to Order – Larry Ledlow 30 Min.</p> <p>A. Roll Call</p> <p>B. Approval of Minutes to Meeting #137, 18 September 2002</p> <p>C. Adopt Agenda</p> <p>D. President’s Report – Larry Ledlow</p> <p>1. (Attachment 138/1)</p> <p>2. Handout - Health Care Defined Contribution Summary)</p> <p>3. Handout - UA Health Care Projected CY2003 Net out-of-Pocket Cost Related to Health Charges – Non-Union</p> <p>E. President-Elect’s Report – Rory O’Neill (Attachment 138/2)</p> |                            |
| 9:15 | II  | <p>A. Guest Speaker: Carolyn Chapman, HR Director</p> <p>.Employee Recognition Program</p> <p>.Changes in Regulations</p> <p>.PPA Certification</p> <p>B. Guest Speaker: Sue Holmes, HR Training Coordinator</p> <p>. Introduction</p> <p>.PPA Passport to Information (Handout)</p>   | <p>10 Min</p> <p>5 Min</p> |
| 9:25 | III | <p>Committee Reports 25 Min</p> <p>A. Staff Affairs – G. Hazelton (Cathy Magnusen)</p> <p>1. Motion on Compensation (Attachment 138/3)</p> <p>2. Staff Affairs Report (138/4)</p> <p>B. Elections, Membership &amp; Rules – D. York</p> <p>1. EM&amp;R Report (Attachment 138/5)</p> <p>C. Rural Affairs – H. Simmons</p> <p>D. University Advocacy – S. Comstock</p> <p>E. Ad Hoc Committee on Staff Calendar</p> <p>1. (Guidelines for submitting slides (Attachment 138/6)</p>    |                            |
| 9:55 | IV  | <p>New Business</p> <p>A. Motion to approve 2003-2004 Staff Council Meeting Calendar (Attachment 138/7)</p> <p>B. Opportunity for Staff Council Reps to act as a Staff Council Officer</p>   | 5 Min                      |

(Attachment 138/8)

10:00 V Other Business/Discussion Items 20 Min  
A. Health Care Information Issues  
B. Carolyn Chapman and Deon MacMillian to discuss highlights of draft GI RIF policy

10:20 VI Public Comment 10 Min

10:30 VII Adjournment

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## Attachment 138/1

UAF Staff Council # 138

18 October 2002

## Larry Ledlow – President’s Report

To: UAF Staff Council

From: Larry Ledlow, President UAFSC - 16 Oct 2002

Re: President’s Report, October 2002

### **Introduction**

Already this academic year, many of us are feeling the pinch of not enough time. We’re squeezed between too many meetings and too many tasks. It’s a natural feeling, especially as we transition into a new rhythm for the months ahead. I cannot overstate how pleased I am that so many of you have continued and will continue your commitments to Staff Council. Nevertheless, I understand perfectly well the pressure many of you face and that we all have to make adjustments to find the right balances in life, both professionally and personally.

While individuals have a basic need to seek balance, all of us must be aware of organizational needs to be met, too. Some representatives and officers of Staff Council have been cautioned by their supervisors to reduce significantly their involvement with governance. Various reasons have been offered, and I can offer this advice in return. First, UAF differs from most employers in that employees have a role in its governance. That’s why we’re sitting on this body, and taking part in Staff Council is a perfectly legitimate role for employees. Next, if you cannot meet your primary job obligations, then you don’t have enough time for governance. Finally, some flexibility in your work schedule is almost essential to accommodate meetings. That takes some negotiation with your supervisor. Your efforts for Staff Council should require only a handful of hours each month if committees are run efficiently and you’re able to do some reading and research during breaks or time away from your desk.

### **Discrimination**

The Governance Coordination Committee consisting of officers from ASUAF, Faculty Senate, and Staff Council met on October 8<sup>th</sup>. During this time, I described the new Ad Hoc Committee for Diversity and Tolerance, and I suggested developing activities involving members from all three constituencies. The GCC has invited Dr. LaJuana Williams from the Office of Multicultural Affairs and Chancellor Lind to attend the next committee meeting to discuss ideas related to the topic.

The Ad Hoc Committee for Diversity and Tolerance met on Oct 10<sup>th</sup>, and I will let the new chair, Maya Salganek, provide the committee report.

### **Potential Reduction in Force at Geophysical Institute**

The RIF policy in development at the GI has undergone several administrative reviews. Staff Council has not had an opportunity to provide comment, but we will have such an opportunity to learn more of the policy at Friday’s meeting.

### **Healthcare Costs**

President-elect Rory O’Neill has submitted a separate report on the healthcare costs. I attach with this report some handouts from Janet Jacobs regarding some of the computations provided to Staff Alliance.

## **Employee Recognitions**

Despite the doom of higher insurance costs and the gloom of possible RIFs, some sun shines the UAF staff. Last week, four employees of the Geophysical Institute were recognized for special contributions. Tim Manning, Marcia Boyette, Dianne Marshall, and Patrick O'Neill received awards for their efforts in cost saving, technical innovation, and community service.

There is more potential for recognition on the horizon. The Employee Recognition Program has now been finalized and is on its way to the President for review. This is one of the items Carolyn Chapman wishes to address on Friday at our full meeting. A handout was sent out earlier in the week.

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Attachment 138/2

UAF Staff Council #138

18 October 2002

### **Rory O'Neill – President-Elect's Report**

October 2002 Report on Health Care Benefits for non-union UA employees

The values expressed by UA through its structuring of health care benefits for non-union employees are shifting slightly towards having (employees with) dependents contribute more towards their use of health care (approximately 15% of the costs they bring to the plan). For calendar 2003 the health care plan distributes equally amongst employees 100% of the costs associated with employee's personal use of health care benefits, plus approximately 85% of electively enrolled dependent's use of health care benefits. There is no penalty for bringing more health risk to this pool of self-insured enrollees, nor for extravagant usage patterns or insistence on over-the-counter, name-brand prescription drugs. Your input is needed to suggest how to establish mechanisms to positively influence:

- o Variable usage patterns by health care plan enrollees
- o Health care risks (genetic origin or life-style inspired)
- o Use of name-brand prescription drugs instead of equivalent generics
- o Use of over-the-counter pharmacy convenience (instead of mail-order)
- o Use of preventative interventions
- o Use of disease management programs
- o Periodic feedback of usage and cost implications to plan enrollees

The administration's goal first and foremost is to educate and fully-inform all persons enrolled in this self-insured pool about the structure of their health care plan and how individual choices affect everyone's costs. Although the administration has in the past held its ground in retaining full control of the structure of the health care plan, the UA Vice President for Human Resources recently established a formal role for union, faculty, and staff governance representatives to influence the evolution of UA's health benefits strategy.

As an employer providing a health care plan, the administration is comfortable in how it is currently positioned amongst its would be peer employers and the numbers presented to date suggest that they are justified in that posture or stance. However, the UA Health Care Executive Committee is paying close attention to the forecasted competitiveness of its health care plan. Based on the just released calendar year 2003 charges and assuming similar trends in inflation, utilization and catastrophic events, the forecasted charges for calendar 2004 would be similar to those for 2003.

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Attachment 138/3

UAF Staff Council #138

18 October 2002

MOTION

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The UAF Staff Council moves to encourage Statewide Human Resources to continue to seek equitable salary compensation for classified/unrepresented staff.

Effective: Immediately

**RATIONALE:** Employees seek employment at UAF because of the University's supposed generous benefits package, not for it's generally lower salaries and minimal raises. If the proposed considerable increase in health costs becomes a reality, every employee and prospective employee will receive a clear message that the University does not list "compensating their workforce" among its priorities.

Staff members must support their families with steady income & insurance; if this balance is not remotely equitable, staff are, in effect, placed in the intolerable position of paying the University for the experience of working. The proposed health cost increase from 184.60 annually to \$1,097.07 will more than wipe out the meager 1.5% increases of the last two years. Relying on small, future "salary grid adjustments" is insufficient; a decisive, strategic plan of attaining a competitive salary grid is necessary.

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Attachment 138/4  
UAF Staff Council # 138  
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### **Staff Affairs Report**

Last meeting was September 24, 2002.

### **Old Business discussed:**

UAF Master Plan in relation to pedestrian foot/bike access & on-campus daycare facilities; staff representation on the MPC Subcommittee Parking Group; general preventive health processes; health care increases for 2003 and continued interest in the upcoming policy on "reduction in force."

### **New business discussed:**

Board of Regents have asked for "UA-wide assessment regarding child care needs of faculty, staff, and students" and representatives will encourage their constituents to respond directly to Jeannie Phillips, Regents Affairs officer ASAP.

The next meeting is Oct 29, 9a.m. Bring forward the following motion for discussion, motion to accept/reject & vote:  
The UAF Staff Council moves to encourage Statewide Human Resources to continue to seek equitable salary compensation for classified/unrepresented staff.

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Attachment 138/5  
UAF Staff Council #138  
18 October 2002

Elections Membership & Rules Committee Meeting Notes - by Rory O'Neill 16 October 2002

- Set EM&R committee meeting time to be 1st Friday of the month, 10AM-11AM:
  - Next meeting to occur Friday, November 1, 2002.
- The EM&R Committee has lost members, recruit from reps.
- Review the UAF Staff Council unit composition and associated bylaws:
  - Adhere to underlying themes such as housekeeping/cleaning up composition.
  - Faithful, effective representation.
  - Better communication, management of distribution lists might be achieved if units matched definition of departments or time-keeping locations as maintained by HR.
  - Recent UA Staff Alliance e-Referendum failed to reach UAF employees.
- Increase (volunteer) participation in staff governance/attendance:
  - Creative incentives for participation/attendance...
  - Suggest that Alternates always attend all meetings.
  - Membership drive targeted at staff.
  - HR training targeted at managers and supervisors.
  - The entry-level commitment for a representative who signs on to a single committee involves 1 hour per week, plus travel logistics.
  - Pros/cons of having Chancellor define "reasonable amount of time" for an employee volunteer to allocate to staff governance activity.

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Attachment 138/6  
UAF Staff Council # 138  
18 October 2002

### **AD HOC COMMITTEE ON STAFF COUNCIL CALENDAR:**

The UAF Staff Council is soliciting photographs for the 2003 Staff Council calendar. If you have any outstanding photographs that you would like to share with the University community, send them to the Staff Council, Governance Office, University of Alaska Fairbanks, Fairbanks, Alaska 99775-7500.

**CRITERIA:** 35 mm color transparency slides or digital images with a resolution of 300 x 300 dpi for 8" x 10" photo or greater (please send a hard copy print of any digital images submitted).

To avoid damage when shipping, please submit slides in protective covering.

**SUBJECT MATTER:** Various landscapes scenes, wildlife, and bears.

Please refer to past year's calendars to get an idea of previous photos selected for publication.

**DEADLINE:** Friday, 25 October 2002 at 5:00 p.m.

If you would like your slides returned please enclose a stamped self-addressed envelope.

Photographer will be given photo credit on Staff Council calendar which is distributed Statewide. There is no monetary compensation.

For more information contact: darlene masiak, Chair, Ad hoc Calendar Committee, fndtm, x2789 or 5222 or Lynette

Washington, 474-7056

>>>>>>>>The Committee will meet on Monday, 28 October 2002 to review/select slides<<<<<<<<

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ATTACHMENT 138/7  
UAF Staff Council # 138  
18 October 2002

MOTION  
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The UAF Staff Council moves to approve the 2003-2004 proposed Staff Council Calendar meeting dates.

Effective: Immediately

**Proposed 2003-2004 Staff Council Meeting Dates**

All meetings will be at 8:45 - 10:30 a.m. in the Wood Center Carol Brown Ballroom once the schedule is confirmed. All meetings that are not face-to-face will be audio-conference..

SC	146	Wed	17	Sept	" 2003
SC	147	Fri	17	*Oct	"
SC	148	Wed	12	Nov	"
SC	149	Fri	12	*Dec	"
		Jan			2004
SC	150	Wed	11	Feb	"
SC	151	Fri	12	*Mar	"
SC	152	Wed	14	April	"
SC	153	Fri	14	*May	"
SC	154	Wed	2	Jun	" or
		Wed	9	Jun	

\*Face-to-Face Meetings

**Note from Mani Owens Wood Center Coordinator regarding 2003-2004 Staff Council Proposed meeting dates:**

You may have heard that there is a good possibility that we will be under construction next summer. Although I have not gotten the final word yet, I understand that we will either be completely or partially closed. This makes it impossible for me to book your summer dates (June and September), but I will keep the dates in my file and as soon as I know one way or another, I will let you know.

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Attachment 138/8  
UAF Staff Council 138  
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New Business: Rory O'Neill

As a new business item for 10/18/Friday or for the next meeting cycle I'd like to see who amongst UAF Staff Council Reps might be interested in representing us at the next level. In other words, this would be a mentoring or test-the-waters to opportunity to see what it's like as an officer of UAF Staff Council (taking my place at a meeting of one's choice). There are a number of standing and special issue committees that need to be supported, this is a fairly complete list:

- UAF Staff Council Committee of the Whole - 2.0 hours per month
- " " " Admin Committee - 1.5 hrs per month
- " " " Elections, Membership & Rules Committee - 1.0 hrs per month
- " " " Ad Hoc Committee(s) - 1.0 hrs per month each
- UAF Chancellor Meeting - 1.0 hrs per month
- UAF Governance Coordinating Committee - 2.0 hrs per month
- UA Staff Alliance Committee of the Whole - 2.0 hrs per month
- UA System Governance Committee - 2.0 hrs per quarter
- UA Health Care Review Committee - 2.0 hrs per month

The impact of trying to satisfactorily support these commitments while continuing to fulfill the expectations of one's day job reveal why very few reps volunteer for officership roles. Perhaps the EM&R committee can suggest changes so that a more diverse set of personalities represent us across all those meetings. The UAF Staff Council President's schedule is even more hectic.