

November 5<sup>th</sup>, 2009

**LIB 307**

APT/CC Joint Council Meeting

**10:00 – 10:45**

APT Council Meeting

**10:45 – 11:30**

1-800-893-8850

Pass Code: 7730925

(For Members outside of Anchorage only)

**Joint Meeting with Classified Council**

**10:00 A.M. – 10:45 A.M.**

- I. Introductions - Discussion of Group Goals (10:00 – 10:15) (pg. 3)
- II. Staff Health Care Committee: Pharmacy Plan Recommendations (10:15 – 10:45) - Megan Carlson, Kim Stanford (pgs. 4-6)

**APT Council Meeting**

**10:45 A.M. - 11:30 A.M.**

- I. Call to Order
- II. Introduction of Members, New Members and Guests
- III.

	Russell Pressley, President*	08-10		Linda Morgan*	08-10
	Julia Martinez, Vice President	09-11		Karol Weatherby	08-10
	Suzanne Browner*	08-10		Alessandra Abramczyk	09-11
	Brian Brubaker	08-10		Bob Kizer	09-11
	Anna Bryant *	08-10		Suzanne McCarthy**	09-11
	Kristi Elkins	08-10		Carol Swartz	09-11
	Theresa Lyons	08-10		Vince Yelmene *	09-11
	Bob McDonnell	08-10			

\* University Assembly Rep \*\* University Assembly Rep Alternate

- IV. Approval of Agenda (pgs. 1-2)
- V. Approval of September Summary (pgs.7-8)
- VI. Reports
  - A. President – Russell Pressley (pg. 9)
  - B. Staff Alliance – Russell Pressley
  - C. University Assembly – Russell Pressley
  - D. Academic and Research Managers - Karol Weatherby
  - E. UAA Faculty and Staff Association - Bob Kizer
  - F. Safety Committee – Bob McDonnell (pgs. 10-11)
  - G. Diversity Action Council – Theresa Lyons
  - H. Sustainability Council – Bob Kizer
  - I. Child Care Taskforce – Marsha Oberlender

- VII. Old Business
  - A. Goal Discussion
    - 1. Evaluate Governance structure – *Past APT President's (pgs. 12-17)*
  
- VIII. New Business
  - A. Community Campaign – *John Dede (11:00 a.m.)*  
<http://www.uaa.alaska.edu/communitycampaign/>
  - B. Elect Anchorage Assembly Representative
  
- IX. Information Items
  - A. Ton in Ten – Peanut Butter and Jelly Drive, November 9<sup>th</sup> - 19<sup>th</sup>
  - B. UAA Assembly Day of Service
  - C. *2009 - 2010 APT Council Goals*
    - 1. *Evaluate Governance Structure*
    - 2. *Service*
    - 3. *Compensation*
    - 4. *Recognize and promote community involvement*
    - 5. *Collaborate with other governance groups/APT employees*
  
- X. Adjourn

Agenda Items for December:

- 1. Statewide – Compensation

## **Classified Council Goals**

**2009-2010**

1. Communicate Awareness
  2. Service to our local communities
  3. Staff community building
  4. Collaboration with other governance groups
- 

## **APT Council Goals**

**2009-2010**

1. Evaluate Governance structure
2. Service
3. Compensation
4. Recognize and promote community involvement
5. Collaborate with other governance groups/APT Employees

Date: November 2, 2009

To: Mike Humphrey, UA Benefits Director  
UA Joint Health Care Committee, c/o Professor John O. Riley, JHCC Chair

Cc: Staff Health Care Committee Representatives  
Beth Behner, UA Chief Human Resource Officer  
Bill Spindle, UAA Vice Chancellor for Administrative Services  
Pat Pitney, UAF Vice Chancellor for Administrative Services  
Carol Griffin, UAS Vice Chancellor for Administrative Services  
Staff Alliance Members  
Pat Ivey, UA System Governance Executive Officer  
MAU Staff Councils

From: Megan Carlson, Staff Health Care Committee Chair

RE: Staff Health Care Committee response to Caremark Pharmacy Plan Design Changes

---

On Monday, October 18<sup>th</sup>, Caremark presented staff governance members with recommendations for changes to the University of Alaska's pharmacy plan to reduce costs. The Staff Health Care Committee (SHCC) met on Tuesday, October 27<sup>th</sup> to review the feedback received following the presentation, and to evaluate Caremark's recommendations. This memo provides a summary of the SHCC's principles, concerns, and recommendations for our pharmacy plan.

### **Principles**

1. Health care costs are rising, and the SHCC understands and appreciates the administration's efforts in controlling these rising costs. At the same time, the SHCC members take seriously our responsibility to protect the best interests of the thousands of staff we represent.
2. We approached this task with open minds, aiming to identify reasonable compromises within Caremark's proposal to help control these costs. Some of these compromises may not be popular with our constituents, but we feel that they are compromises that we can stand behind.
3. We feel strongly that the patient and the doctor are the people most qualified and informed to make health care decisions. If the patient and doctor decide together that a generic medication does not work properly, due to side effects or lower effectiveness, this decision should not be overruled by the pharmacy plan, and the patient should not be penalized for factors beyond their control.
4. Employees at UA are spread throughout the state, which means that many of us live in places that reach remarkably low temperatures, or regularly have mail delays several days long due to weather. Any changes to the plan should take these factors into account.

### **Concerns**

1. The last major changes to the pharmacy plan were just implemented two years ago. When these changes were implemented, employees paying \$10 for brand medications began paying either \$20 or \$35 depending on the brand being used. The added cost for the higher tier of brands was an increase of 250%.

While a single instance of a \$25 increase may not seem small, many of us are on multiple medications, and/or monthly medications. Employees are still feeling the effects of the significant increase in copay costs. The committee is very concerned about raising copay rates again so soon, particularly to the degree Caremark has recommended (up another \$5 for preferred and \$15 for non-preferred brands).

2. If all of Caremark's recommendations were implemented simultaneously, it would be impossible to identify which of the recommendations resulted in cost savings. It makes more sense to select a smaller number of targeted changes and assess the results based on those changes.
3. The committee is deeply concerned about the potential for Caremark's recommendations to build on each other. If they were all implemented, an employee could stand to pay \$150 a month for remaining on a non-preferred brand of insulin, purchased at her retail pharmacy to ensure that the medicine is not damaged by the cold or stolen by neighbors. This amount is up from the \$35 she is currently paying, and \$10 she paid just two years ago. This is the most dramatic example, but many of us on the SHCC can find similar multiplying penalties that would hit us as well. It is simply unacceptable to penalize a patient to that degree for medical decisions made in consultation with her doctor.
4. Although Caremark has answered questions regarding their mail program, the committee remains concerned about the effectiveness of the service, particularly with regards to the limitations posed by extreme temperatures and rural locations with regular mail delays due to flights being unable to get in. Doubling the copay for patients who choose not to use the mail program is not an "incentivized mail program"—it is clearly **punishment**. There are also members of the committee who are concerned about the impact on local pharmacies if employees are forced to purchase all maintenance prescriptions through the mail.
5. The committee also notes that pharmacy costs have gone down in the past year, and that there are a number of metrics in which we are making considerable progress or doing better than the industry average, according to Caremark's figures. With those facts in mind, drastic increases in copays and new penalties do not appear justified at this time.

### **Plan Recommendations**

1. The committee recognizes the amount of money that can be saved by encouraging employees to shift to generic prescriptions, although the doctor and patient should be the primary individuals making decisions about whether the brand will work as effectively. The committee supports the recommendation for Performance Step Therapy, which would require patients to try generic medications before using a brand. However, it is imperative that exceptions should be made when a physician can document that the generic does not work, has not worked, or is not an option for the patient.
2. With recommendation #1 in place, Caremark's "Dispense as Written" recommendation should not be necessary. If the Performance Step Therapy is in place, the only patients on brands should be those who have a medical reason to do so. In those cases, the patient should not be punished for having a medically valid reason for needing the brand.
3. Also with recommendation #1 in place, it does not appear that Caremark's recommendation to narrow the preferred brand list should be necessary either. The committee also notes that Caremark estimates that narrowing the preferred brand list would affect over 1000 participants, which is a third of every participant using the pharmacy plan in a given month.
4. The committee recommends implementing a genuine incentive for trying the mail order program, rather than a penalty that is wrongly labeled as an incentive. There are serious problems with forcing everyone on maintenance medications onto the mail order program (addressed above under "Concerns"), but if there were a greater incentive, more people might elect to try the program and find that it works well for them. The committee recommends making the mail order program 50% of the retail cost (instead of 66%) for the first order. This would incent people to try the program, but it should not be a significant ongoing cost to the plan because it would only apply to employees who are new to the mail order program.

5. The committee is not convinced that the Specialty Management Program is worth the meager savings it would result in. It also has concerns about patient progress being evaluated by the pharmacy vendor, rather than the physician and patient.
6. Finally, the committee has reservations about raising the copays on the plan after such a short period of time. However, in the spirit of compromise, the committee is willing to support an increase of \$5 for both the preferred and non-preferred brand medications. We simply cannot support an increase of \$15 for non-preferred brands, when this level was already increased so dramatically two years ago.

Please also note that the committee will only support an increase to the copays for brand medications if it is not accompanied by any of the additional recommended penalties for using a brand or not using the mail program.

### **Additional Recommendations**

1. In the longer term, the SHCC recommends that the university consider modifying the generic/brand copay structure so that the first brand tier is for brands with no generic available and for brands that are documented as being necessary for medical reasons, and the second brand tier is for brands taken when there is a generic available and there is not a documented medical reason for using the brand instead. We recognize this proposal would require more research prior to implementation, but feel that this would be a better driver of behavior, and would limit the penalties an employee incurs for using a brand when they are unable to use the generic version or when none exists.
2. It is important to communicate better with the university's employees about the major factors that affect the cost of our health care plan and how we can control those costs. It is appropriate for this communication to come from Human Resources, perhaps at both the system and MAU levels. We would be happy to provide input on what to include in this communication, and to help disseminate it, but it is important that it comes from Human Resources.
3. The committee would like to remind Human Resources and the Joint Health Care Committee that non-represented staff to make up 60 to 70 percent of the university's workforce. It is concerning that these thousands of staff continue to be represented by only one voting member on the Joint Health Care Committee. We would like to reiterate our request to move toward greater equality in staff representation on the Joint Health Care Committee.

### **Final Notes of Appreciation**

The committee would like to thank Heather Swanson, who has served as the non-represented staff member of the Joint Health Care Committee since the position was created. They would also like to thank the Joint Health Care Committee for genuinely welcoming Ms. Swanson's input along with that of her alternate, Lisa Sporleder. We look forward to continuing to work with the JHCC in the future.

Finally, we would like to thank Mike Humphrey for setting up the Caremark presentation for staff governance members throughout the UA System to attend, and for always being a reliable resource for information as we seek to better understand the implications of recommendations regarding our health care plan. We would also like Mr. Humphrey to extend our thanks to Caremark for their responsiveness to our questions.

I encourage you to contact me if you have any questions.

Megan Carlson, Staff Health Care Committee Chair

907-786-1054

[anmac3@uaa.alaska.edu](mailto:anmac3@uaa.alaska.edu)

# APT COUNCIL

## Summary

September 3<sup>rd</sup>, 2009

ADM 204

10:30 a.m. – 12:00 p.m.

1-800-893-8850

Pass Code: 7730925

(For Members outside of Anchorage only)

I. Call to Order

II. Introduction of Members, New Members and Guests

III.

X	Russell Pressley, President*	08-10	X	Linda Morgan*	08-10
E	Julia Martinez, Vice President	09-11	X	Karol Weatherby	08-10
X	Suzanne Browner*	08-10	X	Alessandra Abramczyk	09-11
X	Brian Brubaker	08-10	X	Bob Kizer	09-11
X	Anna Bryant *	08-10	X	Suzanne McCarthy**	09-11
E	Kristi Elkins	08-10		Carol Swartz	09-11
E	Theresa Lyons	08-10	X	Vince Yelmene *	09-11
X	Bob McDonnell	08-10			

\* University Assembly Rep \*\* University Assembly Rep Alternate

IV. Approval of Agenda (*pg.1*)

*Under New Business items add:*

*Election of Safety Committee representative*

*Election of Diversity Committee representative*

*Under Information Items add:*

*Nominations for Assembly officers due to Governance office, Tuesday, September 8<sup>th</sup> by noon*

*Approved as amended*

V. Approval of May Summary (*pgs. 2-4*)

*Pg. 1, add "New Members Present" line*

*Approved as amended*

VI. Reports

A. President – *Russell Pressley*

*Presented ideas about issues and topics for APT council to address and discuss*

*Russell was elected Vice Chair of Staff Alliance*

*Would like to see APT take more active role in advocacy for constituents*

B. Staff Alliance – *Russell Pressley*

*Included in President Report*

C. University Assembly – *TBD*

*No Report – has not met this academic year*

D. Academic and Research Managers - *Karol Weatherby*

*Next meeting, September 11<sup>th</sup>*

*Topics will include: H1N1 flu updates, Grants and Contracts presentation on new federal regulation called e-Verify and presentation on stimulus funding*

E. UAA Faculty and Staff Association - *Bob Kizer*

*Have been meeting since August 14<sup>th</sup>*

*Governor post card campaign coming up soon*

- F. Safety Committee – TBD  
*No report*
- G. Diversity Action Council - *Doni Williams*  
*No report*
- H. Sustainability Council – *Bob Kizer*  
*Reminded us of the workgroups being organized*  
*If interested please contact Paula Williams*
- I. Child Care Taskforce – *Marsha Oberlender (pg.5 )*  
*Written report*

VII. Old Business

- 1. Convocation feedback  
*Event timing issues, especially for Enrollment Services*  
*Would like to see event moved to a week earlier*

VIII. New Business

- 1. Accreditation Update – *Megan Carlson 10:45 (pg.6-7)*  
<http://www.uaa.alaska.edu/accreditation/2010.cfm>  
*UAA is in the process of renewing accreditation*  
*Just submitted Chapter 2 report, will post to OAA website soon*  
*Site Visit September 30<sup>th</sup> – October 2<sup>nd</sup>*  
*Will have open forums for Staff, Students and Faculty, encouraged APT council and employees to attend*
- 2. Diversity - *Marva Watson – 11:00*  
*UAA Diversity Statement is very broad*  
*Everyone needs to feel a part of this university*  
*Working toward having broad based diversity across campus*  
*Have several workshops coming up, encouraged to attend*  
*NCBI Workshops will be available again this year, these help participants learn effective intervention techniques*  
*Compliance training on how to prevent sexual harassment/ create safe workplaces*  
*UAA doing much to broaden diversity across campus, APT can help by spreading the word*
- 3. Retreat Planning (pg. 8)  
*Would like to hear report from Bill Spindle about his department’s mission statement and goals for the upcoming year*  
*Ron Kamahale from HR to talk about APT/Exempt employee definition and responsibilities*  
*Ron Swartz- H1N1 flu*  
*Ways to publicize APT meetings to constituents*
- 4. Election of Safety Committee member (new agenda item)  
*Bob McDonnell is on the committee will represent and report to APT council*
- 5. Election of Diversity Committee member (new agenda item)  
*Theresa Lyons is on the committee will represent and report to APT council*

IX. Information Items

*Nominations for Assembly officers due to Governance office, Tuesday, September 8<sup>th</sup> by noon*

X. Adjourn

## APT Council Report

APT held its first annual retreat on September 28, 2009 in LIB 301. The retreat was well attended by APT members from the UAA campus as well as the extended sites. APT was fortunate enough to have Dr. Michael Driscoll (Provost), Dr. William Spindle (Vice Chancellor of Administrative Services), Dr. Bruce Schultz (Vice Chancellor of Student Affairs), and Kristin DeSmith (Assistant Vice Chancellor of University Advancement) as guest speakers at the retreat.

APT also took time at the event to come up with their goals for the year 2009 – 2010, to include:

1. Evaluate Governance Structure
2. Service
3. Compensation
4. Recognize and promote community involvement
5. Collaborate with other governance groups/APT employees

The APT council is looking forward to having a productive year in providing advocacy for all UAA employees.

## **APT Safety Committee Report**

**November 5, 2009**

Greetings to All:

This was an active reporting period containing highlights from both, September and October. Seeing that September was Safety Awareness Month, this topic was on almost everyone's agenda.

**U**AA Campus Safety Committee met on September 18<sup>th</sup> and the first topic of discussion was H1N1 as expected. It can be difficult to determine exact numbers of H1N1 out of the seasonal Influenza type flues, but it appears that there have been 2 cases to date in University Housing. One student self isolated in Housing while the other just went home (locally).

UAA has not received any of the shot vaccine, but was able to acquire a limited amount of the nasal vaccine. Priorities have been established and traveling athletes were the first to receive doses during the last week of October. Another athlete's clinic will be held during the first week of November, along with a residential (Housing) offering. Any doses left after this will be offered to designated "high priority" individuals.

Remember, to help prevent the spread of the seasonal flu and/or Swine Flu:

- \* Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- \* Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.
- \* Avoid touching your eyes, nose or mouth. Germs spread that way.
- \* Stay home if you get sick. CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.

**A**lso mentioned were the evacuation drills to be conducted during the month of September. Four additional buildings were added this year, raising the total to 29 buildings. President Hamilton has requested that campuses require accountability plans for our employees & students; UAA & UAF have asked that office groups & classes assemble as a group to be accounted for. Additional discussion on clearing classrooms and accounting for students: alarm goes off, you are the senior person there, and you instruct everyone to collect outside at the designated area. Instructors can then report that they've cleared their rooms. Possibly take role at the assembly area. (Secondary use for this information: in a major crisis we have the data to provide updates to inquiring parents.)

**A** University Center security concern was brought up. Although there is not comparatively a lot of crime there, some people don't feel safe after 5:30 PM, and were requesting safety personnel on site. The CTC Safety Committee will be asked to put forward suggestions on this subject since it mainly concerns their college. Suggestions were made for an on-site night monitor at the kiosk until 10:00 PM, and possibly re-marking spaces in the parking lot for students to park closer to the building.

An Emergency Management update was given. To be OSHA compliant, updating building specific emergency plans need to be completed by adding floor plans, evacuation routes, and safe rooms. As a side note, do you know where your “safe room” is located in your building? If not, please check with your building manager to find out where you are to go during certain types of emergencies.

An exercise similar to the half day exercise from last summer will be performed to test the CRT’s (Crisis Response Team) ability working in an Emergency Coordination Center.

Police here at the University, are asking the public to stay alert and encourage the public to “buddy up” or walk in groups while on campus, or to call for an escort, as a result of the following 2 incidents.

On Wednesday, Sept. 2, 2009 the University Police responded to a report of an assault in the wooded area between UAA housing and Providence Drive, Providence Hospital and Elmore Road. The victim, a 19-year-old UAA student was walking through the wooded area (not on the bike path) when she was attacked from behind. The suspect choked and punched her, at which point she began fighting back and was able to escape.

The suspect is described as a white male adult in his 40s, 140 to 150 pounds, unknown height with a strong odor. He was wearing a blue sweater or pullover shirt that was soiled and had on a blue baseball cap.

In addition, on Monday, Sept. 7, 2009 University Police received a report of a man performing a lewd act in the woods located on the southeast corner of University Lake (the Dog Park). That individual was described as a white male adult, 55 years old, 5’9”, thin build with a long gray beard, wearing a faded blue shirt and blue jeans.

To access the University Crime Statistics, please follow the link:  
<http://www.uaa.alaska.edu/safety/upload/uaa2009securityweb.pdf>

The Campus Night Safety Walk took place on October 8<sup>th</sup>. The purpose of the walk is to evaluate campus security and safety features to include of lighting and condition of walking/cycling trails between buildings throughout the entire campus. Scheduling the walk in the dark helps identify areas of where thick vegetation may pose a safety concern.

About 20 representatives from around campus took part in the walk. Participants were divided into 4 teams each having a leader and a scribe. (Main Campus Teams 1 and 2) evaluated the main campus with Team1 walking around the Fine Arts Building, East Parking Garage, ISB and continuing on a westerly route keeping to the North side of the buildings. Team 2 left the Admin Building walking toward the library, Central Parking Garage moving westerly along the south side of the buildings finishing at PSB. Vans transported both teams back to the Admin building. (Housing Teams 3 and 4) were driven from Admin to the south side of Housing and walked North on either side of the housing units back to the Admin building. The Campus Night Walk concluded at 9:00 PM.

Action items were then drawn up to take care of any issues that were discovered during the walk.

BYLAWS OF THE CONSTITUTION OF THE  
**APT COUNCIL**

UNIVERSITY OF ALASKA ANCHORAGE

**ARTICLE I: MEMBERSHIP**

- Section 1.** The APT Council shall consist of fifteen (15) APT employees elected by the general membership. Of the fifteen (15) council members, one (1) seat shall be reserved for each of the extended campuses (Kenai College, Kodiak College, Mat-Su College, and Prince William Sound College) in the UAA system. The remaining eleven (11) positions shall be filled from the general APT membership.
- Section 2.** All Council members will hold two year/staggered terms.
- Section 3.** Any member may resign by filing a written resignation with the Council President.
- Section 4.** Any member missing three consecutive regular Council meetings without good cause shall be removed from the Council as determined by Council action.
- Section 5.** The Council President may appoint an APT employee to fill any Council seat that becomes vacant. An APT employee from that campus shall fill seats vacated by an extended campus representative, if there is an APT employee available and agreeable to the appointment. If no one is found to represent that extended campus, the Council President may then appoint an APT employee at large to fill the vacancy for the remainder of the vacated term.

**ARTICLE II: QUORUM**

- Section 1.** A quorum for the monthly Council meeting shall be at least fifty percent (50%) of the Council members. General Council business will be approved by a majority vote of the Council members present.

**ARTICLE III: OFFICERS**

**Section 1.** The Council will elect, from among its members, a President who will serve a one-year term and who will preside at meetings and will have the authority to appoint ad hoc committees and their membership, as needed. The President will serve as the APT representative to the Staff Alliance. The President may assign these duties to another member of the APT Council as deemed necessary.

**Section 2.** The Council will elect a Vice President and Secretary/Treasurer for one year terms. In the President's absence, the Vice President will act on his/her behalf. The Secretary/Treasurer's purpose will be to keep and disseminate minutes of the meetings, maintain the correspondence and records for the organization.

**ARTICLE IV: UNIVERSITY ASSEMBLY REPRESENTATION**

**Section 1.** The President will act as spokesperson for the Council and act as one of five APT representatives to the UAA University Assembly. The remaining four representatives to the University Assembly will be elected by and from the APT Council.

**ARTICLE V: ELECTIONS**

**Section 1.** Elections will be held each year in April and Council members will take office May 1.

**Section 2.** Each eligible APT employee will cast a number of ballots equal to the number of seats being elected. The winner for the vacant seats will be determined by taking the candidate with the greatest number of votes and moving downward until all seats are filled. In case of ties for the final remaining seat, there will be a run-off election.

**Section 3.** The methods of nominating and voting for Council members will be as follows:

a. Nominations. A ballot will be circulated to the general membership, which lists the positions to be filled. The name of the person may be written in for each office.

b. Voting. A ballot will be circulated to the general membership, which lists the candidates nominated for each position. The

membership will be asked to vote for one candidate for each position.

- c. Members will be asked to submit their ballots in a sealed envelope. The ballots will be opened and counted in the presence of at least two Council members.

## **ARTICLE VI: COMMITTEES**

**Section 1.** Council standing committees shall be:

- a. Staff Affairs Committee
- b. Budget and Planning Committee

**Section 2.** Standing committee memberships will be appointed by a majority vote of the Council.

**Section 3.** Standing committee chairpersons will be elected by and from the Council.

**Section 4.** All committees will report to the body through the President.

## **ARTICLE VII: PROCEDURES FOR AMENDMENTS**

**Section 1.** Bylaws may be amended by a two-thirds vote of the Council members by written ballot.

CONSTITUTION OF THE  
**APT COUNCIL**

UNIVERSITY OF ALASKA ANCHORAGE

**ARTICLE I: NAME**

The name of this organization shall be the APT Council and hereafter shall be referred to as Council.

**ARTICLE II: PURPOSE**

The Council is an elected body of APT employees whose purpose is to provide a forum through which common concerns and opinions regarding University matters may be voiced. The Council represents all APT employees as defined by Personnel Regulations, exclusive of the Chancellor.

The Council will disseminate information to the APT general membership that may be of interest. These matters may include salary, working conditions, policies, and other pertinent programs of the University which affect this group of employees directly or indirectly. The Council will submit its concerns, recommendations, and requests to the Chancellor and Statewide Assembly through the University Assembly.

**ARTICLE III: MEMBERSHIP**

**Section 1.** The Council shall be composed of representatives of all campuses which comprise the University of Alaska Anchorage.

**Section 2.** The Council shall consist of **fifteen (15)** voting members as provided in Article I, Section I of the Bylaws.

**Section 3.** Election of Council members shall be held each April from a list of nominations submitted to a nominating committee appointed by the Council president. All APT employees are eligible to vote.

**Section 4.** Any member of the Council may be recalled by the voting constituency from which the member was chosen.

**ARTICLE IV: OFFICERS**

- Section 1.** Officers of the Council will be a president, vice president, and secretary/treasurer.
- Section 2.** Election of officers will be held during the May Council meeting each year.
- Section 3.** Any voting member of the Council is eligible to run for an office.
- Section 4.** Vacancies will be filled from Council members.
- Section 5.** The officers of the Council will serve for a period of one year and shall take office at the last regularly scheduled Council meeting of the academic year.

**ARTICLE V: MEETINGS**

- Section 1.** Meetings of the Council will be held monthly, or more often if needed.
- Section 2.** A quorum for the monthly Council meeting shall be at least fifty percent (50%) of the Council members. General Council business will be approved by a majority vote of the Council members present.
- Section 3.** Meetings of the general membership will be called semiannually.

**ARTICLE VI: COMMITTEES**

- Section 1.** Standing committees of the Council shall be those specified by the By Laws of the Council.
- Section 2.** Ad hoc committees and their membership may be appointed by the Council President.
- Section 3.** Standing committee memberships will be appointed by a majority vote of the Council.
- Section 4.** All committees will report to the body through the President.

**ARTICLE VII: AMENDMENTS**

- Section 1.** Amendments to the Constitution may be proposed by members of the Council. Copies of the proposed amendment shall be sent to all Council

***Constitution of the APT Council - University of Alaska Anchorage***

members.

- Section 2.** A first reading and discussion of the proposed amendment will be at the first meeting of the Council after distribution of the proposed amendment is achieved.
- Section 3.** Approval of amendments to the Constitution requires a two-thirds vote of all members eligible to vote in the Council. The proposed amendment shall be subject to a final vote no sooner than thirty (30) calendar days and not later than sixty (60) calendar days after the first reading.
- Section 4.** All amendments to the Constitution approved by the Council shall be transmitted to the Chancellor and the UAA University Assembly.