

APT COUNCIL

Agenda

December 4, 2008

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 and Guests

<input type="checkbox"/>	Julia Martinez, President*	<input type="checkbox"/>	Steve Shiell
<input type="checkbox"/>	Russell Pressley, Vice President*	<input type="checkbox"/>	Carol Swartz
<input type="checkbox"/>	Suzanne Browner	<input type="checkbox"/>	Karol Weatherby*
<input type="checkbox"/>	Theresa Lyons	<input type="checkbox"/>	Linda Morgan
<input type="checkbox"/>	Brian Brubaker	<input type="checkbox"/>	Anna Bryant
<input type="checkbox"/>	Sandra Gravley*	<input type="checkbox"/>	Kristi Elkins
<input type="checkbox"/>	Mel Kalkowski**	<input type="checkbox"/>	Vacant
<input type="checkbox"/>	Bob Kizer*		

* University Assembly Rep ** University Assembly Rep Alternate

III. Approval of Agenda (pg. 1)

IV. Approval of Summary (pgs. 2-3)

V. Reports

- A. President- Julia Martinez
- B. Staff Alliance- Julia Martinez
- C. University Assembly- *Suzanne Browner*
- D. Academic and Research Managers- Karol Weatherby
- E. UAA Faculty and Staff Association- Bob Kizer
- F. Safety Committee- Mel Kalkowski
- G. Diversity Action Council- Doni Williams

VI. Old Business

- A. Themes/Goals for APT Council
- B. Child Care Task Force
- C. Susan Klein's retirement

VII. New Business

- A. 11:15 Update on Wellness program/Rx administration – Mike Humphrey (attachment pgs. 4-15)
- B. 11:45 Faculty Senate Update – Anne Bridges
- C. Vacancy to fill

VIII. Information Items

- A. Michael Dinneen to take pictures beginning at 10:00 am.

IX. Adjourn

APT COUNCIL

Summary

November 6, 2008

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 and Guests

<input checked="" type="checkbox"/>	Julia Martinez, President*	<input type="checkbox"/>	Steve Shiell
<input checked="" type="checkbox"/>	Russell Pressley, Vice President*	<input type="checkbox"/>	Carol Swartz
<input checked="" type="checkbox"/>	Suzanne Browner	<input checked="" type="checkbox"/>	Karol Weatherby*
<input type="checkbox"/>	Theresa Lyons	<input type="checkbox"/>	Linda Morgan
<input checked="" type="checkbox"/>	Brian Brubaker	<input type="checkbox"/>	Susan Klein
<input checked="" type="checkbox"/>	Sandra Gravley*	<input type="checkbox"/>	Anna Bryant
<input checked="" type="checkbox"/>	Mel Kalkowski**	<input type="checkbox"/>	Kristi Elkins
<input checked="" type="checkbox"/>	Bob Kizer*		

* University Assembly Rep ** University Assembly Rep Alternate

III. Approval of Agenda (pg.1)

Amendments:

Old Business:

- *Child Care Task Force*
- *Approved with amendments.*

IV. Approval of Summary (pg. 2-3)

- *Approved with changes.*

V. Reports

A. President- Julia Martinez

- *Julia sent out a summary via email Oct 10th. A few things mentioned: Fran is using Podcasts for FAQ's, UAA involved with electoral activity, the Alumni board member is Vanessa Norman.*

B. Staff Alliance- Julia Martinez

- *General topics. Compensation, child care.*

C. University Assembly- Julia Martinez

- *There is a list of legislative priorities. Target for K-12. Workforce certifications the 6 – 30 credits programs.*

D. Academic and Research Managers- Karol Weatherby

- *Last meeting included Lisa Madison from Grad school and John Bend. Discussion about how to handle graduate students employment issues.*

E. UAA Faculty and Staff Association- Bob Kizer

- *Post card campaign to push for University. Helped 4 -5 four star candidates, who are supportive of UAA.*

F. Safety Committee- Mel Kalkowski

- *Next meeting in December.*

VI. Old Business

A. Themes/Goals for APT Council

- *Tabled to next meeting. Request to put at top of agenda.*

B. Child Care Task Force

- *Julia will handle via email*

VII. New Business

A. (10:45 am) Diversity Action Council Review, Doni Williams

- *Add a committee report.*
- *Doni is the International student advisor, she has been here since June 2007.*
- *There are several diversity issues Doni has experience with and is willing to do trainings if anyone wants.*

B. (11:00 am) Degree Works Program, John Allred

- *Roll out early December for staff, hoping to roll out to students in April.*
- *05-06 / 08-09 catalogs in Degree Works.*
- *Can get in through UA Online.*
- *Transition time for petitions. At time of production, petitions will be on Degree works.*
- *Need to increase student awareness of catalog year.*
- *As soon as students have an ID number, will be able to use Degree works.*
- *Way to save advisor and or student plan. (so if things go south, able to look back)*
- *By next SPRING 2010 registration will be solely online.*

C. (11:30 am) Community Campaign , John Dede

Community Campaign:

- *Occurs every Fall. Have been doing since 1950's.*
- *Going on until beginning of January.*
- *Will be donating to Chinook Elementary. Has a maintained ice rink, have requested physical education equipment.*

Ubay auction.

- *Online auction for UAA people.*

D. Possible guest speakers

- *Doug Dembroski, Parking*
- *Mike Humphrey, Wellness program*
- *Vice Provost of Graduate Studies*

VIII. Information Items

A. APT update from Classified Council Retreat

B. Cards to Sign (Susan Klein "retiring", Bob White)

C. Vacancy on APT council to fill.

IX. Adjourn



October 30, 2008

Re: UA Health in Action monthly program report for September 2008

Dear Mike Humphrey,

Please find attached the UA Health in Action program report for the month of September. The monthly report covers the following information in this order:

- Participation numbers
- Summaries of events and services (along with statistical information)
- Program development and miscellaneous
- Feedback

If you have any comments or questions, please let us know. Thank you for the opportunity to serve you.

Very truly,

Shannon Brady Garman

Summer Neuroth

WIN for Alaska, Inc.

Wellness Initiatives Network for Alaska, Inc.

P.O. Box 91393, Anchorage, AK 99509

Toll Free: 1-866-248-0797 • Phone: 907-248-0797 • Fax: 907-248-0751 • E-mail: winfor@alaska.net
www.winforalaska.com

UA Health in Action Monthly Program Report September 2008

Participation Numbers for Events and Services

In September, WIN for Alaska held the followings events: two Wellness Breaks (WB) (one in Anchorage and one in Fairbanks), Wellness Walks in Fairbanks, an Individualized Health Planning (IHP) networking session on Pilates at UAA, and numerous IHP program presentations at UAA. Figure 1 below shows each event's participation numbers.

September Event Participation	
September Event	# of Participants
Wellness Breaks (Counts are taken at each session and participants could have attended more than one session.)	
UAA Human Resource Services	
Session 1.....0	
Session 2.....2	
Session 3.....2	
Snacks.....10	
Smoothies.....16	
Cholesterol/Glucose....8 (limited registration of 16)	
Body Composition.....3 (limited registration of 16)	
Massage.....14 (limited registration of 14)	92
UAF KUAC	
Session 1.....5	
Session 2.....5	
Session 3.....5	
Wellness Walk.....3	
Snacks.....2	
Cholesterol/Glucose....5 (limited registration of 16)	
Massage.....12 (limited registration of 14)	
Wellness Walks – Fairbanks	9
IHP Networking Session (Pilates) – UAA	3
IHP Program Presentations at UAA:	
• Facilities Dept – 8	
• Health Sciences Dept – 5	
• Health Services/ Social Welfare College – 70	
• Center for Human Development – 40	
• School of Nursing – 20	
• Social Work Dept – 8	
• Public Health Dept – 30	
• Police/fire Dept – 12	
	193
TOTAL event participation numbers in September	297

Figure 1. Event participation numbers in September.

The total participation numbers for all UA Health in Action events in September reached 297. The following figure 2 shows total event participation numbers for each month in 2008.

Overall Event Participation Year-to-Date								
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
204	226	349	449	172	21	60	52	297

Figure 2. Overall event participation numbers in 2008.

In addition to events, WIN provides services that included: responding to phone calls and emails from UA faculty and staff about the UA Health in Action wellness program; providing the Health Activity Tracker (HAT); managing Get the Point (GTP) incentive program; and offering Individualize Health Planning (IHP) sessions. The following Figure 3 shows how many calls and emails were received, how many participants were registered each month in HAT, and how many participated in GTP and IHP.

Services Participation Year-to-Date	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Incoming Email*	204	329	259	592	235	123	151	160	125
Telephone Calls*	52	197	182	104	101	78	30	120	35
Health Activity Tracker Registration (total to month end)	793	893	943	990	1044	1052	1062	1074	1092
Get the Point Participants (total to month end)		235	279	323	367	374	381	390	400
Individualized Health Planning Participants		184	261	302	304				

Figure 3. Services participation numbers in 2008. *This includes only incoming emails and calls from UA staff and faculty.

Summaries of Events and Services

Wellness Breaks

New Actions

- Held a Wellness Break in Anchorage for Human Resource Services and in Fairbanks for KUAC that included massages and cholesterol and glucose checks. The abnormal cholesterol/glucose test results are shown in figure 4 below.
- Updated handouts with the new topics.
- Updated the Wellness Break request forms.
- Set up and tested the Wellness Break request forms online.
- Planned for and prepared new Wellness Break presentations for November 1 launch.

Blood Cholesterol Abnormal Numbers (out of 13 participants)			
Total Cholesterol 3 (23%)	Glucose 1 (7.7%)	Low Density Lipoprotein 4 (30.8%)	Triglycerides 3 (23%)

Figure 4. Blood Cholesterol Abnormal Numbers. This shows how many blood test results out of 13 tests revealed unhealthy cholesterol/glucose numbers.

Ongoing Actions

- Continued organizing Wellness Breaks for Anchorage, Juneau and Fairbanks for the fall.
- Worked on travel arrangements with the rural coordinators.
- Received emails, phone calls, and faxes from Anchorage and Fairbanks as well as the rural communities.
- Coordinated with massage therapists in Anchorage and Fairbanks for Wellness Breaks.
- Prepared for and met with Wellness Break coordinators. Worked on new Wellness Break topics, faculty and staff questions, room preparation, etc.
- Followed Wellness Break promotion schedule: “Save the date” flyer sent one month in advance of the Wellness Break, invitation sent two weeks in advance, reminder emails sent two days before, and appointment confirmation/reminder the day before.

Family Fitness Fun Nites

- Made final preparations for Family Fitness Fun Nite in Juneau—planning, gathering equipment, etc.
- Sent reminder email for Family Fitness Fun Nite in Juneau.

Wellness Walks

- Concluded Wellness Walks in Fairbanks.
- Gave out incentive prizes for participation—one \$10 gift card and two \$5 gift cards.

Individualized Health Planning (IHP) Sessions

- Held drawing and announced the IHP winner for August.
- Worked with multiple people to secure space at the University Center for the second phase of IHP sessions to begin in October.
- Sent out email to deans and directors about the second phase of IHP sessions.
- Worked on the marketing postcard and Q&A for the IHP system-wide mailers.
- Reconfigured the IHP registration system for the second phase.
- Reviewed and updated all IHP handouts.
- Ordered equipment for Fairbanks IHPs (cholesteck machines (and all necessary equipment), blood pressure equipment, and body compensation analyzers, etc).

- Trained Fairbanks employees and new Anchorage employee on IHP coaching.
- Worked with the Alaska Club on passes for Anchorage and Fairbanks for IHPs.
- Worked with IT to design an online system that would improve the tracking capabilities for IHPs.
- Wrote and submitted articles to all appropriate UA electronic media to announce second phase of IHPs.
- *The first round of the IHP program that began in February 2008 will conclude in October. The results of this program will be submitted in a separate cumulative report.*

Get the Point (GTP) Incentive Program

New Actions

- Sent 16 GTP 6-month prize emails for group #2 in mid-September:
 - Tier 1: Nine participants were sent an email; five responded and were sent a \$50 cash card.
 - Tier 2: Four participants were sent an email; three were sent a \$75 cash card and one was sent a \$75 bookstore gift certificate.
 - Tier 3: There were none to qualify for tier 3 this month.
 - Elite: Three participants were sent an email; two were sent a \$100 cash card and one was sent a GPS.
- Placed an order for group 2 GPS units.
- Called the UAS bookstore to order a gift certificate.
- Shipped GTP prizes to Fairbanks and outside UA locations.
- Distributed prizes to the Anchorage mailroom.
- Researched an email that was not received by a participant of group 2 due to her UA email being down. Sent her a cash card.
- Updated the *Health Link* with GTP information. And updated HAT with final GTP dates and the start of the next program.

Ongoing Actions

- Sent a GTP response email to those who had not responded to their prize email.
- Sent the GTP reminder (to track points) email at the end of September.
- Responded to general questions about GTP as well as specifics on the points and prizes.
- Continued walking through departments to discuss the GTP incentive program.
- Reconciled prize email responses with shipping report to confirm respondents had received prizes.
- Continued work on the logistics of HAT with the incentive program, breaking down the point totals for each group and sorting for 6-month prizes.
- Reset user IDs and passwords on HAT.
- Promoted the GTP incentive program.

Online Wellness Center

The Online Wellness Center (OWC) is available through links on the UA Health In Action website and the Health Activity Tracker. It is also promoted in the *UA Health Link* eNewsletters, which highlight its new articles for the month.

The OWC hosts a large volume of health information in addition to its featured monthly articles. In September, the OWC was visited 183 times. The topics highlighted in the OWC in September were: National Cholesterol Education, Women’s Health, and Organic and Whole Food Month. Figure 5 compares the number of visits to the OWC over the last three months.

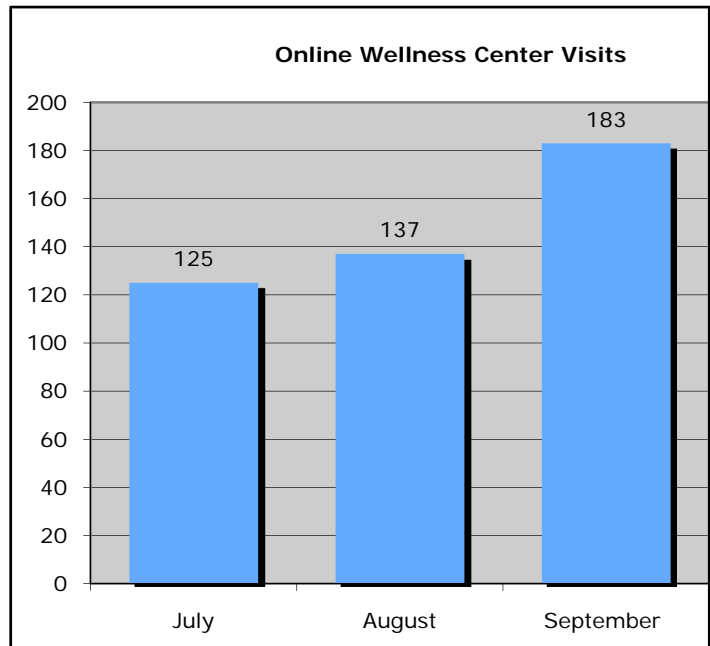


Figure 5. Online Wellness Center visits comparison.

Figure 6 shows how often the most popular articles from the OWC were visited this month. *Only pages with four or more visits are shown in the figure.*

Popular Online Wellness Center Articles for September	
Article Name	Hits
What Your Saliva Says About You	19
How to Banish Bad Breath	14
Lower Your High Cholesterol With Some Simple Steps	12
Oral Cancer is Mostly Preventable	9
What a Dental Hygienist Can Tell You	8
10 Unexpected Things You Didn’t Know About Your Teeth	7
Will Drinking Tea Lower Your Cholesterol	7
Natural Treatments for Premenstrual Syndrome	5
Attention Women: Shopping Can Lower Your Risk of Heart Disease	4
Beans, Berries, and Secondhand Smoke	4

Figure 6. Popular OWC articles.

UA Health in Action Website

Website Visits and Page Views

In September there were 1,828 visits by 987 people (unique visits), resulting in 4,056 page views. There were many more visits in September than in August (1,013). (See figure 7.) Of the 1,828 visits, 32.28% were by new visitors (never accessed www.uahealthinaction.com before) and 67.72% were from returning visitors. Retaining visitors means that there is information on our site that people find important enough to reference more than once, and attracting new visitors means that we are promoting the website effectively.

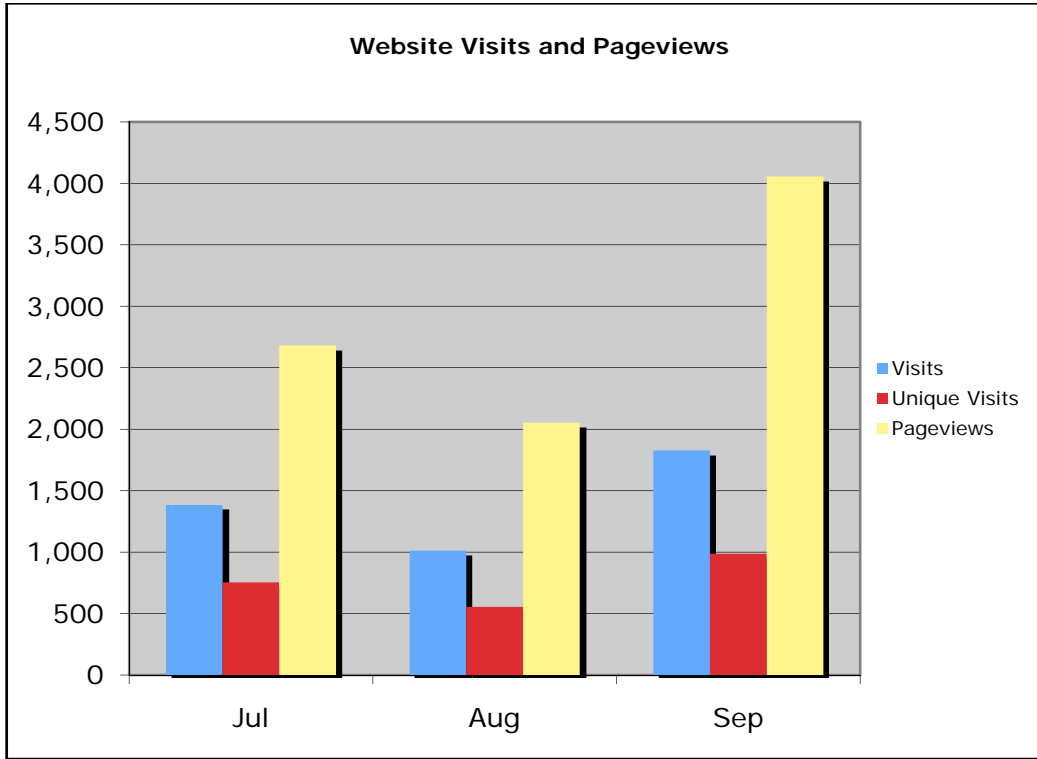


Figure 7. Website visits and page views.

Website Top Pages/Links

102 pages/links within the UA Health In Action site were viewed a total of 4,056 times in September compared to August (102 pages/links viewed a total of 2,053 times). Figure 8 shows the most popular pages. *Only pages with four or more visits are shown in the figure.*

Popular UA Health in Action Website Pages/Links for September	
Page Name	Hits
Home Page	742
Programs	164
Photo Gallery	162
Community Events	146
Incentives	126
Audiocasts	104
Wellness Breaks	98
Calendar	77
Fitness Buddy List	71
Newsletters	67
Toolbox	56
UA Resources	43
IHP	39
Resources	16
Audiocast Archives	4
Links that go to pages on other websites	
Calorie Counter	15
Fitness Quiz	10
Body Mass Index	7
Walking Calculator	7
Online Wellness Center	6

Figure 8. Popular website pages.

Audiocasts

Every month we add two to four new audiocasts to the UA Health In Action website. In September we added:

- Watch Out for “Healthy” Foods
- Abdominal Fat

Audiocasts were accessed 104 times in September.

UA Health Link eNewsletter

In the September issue, we promoted the second phase of the IHP program starting in October, featured Wellness Champion Christine Opland, advertised the UAS Family Fitness Fun Day, reported on the UAF Family Fitness Fun Nite, recognized outstanding health achievements amongst university faculty and staff, presented September's whole grain challenge, and reminded GTP participants to keep using HAT.

eNewsletter Opens

September showed an increase in readership (1633) compared to July and August (1551 and 1530, respectively). (See figure 9 below.) The number of opens reflects the actual number of times the email itself was opened.

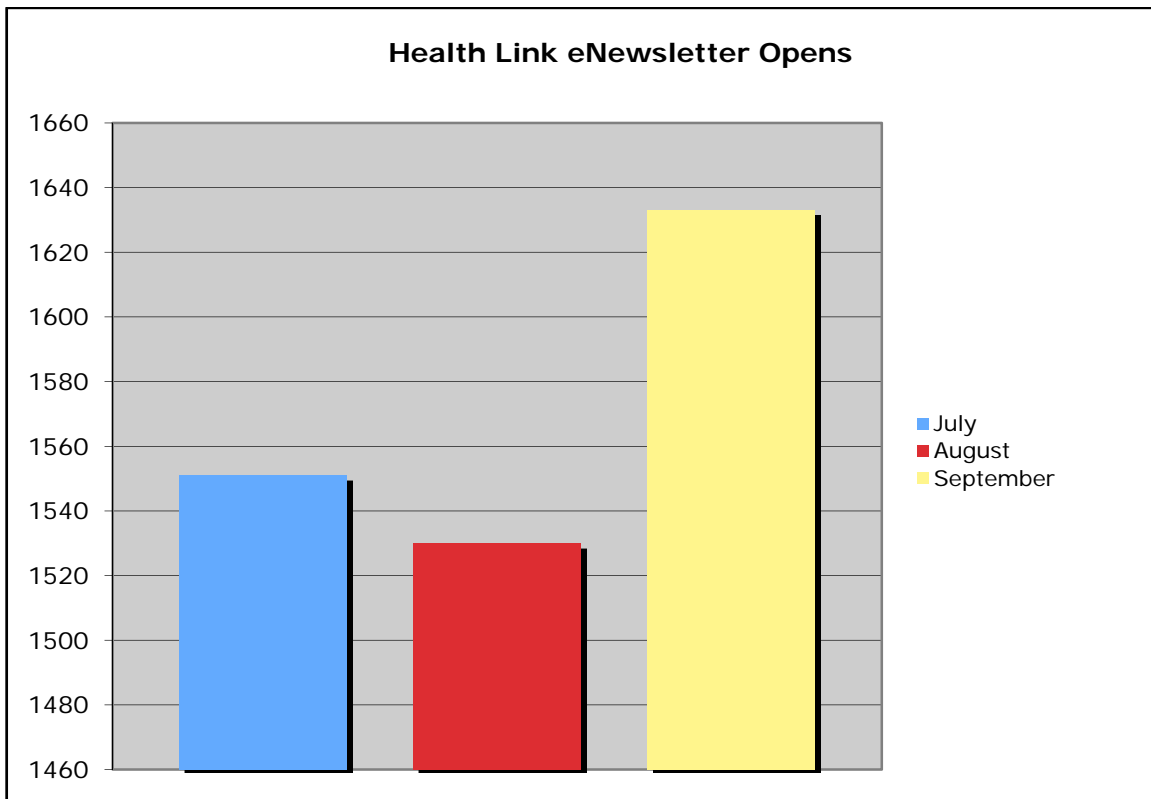


Figure 9. Health Link opens in July, August, and September.

eNewsletter Top Articles/Links

The popularity of *Health Link* articles and issues that are web linked are noted in this section. In addition to the 1633 email opens of the eNewsletter, 165 more opens occurred via web browsers or the website, as noted in figure 10 below. Figure 10 also shows the popularity of various Health Link articles and issues accessed during September. *Only pages with four or more visits are shown in the figure.*

Popular September <i>Health Link</i> Articles/Links	
Article	Hits
IHP Fairbanks	198
Wellness Champion Christine	196
September Issue (viewed from web browsers or the website verses one's email)	165
Wellness Break	28
Other Popular <i>Health Link</i> Pages Accessed in September	
Oct 08 – Achievements	85
Oct 08 – Wellness Champion	44
Aug 08 – Fitness Buddy	94
July 08 – Wellness Champion	14
Sept 07 Issue	13
July 08 Mid-month Issue	12
June 08 – Wellness Champion	11
Aug Mid-month Issue	5
Feb 08 Issue	4

Figure 10. Popular *Health Link* articles/links in September.

Health Tip of the Month

September's health tip was titled *Five Ways to Live Healthier, Longer*. It was sent to 103 email addresses, opened 40 times, and accessed via the website 12 times.

Program Development and Miscellaneous

WIN for Alaska works with UA staff and faculty in facilitating and improving the wellness program. September's efforts include:

New Actions

- Met with the UA Culinary Department to discuss logistics and locations for hosting an organic produce delivery service at UA.
- Contacted Full Circle Farms and began paperwork to host a pickup site at the culinary department.
- Researched a new local produce program in the valley. We have decided to start with Full Circle Farms and revisit the local program at a later date.
- Attended the Department of Health Sciences faculty training for a 15-minute overview of the WIN program, upon their request.
- Coordinated a presentation regarding exercises that can be done from your desk for the Classified Council retreat, upon their request.
- Discussions with Mike regarding Biggest Loser at UA.
- Researched having Weight Watchers at the UAS campus.

Ongoing Actions

- Worked with the various campuses on room schedules for our events and presentations.
- Communicated with staff and faculty by telephone and email on a regular basis. A majority of the calls and emails were from faculty and staff who had questions about the IHPs, Get the Point incentive program, Wellness Breaks, and resetting user IDs and passwords.
- Worked with various people throughout the state to find locations that will allow more staff and faculty to participate in workshops and events.
- Continued to promote the *Health Tip of the Month* and invited staff/faculty to sign up.
- Continued to promote the UA Health In Action website, IHPs, and GTP incentive program.
- Continued to garner support for Individualized Health Planning (IHP) sessions and the Get the Point incentive program from university departments.
- Provided various departments information on our massage therapists so that they could use them for their own stress reduction events.
- Continued to add to our internal resources document.
- Learned about campus-run programs and developed ways to help support them.
- Continued to develop targeted email communication based on the feedback from faculty/staff evaluations, interest surveys, emails, and telephone conversations.
- Continued to work towards the Well Workplace Award.

Feedback from Participants & Wellness Consultants

This information was provided to us via emails and evaluations.

Wellness Break Staff and Faculty Comments

- Valuable info. Thank you.
- Very helpful and informative. Thank you!

Wellness Break Staff and Faculty Suggestions

- [Would like to see] more frequency.

Wellness Consultants on Wellness Breaks

I had ten folks join me for smoothies, veggies, Annie's Organic Cowboy Ranch dressing, rice/bean crackers with roasted veggie salsa, and jalepeno humus. They love those smoothies. I believe that it being payroll day had a huge impact on attendance. Once again it is difficult for the university to choose a date that works for everyone. Met lots of great folks, had great discussions, and only one individual out of eight had a slightly elevated cholesterol reading! Everyone was within normal limits for glucose, which is awesome!