

Thursday, April 5, 2018

9:30 a.m.-11:30 a.m.

LIB 302

[Link to Live Skype Meeting](#)

I. Call to Order

II. Introduction of Members

[P = Present X = Absent C = Call In]

2017-2018 UAA Staff Council Membership

	Term:	H/S		Term:	H/S
Ryan Hill (Co-President) <i>Residence Life</i>	17-19 CP: 16-18	S		Lorraine Stewart (Kodiak) <i>Career & Technical Education</i>	17-19 H
Brenda Levesque (Co-President) <i>College of Health</i>	17-19 CP: 17-19	H		Teresa Kimmel <i>College of Education</i>	17-19 S
John Moore (Co-Vice President) <i>College of Arts & Sciences</i>	17-19	S		Liz Winfree <i>Center for Human Develop.</i>	16-18 H
Kathy Lardner (Co-Vice President) <i>College of Education</i>	16-18	H		Anne Lazenby <i>Disability Support Services</i>	17-19 H
Falon Harkins <i>Parking Services</i>	17-19	S		Charlotte Titus <i>Justice Center</i>	17-19 S
Kendra Conroy <i>Business Enterprise Institute</i>	16-18	S		Krystal Offord <i>College of Arts & Sciences</i>	17-19 H
Hillary Haslip <i>Bookstore</i>	17-19	S		Betty Hernandez (KPC) <i>College of Health</i>	16-18 S
Weston Davey (PWSC) <i>Accounts Receivable</i>	16-18	H		Romanie Roach <i>CAFE</i>	17-19 H
Sandy Gravley (Mat-Su) <i>Student Services</i>	16-18	S		Dave Robinson <i>Financial Services</i>	16-18 H
Tania Rowe <i>Student Support Services</i>	17-19	H		Jessica Salas <i>Office of the Registrar</i>	16-18 H
Steffanie Miller <i>Facilities & Campus Services</i>	16-18	H			

H=Hourly/Non-Exempt S=Salary/Exempt

III. Approval of the Agenda (pg. 1-3)

IV. Approval of the Summary (pg. 4-6)

V. President's Report

A. Guest speakers

- i. Dr. Maria Williams, Faculty Senate First Vice President (9:30 am – 9:45 am)
- ii. Ron Kamehele and James Yauney, Human Resource Services (9:45 am – 10:00 am)
- iii. Megan Olson, Vice Chancellor of University Advacement (10:00 am-10:15 am)
- iv. Drs. Kalina, Foster, and Brock, Institutional Self-Study Tri-Chairs (10:15 am-10:30 am) (pg. 7-9)

- v. Kyra McKay, Employee Wellness Coordinator (10:30-10:45)
- B. Chancellor's Search Update
- C. Meeting Location for June, July, and August
- D. Faculty Senate Executive Board Meeting
- E. Staff Alliance Report

VI. New Business

- A. Appreciation Day Memo (pg. 10)
- B. Full Council of Deans and Directors Representation Memo (pg. 11)
- C. Retirement Benefits Email Exchange (pg. 12-24)
- D. Resolution FY18-16 Recognition and Support of the LEAN Six Sigma Project Manager (pg. 25-26)
- E. Motion FY18-17 Officer Duties (pg. 27-29)

VII. Old Business

- A. Budget Request Memo (pg. 30-31)
- B. Election Timeline (pg. 32)
- C. (Constitution) Motion FY18-14 Removal of Academic Year and APT & Classified (pg. 33-35)
- D. (Bylaws) Motion FY18-15 Removal of Academic Year and APT & Classified (pg. 36-38)
- E. Professional Development Offer from University Advancement

VIII. UAA Staff Council Committees

- A. Communications & Marketing Committee (Chair: Hillary)
(Members: Sandy, Anne, Weston, Hillary, Tania)
- B. Staff Recognition Committee (Chair: Charlotte)
(Members: Charlotte, Krystal, Teresa, Betty)
- C. Events Committee (Chair: Romanie)
(Members: Liz, Dave, Kathy, Romanie, Jessica)
- D. Compensation & Benefits Committee (Chair: John)
(Members: John, Kendra, Falon)

IX. UAA Campus Committees

- A. [Diversity Action Council](#) (pg. 39)
(Representative: Romanie)
(Reporter on Funding Requests: Ryan)
- B. [University Assembly](#) (Reporter: Liz)
(Representatives: Brenda, John, Kathy, Liz, Kendra)
- C. [Facilities Space and Planning](#) (Reporter: Kathy)
(Representative: Kathy)
- D. [Campus Safety Committee](#)
(Representative: Dave, Tania)
- E. [Institutional Self Study](#)
(Representative: Ryan)

- F. [Planning and Budget Advisory Council \(PBAC\)](#) (pg. 40)
(Reporter: Brenda)
(Representative: Brenda, John)

X. UA Staff Alliance Committees

- A. [Staff Alliance](#) (pg. 41-47)
(Representatives: Brenda, Ryan)
- B. [Staff Health Care Committee](#) (Reporter: Sandy)
(Representatives: Sandy, Hillary, Alt: Charlotte)
- C. [Joint Health Care Committee](#) (Reporter: Brenda)
(Representative: Brenda)
- D. Staff Compensation Committee (Reporter: John)
(Representatives: John, Kendra, Alt: Dave, Kalynn)
- E. Morale Committee (Reporter: Krystal)
(Representatives: Krystal, Falon)
- F. Staff Emeritus Ad Hoc Committee (Reporter: Betty)
(Representatives: Betty)

XI. Informational Items:

- A. Student Access Gateway Meeting (pg. 48)

XII. Open Forum

XIII. Adjourn:

UAA Staff Council

Audio: 786-6755 | PIN: 284572| **SUMMARY**

Thursday, March 1, 2018

9:30 a.m.-11:30 a.m.

LIB 302

[Link to Live Skype Meeting](#)

I. Call to Order

II. Introduction of Members (21 MEMBERS)

[P = Present X = Absent C = Call In]

2017-2018 UAA Staff Council Membership

		Term:	H/S			Term:	H/S
P	Ryan Hill (Co-President) <i>Residence Life</i>	17-19 CP: 16-18	S	X	Lorraine Stewart (Kodiak) <i>Career & Technical Education</i>	17-19	H
P	Brenda Levesque (Co-President) <i>College of Health</i>	17-19 CP: 17-19	H	P	Teresa Kimmel <i>College of Education</i>	17-19	S
P	John Moore (Co-Vice President) <i>College of Arts & Sciences</i>	17-19	S	X	Liz Winfree <i>Center for Human Develop.</i>	16-18	H
P	Kathy Lardner (Co-Vice President) <i>College of Education</i>	16-18	H	P	Anne Lazenby <i>Disability Support Services</i>	17-19	H
C	Falon Harkins Parking Services	17-19	S	C	Charlotte Titus <i>Justice Center</i>	17-19	S
P	Kendra Conroy <i>Business Enterprise Institute</i>	16-18	S	P	Krystal Offord <i>College of Arts & Sciences</i>	17-19	H
P	Hillary Haslip <i>Bookstore</i>	17-19	S	P	Betty Hernandez (KPC) <i>College of Health</i>	16-18	S
C	Weston Davey (PWSC) <i>Accounts Receivable</i>	16-18	H	P	Romanie Roach <i>CAFE</i>	17-19	H
X	Sandy Gravley (Mat-Su) <i>Student Services</i>	16-18	S	C	Dave Robinson <i>Financial Services</i>	16-18	H
C	Tania Rowe <i>Student Support Services</i>	17-19	H	P	Jessica Salas <i>Office of the Registrar</i>	16-18	H
P	Steffanie Miller <i>Facilities & Campus Services</i>	16-18	H				

H=Hourly/Non-Exempt S=Salary/Exempt

III. Approval of the Agenda (pg. 1-3)

Approval of Agenda with one change: Replace LuAnn Picard with Matthieu Ostrander as guest speaker.

IV. Approval of the Summary (pg. 4-7)

Approval of Summary.

V. President's Report

A. Guest speakers

i. Drs. Kalina, Foster, and Brock, Institutional Self-Study Tri-Chairs (9:45 am-10:15 am)

In attendance but had Co-President, Ryan Hill, (who also serves on their committee) present the slide presentation and the new brochure was handed out. Ryan did an excellent job and kept members engaged. Recommendations from council: add more active pictures to slides, enjoyed seeing pictures of community campuses, have a small card or magnet designed so employees can have at their desk and become more aware of the core themes and goals.

- ii. LuAnn Picard, LEAN Center for Excellence (9:30 am)
Matthieu Ostander provided a slide presentation on LEAN – process improvement and how it Aligns with UAA 2020 GOALS. Matthieu will send slide presentation for distribution to council members. Matthieu also provided an excellent presentation with stats on how many employees have taken the white belt trainings, how many new processes have been implemented, how much financial value these process improvements have brought to the university.

- B. Chancellor’s Search Update
More open forums, posting is up, advertising in place
- C. Vice Chancellor of Administrative Services Search Update
Everything is done. Waiting for ANNOUNCEMENT.
- D. Staff Alliance Report (pg. 8-11)

VI. New Business

- A. Board of Regents Public Testimony (pg. 12)
Ryan testified on council’s behalf. See attached.

REVIEW of Motions for By-Law Changes:
- B. Motion FY18-09 Staff Council Vacancies (pg. 13-15)
APPROVED with a unanimous vote of 18-0-0-3.
- C. Motion FY18-10 Absences from Staff Council Meetings (pg. 16-17)
APPROVED as amended with a unanimous vote of 18-0-0-3.
- D. Motion FY18-11 Duties of Co-Presidents (pg. 18-19)
APPROVED as amended by a vote of 18-0-0-3.
- E. Motion FY18-12 Election of Committee Chairs and Committee Participation (pg. 20-21)
APPROVED: Yes: 17, No 1, Abstain 0, and Absent 3.
- F. Motion FY18-13 Election Timeline (pg. 22-23)
REVIEW in April due to requirement that constitutional amendments sit for 30-60 days.
- G. (Constitution) Motion FY18-14 Removal of Academic Year and APT & Classified (pg. 24-26)
REVIEW in April due to requirement that constitutional amendments sit for 30-60 days.
- H. (Bylaws) Motion FY18-15 Removal of Academic Year and APT & Classified (pg. 27-29)
Tabled to coincide with FY18-15, which requires one month of review before being voted on.
- I. Election Timeline (pg. 30)
- J. Professional Development Offer from University Advancement (pg. 31)
Discussion re proposal. Council is already doing just not every Friday or every other Friday. Co-Presidents will reply to email and ask that they reach out to our Events Committee to discuss further and get additional clarification of this offer.

VII. Old Business

- A. Resolution FY18-08 Nonretention & Layoff Notice Period (pg. 32-34)
Additional discussion that carried over from last meeting. The Staff Alliance Compensation Committee did approve this recommendation. UAA Staff Council was waiting to ensure we were in agreement before submitting to Staff Alliance if council members approved. The primary concern was submitting when it would be more of a financial burden on the university. However, it was felt by council members that it takes just as long for an hourly employee to find a new job as a salaried in today’s job market. This resolution would also bring equity to hourly and salaried as was done last year with personal days with both groups receiving one day per fiscal year. The other concern was instead of moving the non-exempt employee up to three months, a change to again reduce exempt might be the outcome and we did not want a change to the exempt notice period – just a change to the non-exempt.
Resolution vote: Yes 15, No 3, Abstain 0, Absent 3.
- B. Budget Requests
Co-Presidents, Ryan and Brenda, had put together theirs for the retreat, bringing in community campus representatives to the retreat, etc. The Events Committee had also submitted theirs. Now waiting for the Employee Recognition Committee’s budget. Once we have that we will send forward to the Chancellor.

VIII. UAA Staff Council Committees

[Communications & Marketing Committee](#) (Chair: Hillary) (Members: Sandy, Anne, Weston, Hillary, Tania)
[Staff Recognition Committee](#) (Chair: Charlotte) (Members: Charlotte, Krystal, Teresa, Betty) (pg. 35)

[Events Committee](#) (Chair: Romanie) (Members: Liz, Dave, Kathy, Romanie, Jessica)
[Compensation & Benefits Committee](#) (Chair: John) (Members: John, Kendra, Falon)

IX. UAA Campus Committees

[Diversity Action Council](#) (Representative: Romanie)
(Reporter on Funding Requests: Ryan)
[University Assembly](#) (Reporter: Liz) (Representatives: Brenda, John, Kathy, Liz, Kendra)
[Facilities Space and Planning](#) (Reporter: Kathy) (Representative: Kathy)
[Campus Safety Committee](#) (Representative: Dave, Tania)
[Institutional Self Study](#) (Representative: Ryan)
[Planning and Budget Advisory Council \(PBAC\)](#) (Reporter: Brenda) (Representative: Brenda, John) (pg.36)

X. UA Staff Alliance Committees

[Staff Alliance](#) (Representatives: Brenda, Ryan)
[Staff Health Care Committee](#) (Reporter: Sandy) (Representatives: Sandy, Hillary, Alt: Charlotte)
[Joint Health Care Committee](#) (Reporter: Brenda) (Representative: Brenda) (pg. 37)
[Staff Compensation Committee](#) (Reporter: John) (Representatives: John, Kendra, Alt: Dave)
[Morale Committee](#) (Reporter: Krystal) (Representatives: Krystal, Falon)
[Staff Emeritus Ad Hoc Committee](#) (Reporter: Betty) (Representatives: Betty)

XI. Open Forum

XII. Adjourn:
11:32am

NWCCU Accreditation

How do you contribute to UAA's Mission & Core Themes? Tell us your story!

Mission:

The mission of the University of Alaska Anchorage is to discover and disseminate knowledge through teaching, research, service, engagement, and creative expression. Located in Anchorage and on community campuses in Southcentral Alaska, UAA is committed to serving the higher needs of the state, its communities, and its diverse peoples.

UAA is an open-access university with academic programs leading to occupational endorsements; undergraduate and graduate certificates; and associate, baccalaureate, and graduate degrees in a rich, diverse, and inclusive environment.

CORE THEMES

Teaching and Learning

Research, Scholarship, and Creative Activity

Student Success

UAA Community

Public Square

Self-Study Report: Thanks to all who contributed to the report, either by writing a section or providing input and feedback along the way! It truly was a group effort! A special thank you to the Office of Institutional Effectiveness for getting the report into its final shape.

The report is posted on the [Self-Study website](#), along with the Institutional Assessment Plan, the Reaffirmation of Accreditation PowerPoint, and the Mission Fulfillment Brochure. To request printed copies of the tri-fold brochure, [please contact Academic Affairs](#).

Briefings: As part of further engaging the campuses and their communities, outreach briefings are being held with administrative and governance leadership groups. The [Mission Fulfillment brochure](#) developed for these briefings demonstrates that UAA is meeting its mission and using assessment to inform decisions and improvements.

Monitors: Check out the monitors across our campuses for Core Theme stories!

- Fall 2018 October 8-10, 2018 Site Visit

Curriculum

Continuing Education/Non-Credit: The updated process and forms for non-credit and continuing education offerings are posted on the [Curriculum Website](#) under “Continuing Education/Non-Credit Offerings.” This section also connects to the public-facing Continuing Education that links to all college and campus offerings.

Syllabus Review for Course Learning Outcomes

Course student learning outcomes are required to be published in syllabi, to communicate expectations with students and to meet UAA’s accreditation standards. In Fall 2017, Academic Affairs collected 460 syllabi across all colleges, representing all sections of five Tier 1 GER courses, as well as a representative sampling of Tier 2 GERs and upper-division and graduate courses.

The project showed faculty are including outcomes in their syllabi, but in some cases, may not have updated the outcomes to match revisions approved through the curriculum process. As faculty update syllabi each semester, please verify the outcomes match the [CIM course approval system](#) or the [course content guide archive](#) for courses not yet reviewed in CIM. A similar review of Spring 2018 syllabi is being conducted this April.

Program Licensure Information in the Catalog

The Undergraduate and Graduate Academic Boards approved an expedited process to update program Catalog copy for programs which lead to national or state eligibility requirements for licensure or entry into an occupation or profession. This is an accreditation requirement. Academic Affairs is working with the colleges to confirm program language for these updates.

Course Fees

Course Fee Review

Per the [Course Fee Policy](#), colleges must regularly review course fees, with an opportunity for student comment and input at a minimum of every five years. Deans will be asked to complete a review of all fees in their colleges over the summer.

Program Student Learning Outcomes Assessment

Annual Academic Assessment Survey (Deadline June 15, 2018)

All programs, including those with suspended admissions, must complete the Annual Academic Assessment Survey, open **April 1- June 15, 2018**. Each program has a designated faculty member assigned to complete the survey. The survey captures information about faculty efforts around student learning and improvement and helps UAA to highlight these efforts.

Annual Academic Assessment Report (Deadline October 15, 2018)

All active programs, i.e., not those with suspended admissions, must conduct annual academic assessment activities according to their assessment plan and submit an AY18 Annual Academic Assessment Report to their dean/community campus director by posting it to the Academic Assessment Repository site by October 15, 2018.

Deans and campus directors have designated a faculty member responsible for uploading each program’s annual academic assessment report to the Academic Assessment Repository. The reporting faculty assignments are posted on the site, along with a template and instructions.

College and Program Assessment Coordinators

The AAC Chairs and Academic Affairs will host a general meeting with deans, campus directors, and designated college and program assessment coordinators in May.

Academic Assessment Committee Listening Session

The Faculty Senate Academic Assessment Committee hosted a listening session with program and college assessment coordinators on February 2nd. The session provided an opportunity to hear stories about positive, productive assessment activities, and gather feedback to improve UAA's assessment process and support assessment coordinators in their work.

General Education Workshop Series

Dan Kline, General Education Director, concludes the AY18 GER assessment series with the GER/AA Assessment Soiree.

Date	Location	Time	Title	Register
Mon 5/7 -Tues 5/8	LIB 307	9:00-1:00	GER/AA Assessment Soiree	Register

Cyclical Academic Program Review

2018 Program Review

The Deans submitted their commendations and recommendations to OAA on March 1st. Programs were given two weeks to submit any responses to OAA.

Program Accreditation

Programs preparing a self-study, annual report, or other communication to an external accreditor, as well as those planning site visits, must coordinate with their dean's office and Academic Affairs.

Program Accreditation Actions

- The **Surgical Technology AAS** program submitted a self-study for initial accreditation in March.
- The **Early Childhood Development AAS** program was granted initial accreditation in March.
- The **Legal Studies UC/AAS/BA/PBCT** programs were granted reapproval in February.
- The **Social Work BSW/MSW** programs hosted a site visit in February.
- The **Paramedical Technology AAS** program submitted a self-study for reaccreditation in January.
- The **Construction Management AAS/BS** program submitted a progress report in December.

International and Intercultural Affairs

New Education Abroad Coordinator

Please join us in welcoming Patrick Moore, UAA's new Education Abroad Coordinator. Patrick comes to UAA from Texas A&M University.

International and Intercultural Partnerships

UAA recently established international partnerships with the National University of Mongolia (Mongolia) and Heilongjiang University (China).

Reimagining Education Abroad Faculty Workshop

In February, Academic Affairs partnered with the Faculty Senate Ad Hoc Committee on Education Abroad for a faculty workshop.



Staff Council
UNIVERSITY of ALASKA ANCHORAGE

DATE: March 7, 2018

TO: UAA Interim Chancellor Samuel Gingerich & Cabinet

FROM: Brenda Levesque & Ryan Hill, Co-Presidents, UAA Staff Council

SUBJECT: Establishment of an annual UAA Staff APPRECIATION DAY under Human Resource Services

We are writing to request that an official annual Staff Appreciation Day be established at UAA, and fall under the responsibility of Human Resource Services as has UAA Development Day in years past.

We have received feedback from staff that they enjoy having a day of appreciation for them. We recommend this day reflect the goals and schedule of Appreciation Day in 2017 and Development Days in years past. We strongly recommend lunch be provided, and staff are given the remainder of the day off once the event ends.

We may wish to consider taking this day to also recognize staff with longevity awards.

UAA Staff Council does feel they do not have the resources to organize Appreciation Day and do feel it is more a function of a human resources department than a governance group.

In the past, this special day has always been held in early May, and we recommend that it continue to be held then.

Please know that staff finds professional development offerings the most important that can be provided to them for their on-going growth in an educational environment. The Appreciation Day is separate from professional development and once training offerings can be provided throughout the year, staff would not want to lose that opportunity.

We look forward to your support and commitment of this recommendation on behalf of all staff at UAA.

Thank you for your time and consideration.



Staff Council
UNIVERSITY of ALASKA ANCHORAGE

Memo

To: Duane Hrcir, Interim Provost and Senior Vice Chancellor for Academic Affairs

cc: Samuel Gingerich, Interim Chancellor

From: Ryan J. Hill, Staff Council Co-President
Brenda Levesque, Staff Council Co-President

Date: March 21, 2018

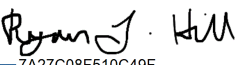
Re: Staff Council Participation in the Full Deans and Directors Meetings

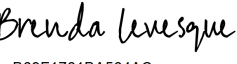
Over the past few years, the University of Alaska has demonstrated a firm commitment to shared governance on the system and campus level. Staff Council has greatly appreciated the inclusion of their representatives on many councils, committees, and task forces.

The Full Council of Deans and Directors has become an increasingly important and informative meeting for the entire campus. Representation at this meeting is diverse and includes a wide variety of faculty, staff, and administrators. For this reason, Staff Council would like to request the Provost consider allowing representation from staff governance at this meeting. We believe due to the important nature of this meeting 2 representatives from Staff Council would be appropriate.

The reasoning behind this request is multi-faceted. Participation of governance groups in meetings such as these is vital for communicating important changes and updates happening at the institution. Additionally, staff members are heavily integrated into the academic units and support the instruction that happens on campus. Staff are fully invested in the academic mission of the institution and their involvement in decisions that impact their work would benefit all.

Thank you for your consideration. We appreciate the support you have provided Staff Council in the past and we look forward to working with you in the future. Please let us know should you like to meet for further discussion.

DocuSigned by:

 7A27C08F510C49E...
 Ryan J. Hill, Staff Council Co-President
 March 22, 2018
 Date

DocuSigned by:

 B69F1761BA564AC...
 Brenda Levesque, Staff Council Co-President
 March 22, 2018
 Date



Brenda Levesque <bllevesque@alaska.edu>

Fwd: [Ua-sygov-staff] Fwd: Fwd: Law Erika Referred To

1 message

ua -sysgov <ua-sygov@alaska.edu>
To: Staff Alliance <ua-sygov-staff@lists.alaska.edu>

Wed, Feb 7, 2018 at 10:20 AM

----- Forwarded message -----

From: **Morgan Dufseth** <mdufseth@alaska.edu>
Date: Wed, Sep 6, 2017 at 11:06 AM
Subject: [Ua-sygov-staff] Fwd: Fwd: Law Erika Referred To
To: Staff Alliance <ua-sygov-staff@lists.alaska.edu>

----- Forwarded message -----

From: Erika Van Flein <ervanflein@alaska.edu>
Date: Thu, Aug 31, 2017 at 4:08 PM
Subject: Re: Fwd: Law Erika Referred To
To: Ryan Hill <rjhill4@alaska.edu>
Cc: Brenda Levesque <bllevesque@alaska.edu>, Morgan Dufseth <mdufseth@alaska.edu>

Hi Ryan,

I've attached SB125 that changed the PERS funding from an individually rated plan (each employer had it's own rate based on experience and projected costs) to a "cost-sharing" plan where every employer pays the same rate, like TRS. That rate was set at 22%. In addition, it required employers to always pay contributions to at least the base salary level of June 30, 2008. From PERS:

During the 25th legislative session, SB 125 passed which established a June 30, 2008 salary floor under AS 39.35.255(a)(2). The salary floor is the total base salaries paid by an employer to active employees of the system as of the fiscal year ending June 20, 2008. The statute requires the Division of Retirement and Benefits (DRB) to collect employer contributions at a minimum based on FY2008 base salaries. The statute reads as follows:

AS 39.35.255 Contributions by Employers

(a) Each employer shall contribute to the system every payroll period an amount calculated by applying a rate of 22 percent of the greater of the total of all base salaries:

(1) paid by the employer to employees who are active members of the system, including any adjustments to contributions required by AS 39.35.520; or

(2) paid by the employer to employees who were active members of the system during the corresponding payroll period for the fiscal year ending June 30, 2008.

Our 2008 base was \$127,596,664.16

Our FY16 Gross Salaries was \$108,691,675.26

Our FY16 Shortfall was \$18,904,988.90 (2008 base minus FY16 Gross Salaries)

Our FY16 Liability (Shortfall x 22%) was \$4,159,097.56

When we opened ORP to newly hired staff in 2006 (7-1-2006), we saw it as an alternative to the new PERS defined contribution (DC) plan that would help with recruitment and retention of staff. ORP was originally designed to

help recruit faculty, especially those term-funded faculty who would not meet the 8 year vesting requirement of the TRS plan. This salary floor liability essentially means that we pay 34% (12% + 22%) for staff employees in the ORP.

With most new hires electing the ORP, and older PERS employees retiring, it was clear that our liability under the 2008 PERS salary base requirement would continue to grow in an unsustainable fashion. After a lot of discussions with DRB staff to see if there could be any relief under this rule, and finding none, we decided that the only alternative was to close ORP to new staff, which was done in 2015.

One thing we had looked for was any kind of sunset provision in this bill, and found none. It changed the statute governing employer contributions to PERS with no "goal achieved" end in sight. I do think that if the financial picture for PERS improves it could be revisited, but with the current financial situation the state is in I also think that's unlikely to happen soon.

Let me know if you have any other questions.

Erika

On 8/31/2017 3:07 PM, Ryan Hill wrote:

Hello Erika,

I hope you are doing well! I sent this email to Morgan today, but I received an out of office from her, so I thought I would email you directly. Can you please provide Staff Alliance with the law you referred to during our retreat, and an explanation of how it impacts staff? That would greatly help, especially since this is very new territory for most of us.

Thanks, Erika! I look forward to hearing from you.

--

Ryan J. Hill, M. Ed.

Pronouns: He/Him/His

Associate Director & MAC Residence Coordinator

Department of Residence Life

University of Alaska Anchorage

3700 Sharon Gagnon Lane

MAC 6-103

Anchorage, AK 99508

rjhill4@alaska.edu

(P) 907-751-7448 <(907)%20751-7448>

(F) 907-751-7446 <(907)%20751-7446>

Begin forwarded message:

*From: *Ryan Hill <rjhill4@alaska.edu>

*Subject: **Law Erika Referred To *

*Date: *August 31, 2017 at 10:04:34 AM AKDT

*To: *Morgan Dufseth <mdufseth@alaska.edu>

*Cc: *Brenda Levesque <blevesque@alaska.edu>

Hello Morgan,

Happy Thursday! I was wondering if you could follow up with Erika regarding the law she referred to during our retreat that placed some sort of a salary ceiling on staff that impacted their retirement options. She was going to send us the law and an explanation for it.

Thank you, Morgan!

--

Ryan J. Hill, M. Ed.
Pronouns: He/Him/His
Associate Director & MAC Residence Coordinator
Department of Residence Life
University of Alaska Anchorage
3700 Sharon Gagnon Lane
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(P) 907-751-7448 <(907)%20751-7448>
(F) 907-751-7446 <(907)%20751-7446>

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Erika Van Flein, GBA
Director of Benefits
Statewide Office of Human Resources
University of Alaska
PO Box 755140
Fairbanks AK 99775-5140
(907) 450-8226 Phone(907) 450-8201 Fax

ua-sygov-staff mailing list
ua-sygov-staff@lists.alaska.edu
<https://lists.alaska.edu/mailman/listinfo/ua-sygov-staff>

ua-sygov-staff mailing list
ua-sygov-staff@lists.alaska.edu
<https://lists.alaska.edu/mailman/listinfo/ua-sygov-staff>

2 attachments



SB 125.pdf
38K



2015persstatutesAS39.35.255.pdf
31K

From: Brenda Levesque bllevesque@alaska.edu 

Subject: Fwd: ORP & UA Pension Plan

Date: March 26, 2018 at 6:01 PM

To: Sharon E Chamard sechamard@alaska.edu, Maria Williams mdwilliams6@alaska.edu, Dave Fitzgerald dafitzgerald@alaska.edu, Anthony Paris ajparis@alaska.edu

Cc: Ryan Hill rjhill4@alaska.edu

BL

Most recent response from Erika Van Flein.

Again, look forward to your understanding of what has taken place and your thoughts.

Thank you.

Brenda Levesque

University of Alaska Anchorage - College of Health

Programs Coordinator & PSB Building Manager

Physical Therapist Assistant, Occupational Therapy, & Dietetics & Nutrition Programs

3211 Providence Drive, PSB 146

Anchorage, AK 99508

M: 907-786-6782 | D: 907-786-0304

----- Forwarded message -----

From: Brenda Levesque <bllevesque@alaska.edu>

Date: Mon, Mar 19, 2018 at 12:18 PM

Subject: Fwd: ORP & UA Pension Plan

To: Brenda Levesque <bllevesque@alaska.edu>

----- Forwarded message -----

From: Erika Van Flein <ervanflein@alaska.edu>

Date: Mon, Mar 19, 2018 at 12:10 PM

Subject: Re: ORP & UA Pension Plan

To: Morgan Dufseth <mdufseth@alaska.edu>, Brenda Levesque <bllevesque@alaska.edu>

Cc: Myron Dosch <mjdosch@alaska.edu>

Hello Brenda and Morgan, see my answers below.

Erika

On Mar 15, 2018, at 7:16 PM, Morgan Dufseth <mdufseth@alaska.edu> wrote:

Hi Erika,

Looping you in because I'm not sure all of these question fall under Myron's umbrella.

Morgan

----- Forwarded message -----

From: Brenda Levesque <bllevesque@alaska.edu>

Date: Thu, Mar 15, 2018 at 6:58 PM

Subject: Re: ORP & UA Pension Plan

To: Myron Dosch <myron.dosch@alaska.edu>

CC: Ryan Hill <rjhill4@alaska.edu>, Morgan Dufseth <mdufseth@alaska.edu>

Hi Myron -

Thank you so much for your response and explanation. However, I do have some additional questions.

Since the University opted out of Social Security, which retirement plan replaced it? PERS or the Pension Plan? From the research I have done, it appears that the Pension Plan replaced Social Security. Is that correct? Please see attached: 1903 Pension Plan - Cost of university-funded pension plan in lieu of Social Security.

The UA Pension Plan is not a Social Security replacement plan. PERS, TRS and ORP are fully qualified replacement plans.

If the Pension Plan was established to replace social security, how could any employee be without the Pension Plan if they're not

paying into Social Security?

The UA Pension Plan was a supplemental plan established after the UA withdrawal from Social Security. It was designed, at the time, to create an account using the contribution the University would have made to Social Security. Eligibility and contribution rates changed during the early years, with the wage base being frozen at the 1986 Social Security earnings limit of \$42,000. See the attached for reference. All new hires as of 4/1/1986 are required to participate in Medicare, even if the employer had opted out of Social Security. That's why you see different percentages for a few years for new hires as of 4/1/1986.

What optional social security benefit did those employees who were hired July 1, 2006 thru June 30, 2015 receive?

Those employees were in PERS or TRS, which are full replacement plans.

I realize the University went from a PERS defined-benefit plan to a PERS defined-contribution plan. How is the new PERS plan different from ORP? We know the ORP is a better plan overall so they have that for their retirement along with the Pension Plan (in place of Social Security). Yet, those employees hired during the above timeframe only have PERS and are not paying into social security and are not participants in the UA Pension Plan?

The University did not make this change; PERS and TRS are administered by the State of Alaska. Whether ORP is better than PERS depends on what you need and your goals. PERS has a graduated 5 year vesting (meaning you are partially vested after 2, 3, 4 years before being fully vested at 5 years), whereas ORP is a 3-year cliff vested plan, meaning you're 100% vested after 3 years (and zero before that). So an employee only staying for 2 years would be better in PERS. Also, PERS does have a Health Reimbursement Arrangement (HRA), access to a retiree health plan, and occupational disability benefits. ORP has none of those.

What changed in PERS where those employees hired from July 1, 2015 forward now are participants in the UA Pension Plan?

Nothing changed in PERS. The University made that change to our eligibility provisions for the UA Pension Plan. See the retirement plan document for details.

If ORP was initially offered as an incentive in the recruitment of primarily term faculty why isn't it just offered to them? Why is all faculty and employees who are part of the officer/senior administrator job group offered ORP? Do they really need it as an incentive for the university to find qualified faculty and officer/senior administrators?

Yes, the University sees it as a recruitment tool for faculty and officers/senior administrators. It was initially created for all faculty, not just term faculty.

We are concerned with the perceived equity value of why only faculty and executive staff can participate in ORP and not staff?

Staff were not included from 1990 to 2006.

What is also confusing is if PERS isn't in lieu of Social Security why is the amount reduced for those who also have a social security benefit at retirement? I'm not certain which one is reduced but have been under the impression that one's social security benefit is reduced by the federal government but I don't understand why?

PERS, TRS and ORP are the Social Security replacement plans, but your UA Pension is also considered a "pension" for determining the Windfall Elimination Provision. This is a Social Security Administration rule and we have details on our web site: <http://alaska.edu/benefits/retirement-plans/social-security/>

I look forward to hearing back from you so I can better understand these issues.

Thank you, Myron.

Brenda Levesque

University of Alaska Anchorage - College of Health

Programs Coordinator & PSB Building Manager

Physical Therapist Assistant, Occupational Therapy, & Dietetics & Nutrition Programs

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On Wed, Feb 7, 2018 at 5:03 PM, Myron Dosch <myron.dosch@alaska.edu> wrote:

Brenda, Ryan -

To answer your question directly, they were not eligible for UA Pension Plan, because it was not offered per the terms of selecting the State plan. However, I can't precisely answer why UA chose to offer State plans without UA pension for 7/1/06 - 6/30/15, other than to say decision makers balanced all the factors and objectives at that time, and came to the decision.

One thing to keep in mind is that the State plan offers medical benefits and the ORP plan did not and does not. So, each new employee needs to make a value decision. New employees are presented the terms of the ORP and State plans side by side, so that they can make an informed decision. Unfortunately, nothing can be done for the employees who now wish they would have chosen differently. Such is the nature of retirement plan selections.

Hope this helps clarify. Thanks,

Myron

On Wed, Feb 7, 2018 at 1:03 PM, Brenda Levesque <bllevesque@alaska.edu> wrote:
Hi Myron -

Attached is a copy of UA's retirement plan webpage. I have highlighted the two areas Ryan Hill and I addressed at our Staff Alliance meeting this morning.

I have had two employees contact me who signed up for PERS instead of ORP but did not realize that would mean that they would not be included in the UA Pension Plan. We wanted to know why they were not eligible for the UA Pension Plan but ORP participants were? Also, is there anything that can be done to correct this for those employees hired during this timeframe who are still here?

We look forward to hearing back from you. Thank you, Myron.

Brenda Levesque
Staff Council Co-President
bllevesque@alaska.edu
[907-786-0304](tel:907-786-0304)

Ryan J. Hill
Staff Council Co-President
rjhill4@alaska.edu
[907-751-7448](tel:907-751-7448)

--
Myron J. Dosch
Chief Finance Officer
University of Alaska
Phone: [\(907\)450-8079](tel:(907)450-8079)
Fax: [\(907\)450-8051](tel:(907)450-8051)

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-- Morgan Dufseth Executive Officer System Governance University of Alaska [\(907\) 450-8042](tel:(907)450-8042)
<[Pension Plan in UA AAManual.pdf](#)><[Retirement Plans and Information.docx](#)><[Defined Benefit vs. Contribution Benefit Law Erika Referred To.pdf](#)>

Erika Van Flein, GBA
Director of Benefits
University of Alaska
PO Box 755140
Fairbanks AK 99775-5140

Phone [\(907\) 450-8226](tel:(907)450-8226)
Fax [\(907\) 450-8201](tel:(907)450-8201)

ervanflein@alaska.edu

www.alaska.edu/benefits



Pension Plan

BENEFIT REMITTANCES/ACTIVE EMPLOYEE - Contribution Rates

RETIREMENT CONTRIBUTION RATES - PENSION
EFFECTIVE 01/01/82

Code Section: 401 A
IRS Qualified and Defined Plan

UNIVERSITY OF ALASKA PENSION PLAN - REGULAR EMPLOYEES ONLY
(See following section for Adjunct Faculty Rates)

<u>Calendar Year</u>	<u>Gross Wage Base</u>	<u>Employer Contribution Rates</u>	<u>Maximum Employer Contribution (Base x Rate)</u>	<u>Employer Contribution Rate for Emps Hired After 4/1/86</u>	<u>Maximum Employer Contribution for 4/1/86 Employees</u>
1982	32,400	6.13%	1,986.12		
1983	35,700	6.13%	2,188.41		
1984	37,800	6.13%	2,317.14		
1985	39,600	6.13%	2,427.48		
1986	42,000	6.13%	2,574.60		
1) 4/1/86	42,000	6.13%	2,574.60	4.68%	1,965.60
2) 7/1/86	42,000	4.30%	1,806.00	2.85%	1,197.00
1987	42,000	4.30%	1,806.00	2.85%	1,197.00
3) 1988	42,000	6.13%	2,574.60	4.68%	1,965.60
4) 1989	42,000	6.13%	2,574.60	4.68%	1,965.60
1990	42,000	6.13%	2,574.60	4.68%	1,965.60
5) 1991	42,000	6.13%	2,574.60	4.68%	1,965.60
6&7) 1992	42,000	7.65%	3,213.00		
1993	42,000	7.65%	3,213.00		
1994	42,000	7.65%	3,213.00		
1995	42,000	7.65%	3,213.00		
1996	42,000	7.65%	3,213.00		
1997	42,000	7.65%	3,213.00		
1998	42,000	7.65%	3,213.00		
1999	42,000	7.65%	3,213.00		
2000	42,000	7.65%	3,213.00		
2001	42,000	7.65%	3,213.00		
2002	42,000	7.65%	3,213.00		
2003	42,000	7.65%	3,213.00		
2004	42,000	7.65%	3,213.00		
2005	42,000	7.65%	3,213.00		
8) 2006-14	42,000	7.65%	3,213.00		
9) 2015	42,000	7.65%	3,213.00		
2016	42,000	7.65%	3,213.00		
2017	42,000	7.65%	3,213.00		
2018	42,000	7.65%	3,213.00		

-
- 1) Employees hired after 4/1/86 reduced pension by Medicare 1.45%.
 - 2) Employer's contribution pension rate decreased and maximum was frozen at \$42,000. As of 7/1/86, temporary employees and adjunct faculty deleted from UA pension plan.
 - 3) Employer's contribution pension rate increased; retro done in July 1988 (does not show on any master files).

BENEFIT REMITTANCES/ACTIVE EMPLOYEE - Contribution Rates

- 4) As of 8/27/89, adjunct faculty included in pension plan. Participation requirement - 3 credits in each of 3 semesters in the previous 5 years. Refer to the "Pension Plan - Adjunct Faculty" section for specific plan rates and history.
- 5) As of 7/1/91, all adjunct faculty included in plan, contribution rate of 7.65%, and wage base of \$53,400 (1991); refer to the "Pension Plan - Adjunct Faculty" section for specific plan rates and history. As of 7/1/91, temporary employees pay Social Security and Medicare.
- 6) As of 1/1/92, the contribution rate increased to 7.65% for all participants (with no decrease for Medicare). As of 1/1/92, adjunct faculty pension gross wage base same as Social Security. Refer to the "Pension Plan - Adjunct Faculty" section for specific plan rates and history.
- 7) As of 8/8/92, benefit-eligible Foreign National employees were included in the university's pension plan.
- 8) Employees first hired between 7/1/06 and 6/30/15 are eligible for the university's pension plan:
 - a) if they select to participate in the UA ORP Tier 3 plan as their retirement option within 30 days of the new employee benefit selection period, or b) contact the local Human Resource office for eligibility of past participation in a UA retirement option.
- 9) As of 7/1/15, the retirement options for newly hired benefit-eligible regular staff (exempt and non-exempt) differ from options in previous years. These employees are eligible to participate in the university's pension plan; a three-year vesting period is required.

BENEFIT REMITTANCES/ACTIVE EMPLOYEE - Contribution Rates

RETIREMENT CONTRIBUTION RATES - PENSION
EFFECTIVE 08/27/89

Code Section: 401 A
IRS Qualified and Defined Plan

UNIVERSITY OF ALASKA PENSION PLAN - ADJUNCT FACULTY

<u>Calendar Year</u>	<u>Gross Wage Base</u>	<u>Employer Contribution Rate</u>	<u>Maximum Employer Contribution (Base x Rate)</u>	<u>Employer Contribution Rate for Emps Hired After 4/1/86</u>	<u>Maximum Employer Contribution for 4/1/86 Employees</u>
7/01/86	TEMPORARY - DELETED FROM PLAN				
1) 8/27/89	42,000	6.13%	2,574.60	4.68%	1965.60
2) 7/01/91	53,400	7.65%	4,085.10		
3) 1992	55,500	7.65%	4,245.75		
1993	57,600	7.65%	4,406.40		
1994	60,600	7.65%	4,635.90		
1995	61,200	7.65%	4,681.80		
4) 1996	62,700	7.65%	4,796.55		
1997	65,400	7.65%	5,003.10		
1998	68,400	7.65%	5,232.60		
1999	72,600	7.65%	5,553.90		
2000	76,200	7.65%	5,829.30		
2001	80,400	7.65%	6,150.60		
2002	84,900	7.65%	6,494.85		
2003	87,000	7.65%	6,655.50		
2004	87,900	7.65%	6,724.35		
2005	90,000	7.65%	6,885.00		
2006	94,200	7.65%	7,206.30		
2007	97,500	7.65%	7,458.75		
2008	102,000	7.65%	7,803.00		
2009	106,800	7.65%	8,170.20		
2010	106,800	7.65%	8,170.20		
2011	106,800	7.65%	8,170.20		
2012	110,100	7.65%	8,422.65		
2013	113,700	7.65%	8,698.05		
2014	117,000	7.65%	8,950.50		
2015	118,500	7.65%	9,065.25		
2016	118,500	7.65%	9,065.25		
2017	118,500	7.65%	9,065.25		
2018	118,500	7.65%	9,065.25		

-
- 1) As of 8/27/89, adjunct faculty included in the pension plan. Participation requirement - 3 credits in each of 3 semesters in the previous 5 years.
 - 2) As of 7/1/91, all adjunct faculty included in plan, contribution rate of 7.65%, and wage base of \$53,400 (1991). As of 7/1/91, temporary employees pay Social Security and Medicare.
 - 3) As of 1/1/92, contribution rate increased to 7.65% for all participants (with no decrease for Medicare). As of 1/1/92, adjunct faculty pension gross wage base same as Social Security.

BENEFIT REMITTANCES/ACTIVE EMPLOYEE - Contribution Rates

- 4) As of 1/1/96, pension option no longer available to new adjunct faculty. Adjunct faculty participating in the plan prior to 1/1/96 were grand-fathered into the university's pension plan if a) the employee opted for the pension plan vs. Social Security, and b) taught at least one class per twelve month period, and c) did not terminate their employment with the university.



Accounting and Administrative Manual

Section 200: Account Codes

Date: 2/17/15

Expenditure and Revenue Account Codes

Page: 14 of 107

STAFF BENEFITS

- 1900 Staff Benefits - Major account code classification for employee staff benefit expenses paid for by the university. Entries for budget, payroll or accounting purposes may not be made to this code.
- 1901 FICA (OASDI) UA Cost - University contribution to the Social Security Administration for the employer's share of the OASDI portion of the social security cost.
- 1902 Medicare UA Cost - University contribution to the Social Security Administration for the employer's share of the Medicare cost.
- 1903 Pension Plan - Cost of the university-funded pension plan in lieu of Social Security (FICA).
- 1904 Administrative Cost Pension - Administrative cost of maintaining the pension plan provided by the university.
- 1905 Health Savings Account Fees - Cost of Health Savings Account maintenance paid by the university.
- 1906 Pension Forfeitures - Pension forfeitures received from Pension fund activity.
- 1910 Teacher's Retirement System - University contribution (expense) to the Teacher's Retirement System (TRS).
- 1912 ORP Retirement Benefit - The university's contribution (expense) to the Optional Retirement Program. Additionally, this expense account code is used as a holding account during the 30-day selection period for new employees. This applies to the anticipated university's contribution to either ORP or TRS retirement program.
- 1913 ORP Forfeitures - Optional Retirement Program (ORP) forfeitures received from ORP fund activity.

Retirement Plans and Information

NEW Bona Fide Termination Rule

The State of Alaska has changed what it means to be terminated from employment for retirees under PERS and TRS. This could affect you and your retirement. Click [here](#) for more information.

- [Retirement Plan Decision Tree - Regular Faculty & Academic Officers / Senior Administrators](#)
- [Retirement Decision Guide - Regular Faculty & Academic Officers / Senior Administrators](#)
- [Retirement Plan Decision Tree - Non-Academic Officers / Senior Administrators](#)
- [Retirement Plan Decision Tree - Regular Staff](#)
- [Retirement Plan Document - UA Pension Plan and UA ORP Plans](#)

Public Employees' Retirement System

[PERS](#): Benefits-eligible staff may participate in this state-sponsored retirement plan.

Teachers' Retirement System

[TRS](#): This state-sponsored retirement plan is open to benefits-eligible faculty. Full-time administrative employees in positions requiring academic standing are also eligible, subject to the TRS administrator's approval.

Optional Retirement Plan

[ORP](#): Employees eligible to join ORP include University of Alaska faculty members, employees who are part of the officer/senior administrator job group and staff first hired between July 1, 2006 and June 30, 2015. Staff hired July 1, 2015 and later are not eligible for the ORP.

Pension Plan

[University of Alaska Pension Plan](#): Employees initially hired between July 1, 2006 and June 30, 2015 must select the Optional Retirement Plan to be eligible for this plan.

Tax-deferred Annuity

[TDA](#): All employees may make contributions to a tax-deferred annuity, which is a supplemental retirement account.

Social Security/Medicare

Social Security: UA employees who are not eligible for university or state-sponsored retirement plans, i.e., temporary employees, adjunct faculty, and students not meeting credit load requirements, are required to participate in Social Security. The university withdrew from the Social Security system on Jan. 1, 1982 so other employees do not participate. Temporary employees who are eligible for or are receiving PERS, TRS, or ORP benefits are exempt from Social Security. All employees hired after March 31, 1986, however, are required to contribute to the Medicare portion of Social Security.

When you work in a job not covered by Social Security, your future benefits could be affected. The [Windfall Elimination Provision](#) applies if you earned a pension (such as PERS, TRS or ORP) in any job where you did not pay Social Security taxes and you also worked in other jobs long enough to qualify for a Social Security retirement or disability benefit.

The [Government Pension Offset](#) applies to your Social Security spouse's or widow's or widower's benefits if you receive a pension (PERS, TRS or ORP) from a government job where you were not covered by Social Security.

More information is available at the [Social Security web site](#).

Links of Interest

[Statement Concerning Your Employment in a Job Not Covered by Social Security](#)

24 January 2018, Wednesday 10:15



RESOLUTION FY18-16

Staff Council Resolution Regarding Recognition and Support of the Lean Six Sigma Project Manager

RESOLUTION: The Staff Council of the University of Alaska Anchorage (UAA) approves the following resolution to express gratitude to the Lean Six Sigma Project Manager for the contributions made to the UAA community through process improvements. Furthermore, Staff Council supports continued funding and support for the Lean Six Sigma Project Manager.

RATIONALE:

WHEREAS the Lean Six Sigma Project Manager has trained and worked with staff and faculty to review and improve processes which have been identified in the Staff Morale Survey as a need to increase efficiencies, and

WHEREAS, UAA Lean goals are to improve the student experience, add unique value and reduce waste, therefore working towards UAA 2020 goals and beyond to 2025, and

WHEREAS, the UAA Lean Vision Statement is to “Release creative and resource potential to maximized value for UAA students, staff, faculty, the institution, alumni, and our community through intense customer focus, seamless operational excellence, and an unrelenting culture of continuous improvement”, and

WHEREAS, the benefits of continuous improvement through a process culture brings proactive measures, taking initiatives, taking some risks, learning from mistakes, and taking responsibility for adapting to change, and

WHEREAS, having this position has brought a value savings of \$1.13m and saves staff time valued at \$493.95k at year-end 2017,

WHEREAS, 359 employees have been trained and 70+ projects have been completed at year-end 2017, and

WHEREAS, funding for the Lean Six Sigma Project Manager position is set to expire on June 30, 2018;

THEREFORE, be it resolved that Staff Council formally recognizes and expresses gratitude for the accomplishments of LEAN in providing process improvements throughout the university, and

Be it further resolved Staff Council requests that the Chancellor’s Cabinet seeks to identify additional funding to support this position.

Respectfully Submitted,

Brenda L. Levesque
Staff Council Co-President

This resolution shall be effective immediately upon passage.

Staff Council voted on: _____
Date

Yes: _____ No: _____ Abstain: _____ Absent: _____

Brenda Levesque, Staff Council Co-President

Date

Ryan J. Hill, Staff Council Co-President

Date



MOTION FY18-17

Motion: OFFICERS

MOTION: The Staff Council of the University of Alaska Anchorage (UAA) approves the following motion to amend the body's Bylaws.

The Staff Council Co-Presidents shall present this motion to the Council for consideration and approval at the next regularly scheduled meeting. This motion will become effective immediately upon passage by a two-thirds majority vote of the Staff Council.

RATIONALE:

WHEREAS, the Co-President's past experience in his/her role over the two-year period becomes vitally important to ensuring changes continue, and

WHEREAS, Co-Presidents have knowledge of resolutions still being reviewed, and

WHEREAS, Co-President's absence leaves a void in the leadership structure, and

WHEREAS, Co-President's input is crucially important in the expectation setting, goal setting, planning for the year, and assistance to Staff Council leadership;

THEREFORE, Staff Council approves the following changes to the Bylaws.

ARTICLE IV: OFFICERS

Section 1. Co-Presidents shall:

- 1.1 Serve a staggered two-year term.
- 1.2 Jointly preside at meetings.
- 1.3 Appoint ad hoc committees and their officers, as needed.
- 1.4 Act jointly as spokespersons for the Council and have powers and authority as delegated by the same.
- 1.5 Be Staff Council representatives or appoint a voting member to the Staff Alliance.

- 1.6 Be a Staff Council representative or appoint a voting member to Staff Health Care.
- 1.7 Collect information for a monthly newsletter to be disseminated by the Governance Office.
- 1.8 At the end of their term, act as Past President in an advisory capacity to Staff Council leadership and participate in leadership meetings as needed.

Section 2. Co-Vice President shall:

- 2.1 Serve a staggered one two-year term.
- 2.2 Perform the duties of the Co-President of their respective classification in the event that Co-President is absent.
- 2.3 Be jointly responsible for the organization of the annual meeting, if held.
- 1.4 Serve as the Staff Council parliamentarians following Robert’s Rules of Order.

ARTICLE IV: OFFICERS

This motion shall be effective immediately upon passage.

Submitted by,

Brenda Levesque
Staff Council Co-President

Staff Council voted on: _____
(Date)

Yes: _____

No: _____

Abstain: _____

Absent: _____

Brenda Levesque, Staff Council Co-President

Date

Ryan J. Hill, Staff Council Co-President

Date



Staff Council
UNIVERSITY of ALASKA ANCHORAGE

Memo

To: Sam Gingerich, Chancellor
Pat Shier, Vice Chancellor for Administrative Services

From: Ryan J. Hill, Staff Council Co-President
Brenda Levesque, Staff Council Co-President

Date: March 5, 2018


Re: Staff Council Fiscal Year 2019 Budget Request

This memo contains the Staff Council budget request for FY19. The numbers contained in this request reflect the amounts needed to fulfill the mission and goals of Staff Council. The Co-Presidents and Committee Chairs developed these numbers with input from Council members, and are being present unedited here to preserve the wishes of Council committees.


Staff Council Retreat			\$1,394.58
	Food	\$275.00	
	Kenai Peninsula College Travel	\$144.00	
	Mat-Su College Travel	\$20.71	
	Kodiak College Travel	\$334.60	
	Kodiak College Hotel	\$288.87	
	Prince William Sound College Travel	\$331.00	
Professional Development			\$6,198.00
	Lunch & Learn Fall Semester (food, gift cards)	\$499.00	
	Lunch & Learn Spring Semester (food, gift cards)	\$499.00	
	Microsoft Office Training Fall Semester (25 people @ \$100.00 each)	\$2,500.00	
	Microsoft Office Training Spring Semester (25 people @ \$100.00 each)	\$2,500.00	
	Social Events	\$200	
Recognition			\$350.00
	Promotional Items & Giveaways	\$300.00	
	Certificate Frames	\$50.00	
Co-President Transportation			\$700.00
	Brown Passes (2 passes @ \$350.00)	\$700.00	
Promotional Items			\$200
Total Request			\$8,842.58

Thank you for your time and consideration. Please let us know if you have any questions or concerns.

Sincerely,

DocuSigned by:

7A27C08E510C49E... March 8, 2018

Ryan J. Hill, Staff Council Co-President Date

DocuSigned by:

B60E1781BA564AC... March 8, 2018

Brenda Levesque, Staff Council Co-President Date



Staff Council
UNIVERSITY of ALASKA ANCHORAGE

Staff Council Election Timeline 2018

April 16, 2018 - Call for nominations (ask who their direct supervisor is)

April 30, 2018 - Nominations closed and voting opens

May 14, 2018 - Voting closed

May 16, 2018 - Notify newly elected members to start serving their term that July, ask them to accept, and invite them to June meeting

May 16, 2018 - Simultaneously notify the supervisor and ask for their approval and support

May 23, 2018 - Deadline to accept the position and supervisor approval

May 25, 2018 - Notify those who did not get elected (invite them to meetings, ask them if they want to be considered in the future for vacancies)

June 7, 2018 - nominations for officer positions and speeches

June 8, 2018 - officer candidates must submit a bio to Monique to include in the voting form

June 11, 2018 - open up voting for officer positions via an online form

June 15, 2018 - voting closed for officer positions and take office that July



MOTION FY18-14

Motion: Removal of Academic Year and APT & Classified

MOTION: The Staff Council of the University of Alaska Anchorage (UAA) approves the following motion to amend the body's Constitution.

The Staff Council Co-Presidents shall present this motion to the Council for consideration and a first reading at the next regularly scheduled meeting. This motion will become effective immediately upon passage by a two-thirds majority vote of the Staff Council at the next regularly scheduled meeting of the Council.

RATIONALE:

WHEREAS, Staff Council operates throughout the entire fiscal year as opposed to the academic year, and

WHEREAS, administrative, professional, and technical is a cumbersome phrase to use, and

WHEREAS, the designations of hourly and salaried are clearly understood terms by members of the University community;

THEREFORE, Staff Council approves the following changes to the Constitution.

All instances of "academic year" shall be replaced by the phrase "fiscal year."

ARTICLE IV: OFFICERS

Section 4. The officers shall take office at the last regularly scheduled meeting of the academic **fiscal** year.

ARTICLE V: MEETINGS

Section 1. Meetings of the Council shall be held monthly during the academic **fiscal** year, or more often if needed. Meetings of the Council shall generally occur on the first Thursday of every month with consideration for holidays and University closures.

THEREFORE, Staff Council additionally approves the following changes to the Constitution.

All instances of “administrative, professional, and technical” shall be replaced by the phrase “salaried.” All instances of “classified” shall be replaced by the phrase “hourly.”

ARTICLE II: PURPOSE

The Council represents all ~~administrative, classified, professional, and technical~~ **nonexempt and exempt (hereinafter referred to as hourly and salaried, respectively)** employees of the University of Alaska Anchorage, exclusive of the Chancellor. The purpose of the Council is to provide a forum through which common concerns and opinions regarding University matters may be voiced. The Council offers representative participation towards the solution of problems, formulation and/or revision of policies affecting these employees, their salaries and benefits, working conditions, general services, and services performed, to the extent that these matters are not covered by collective bargaining agreements. The Council will act as a resource, support, and advocate for ~~administrative, classified, professional, and technical~~ **hourly and salaried** employees. The Council serves as an advisory body to the Chancellor in matters concerning ~~administrative, classified, professional, and technical~~ **hourly and salaried** employees.

ARTICLE III: MEMBERSHIP

Section 1. All ~~administrative, classified, professional, and technical~~ **hourly and salaried** employees of the University of Alaska Anchorage, including the community campuses, shall be considered non-voting members of the Staff Council and shall hereafter be referred to as the general membership.

This motion shall be effective immediately upon passage after an initial first reading.

Submitted by,



Ryan J. Hill
Staff Council Co-President

Staff Council voted on: _____
(Date)

Yes: _____

No: _____

Abstain: _____

Absent: _____

Brenda Levesque, Staff Council Co-President

Date

Ryan J. Hill, Staff Council Co-President

Date



MOTION FY18-15

Motion: Removal of Academic Year and APT & Classified

MOTION: The Staff Council of the University of Alaska Anchorage (UAA) approves the following motion to amend the body's Bylaws.

The Staff Council Co-Presidents shall present this motion to the Council for consideration and approval at the next regularly scheduled meeting. This motion will become effective immediately upon passage by a two-thirds majority vote of the Staff Council.

RATIONALE:

WHEREAS, Staff Council operates throughout the entire fiscal year as opposed to the academic year, and

WHEREAS, administrative, professional, and technical is a cumbersome phrase to use, and

WHEREAS, the designations of hourly and salaried are clearly understood terms by members of the University community;

THEREFORE, Staff Council approves the following changes to the Bylaws.

All* instances of "academic year" shall be replaced by the phrase "fiscal year."

ARTICLE III: REMOVAL FROM OFFICE

Section 1. Any member missing three regular Council meetings in an academic **fiscal** year without good cause shall be removed from the Council as determined by Council action. The attendance requirement will be limited to the meetings that occur during the regular fall and spring semesters.

ARTICLE V: UNIVERSITY ASSEMBLY REPRESENTATION

Section 1. The Co-Presidents, Co-Vice Presidents, and one other appointed voting member, will act as spokespersons for the Council to the UAA University Assembly. Any Co-President or Co-Vice President may delegate this responsibility to another Council member on a permanent basis at the beginning of the academic **fiscal** year. At least one of the five representatives to University Assembly should represent a community campus.

All instances of “administrative, professional, and technical” shall be replaced by the phrase “salaried.” All instances of “classified” shall be replaced by the phrase “hourly.”

ARTICLE II: VACANCIES

Section 1. The Council Co-Presidents may appoint an ~~administrative, classified, professional, or technical~~ **hourly or salaried** employee to fill any Council seat that becomes vacant.

ARTICLE V: ELECTIONS

Section 2. Each eligible ~~administrative, classified, professional, or technical~~ **hourly or salaried** 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.

This motion shall be effective immediately upon passage.

Submitted by,



Ryan J. Hill
Staff Council Co-President

Staff Council voted on: _____
(Date)

Yes: _____

No: _____

Abstain: _____

Absent: _____

Brenda Levesque, Staff Council Co-President

Date

Ryan J. Hill, Staff Council Co-President

Date

*The instance referred to in Article II, Section 3 is addressed in Motion FY18-09.



Diversity Action Council (DAC) Report

Reporter: Ryan J. Hill

February 1, 2018

- The following funding requests were received and voted on:
 - The Language of Black Love
 - February 12, 2018
 - Amount requested: \$570.00
 - Amount awarded: \$570.00
 - Latin Dance Series
 - March 20, 2018 & April 17, 2018
 - Amount requested: \$300.00
 - Amount awarded: \$300.00
 - Alaska Native Studies Conference
 - April 13-15, 2018
 - Amount requested: \$3,650.00
 - Amount awarded: \$3,650.00
 - Juneteeth BBQ
 - June 19, 2018
 - Amount requested: \$3,500.00
 - Amount awarded: \$3,500.00



UNIVERSITY *of* ALASKA ANCHORAGE

Planning and Budget Advisory Council SUMMARY

Tuesday, March 20, 2018

2:00 pm to 3:00 pm

Location: Conoco Phillips Integrated Science Building Room 105A

Teleconference: 1 (907) 786-6755 or 1 (844) 368-7867 Participant Pin #: 712683

- FY18 Budget Update

We will be looking closely at the FY18 budget, Cycle 7 as we move forward to close out this year and look at the next year.

- Facilities regulatory compliance \$1.5M

At \$5k so far, up to \$1m by end of this fiscal year and then project another \$5k by calendar end.

Safety inspections and self-audits with consultant. Two buildings under review by AKOSHA: Gordon Hartlieb and the Aviation Building. These two buildings have to meet re-inspection within 180 days from inspection that will end on April 15th.

- FY19 Budget Planning

- UAA FY19 Budget Request List

Bruce Schultz spoke about ACT testing changes and the partnership with the Mat-Su schools for ACT in school testing instead of doing on weekends. Working towards better preparation for students for college. 30% of junior and seniors don't take a college preparation placement test.

- Legislative Update

BOR budget to Governor was \$341, Governor's budget was same as last year \$317, House Finance Committee added \$19 million to the University budget and has approved \$336.

- FY20 Budget Planning

We need to re-examine how we fund money. Ask units about strategic investments. Professional units are declining. Have to look at different ways to find money and perhaps allocate differently.

- Minimum Carryforward Commitment Policy

HRC Updates as of 3/23/2018

Statewide Human Resources is striving to make improvements to the HR System, benefits and procedures to better help employees. Here is an update on system wide projects that are currently in process. We are working on the details of these projects and communication will be sent to those directly impacted prior to the effective date of the change. To see previous versions of this communication please go to the Statewide Human Resources web page at the following link: <http://alaska.edu/hr/whats-new-at-statewide/index.xml>.

Statewide HR Project Survey for FY19

We are asking for input on the process improvement projects that will be implemented in FY19. A survey went out on 3/20/18 to ask people for their top picks for implementation. You can access the survey at http://uaa.co1.qualtrics.com/jfe/form/SV_bNKhLVj2NVdhhch. Surveys must be completed by April 6th and the results will be shared with the HR Council on April 12th for prioritization of projects.

Banner 9 Upgrade

Banner will be upgrading to version 9 in October. This will impact all functional areas including HR, Finance, Student and Financial Aid. Training will occur late summer and early fall. Communication about training opportunities will be announced by each functional area. If you are interested, you can review the Banner 9 navigation training at the following link: <http://edservices.elluciancloud.com/delivery/PublicOnDemand/B9QuickTour/bgen-B9-quick-tour.mp4>

Update as of 3/21/18: Final testing plan will be distributed to campus HR offices by 3/23/18. Testing results are due back 4/13/18. Results are due back to the vendor, Ellucian by 4/19/18. HRIS is working with OIT to move HR processing rules to the PREP instance of Banner in preparation of Banner 9 training development.

Accelerated Collection and Processing of New Hire Paperwork

HR Representatives from each campus are working to speed up the gathering and entering of HR documents needed to establish new employees in the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect data efficiently and securely.

Update as of 3/21/18: Team is redesigning electronic intake forms for new hires. Test forms will be presented to focus groups on 4/19/18.

Standardization of FML processing

HR Representatives from each campus are working to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This will include assessing current

processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect FML requests efficiently and securely.

Update as of 3/21/18: Team is finalizing the standard employee communications required by federal regulations. They will start working this month on a tool assessment to help determine the best way to implement the common procedures.

Faculty and Staff Compensation Equity Study

SWHR is in the process of creating an RFP to solicit a vendor to perform a faculty and staff salary and benefit market analysis. This project was requested by President Johnsen and should be completed by the end of this fiscal year. It was announced in a memo from him on 11/27/17.

Update as of 3/23/18: Meet with the advisory and working groups to go over project scopes, timelines and what their roles are within the groups. Finalize timelines and schedules for faculty and pay equity projects.

UAFT Faculty transitioning to UNAC Collective Bargaining Agreement

The University was able to resolve litigation and begin implementation of Alaska Labor Relations Agency Decision & Order 301 (D&O 301). As a result, the majority of UAFT faculty will become subject to the UNAC Collective Bargaining Agreement (CBA).

Update as of 3/23/18: HRIS is working with the regional payroll and personnel offices on developing instructions and processes to ensure smooth system changes as faculty move from A9 to F9 in Banner. Budget offices are updating NBAPOSN through April. These changes will not impact transitioning UAFT faculty pay or benefits. UAFT faculty will transition in the system on May 13, 2018. Labor Relations is providing training to campus directors and deans new to supervising UNAC faculty.

FY19 Open Enrollment

SWHR is in the process of implementing new electronic forms for Open Enrollment election of FY19 benefits. These will be accessed through UAOnline for greater security. More information will be forthcoming as we get closer to the Open Enrollment begin date of April 16, 2018. UA Choice Health Plan and life insurance rates will not be changing for FY19.

Update as of 3/21/18: The team is making revisions to the draft electronic open enrollment form. HR Information Systems is working with vendors and OIT on benefit file changes. Updates to the website will be completed prior to April 16th.

Wellness Rebate Payout Changing

Employees (and spouses) who qualify for the FY19 wellness rebate by April 30 will see it as a lump sum payment in November, 2018. This is a change from the current bi-weekly credit for the rebate. The goal is to simplify the process for payroll offices, and we're seeing if a larger lump sum payout will incentivize more employees to participate in the program.

Update as of 3/21/18: Employees are starting to see the changes in their paychecks and have asked questions, but overall it's been well accepted.

Bona Fide Termination Regulations for PERS/TRS Retirees

The State of Alaska has adopted regulations clarifying how long an employee must be terminated before being rehired after retirement to be considered a "bona fide termination" of employment. Retirees under age 62 must be terminated from all employment for six months before returning to work in any capacity. Retirees age 62 and older must be terminated for at least 60 days. There can be no pre-arranged return-to-work agreement at the time of retirement. This will impact UA's retirees who wish to return to work as adjunct or temporary employees. More details can be found on the Division of Retirement and Benefits website:

<http://doa.alaska.gov/drb/headlines/2017/09/20/return-to-work/#.WpXEp3xG2UI>

Alcohol and Other Drug Annual Notice Collaboration

Representatives from the three dean of students offices are working on a protocol that would provide documentation to ensure constant compliance with Federal regulations and foster a spirit of collaboration among the three universities in developing a documented process for annual notices sent to employees and students as required by the Drug Free Schools & Communities Act.

Update as of 3/23/18 Still waiting on Student Services Council for review and approval of proposed notice collaboration protocol.

Leadership Development

President Johnsen in conjunction with the Board of Regents tasked SW HR to facilitate a needs assessment and to provide recommendations on developing a UA leadership and succession plan.

The leadership development team is compiling information through a survey to assess what is currently provided by the University.

Update as of 3/23/18: A list of leadership development programs across the University has been compiled. The next step is to put together a leadership development advisory team to develop a vision and plan for enhancing our leadership capacity and succession.

Required Training

Required training is now available through MyUA. Campus Risk officers are responsible for communicating to their employees.

Update as of 3/23/18: A communication is being sent out March 27 outlining the all employee required training, frequency, and learning management system. The next steps are to work with the Universities to include other required training in our learning management system for employee ease, reporting, and greater compliance.

Faculty Time Off Cash-In

Faculty Time Off (FTO) cash-in as included in the current CBA is pending legislative budget approval. All forms and processes are ready to be implemented once approval is received.

Update as of 3/20/18: Budget bill (HB321) has passed the House and Senate. Effective dates of both bills are March 16, 2018. Once the governor signs the bill into law, Labor Relations will notify United Academics the benefit is available to UNAC faculty members who are eligible to cash in FTO. Information on how to Cash In FTO will be located on the SWHR website **once the benefit is available.** <http://alaska.edu/benefits/leaves/annual-leave-cash-in/>

Student Wages Meeting Minimum Wage

President approved the recommendation to increase the student wages to meet State of Alaska minimum wage of \$9.84 effective mid-May (start of summer student assignments). A review of the student salary schedule will be a FY19 future project and prioritized by the HR Council along with other project requests.

Employee Tuition Waiver Changes

The president has approved a regulation change to eliminate the 6 month waiting period for new employees to use the tuition waiver. Also, the minimum grade requirements has been eliminated.

Update as of 3/23/18: The new online form reflecting the regulation changes will be available at the start of April. A University communication by the President will also go out at the same time.

Campus Housing Portal

The campus housing portal that has been available to students through UAOnline is now also available to employees. Effective 3/13/18, a link was included in the Employee menu of UAOnline to go directly to the housing portal. This was requested by UAF Residence Life as many employees use housing services.

Removal of Transition Steps from Temporary Salary Schedule

Effective the first full pay period in July 2018, the transition steps for temporary employees will be deleted. Departments with employees in those steps currently should be working with their campus HR office to transition to another valid step prior to this date.

Changes to Staff Benefit Charges

Effective this year, Summer additional assignments and overloads will no longer have staff benefit charges for annual leave, sick leave, or holiday pay. Staff benefits will continue to be charged.

Tax Deductions for Employees in Canada

Effective April 1st, three new deductions will be set up in Banner for employees that live and work in Canada. This is done in order to remain compliant with Canadian tax laws.

HSA Calendar Limits - 2018

The HSA family contribution limits for 2018 have been lowered to \$6,850 per updates to the IRS regulations. These changes must be in Banner by March 23rd.

ACA Compliance

The 1095c forms for employees were generated March 1st and mailed to employees. These forms are also accessible through UAOnline. The electronic file that was submitted to the IRS on March 1st. However, errors were identified and a revised file must be transmitted to the IRS by April 1st.

Fiscal Year End Processing (April through July)

HR system and campus offices will start working in preparation of fiscal year end the first week of April. The fiscal year end processes include updating Banner with updated benefit charges and deduction set-ups, loading the FY19 budget, updating leave banks, moving employees to new salary schedules, extending term funded positions to FY19, and setting up faculty with contract extensions and additional assignments.

myUA Support

HR Information Systems (HRIS) took on the support of myUA at the end of 2017. In February, information was sent to the campuses about moving training modules to myUA. HRIS has been reformatting and uploading training modules supplied by Everfi and campus departments into myUA and developing reports for supervisors and departments. As more people are becoming aware of the new tools and functionality, requests for updates and assistance have been steadily increasing. There are functions within myUA that are not being utilized or are underutilized by the University. The team is committed to making improvements and rolling them out on a monthly basis. Some of the upcoming improvements will include better standardized reports, updated security settings, and training distribution.

Recruitments of Leadership Positions

UAA Chancellor

- [March 9, 2018 UAA held open forums](#)
- Search Committee identifying dates for on campus finalist visits

UAA VCAS

- [Beverly Cotton Shuford named Vice Chancellor for Administrative Services](#)
- Starts May 3, 2018

UAF Provost

- [Search information](#)
- Early March 2018 – First round of interviews
- Early/mid April 2018 – Campus visits for finalists
- July 2018 or soon thereafter – New provost assumes office

UA VPASA

- Reopening recruitment March/April 2018

UA CITO

- Beginning recruitment

UAS Alaska College of Education Executive Dean

- [Two finalists identified: Dr. Steve Atwater and Dr. Kathryn Hildebrand](#)

212 Butrovich Building PO Box 755140

Fairbanks, Alaska 99775-5140

Student Access Gateway meeting summary
Friday, March 23, 2018
Submitted by: Kendra Conroy

This team has been meeting and working since October 2017 so my first meeting was spent listening and understanding. This meeting was only 15 minutes and was an update regarding two projects related to improving online services for students:

1. A 48-page RFP has been developed and was introduced to the team members. The request is seeking bids relating to a turnkey electronic gateway online access program for prospective, former and current students in order to easily find and access online University of Alaska information and services. The team was encouraged to review the RFP; any suggestions or comments must be submitted by Friday, March 30, 2018. The goal is to release the RFP as soon as possible but was disappointed to realize it will be impossible to implement a new gateway system for the Fall 2018 semester.
2. UA has contracted with Strategies 360 (S360) to lead a test group of students through a user interface testing phase. The contract has been accepted but has not been signed; the funds have been approved. The test group will include individuals (pre-students and current students) with little experience and knowledge of the University. S360 will collect data relating to student behavior, views and desires relating to an interface system and present a report to the University. A meeting will be set soon for this team and S360 to work together to build the test group.

The Student Access Gateway Team meets every two weeks; Fridays at 11:00.