

Operating Staff Council Meeting Minutes Wednesday, November 10, 2010

Members in Attendance: Ann Boylan, Slava Bruder (Vice Chair), Lisa Canfield, Monique Couillard (Chair), Theresa Faist, Laurrie Anne Malizia, Janice Pierson, Brian Tobin (Recorder)

Not in Attendance: Lonn Sattler (SPPC)

Guests: Sharon Demers (Human Resources), Lee Calderone (Honors Program), David Giberson (Housing), Alison Harville (Editorial and Creative Service), Karen Mars (Central Administration BSC), Emily Moore (UNH Foundation), John Rockwell (Vehicle Maintenance)

Agenda Items

Welcome/ Minutes Approval

The minutes for the October OS Council meeting were approved.

Introduction of Interested Candidates for the OS Council

The following people were nominated to serve on the OS Council. Each gave a brief introduction about them self. They were as follows; Lee Calderone, David Giberson, Alison Harville, Karen Mars, Emily Moore, and John Rockwell.

The OS Council is down to eight members (which means only eight districts are being covered while the remaining are being adopted by the council members until more volunteers join the council). The council needs more members to have a stronger voice. Any type of service to the council is appreciated and valued. Any new input is vital. Time commitment to the OS Council is minimal. There are a few committees of the OS Council. The time commitment for these committees is on average approximately two hours a month. Since Administration throughout the University is not hiring, the OS Council has asked President Huddleston for a statement of support for volunteering to serve on the OS Council.

December 2010 Election Information

The annual elections to the OS Council are occurring in December. The nominees listed above were invited to the November OS Council meeting to see what the meetings are like. The nominees can decide after if serving on the council is something they are interested in. Service terms begin January 2011.

Benefits Fair Wrap Up

Monique and Ann worked the OS Council table at the benefits fair. The turnout was very successful. Many constituents asked about ways to ask Human Resources a question directly. An example was something like a Q&A on the Human Resources website. Monique is working with Sharon Demers on this topic. It does seem like a good idea to have a Q&A section on the HR website for general questions.

Two prizes were raffled off at the OS Council table and winners picked up their prizes.

Cornucopia Holiday Drive

Last year the OS Council did a drive at the library. This year we missed Thanksgiving due to dates, but maybe the council could try for the winter holiday. One idea suggested was a turkey pluck theme. Each feather could represent the food item needed. Maybe the council could challenge other departments? Possibly offer a prize to the winning department. After some discussion it was decided the council will have another box in the library again for donations. The council will focus on getting the word out and encouraging other offices to participate.

Workplace Bullying Awareness Group Update

The Women's Commission is starting up a working group. The focus for this group will be workplace bullying, defining bullying, and the difference between harassment and bullying. The first meeting was in September. The next meeting will be happening soon. The working group will eventually meet monthly. Lisa Canfield and Janice Pierson are serving on this working group.

Multi-Source Feedback Review Update

The PAT, OS & EE Councils will be meeting Monday, November 22nd to create a letter to send to the cabinet. The multi-source feedback is meant to determine what development is needed. This is not a form to beat up supervisors. Multi-source feedback will not be mandatory. It will only be a suggested option. The question was raised about people who have faculty advisors. Some operating staff work under faculty. Will the faculty union buy in? Will UNH hold faculty who are supervisors to supervisory roles?

Tri Council Retreat 2011 Topics

The following topics were suggested to be discussed at the Tri Council Retreat:

1. Mediation – have the university take this topic on. Management should try to find a home for it.
2. Safety Policy – maybe training on how to interact with new hires with violent pasts. Background checks are done on all new employees. Background checks are also done on current employees who move to a different department.
3. PDQs for operating staff – they look different. It would be good to look at this when doing performance evaluations with supervisors.
4. Operating Staff who are at the top of their pay range – this year there wasn't any money set aside for merit in the FY10 salary increase.

PAT Council Update (*Slava Bruder*)

The council committee reports were given. The results from the professional development committee were being sent out on 11/10/10.

Paul Chamberlain from Energy and Campus Development spoke about upcoming changes to employees' computers. All antivirus software will be registered. New software will be installed on computers so machines will go into sleep mode while employees are away from their desk. The effort is to save money.

Rick MacDonald came and discussed zip cars, the future of the roundabout by the field house, Rail Cat, bus routes, and changes to visitor parking. The New England Center will be for faculty and staff parking.

There will be a change to H-Lot as well. More bus routes are coming to Concord, Manchester, and the airport.

David Cross of the Counseling Center spoke about the recent suicide on campus. The Counseling Center offers training on how to identify students who are in crisis. The training session is 90 minutes long. EAP is also a resource for staff as well.

The PAT council has put together a retirement hardship proposal. The proposal was sent to President Huddleston. The focus is to allow employees to withdraw small percentages from their retirement fund.

The Tri Council meeting was also discussed and some guest speaker suggestions include Nancy Puglisi, David Cross, and Paul Chamberlain.

Additional Topics

The question was raised to Sharon Demers is she sees the annual performance evaluation form changing anytime in the future. Currently the form is still 12 pages long. Sharon mentioned the form is being looked at and any feedback about the form can be sent to human resources anytime. Sharon confirmed that PAT staff does have the option to write a one page narrative performance evaluation instead of the performance evaluation form. Operating Staff do not have this option.

There is no SPPC update. The next meeting will be November 18. There is no agenda yet.

Sharon Demers discussed the audit letter being sent out to staff that have dependents covered in their benefits package. Sharon received a letter already. This is a grace period. The letter is basically advising staff to remove dependents that are not legit. Now is the time to do so without any questions being asked or any penalties.

The next OSC meeting will take place from 1:00 – 2:30 PM on Wednesday, December 8 in the President's Conference Room T-Hall. OS Council meetings are open to all operating staff.

Wrap Up/Adjourn

OS Council web site: <http://www.unh.edu/os-council/>

PAT Council web site: <http://www.unh.edu/pat-council/>

SPPC web site: <http://www.usnh.edu/hr/sppc.html>