

Operating Staff Council Meeting Minutes
Wednesday, September 14, 2011

Members in Attendance: Monique Couillard, Theresa Faist, Alison Harville, Janice Pierson, Slava Bruder, Lee Calderone, Lisa Canfield, Kathleen Maher, Laurie Anne Malizia, Karen Mars, Emily Moore, Brian Tobin

Guests: Donna Marie Sorrentino (Director, Affirmative Action and Equity Office), Wendy Beckwith (EEO/ADA Compliance Officer), Karen Estabrook (Pat Council), Christina Van Horn (Human Resources), Lonn Sattler (SPPC), Tristan (student intern for Human Resources)

Welcome/ Minutes Approval

Minutes from the August 2011 Operating Staff Council meeting were approved.

Service Animal Statement / Wendy Beckwith

In the last two years the ADA definition of service animals has changed. Now there is more focus on dogs. The Department of Justice will now allow individuals to have a mini horse on campus as a service animal. Mini horses are strong, live long, and can be house broken. The UNH Service Animal Statement is now being updated with new definitions. Wendy is looking to make the statement into policy so everyone knows what is expected. She is currently visiting all the councils to gather feedback and discuss. The UNH Service Animal Statement can be viewed at:

www.unh.edu/affirmativeaction/pdf/Service_Animal_Statement_09072011.pdf

The following questions were raised:

- Where do the animals stay? They will stay with the owners all the time. The comment was made that housing configures dorm rooms for service animals and then reconfigures them after the student leaves. It seems like a waste of money to reconfigure after the student leaves. Why not leave the dorm room as it is. Donna Marie Sorrentino mentioned that all these situations are on a case by case basis and they are watching the laws closely to make sure the university handles all of this correctly.
- Where do the horses go to the bathroom? Most animals are trained to go on command just like a dog.
- What accommodations will there be for staff and faculty who are allergic to animals? Donna will have to look into this.

Consensual Amorous Relationship Policy / Donna Marie Sorrentino

The Affirmative Action and Equity Office has been looking at this concept for years. The timing is right to have a policy in place at UNH. The policy is still a draft since it must be approved by the faculty union (AAUP) first. After the approval happens the process can continue to move forward.

The key concept of the policy is to prevent conflict of interest of two people who are in a situation of power imbalance. Example: A student and professor are in a relationship. Other students in the class hear about this. They think the student will get a better grade since he/she is in a relationship with the professor (bias).

This policy will impact everyone at the university including faculty. The approval process for this policy will go through a sidebar process with the faculty union. This shouldn't be a long process like faculty contracts. It shouldn't take long to get implemented.

The policy does not affect student on student relationships. If a student is somehow paid by the university then the policy does apply to him/her.

The policy does not impact nonconsensual relationships. It only impacts people in a consensual relationship.

The definition of an uneven power dynamic is when someone has some kind of authority over another person (at work or academics).

The policy calls for people in these consensual relationships to notify the proper authorities. The authority for the faculty would be the Dean. Example: If a student is in a relationship with a faculty member then that student cannot be graded by that faculty member. The chair of the department would have to find someone else to grade that student.

The following questions were raised:

- What if people in a consensual amorous relationship don't come forward? Are there any consequences? Others will have to come forward and notify the proper authorities. The comment was made that this could create a climate of whistle blowers.
- What if the people involved in a consensual amorous relationship refuse to work with the plan the proper authorities create? The chair or supervisor will need to report it right away.
- What would happen if the policy creates a reassignment of duties? Would everything fall on another person in the department? What about small units? Everything would be reviewed on a case per case basis.
- How prevalent are these consensual amorous relationships at UNH? It exists and more other college campuses are implementing policies like this.
- Will there be any kind of grandfather clause? No. The policy will address this. People in a consensual amorous relationship will need to come forward and if they have been doing this for years.

Creating a Professional Development Presentation / Chris Van Horn

The OS Council Professional Development subcommittee met with Chris regarding a professional development presentation. Chris has been working with the PAT Council on professional development workshops. Chris would like to work with the OS Council on identifying workshops of interest and important topics. The AOP Conference is happening again this year at UNH. Council reps could ask their districts what topics they want for the conference. Stress Management will most likely be an important topic.

Monique would like the OS Council Professional Development subcommittee to reach out to Chris and brain storm for ideas. Slava mentioned a writing workshop put on by Professor Gail Fensom. The PAT Council is working with Gail on teaching a nominations writing workshop.

Update on Flex Work Arrangements / Subcommittee Needs Assessment Survey

Monique is currently on this subcommittee of the Flexible Work Arrangements Task Force. They are starting a survey and Dick Cannon would like something sent out this fall.

PAT Council Update:

1. Flexible Work Arrangements Task Force has been divided into three subcommittees.
2. A representative from the College of Liberal Arts (COLA) came and discussed their staff reorganization survey. The results were good. 76 percent responded. The survey did find disparity. The recommendations went sent to the dean. Things that need to be done now are:
 - Pull resources from other departments
 - Rewrite job descriptions
 - Encourage professional development in the college
3. The recent dependent audit was discussed. People are stressed and concerned about confidentiality in regards to sending personal information to a fax machine at Aliquant. A lot of people who are already submitted their information did receive a reminder from Aliquant to hurry up and submit the information.

It appears Aliquant is behind in processing the paperwork. If this is the case the OS Council is going to ask David Proulx if there will be an extension on the audit.

Wrap Up/Adjourn

Monique will ask Web Solutions to post the entire list of OS Council subcommittees to OS Council website.

The question was raised if there has been any follow up on the termination notice policy. There was a discussion awhile ago changing the policy to 60 days for PAT and OS. Currently UNH must provide 90 days written notice to PAT employees and 30 days written notice to OS employees.

Laurrie Anne Malizia announced this will be her last year on the OS Council and that the Multisource Feedback process is on hold.

The next meeting: Wed. Oct. 12, 2011 Board of Trustees Room T-Hall.

"Did You Know" FYI's for Operating Staff

Health Services provides discounted traditional massage therapy (\$45) and hot stone massage therapy (\$55) to UNH faculty and staff all year round. Massages are 50-minutes and performed by licensed massage therapists. Gift certificates are also available. To make an appointment, please call (603) 862-3823.

To learn more about massage therapy, visit www.unh.edu/health-services/ohep/massage.html

OS Council: www.unh.edu/os-council/

PAT Council: www.unh.edu/pat-council/

SPPC: www.usnh.edu/hr/sppc.html