

Operating Staff Council Meeting Minutes Wednesday, March 11, 2009

Members in Attendance: Janice Aviza, Ann Boylan, Monique Couillard, Matty Leighton (Chair), Patrice MacNevin, Laurie Anne Malizia, Janice Pierson, Sandra Reynolds, Toni Searles, Brian Tobin, Lisa Wilder

Members Not in Attendance: Slava Bruder (Vice Chair), Sandra Reynolds

Guests: Brett Pasinella, Program Coordinator, Climate and Biodiversity Education Initiatives; Jodi Record, Campus Journal; Lon Sattler, SPCC

Agenda Items

Paper Reduction – Patrice MacNevin, Janice Aviza

Patrice and Janice presented the results of a collection of unwanted mail they collected at Holloway Commons and Health Services over a two-week period. They sorted the contents, which completely filled a legal-sized storage box, and displayed them on the conference table for the council. Some of the things they learned during the collection process:

- Many employees receive duplicate mailings – one at work and another at home.
- A significant number of employees are receiving mail that is inappropriate. One example is the “Signals” newsletter distributed by CIS, which goes to all employees whether they are computer users or not. Most UHS/Dining employees do not use computers, so the discarded newsletters comprised one of the largest single elements of the collection.

Brett Pasinella suggested that the tri-councils work with the Integrated Waste Management Task Force to come up with strategies for reducing and/or recycling mail that is not needed. He invited at least one member of the Paper Reduction Task Action Group to join the Integrated Waste Management Task Force – this is something that Patrice and Janice are willing to explore. Next steps may include:

1. Gather mail at additional test locations, including some academic departments as well as other business units.
2. Recruit representatives from the PAT and EE councils to join the Paper Reduction Task Action Group (Matty will contact Guy Eaton and Julia Peterson).
3. Once the Task Action Group brainstorms some ideas about how to reduce paper use where needed (and even increase it where appropriate, such as in reaching non-computer-using employees), work with the Integrated Waste Management Task Force to come up with a thoughtful, campus-wide implementation plan that is positioned as a win-win proposal.

Approval of Minutes – Matty Leighton

The February minutes were approved by acclamation.

Budget Suggestion Box Idea – Patrice MacNevin, Janice Aviza

Because Vice President Dick Cannon had announced the Budget Suggestion Box to all employees, Patrice and Janice wondered if we should submit the Paper Reduction initiative as an item. The council concluded that it might be better to wait until more data has been gathered and a cohesive, comprehensive plan can be proposed. The council did think it would be valuable to encourage constituents to submit ideas, so Matty will send out an e-mail with the link that can be passed along to all districts.

Relay for Life – Patrice MacNevin

The Relay for Life will once again be taking place on campus this year. Patrice wanted to know if the council should become involved. The general consensus was that the council does not wish to be in the position of organizing a team or teams, but it might be a good idea to publicize the event to constituents, telling them where they can find information and encouraging them to form teams of their own or joining existing teams. Also, it would be a good idea to have staff members who do participate let the council know about it so we can publicize the staff's efforts. Matty asked Patrice to forward her the information so she can draft an announcement to be sent to all districts.

Mediation Board – Janice Pierson

The Mediation Board Task Action Group held a productive meeting two weeks ago with the student Office of Student Conduct and Mediation and Deb Carr from Human Resources. Mary Essley from the PAT Council has also joined the Task Action Group, since the OS Council hopes to make this a tri-council initiative. The next step is for the group to hear from current or former staff members who have participated in grievance processes, including FAIR. Were their experiences positive or negative? Did they feel adequately heard and represented, and did they feel the process was truly impartial? Some other questions that need to be researched include:

- Can the mediation process be used to address issues that cannot be grieved under FAIR (such as performance reviews)?
- Are there any implications when mediation involves a non-unionized staff member and a unionized faculty member (or member of another collective bargaining unit)?

Constituent Suggestion – Matty Leighton

Matty told the council about a suggestion she received from constituent Kelly Hinton, who mentioned that it was sometimes very difficult to find the minutes for different organizations on campus such as the SPPC, Central Budget Committee, Transportation Policy Committee, etc. Matty proposed that the council send out an e-mail with the URLs for web sites where these minutes can be found, so constituents can bookmark them or make them favorites in their browsers. Monique Couillard suggested that we go a step further and add this information to the OS Council web site. Matty will make sure both of these things are done in the coming month.

Steering Committee Update – Matty Leighton

Matty updated the council on the status of the Steering Committee's progress in the Strategic Planning process. The working groups (there are nine) are concluding their brainstorming phase and will each be returning three (or so) "big ideas" to the committee. These ideas will then be presented to the community in an open forum, and comments will be solicited. Once the comment period is concluded, the Steering Committee will vote on the proposed initiatives, in some cases combining them as needed, to come up with four or five ideas for the final plan. In May, a second roundtable of 120 university faculty and staff will spend a day reviewing the final ideas and commenting. Immediately after the roundtables are concluded, the president and the consultants will begin drafting the final plan document, it will be provided for review over the summer, and implementation will begin in the fall.

Constituent Concern

A representative brought it to the council's attention that there had been complaints from constituents during the recent long-term care informational sessions that they were not allowed to attend the sessions without using earned time. This is a continuing issue – the council has faced complaints over the years that constituents are either prevented from attending training classes, serving on councils or committees, participating in professional development activities, providing service to the university, or attending information sessions directly related to university benefits, or are required to use their own earned (vacation) time to do so. HR has told the council numerous times that they cannot tell departments to

allow release time for these types of activities. Matty stated that she would once again broach this issue with the administration.

Face-to-Face Constituent Meetings – Laurie Anne Malizia

Laurie Anne reported that a constituent invited her to come for an on-site visit. She met the constituent, had a tour of her work area, and enjoyed a cordial discussion of issues of interest to workers in that area. She encouraged other representatives to try this method of communication with constituents in their districts.

Adjournment

The meeting was adjourned at 2:20 PM.

The next OSC meeting will take place from 1:00 – 2:30 PM on Wednesday, April 8th in the Trustees’ Board Room in T-Hall. OS Council meetings are open to all operating staff.

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>