

Operating Staff Council Meeting Minutes April 12, 2006

Members in Attendance: April Damon, Jennifer Dube, Stephen Hunter, Jeff Jones, Matty Leighton, Geri Sanders, Lori Parent, Toni Searles, Lisa Wilder, Jason Brodeur (Chair)

Members Not in Attendance: Charlene Hill, Julie Johnson-Dubois, Doreen Palmer

Guests: Shirley Sceggeel, Hospitality Services; Lonni Sattler, SPPC

Trivia Question – What do the three dates stand for on the official UNH seal? See the end of the minutes for the answer.

Agenda Items

Opening Remarks/Review of March Minutes – Jason Brodeur, Chair

Since the information card discussed in the March minutes was never created, the council agreed to note this in the April minutes, and the March minutes were accepted as distributed via unanimous voice vote. The council also agreed to instate a three-day review period of all minutes before they are distributed to constituents, so that council members may make comments or corrections as needed.

Constituent Communications – Jeff Jones

Jeff proposed that the council consider creating a small information card with information about the council that can be distributed at staff events. This card might include our mission statement, our web site address, etc. The council discussed the value of having a small card vs. updating the existing flyer, or even having both. Steve suggested that the council consider something durable and useful, such as a pen or magnet, rather than paper. Jason noted that the flyer has worked well in the past and is more functional, since it can be handed out at events **and** be included in new employee packets. During the general discussion, some other good ideas were voiced, including:

- ▶ Holding open forum breakfasts more often
- ▶ Getting other university departments to put links to our web site onto their sites

Ideas directly related to the flyer included:

- ▶ Making the flyer or card more current, with information about upcoming events
- ▶ Adding a group photo or photo of our chair
- ▶ Adding trivia or “fun facts” about the council or the university

At the conclusion of the discussion, the council agreed that Jeff will have a proposed format for the newsletter and Jason will provide text regarding recent accomplishments. In the meantime, Lori will send a hard copy of the old flyer to all council members via campus mail.

Ben Thompson Day – Jennifer Dube

Jen is very interested in reviving Ben Thompson Day on campus. In the past, this celebration has been coordinated by various departments and organizations, with no one single department taking full responsibility, and last year the event did not take place at all. Thus it has been hard for Jen to track down information about what was done in the past and whether anything is being planned for this year. A number of council members had information about activities both past and present. Council members suggested that Jen contact Tracy Boyle on the IDEA committee as well as someone at the Thompson

School. Jen will follow up on working with these people, and Matty expressed interest in helping out once Jen gets the details.

OS Council Web Site – Jason Brodeur

Jason recapped the two web site issues to be addressed:

1. Whether to merge sites with the PAT Council
2. What we need to do to improve our site

After some discussion, the council agreed that it would be best at this time to upgrade our own site and consider the possibility of pursuing a joint venture with the PAT Council's site sometime in the future.

April informed the council that Web Solutions has offered to assist us in improving our web site. The council identified a number of improvements that would benefit the site:

- ▶ Photos
- ▶ Plenty of white space
- ▶ Create a visual focal point on the main page
- ▶ “What’s New!” vs. “Announcements”
- ▶ .pdf of the flyer once it is updated
- ▶ OS Council bylaws
- ▶ Additional links to resources such as WISE
- ▶ Agenda for upcoming OS Council meeting
- ▶ Alphabetical list of departments showing the districts they are in
- ▶ Information about upcoming events/link to UNH calendar
- ▶ Hot topics
- ▶ Committee pages
- ▶ Using menus rather than drop-downs
- ▶ Posting minutes on the site rather than distributing them via e-mail
- ▶ Quote of the week
- ▶ Trivia/fun facts

The redesign of the site will follow the new “UNH Look” template – for an example of this, see the Conferences and Catering site, which has just been updated and looks terrific. Steve mentioned that we should coordinate the redesign of the flyer with the web site, so that we have one consistent graphic identity, and Matty suggested that we could also create a newsletter template that matches as well. If we have a newsletter template in a program like InDesign, Matty can create a newsletter that includes highlights of the OS Council meetings **and** upcoming events and other items of interest to staff, and this can be distributed to constituents each month in place of the minutes, which will be posted on the site.

April will coordinate with Web Solutions to get the redesign started. Matty expressed some interest in being trained and helping to maintain the site.

SPPC Update – Lonni Sattler

Lonni gave a brief update of the SPPC's activities. There are no new policies coming up for vote – the most recent development is that the compassionate leave policy is now rolled out system wide. Lonni showed the council a handout that he received during a presentation from Strategic Benefit Advisors, Inc., regarding the general history of employee benefits, their status now, and how they are likely to evolve in the future. He will give copies of this report to Lori for distribution along with the hard copy of the council flyer.

The meeting adjourned at 2:25 PM.

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

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

Trivia Answer:

1866 – New Hampshire College of Agriculture and the Mechanic Arts, Hanover, NH, is incorporated as part of Dartmouth College.

1893 – New Hampshire College of Agriculture and the Mechanic Arts moves to Durham, NH.

1923 – New Hampshire College of Agriculture and the Mechanic Arts becomes the University of New Hampshire.