

## **Operating Staff Council Meeting Minutes Wednesday, April 11, 2007**

**Members in Attendance:** Slava Bruder, Nicole Finitis, Holly Hillsgrove, Patrice MacNevin, Janice Pierson, Toni Searles, Lisa Wilder, Jason Brodeur (Chair)

**Members Not in Attendance:** Jennifer Dube, Doreen Palmer (UNHM)

**Guests:** Lon Sattler, SPPC; Sharon Demers, Human Resources; Jody Record, Campus Journal

### **Agenda Items**

#### **Welcome/Minutes Approval – Jason Brodeur, Chair**

The March minutes were approved by acclamation.

#### **Library Staff Council – Holly Hillsgrove**

On March 16<sup>th</sup>, Holly received a communication from the Library Staff Council regarding a new policy which they felt had not been properly announced. The policy concerns employees who stay home due to weather conditions when the university has not curtailed operations. Under the new policy, if the university curtails at any time during the employee's work hours, the employee does not have to take any of the time after operations have been curtailed as earned time. Holly was somewhat surprised to hear from the LSC, as neither she nor Jason was aware that there was a formal Library Staff Council, and Holly wondered why an LSC representative was not on the OS Council. She indicated a willingness to step down if someone from the LSC wishes to serve on the OS Council. Sharon Demers clarified that the LSC was created to address internal library concerns and not to provide external representation. The LSC has invited Holly to a "get-to-know-us" meeting, as well as to their quarterly meeting. She will attend both meetings and will serve as a liaison between the LSC and the OS Council if needed.

#### **Community Service – Nicole Finitis**

Opportunities still exist to participate in the Relay for Life. Contact Nicole Finitis for more information about being placed on a team or call the local organizers at 603-969-6831. Staff members may also volunteer for Honors Convocation on May 18th and Commencement on May 19<sup>th</sup>. All volunteers will be required to attend a training session the week of May 7<sup>th</sup>. The time commitment for volunteers at the ceremony on May 19<sup>th</sup> will be from 6:30 AM to 2:00 PM, and staff may sign up at [https://www.events.unh.edu/register.shtml?event\\_id=2768](https://www.events.unh.edu/register.shtml?event_id=2768). Other upcoming celebrations include Earth Day on April 20<sup>th</sup>; Jen Murray is in charge of this event.

#### **Presidential Award of Excellence – Patrice MacNevin and Lisa Wilder**

Patrice and Lisa reported on their experience serving on the selection committee for the Operating Staff awards, which overall was very positive. They did mention that they gave Chris VanHorn some feedback about the fact that they didn't know the criteria for the award prior to attending the selection meeting. They also said that there were only nine Operating Staff nominees this year (as opposed to over thirty for Professional and Technical Staff), and they were concerned that the nominee pool wasn't very diverse in terms of the nominees' job types, areas in which they worked, etc. The council discussed some possible reasons for this, and one point that came up was that many staff (including many of the council members) didn't know that a peer may make a nomination, not just a supervisor. The council also discussed the focus of the award, e.g., whether it should reflect simply slavish devotion to the person's work ("not having a life") vs. making a contribution that is creative and/or goes above and beyond the person's normal job description; whether there should be a way of making an award at the time of an achievement rather than once a year; etc.

### **Insurance and Other Benefits – Sharon Demers, Patrice MacNevin, Lonn Sattler**

1. Health Insurance for Out-of-State Dependents – Lonn looked into the problem that Patrice’s constituent had with coverage of an out-of-state dependent under the HMO plan since we switched to Harvard Pilgrim. The problem is that Harvard Pilgrim’s HMO has a smaller service area than Cigna did and they don’t have arrangements for guest providers, so if the out-of-state dependents (who live in New York) are enrolled in the HMO plan, they cannot go to any doctors in their area. Emergency services are always covered if there is a life or limb-threatening injury or illness, but otherwise there are no providers available unless the dependents are switched into the significantly more-expensive POS plan.
2. The OS Council revisited the issue of two UNH employees who subscribe to one family plan but both wish to belong to a health club and have it covered (which is the case now, but will probably change next year). At first some council members leaned towards covering both employees, but it was pointed out that a) if the spouse did NOT work at UNH, there wouldn’t be the expectation that their membership would be covered, and b) both employees have the option of enrolling in the health care plan as an individual and thus gaining coverage of their health club membership, if they so desire. Since enrolling as a family rather than two individuals provides a cost benefit to employees, the opinion was that it’s fair to offer just one covered membership per family enrollment.

### **Longevity Program – Lonn Sattler**

Lonn presented changes that are being considered to the longevity rewards program (see Attachment A). The SPPC will vote on these changes in May. The proposed changes would give all employees a single lump sum payment based on years of service, augmented by an additional gift (computer equipment, exercise equipment, cell phone, travel, etc.). These longevity awards, which would be graduated in five-year increments, would begin in the employee’s 10th year of service and continue to increase through the employee’s 35<sup>th</sup> year of service. Employees who are currently participating in the longevity program would have the choice of staying with the percentage-based auxiliary payment, calculated from their base pay, or switching to the new program. The SPPC sponsors claim that this proposal will be cost-neutral, but several members and guests expressed skepticism that the changes could be implemented without incurring additional costs, and they would definitely involve a lot more administrative work. Although the council did not vote on the proposal, there was discussion of whether the proposed program was really different than the current program, as well as whether we want to spend money from the benefits budget to reward longevity at all – could it be used for other purposes and have a greater impact? A decision was not reached. At the end of the discussion, Sharon Demers also mentioned to the council that the percentage of employee contribution to the cost of benefits is not expected to rise next year (although the premium itself will rise, which means the actual cost to the employee will go up commensurately).

### **Presidential Commission on the Status of Women – Janice Pierson**

There is currently one staff member position open on the President’s Commission on the Status of Women. The commission meets once a month on Friday, and members are expected to make a two-year commitment. Members are also encouraged to serve on sub-committees. Interested staff members may contact Janice.

### **Staff Grant Review Commission – Jason Brodeur, Chair**

There is an OS position open on the Staff Grant Review Commission. The commission meets quarterly, with the next meeting scheduled for June. Interested staff members may submit their names to Chris VanHorn and should copy Jason.

### **Central Budget Committee Update – Matty Leighton, CBC Liaison**

Matty gave the group a high-level overview of items covered at the last Central Budget Committee Meeting. These included:

1. RCM Hold Harmless Review – Bonnie Newman is currently “engaging the President’s Cabinet, Central Budget Committee, individual units, and others in a process to remove the hold harmless allocation for each unit . . .” of the university and to reallocate those funds. This means units will truly be reliant on the funds they bring in and will no longer receive general funds from the university. However, schools and colleges will continue to receive additional funds, so they do not need to participate in the review process. In addition, the review for Athletics is deferred for two years due to a reorganization process announced in 2006, and the review for the New England Center is deferred for two years because it is involved in a study with WSBE to see if it can be converted to academic use. The President’s Cabinet and the CBC will be reviewing unit reports and projected impacts from July through September. Final decisions regarding the pace of hold harmless reduction for each unit and the reallocation process for FY 2009 and beyond will be made by November 1, 2007.
2. Functional Responsibilities of the Chancellor’s Office – Stephen Reno and Ed McKay distributed an informational packet that clarifies the functions of the Chancellor’s Office, which are divided into executive and centralized service functions. Matty will make copies of the packet for the next OS Council meeting (the organization chart is included in these minutes as Attachment B).
3. Facilities Operating Budget – Paul Chamberlain from Facilities presented an overview of the FY 2008 budget, including what will be billed back to the various units. The budget separates out the costs for ongoing services from major projects.
4. Price Point Analysis – Business Affairs presented an analysis of room and board costs, both the amount that students pay and the amount we charge for conferences and day meetings. Generally room and board makes up a much lower percentage of the total cost for students than it does at other local and national institutions. In addition, meeting package fees have not been increased since they were established in FY 2004. Business Affairs has asked to increase student summer room and board fees for Summer 2008 (increases range from 6-10%) and to increase fees for meeting packages and room rental fees by 10%. This is intended to offset the \$20,000 decrease in hold harmless funds in FY 2008.

The minutes of the Central Budget Committee, as well as all materials distributed at the meeting, are available at <http://unh.edu/budget/cbcschedule.htm>.

**Group Photo/Wrap-Up/Adjourn – Jason Brodeur, Chair**

Jody Record of the Campus Journal took a photo of the group, and the meeting was adjourned at 2:25 pm. The next OSC meeting is scheduled for Wednesday, May 9<sup>th</sup>.

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

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

## Attachment A

### Proposal Regarding Current USNH Policy on Longevity

#### Background

USNH's current policy for Operating Staff recognizes "longevity" at USNH with supplemental payments ranging from 2% of salary to 10% of salary, based on milestone years of status employment. This policy has existed, unchanged for at least the 35 years that USNH has a record of compensation policy. It's strength is that it provides a tangible, non-controversial acknowledgement of continued service. The weakness of the program is that the approach is not contemporary in style, and appears to provide minimal value for the dollars expended. The goal of this proposal is not cost savings per se but rather a greater and more contemporary value for the dollars expended.

#### Proposal:

1. Eliminate current policy : <http://usnholpm.unh.edu/USY/V.Pers/F.10.htm> Longevity pay as of 7/1/8 for any new entrants to the option.
2. Establish a new policy "Contribution and Service" compensation award effective 1/1/8.
3. Provide all employees who currently receive longevity pay a choice to continue doing so or convert to the new plan.

#### Elements of the Contributions and Service compensation award

The proposed plan would continue payments on an increasing schedule from 10 to 30 years as the current policy does but with bonus payments one time a year rather than percent payments based on salary. It would add an additional increment for 35 years of service. And it would add an option for selection of awards that are intended to promote professional and personal development and renewal.

The value of the awards will be subject to then current tax laws.

The eligibility would remain based on "years of service" but the award itself would reflect those items that promote recognition of employability and continuous individual growth. The options listed in each of the grids would be for annual selections. The impact is expected to be cost neutral.

**Longevity Proposal – DRAFT**

<b>Years of Service</b>	<b>Payment Per Year</b>	<b>Additional Award</b>
10-14	\$500	Emwave, home computer, printer, tuition payment or professional development equal to no more than \$200, or select recreational equipment
15-19	\$750	Any of above, <b>plus</b> an additional \$150 towards professional development options <b>OR</b> 2 <sup>nd</sup> family membership to Health Club
20-24	\$1,250	Any of above, with up to \$200 towards an item below <b>OR</b> \$500 towards the cost of home computer, cell phone, IPS service fee or other software or technology. Or select recreational equipment such as treadmill, bicycle, tent and other select recreational equipment (valued at approximately \$500).
25-29	\$2,000	Any of above <b>plus</b> an option of two nights at select NH hotels (Balsams, etc) or plane tickets for two for domestic flights arranged through USNH travel at a value at or under \$500 (or with \$500 applied to the cost of travel with a cost over \$500) Select recreational equipment will include higher-valued items.
30+	\$3,000	Same as 25-29
35 +	\$4,000	Same as 25 - 29

All “additional award” items are subject to appropriate taxation.

Chart I.2: Functional Responsibilities, Chancellor's Office, University System of New Hampshire, January 2006

