

**Operating Staff Council Meeting Minutes**  
**UNH-Manchester, Room 257**  
**Wednesday, April 9, 2008**

**Members in Attendance:** Jennifer Dube, Holly Hillsgrove, Matty Leighton (Vice Chair and Recorder), Patrice MacNevin, Doreen Palmer (UNHM), Janice Pierson, Brian Tobin (UNHM), Toni Searles, Lisa Wilder

**Members Not in Attendance:** Jason Brodeur (Chair), Slava Bruder, Laurie Anne Malizia

**Guests:** Jamy Cote, UNHM; Elizabeth Fournier, UNHM; Vicki Lee, UNHM; Doris Mrozek, UNHM; Lonn Sattler, SPCC

**Agenda Items**

**Welcome/Introductions – Matty Leighton**

The members of the council introduced themselves and welcomed the UNHM constituents – Jamy Cote, Media Specialist with Academic Computing; Elizabeth Fournier, Human Resources Assistant; Vicki Lee, Administrative Assistant with the Center for Academic Enrichment; and Doris Mrozek, Assistant to the Dean.

**Open Forum – Constituent Interests, Concerns, Questions and Suggestions**

Matty summarized the issues that have been discussed at recent council meetings, and invited the UNHM constituents to weigh in or to offer any other comments they might have. Comments included:

- The new performance assessment form is too long and cumbersome.
- Companies in the private sector have been using 360-degree evaluations and evaluations that solicit input from multiple supervisors for many years, and both approaches are very helpful.
- If a supervisor marks an employee down, he or she should be required to show what efforts she/he made to correct the employee's behavior or improve the employee's performance (i.e., through mentoring, by providing training, etc.)
- There should be a level of accountability for supervisors – reviews they deliver should in turn be reviewed by their boss
- Constituents in Manchester are unclear what is driving the desire for a union. Can they hear more about the issue? They don't understand why employees in Durham feel a union is needed.
- Manchester constituents like having the council meet at their campus and would like to see it happen regularly, once or twice a year.

Matty asked council representatives to explain the concerns they have heard from constituents in their districts. These concerns include the fact that many OS in UHS/Dining work part-time and can't take advantage of benefits such as the sick pool conversion program. In addition, many employees in Dining are hourly/non-status and don't qualify for benefits. Employees in Dining work long and late hours with shift differential pay that lags behind the industry standard, and they are essential personnel, so they are required to come in to work even when the weather is really terrible. They don't feel their input about these issues is being adequately represented in the current council system. Employees in Facilities and Housekeeping have indicated they have similar concerns.

Matty asked the Manchester constituents if they would like to see a communication about the unionization issue that attempted to fairly present the arguments for and against unions, and they said they would find that helpful. The Manchester constituents commented that their small campus sizes gives them direct access to management when they have a concern, so they may not have the same experience as OS in Durham.

Elizabeth Fournier offered to assist the council in communicating with Manchester employees. She distributes a monthly HR newsletter and would be happy to include information from the OS Council minutes. The council

also mentioned updating the web site to include a link to UNH-M. It's unclear what became of previous plans to update the site – this should be an agenda item for the next council meeting.

### **Approval of Minutes**

The March minutes were approved by acclamation.

### **Communication Board Budget – Matty Leighton and Patrice MacNevin**

Because Sharon Demers was not present, this agenda item was tabled.

### **F09 Staff Increases – Matty Leighton**

The Board of Trustees has already approved an across-the-board (ATB) compensation increase of 3.0% for Fiscal Year 2009, and a total compensation increase of 5.5%. The council reviewed three options for structuring the remaining 2.5% of the total increase. These options included varying percentages of merit/equity/bonus, general and market equity increases. These increases were explained as follows:

ATB – Applies no matter where an employee is in the salary range, because it raises the entire range  
General Increase – Applies to all employees except those who have reached the top of their salary range  
Merit/Equity/Bonus – Applied to specific employees at the discretion of the department  
Market Equity – Applied by HR to specific classifications or locations to rectify salary inequities

Council members were asked to let Jason know which of the three options they favor by the beginning of the following week. In considering whether a general increase benefits our constituency, the council agreed that it would be useful to know what percentage of OS are at the top of their salary ranges. If a large percentage of our constituents are at the top of their ranges, then an option that includes a general increase is not as beneficial for OS. Matty will follow up with HR to see if this information is available.

### **Transportation Policy – Matty Leighton**

The OS liaison the Transportation Committee asked for the council's feedback on a proposal to increase the annual parking permit fee from \$50 to \$235 over five years (2010 to 2014). The council was unanimous in its opinion that constituents will be furious if the university implements this policy. While it's understandable that we are asked to take on some of the rising costs of health care benefits, because costs are spiraling upwards so fast, it's difficult to show any comparable increase in the cost of maintaining parking lots. Council members suggested creating a tiered system, based either on location (people who park in the core campus lots pay \$235 and those who park in the outer lots pay \$50), or on salary, or making outlying "shuttle" lots (like West Edge) free while parking near campus continues at \$50 per year.

### **Adjournment**

The meeting was adjourned at 2:30 PM. The next OSC meeting is scheduled on Wednesday, May 14<sup>th</sup> at 1:00 PM in the Trustees' Board Room in T-Hall.

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>