

## **Operating Staff Council Meeting Minutes Wednesday, May 13, 2009**

**Members in Attendance:** Janice Aviza, Ann Boylan, Slava Bruder (Vice Chair), Monique Couillard, Matty Leighton (Chair), Patrice MacNevin, Janice Pierson, Sandra Reynolds, Toni Searles, Lisa Wilder

**Members Not in Attendance:** Laurrie Anne Malizia, Brian Tobin

**Guests:** Lisa Hartford, Potential Council Member; Carol Knox, Potential Council Member; David Proulx, Assistant Vice President for Financial Planning and Budget; Lonn Sattler, SPPC Representative; Nick Smith, Associate Professor of Philosophy; Christina VanHorn, Human Resources

### **Agenda Items**

#### **Welcome and Introductions – Matty Leighton**

Matty introduced Lisa Hartford and Carol Knox, two OS staff members who might be interested in joining the council.

#### **Approval of Minutes – Matty Leighton**

The April minutes were approved by acclamation.

#### **Updated Info about UNH Walk – Christina VanHorn**

Christina VanHorn briefly shared some updated information about the Walk NH Week 2009 kick-off walk on June 3. In hopes of including the maximum number of staff possible, the walk time will be extended so that offices can stagger attendance. Also, adjustable routes will be available so that staff may walk fewer than 3 miles if their schedule requires. More information is available on the Human Resources web site at <http://www.unh.edu/hr/walkNH2009.html>.

#### **Proposed Merger with Franklin Pierce Law Center – David Proulx, Nick Smith**

Nick Smith and David Proulx made a brief presentation concerning the proposed merger with Franklin Pierce Law Center and then took questions. The report of the review committee recommends that we merge with Franklin Pierce Law Center (FPLC), keeping them in their present location in Concord for at least 3-5 years. Given the proximity to the state capitol, this may prove to be the best location in the long run. Also, we do not have room to house their students in Durham at this time. The merger will incur no cost to UNH, because FPLC is financially sound and actually generates a yearly revenue surplus at this time.

Q. Will there be a faculty/staff tuition waiver for FPLC, as there is now for all other USNH institutions?

A. Probably, yes. Right now, however, it might be relatively difficult for faculty and staff to take advantage of such a waiver, since FPLC does not offer part-time programs (i.e., they do not have evening and weekend classes).

Q. Will they continue to maintain their own library building and collection?

A. Yes. They have a huge library, which is something all law schools must have to function, and they will continue to maintain it on their own and not as part of the UNH Library system.

Q. What are the demographics of FPLC?

A. They currently have 480 students, a majority of whom are from out of state. Their student body is made up of 17-18% minority students and 7-10% international students. They have 36 tenured faculty and 65 staff.

- Q. Will their faculty be covered under the AAUP contract?
- A. All faculty are covered under the contract, whether they choose to join the union or not. So yes, FPLC faculty will be covered.
- Q. What does FPLC stand to gain from this merger?
- A. Merging with UNH will ultimately help FPLC with their ranking, which is very important to law schools. They need to raise their research profile and become more interdisciplinary and diversified. While they are doing fine on their own right now, over time it is very difficult to maintain a stand-alone law school. Merging with us will allow them to develop collaborative relationships with our research arm, take advantage of the natural “feed” of prospects from our undergraduate programs, and ultimately to maintain or even raise their ranking in the future while staying financially viable.
- Q. Are other universities pursuing FPLC?
- A. No, they came to us because, as noted above, they are aware that they need to develop a relationship with a national research university.
- Q. What will happen to our Justice Studies program?
- A. We’re still trying to sort this out and find a way to avoid competition. Justice Studies may need to redefine their offerings, and perhaps reconfigure their master’s program.
- Q. Will we bring FPLC into our transportation system?
- A. This would be very costly. We will have to analyze demand and look at the cost vs. the benefit of adding them into the system.
- Q. Is it possible that FPLC will add a part-time program like WSBE’s for people who are already out and working in the field? For instance, a Friday/Saturday/Sunday program? Or an evening program on weekdays?
- A. This is possible. FPLC has a large, state-of-the-art building that is not being utilized in this way, so it might make sense to increase their offerings. It also might make sense to offer a program through our Manchester campus.
- Q. What is the tuition for FPLC?
- A. \$35,300 per year. We want to make sure that we are able to make the law school available to NH students if we merge (right now they depend mainly on out-of-state students). We hope to create a tuition differential for in-state students to make the law school more affordable, perhaps as much as \$10,000 (less) per year.
- Q. What about the FPLC alumni? Will they be upset about losing their school’s identity?
- A. They do not have a strong or active alumni base, so this does not seem like it will pose a problem.
- Q. Will the name stay the same?
- A. They would like to keep the name somehow, but not at the school level. For instance, they are well-known for their intellectual property program, so it might make sense to have the University of New Hampshire School of Law, and under that create a program such as the “Franklin Pierce Intellectual Property Program.”

There will be an Open Forum on the proposed merger on Friday, May 15, from 9:30 – 11:00 in MUB Theater II. Staff members who have questions about the merger may contact Nick Smith directly at [nick.smith@unh.edu](mailto:nick.smith@unh.edu) or go to <http://www.unh.edu/president/markhuddleston/speeches/fplc0509.htm> for more information.

### **Personnel Issues – Group Discussion**

The two potential council members introduced themselves. Carol Knox works in Housing, where she handles damage billing, keys and access issues, and summer programs, as well as working closely with hall directors. She has been with the university for over three years and previously worked at the New England Center. She is interested in joining the council because she wants to get outside her own work world and participate in the university community on a larger scale.

Lisa Hartford has worked at UNH since 1988. For much of that time, she worked for CIS, moving to the Art and Art History Department twelve years ago. She is interested in the council because she wants to hear what's going on and get involved.

Matty told the candidates they could stand for election at the end of the meeting, if they decided to join. She also asked for volunteers to join the Job Site Task Force with HR to test a new job site software, and to take over as council recorder. Slava volunteered to join the task force, which did not require a vote. Brian Tobin sent an e-mail prior to the meeting, volunteering to take over as Recorder, and he was elected unanimously (10 votes in favor, 0 opposed).

### **Holiday Pay for Staff Member Working Flex Time – Janice Pierson**

Janice Pierson explained that she had received a complaint from a constituent whose normally scheduled work week is four ten-hour days. However, when there is a holiday on one of those four days, the constituent is only paid for 7.5 hours, and must take 2.5 hours of earned time if she is to receive her regular paycheck.

The council agreed that this seemed to be a problem. For one thing, if someone normally works fewer hours per day on a holiday, then they are paid fewer hours as holiday pay. It would seem that therefore someone who normally works more hours on a holiday would receive more hours as holiday pay. There were council members who were concerned, however, that some employees would end up receiving more holiday pay than others over time.

The council came to the conclusion that staff should not have to take earned time on an official university holiday in order to be counted as having worked a normally scheduled day and receive their **usual** paycheck.

Lonn will follow up on this issue for the council by bringing it up at the next SPPC meeting.

### **IWM Task Force Update – Patrice MacNevin, Janice Aviza**

Janice A. and Patrice updated the council on first meeting of the Integrated Waste Management Task Force, which they attended together with Karen Gilbert from the PAT Council. Other attendees were Steve Pesci from Campus Planning, Cyd Peabody from Housekeeping, Rick MacDonald from Dining, Brett Pasinella and Joyce Massicote from Sustainability, and David Gillum from EHS. Our Task Action Group passed out a Tri-Council Paper Waste Initiative proposal and the paper waste article that appeared in the *Campus Journal*. The group agreed paper waste has trimmed down dramatically.

Joyce Massicotte proposed some action points to work on:

- Continue to collect paper waste from on and off campus mail and weigh it monthly
- Contact off-campus mail senders and request they cease sending unwanted publications
- Collect unwanted mail from additional departments and monitor student mailings at GSS Station
- Schedule a meeting with UNH Communications to see what publications have discontinued hard copies and gone online (Karen Gilbert has a contact)

- Conduct a study of schools who have adopted opt-in/opt-out mailings lists (Joyce will discuss with Sarah Cleaves from Sustainability)
- Appoint or request volunteers for a “Sustainability Leader” in each office/department going forward.

### **Sick Pool Conversion Strategy – Group Discussion**

The council discussed that fact that no steps have been taken to implement the change to the sick pool conversion policy to allow employees at the UNH –Durham campus to choose one of two conversion times during the year, May or October. At the October meeting, the council was in consensus that an alternate proposal, submitted by Sharon Demers, should be implemented because it did not require SPPC approval. At the time, Sharon told the council that the next step was to put the issue in front of the administration, which she would handle after conducting a survey of constituents in areas that would most benefit from the change.

In November, a sick pool survey was conducted in UHS/Dining. The survey indicated that many staff members would be interested in converting earned time to sick pool in October instead of May, as they generally have more earned time available in October. Staff members in Facilities, Housekeeping, and a number of academic departments have also commented that October would be a better time for conversion.

So far, Human Resources has not acted to implement the change in policy. The council reaffirmed its consensus support for the change, given the survey results and earned time balance audits that seem to favor the change. Matty will follow up with Sharon Demers to see what next steps can be taken to move the change towards implementation.

### **Tuition Benefit – Lonn Sattler**

Lonn asked the council to review an SPPC proposal regarding increasing the tuition benefit for staff, including increasing the benefit for children of staff when both parents work at UNH. His question was whether or not this should be a priority in light of the funding issues facing the university. Council members were asked to reply to him by Friday.

### **Voting on New Members**

The council voted unanimously (10-0) to elect Carol Knox to the council as a representative. The council also voted to elect Lisa Hartford as a representative at-large, since she holds an academic-year appointment and will not be able to come to meetings May – August. (Note: Lisa later declined the appointment due to her workload, but will continue to attend meetings when time permits).

### **Tabled Until Next Meeting or Added to Agenda**

E-mail communications with Housekeeping staff  
Inviting new employees to OS Council meetings

### **Adjournment**

The meeting was adjourned at 2:30 PM.

The next OSC meeting will take place from 1:00 – 2:30 PM on Wednesday, June 10<sup>th</sup> 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>