

## **Operating Staff Council Meeting Minutes May 10, 2006**

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

**Members Not in Attendance:** Julie Johnson-Dubois, Geri Sanders

**Guests:** Eric Kulberg, UNH Police Department; Patrice MacNevin, Hospitality Services; Lonn Sattler, SPPC; Sharon Demers, Human Resources

### **Agenda Items**

#### **Opening Remarks/Review of April Minutes – Jason Brodeur, Chair**

The April minutes were accepted by acclamation.

#### **Sick Pool Conversion Notification – Steve Hunter**

Steve noted that May is the month in which operating staff may convert earned time to sick pool time, but many staff members are not aware of this or don't understand how to use the benefit. He suggested that it might be appropriate for the OS Council members to get some information out to constituents. Sharon Demers asked if the council would be willing to forward information to constituents, and the council responded very positively. She provided a hard copy of the information for those council members whose constituency does not have access to computers, and she will send an electronic copy to Jason for forwarding on to the council. Council members should note that staff who have questions about their benefits should be referred to their supervisor or their HR contact.

#### **PAE Awards and Staff Recognition - Jeff Jones, Matty Leighton, April Damon**

Jason updated the council on the staff awards ceremony which took place on Friday, May 5<sup>th</sup>. The university recognized 215 staff members for longevity and presented the Presidential Awards for Excellence to Operating Staff, Professional and Technical Staff, and Extension Educators. Jeff, Matty, and April commented on their committee participation in the selection of the OS honorees and described the review process, which works as follows:

- ▶ Staff members are nominated via web site
- ▶ Selection committee members review the nominations on-line
- ▶ Winners are chosen during a meeting with Christina VanHorn and Kim Billings

This year there were 57 individuals nominated for the two OS awards. Jeff, Matty and April all felt very positive about their experience and recommended participation to other council members in the future.

#### **Presidential Search Process – Jason Brodeur**

Jason provided information from the presidential search meeting he attended on Monday, May 8<sup>th</sup>.

Interim President:

- ▶ The university hopes to name an interim president by the end of May.
- ▶ The interim president will be chosen by the Board of Trustees.
- ▶ The interim president's term is expected to be 6 months, although it may run as long as 8 months to a year depending on when the new president can start.
- ▶ The interim will be a true interim president and is not considered a candidate for the permanent position.

#### Search for Permanent President:

- ▶ The search chair will be announced in about a week.
- ▶ The full search committee will be named by the end of May or early in June.
- ▶ Once the full search committee is assembled, they will hold a series of open meetings to solicit feedback for different groups of constituents.
- ▶ Candidates will be interviewed in late summer/early fall, with the final decision announced in late fall.
- ▶ The university hopes to have the new president start January 1<sup>st</sup>, 2007.
- ▶ Staff members who are interested in serving on the search committee should contact Chancellor Reno. While the committee will include members from all areas of the university (faculty, PAT staff, operating staff), interest has been strong and many, many people have already submitted requests to serve. The full committee will probably include ~12 people.

The university is looking for the following qualifications in presidential candidates:

- ▶ Currently or recently involved with higher education
- ▶ Effective communicator
- ▶ Knowledgeable about UNH's culture
- ▶ Comfortable with the legislature (particularly since this is a budget year)
- ▶ Able to keep current initiatives moving and continue resolving issues that are already being addressed

The university is aware that there are advantages to both internal and external candidates (i.e., internal candidates are more knowledgeable about UNH's strengths, challenges, and issues, external candidates may bring fresh ideas, etc.) Some individuals have expressed interest in the position and some candidates are being recruited.

One of the most important points that Jason brought back from the search meeting was that the rest of UNH's senior administration will remain in place; this is not going to be a "changing of the guard."

Nonetheless, Jason did have concerns about the leadership change, noting that he wants to make sure that the OS Council is able to continue its positive relationship with the new president. The council has made great strides in communicating our constituents' concerns to the upper levels of the university's administration and building a direct line of communication with the president's office, and it is important for us to maintain that level of access.

#### **New OS Council Web Site**

April gave a brief update on the redesign of the OS Council web site. She has met with Web Solutions, who have been very accommodating and helpful, and there are now some test pages up and running. She has installed Dreamweaver on her computer and Jason will be getting it soon, which will allow them to learn about maintaining and updating the site. Feedback from council members is welcome, and as soon as the first stage of the redesign is completed, we will be able to review the test pages. The new site should be up for public use in 1-2 months.

#### **OS Council Flyer – Lori Parent**

Lori distributed a hard copy of the old flyer for council members to review. We will discuss flyer design at the next meeting. In the meantime, council members may submit feedback to Jeff at [jeff.jones@unh.edu](mailto:jeff.jones@unh.edu).

#### **Membership – Jason Brodeur**

Jason announced that Charlene Hill has resigned from the council for personal reasons. Patrice MacNevin, who formerly served as a council member, would like to rejoin and represent Hospitality

Services. She would also like to recruit one more representative, since they have such a large constituency. Matty moved to appoint Patrice to the council, Lori seconded the motion, and all members of the council were in favor. Eric Kulberg, a member of the UNH Police Department, also attended the meeting. He may be interested in joining the council but would like to take some time to think it over.

**Ben Thompson Day – Jennifer Dube**

Jennifer has done additional research on the Benjamin Thompson Day celebration, which this year is not focusing on campus pride and clean-up. Therefore she is interested in pursuing an alternative initiative, perhaps along the lines of the “Durham – It’s Where U Live” campaign but focused on getting faculty and staff to take pride in keeping the campus clean. Matty indicated that she would be interested in helping with this. Jennifer will submit ideas for discussion at a future meeting.

The meeting adjourned at 2:10 PM.

The next meeting is Wednesday, June 14<sup>th</sup> at 1:00 PM.

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

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