

Operating Staff Council Meeting Minutes
Wednesday, June 10, 2009

Members in Attendance: Janice Aviza, Ann Boylan, Slava Bruder (Vice Chair), Carol Knox, Patrice MacNevin, Laurie Anne Malizia, Janice Pierson, Sandra Reynolds, Toni Searles, Lisa Wilder

Members Not in Attendance: Monique Couillard, Matty Leighton (Chair), Brian Tobin (Recorder)

Guests: Deb Bronson, Director of Finance & Planning, Sara Cleaves; Associate Director, Office of Sustainability; Sharon Demers, Human Resources; Joyce Massicotte, UNH Office of Environmental Health and Safety; Brett Pasinella, Educational Program Coordinator, Sustainability Program; Lon Sattler, SPPC Representative; Donna Marie Sorrentino, Director of Affirmative Action and Equity; Christina VanHorn, Human Resources

Agenda Items

Welcome and Introductions – Slava Bruder

Vice Chair Slava Bruder welcomed guests, and council members introduced themselves to the guest speakers.

WILDCAP – Sara Cleaves, Joyce Massicotte, and Brett Pasinella

Sara, Joyce, and gave a presentation on the university's Climate Action Plan (WILDCAP) – a project initiated by UNH's Climate Education Initiative (CEI). WILCAP is a university-wide effort, coordinated by the Office of Sustainability and intended to maintain UNH's national leadership as a Climate Protection Campus (a campus that continuously reduces emissions and saves money through conservation, energy independence, and education).

Ecoline Project: UNH now receives up to 85% of the energy used by the campus from the ECOLine project, a gas-to-energy project that uses methane gas from a landfill in Rochester. UNH is the first campus in the country to use landfill gas as its primary fuel source. In partnership with [Waste Management of New Hampshire, Inc.](#), UNH launched [ECOLine](#) to pipe enriched and purified gas from Waste Management's landfill to the Durham campus.

The university is also moving towards more automated systems for building heating/cooling, which will be much more energy efficient. Building data will be available online, so people can view the energy being used in their building in real time.

Q: Whom should we contact when we see areas where energy is not being conserved (i.e., doors that lack draft strips on the bottom)?

A: Call the Facilities Helpline at 2-4141.

More information about the University's sustainability initiatives can be found at www.sustainableunh.unh.edu/.

Central Budget Committee – Deb Bronson, Director of Finance and Planning

Deb Bronson introduced herself as the new liaison to the Central Budget Committee (replacing Larry Pignataro). She will be covering the Committee's meetings and keeping the OS, PAT, and Extension Councils updated. She has attended two meetings so far, and the proceedings of those meetings have been detailed in the President's recent letter on the budget, so she doesn't have anything new to tell us at this point. In the future, however, she will be sharing information with the councils and answering any questions that come up on CBC issues.

Discrimination and Harassment Training – Donna Marie Sorrentino and Christina VanHorn

Donna Marie and Christina updated the committee on the rollout of the online discrimination and harassment training program, which will begin in July. The handouts they provided to the council are included as Attachments A and B.

The University System of New Hampshire is providing faculty and staff this interactive training program in the belief that education is the most effective way to provide a harassment-free working and learning environment. Studies show that in a majority of cases, situations advance to litigation that could have been resolved at the employer level if only people were properly educated on how to handle harassment issues. The training program focuses on preventing harassment and handling it properly in-house if it does occur. The program will bring awareness and better understanding of harassment issues and give individuals a sense of empowerment.

Because our insurer is offering a reduction in premium costs if all employees complete the training program, the anticipated savings in the university's insurance premiums will far outweigh the cost of running the program. The goal is to have 100% faculty/staff participation; new staff will take the course within 30 days of beginning employment, and employees who have completed the primary training will take a refresher course every two years thereafter.

Timetable: On July 13, everyone will receive a letter from the President. Shortly thereafter, they will be notified via their UNH email account that the survey is available. The email will include a link to the site. The employee need not complete it at one sitting; the program can be paused, saved, and returned to at a later date. Operating Staff should complete the harassment training during their regular work hours, since it is a work activity, and not during their break time or lunch hour.

There will be three modules to the survey, depending on the employee's function (benefits eligible employee, faculty, or adjunct staff). Some people will take one module, others will take more than one.

Upward Review – Laurrie Anne Malizia

At last fall's employee benefits fair, the OS Council took a survey of its members that indicated interest in, among other things, a "360-degree review" where employees and supervisors could review each other's performance. Laurrie Anne Malizia headed up a council task action group on the subject and subsequently was asked to join a task force created by Human Resources. Along the way, the name was changed to "multi-source performance review." The task force has made progress, but Laurrie Anne was wondering if we might gain additional direction from an employee survey on the topic. If we did do a survey, what should the survey questions be (i.e., do you feel a multi-source review for supervisors would be appropriate; what would you like to see in such a review; what do you want from your supervisor)? Because time was so short, the topic was tabled until the next meeting.

Report of Pat Council Liaison – Slava Bruder

Jon Adams, PAT Council Liaison to the OS Council, was not able to attend the meeting, but did send a message with the following update:

"PAT is moving ahead on the 'promotion from within' project, and Jon has started to collect questions and work on the PAT Survey (which will be done alongside an OS survey). He hopes to have something ready for review by early July."

Also, last month's PAT meeting included presentations by Affirmative Action; discussions on the President's budget letter; and an update on parking issues, which included the fact that an increase in the **STUDENT** transportation fee was approved. Funds from the student fee increase are earmarked for use

in increasing the number of runs on existing bus routes and adding new routes. At some point, perhaps spring semester, a bus to Rochester will be added.

Approval of the Minutes – Slava Bruder

The minutes of the May OS Council meeting were approved by acclamation.

Representative Retirement – Slava Bruder

Slava announced Toni Searles's retirement from the council, as well as her upcoming retirement from UNH after almost 42 years of service. The members of the council extended their thanks and congratulations to Toni for her service on the council. The council entered the following formal statement of congratulations into the minutes:

“All the best to you, Toni, and many thanks for your contributions to the University and to the Operating Staff Council.”

Adjournment

The meeting was adjourned at 2:30pm.

The next OSC meeting will take place from 1:00 – 2:30 PM on Wednesday, July 8 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>

Attachment A

On-line Discrimination, Sexual and Discriminatory Harassment Prevention Program

Overview

- United Educators (UE), our insurer, invited USNH to participate with a few other schools in an on-line pilot project re: Discrimination, Sexual and Discriminatory Harassment Prevention.
- GOAL: To establish a baseline education program mandated for all USNH faculty and staff to prevent acts of discrimination and sexual and discriminatory harassment.
- Such universal education is a necessary best practice to reduce liability exposure in a complex area of the law, and may also support a reduction in USNH's insurance premiums.
- A team of USNH Human Resources specialists and Donna Marie Sorrentino, UNH Director, Affirmative Action and Equity, have evaluated on-line programs and selected *WORKPLACE ANSWERS* as the vendor, one of the better quality vendors of this subject matter offered in today's marketplace.
- *Workplace Answers* offers a commercial product which includes three web-based courses that reflect higher education working and learning environments. While this commercial product offers good scenarios and legally sound advice, in order to best utilize limited funding, USNH chose not to commit additional resources to altering the course appearance and presentation style of material or tailoring the courses to include UNH-specific context.
- Endorsed, fully supported and encouraged by all campus Presidents, the Chancellor, and our Trustees. Provost Mallory also supports this initiative.

Ambassador Pilot Group

- The Ambassador Pilot Group includes key faculty, staff and administrators who were selected for their ability to effectively assess and assist in dissemination of the on-line training.
- Asked to complete on-line course or courses prior to the campus wide distribution: July for Staff; October for faculty.
- Their purpose is to affirm the importance of this program to their fellow faculty, chairs, and directors and encourage their timely participation.

On-Line Program

- Courses are relevant to the higher education working and learning environment
- Case studies, relevant laws, sample situations.
- May read and respond, leave, and return to the program at your convenience.
- Can be taken on any computer with access to the internet.
- E-mail notification from *Workplace Answers*.
- The e-mail subject line will read *UNH Discriminatory Harassment Course Registration for [Your Name]*. You can access the course(s) anytime.
- Individuals are asked to complete their course(s) within 30 days of notification; reminders sent until the course(s) are completed.
- Content questions, contact Donna Marie Sorrentino, 862-2930 v/tty or dms@unh.edu.
- Link or technical problems, contact Christina VanHorn, 862-0519, or Christina.Vanhorn@unh.edu.

Attachment B

University of New Hampshire Discriminatory Harassment Prevention Web-based Training

Frequently Asked Questions

1. Why am I expected to take these course(s)?

The University System of New Hampshire is providing Faculty and Staff this interactive training program from *Workplace Answers** because education is the most effective way to provide a harassment-free working and learning environment. USNH does not tolerate unlawful discriminatory harassment including sexual harassment.

2. I deleted my e-mail and/or can't find the registration e-mail with the link. How do I access my course?

Contact your campus Human Resources (HR) training administrator: UNH Durham: Chris VanHorn, chris.vanhorn@unh.edu 862-0519 UNH Manchester: Stacey Silva, stacey.silva@unh.edu 641-4166.

3. After I have completed the course(s) will I be able to review or print the information?

Yes, this is an on-going resource for you. You may click the link that was sent to you with your registration email and regain access to your course(s). Use the left and right arrows to navigate the content. You will be able to review your responses and print the information.

4. After I have completed the course(s) will I be able to review or print the information?

Yes, this is an on-going resource for you. You may click the link that was sent to you with your registration email and regain access to your course(s). Use the left and right arrows to navigate the content. You will be able to review your responses and print the information.

5. Am I being graded or scored on the questions asked in the course(s)?

No, the objective of this training is to increase your awareness of the legal and policy issues related to this topic, so your responses are not being graded or scored.

6. Who will know if I have completed the course(s) or not?

HR and Affirmative Action and Equity Office (AA&EO) will know who has completed the training and you will continue to receive email reminders from *Workplace Answers* until you have completed your course(s).

7. Will anyone be able to see my responses?

No.

8. What are the courses being offered and who takes which course?

Faculty will take the *Unlawful Harassment Prevention–Faculty* version; Staff will take the *Unlawful Harassment Prevention-Staff* version. In addition, all Faculty and Staff in supervisory roles will take the *Unlawful Harassment Supervisor Supplement*.

9. Why do I have to take two courses and my colleague only has to take one?

All Faculty and Staff take a foundation course, either *Unlawful Harassment Prevention–Staff* or *Unlawful Harassment Prevention–Faculty*. Supervisors take an additional course called *Unlawful Harassment Supervisor Supplement*.

10. May I make suggestions for content changes?

No, this is a commercial product and further modifications are not available.

11. If I have more questions about discrimination or harassment whom do I contact?

Contact the Affirmative Action and Equity Office at 862-2930 V/TTY.

12. How long do I have to complete the course(s)?

You are asked to complete the course(s) within 30 days of receipt of your registration e-mail.

13. How long will it take to complete my course(s)?

It takes approximately 1½ hours to complete the faculty and staff foundation courses. The supervisor supplement will take an additional 45 minutes.

14. Will I receive reminders about completing the course(s)?

Yes, periodic e-mail reminders will be sent to you by *Workplace Answers* until you have completed the course(s).

15. What happens if I can't complete the course in one sitting?

It is not required that you complete the course in one sitting. You can start and stop the training as many times as you like, and you will be brought back to the place where you previously left off.

16. May I print out my certificate upon completion of the program, and do I need to mail a copy to HR or AA&EO?

Yes, you can print a copy of the certificate. No, it does not need to be submitted to HR or AA&EO.

17. If I have experienced discrimination or harassment whom do I contact for assistance?

Contact Donna Marie Sorrentino, Director, Affirmative Action and Equity Office at 862-2930 V/TTY immediately.

****Workplace Answers* is the vendor that developed the curriculum and hosts the web-site for the on-line training.**