

Operating Staff Council Meeting Minutes Wednesday, June 13, 2007

Members in Attendance: Slava Bruder, Jennifer Dube, Matty Leighton (Recorder), Janice Pierson, Lisa Wilder, Jason Brodeur (Chair)

Members Not in Attendance: Nicole Finitis, Holly Hillsgrove, Patrice MacNevin, Doreen Palmer (UNHM), Toni Searles

Guests: Sharon Demers, Human Resources; Mark Hyson, Potential OS Council Member; Pamela Lehman, President's Commission on the Status of Women; Laurrie Anne Malizia, OS Council Member Candidate; Jody Record, Campus Journal; Donna Marie Sorrentino, Affirmative Action and Equity

Agenda Items

Welcome/Minutes Approval – Jason Brodeur, Chair

The May minutes were approved by acclamation.

Lactation Policy Initiative – Donna Marie Sorrentino and Pamela Lehman

Council members were provided with the following background materials prior to the meeting: 1) A draft of the proposed Lactation Policy; 2) the Lactation Policy/Room Initiative Report; 3) a position paper detailing the need for a UNH lactation/breastfeeding policy; 4) the Lactation Policy/Rooms Initiative Plan; and 5) a research paper on the impact of employer policy on breastfeeding mothers. (available upon request) Those materials (with the exception of item #5) are included here as Attachments A – D. Although the background materials were extensive, Donna Marie and Pam's presentation provided important information regarding the development of the lactation policy initiative and gave the council a more personal perspective on the issue.

In 2004, Pam wished to return from maternity leave while continuing to express milk for breastfeeding. While she managed to create a makeshift space, in the process she became aware of another employee who had been using the bathroom to pump. In addition, she found that it was difficult for her to find appropriate space while participating in professional development activities such as conferences and classes. Concerned that this was an important issue that probably affected other employees across campus, Pam contacted Chris VanHorn in HR, who directed her to Donna Marie in the Affirmative Action and Equity Office. Donna Marie had fielded other questions about managers or supervisors not supporting employees in this regard, and felt that the policy initiative was worth exploring.

The policy proposal, developed by the President's Commission on the Status of Women, is in line with UNH's Family-Friendly Initiative and has received enthusiastic support from individuals and groups across the university, including Interim President Bonnie Newman, the Provost's office, the Affirmative Action and Equity Office, and the PAT Council. In addition to presenting at this OS Council meeting, Donna Marie and Pam will be presenting the policy proposal to the Extension Educators Council and the Dean's Council in the near future. It should be noted that the proposed policy will benefit all university community members including visitors, conference and workshop attendees, and students (although it is not specifically applicable to faculty, since issues of this kind are addressed in their collective bargaining agreement). The policy is still in draft form and as it passes through the channels required for final approval there may be some changes. If the changes are significant enough to dilute or even change the original intent of the initiative, then the policy will be presented to all concerned parties again before final approval.

The policy intention is to create a win/win situation where the university benefits from the timely return of important and productive employees, while employees have the flexibility to continue providing their children with the benefits gained from breastfeeding without feeling impeded or stigmatized. Ideally, the policy will allow employees to negotiate an agreement about appropriate accommodations with their supervisors, which will then be put in writing so there are no misunderstandings. An OS Council member asked if there would be any recourse if a supervisor refused to negotiate accommodations or to honor a previously negotiated agreement. Donna Marie replied that the employee would be able to pursue the issue using the same avenues that are open to any employee with a grievance, either through Human Resources or through the Affirmative Action and Equity Office.

There are currently two lactation rooms available on campus, but the goal of the initiative is to provide approximately five rooms serving all of the university zones and providing availability during a wide range of times (i.e., the library lactation room is open until midnight; the MUB lactation room is open at times when classroom buildings may be closed; etc.). The hope is that employees will have convenient access to a lactation room so that they are able to breastfeed or pump without the additional disruption and inconvenience of long travel time to an appropriate space. UNH-M does not currently have any formal lactation space arrangements, but it's reasonable to assume that once the policy is in place at UNH-Durham, other campuses will follow suit.

Discussion of Lactation Policy – OS Council Members

Janice Pierson suggested that the policy include an additional bullet point stipulating that Human Resources, Affirmative Action and Equity, and/or the President's Commission on the Status of Women will assist employees with negotiations for appropriate accommodations if they are unable to negotiate an agreement with their supervisor on their own.

The council voted to approve the policy with the suggested amendment, with six in favor and none opposed. Because six members is not a quorum, the council obtained two additional votes in absentia and the motion was passed unanimously.

Introduction of Council Member Candidate – Jason Brodeur

After attending the previous meeting, Laurie Anne Malizia decided that she would like to join the council. Jason asked her to give the council members some brief background information about herself and her reasons for wishing to become involved with the council. Laurie Anne told the council members that she has worked at UNH for almost twelve years. She started as a secretary and worked in two other departments before coming to Housing. She is past president of the AOP Committee, and she holds a B.S. from UNH in Family Studies, which she earned in eleven years while simultaneously working and raising her family (and for which Family Studies gave her their "Most Persistent" award). She volunteers as a counselor at a clinic in Dover, and she is interested in joining the council because she wants to represent the concerns of women at UNH and make sure that operating staff have a voice. Laurie Anne also indicated that she would be an advocate for the implementation of a mandatory 360° assessment of UNH managers without penalization to operating staff that participate in the assessment process, in contrast to the current voluntary departmental standard.

The council voted to elect Laurie Anne as a representative, with six in favor and none opposed. Because six members is not a quorum, the council obtained two additional votes in absentia and Laurie Anne was elected unanimously.

Communication Efforts to Constituents – Matty Leighton

Matty told the council that one morning recently she came upon a table set up near the Whittemore Center for Bike to Work Day and she was very disappointed that she hadn't heard anything about it, since she often bikes to work during the summer. She inquired about how the event had been publicized, and was

informed that it had been listed in the Campus Journal. Jody Record confirmed that two different articles were printed well in advance of the event, and a listing was also included in the Journal's "Taking Note" column. Matty admitted that she was embarrassed that she had not read the Journal, but her concern was that because events are being publicized in the Journal rather than via other methods (such as broadcast e-mails), staff members may be missing out on important announcements and information. She wondered if perhaps council members should make a commitment to read CJ regularly and pass along information to constituents. The council discussed other ways to improve notification about upcoming events, including creating a subscription e-mail service that forwards information from "Taking Note" to people who wish to receive it weekly, exploring alert services that may be available through the UNH calendar web site, and using the new format of CJ articles to e-mail pages or articles to constituents or print out articles and post them in areas where employees don't have access to computers. Matty will look in to the UNH calendar options and report back at the next meeting.

SPPC Update – Sharon Demers

Sharon informed the council that the proposal for changes to the Longevity Policy has been tabled. After considering survey results of the PAT and OS constituents, both indicating a majority support for co-pay for chiropractic visits and adding an across-the-board surcharge for all enrollees, the SPPC made that recommendation to the university. No matter the university's final agreement with Harvard Pilgrim, changes will not take effect until 1/1/2008.

The council also discussed finding a replacement for Jeff Jones, who was serving as Lonn's back-up as Durham's OS rep on the SPPC. Matty Leighton volunteered to fill this position.

Introduction of Potential Staff Member – Jason Brodeur

Jason introduced Mark Hyson, a Transportation employee who is interested in joining the OS Council. Mark, who is the transportation coordinator, has been with the university for five years. Before coming to UNH, he was a recreation manager for eighteen years. He is originally from the Seacoast area and currently lives in Dover with his family.

Administrative Changes – Jason Brodeur

Dr. Mark Huddleston will have begun his tenure as university president before the next meeting. Jason has invited him to meet with us once he gets settled in, which will probably be sometime in the fall. Jason also encouraged council members to attend the farewell luncheon for Bonnie Newman. He will be sending her a farewell/thank you message from the OS Council and welcomes input from council members.

Adjournment

The meeting was adjourned at 2:23 PM. The next OSC meeting is scheduled for Wednesday, July 11th. Anthony Zizos, Associate Vice President for Operations, will join us for discussion related to his new role and the reorganized department.

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

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

Attachment A

LACTATION POLICY – Spring 2007

The University of New Hampshire recognizes the importance and benefits of breastfeeding and understands that many employees will return to work while they continue to breastfeed. It is the policy of the University of New Hampshire to support employees who wish to breastfeed their children. This policy therefore seeks to accommodate the needs of employees within the context of the needs of the University and individual work units.

- Supervisors should be aware of the need to support employees who intend to breastfeed and should accommodate reasonable requests to meet this need.
- Supervisor and employee will work together to develop a flexible work schedule that is mutually convenient for the employee and the work unit. It may include such options as the use of break times to use a breast pump at work; flexible start and finish times; or allowing lunch and/or other breaks to coincide with lactation/breastfeeding needs. The time allowed will not exceed the standard time allowed for lunch and/or breaks. For time above and beyond standard lunch and breaks, PAT sick/annual leave or earned time/sick pool for OS must be used, or the employee can come in earlier, leave later, or take a shorter lunch.
- The supervisor will work with the employee to identify a suitable, private location to nurse or express milk. The room will have accessible electrical outlets for electric breast pump use and a sink close by with a clean, safe water source. If such a room does not exist in the building that houses the work unit, arrangements will be made to allow the employee to use one of the campus lactation rooms.

Written by Women's Commission Spring 04; revised by Pam Lehman and Dolores Leonard 06-07; Edited by Pam Lehman, Donna Marie Sorrentino and Sharon Demers 4/13/07.

Attachment B

UNH President's Commission on the Status of Women Lactation Policy/Room Initiative Report 2006-2007

The work of the Women's Commission this year has focused on completing a packet for the President that includes:

1. **A formal Lactation Policy Recommendation** by the Women's Commission. Donna Marie Sorrentino has been a major player and ally in this process.
 - (a) Such a policy recognizes the importance and benefits of breastfeeding.
 - (b) The policy allows supervisors to be informed about this need and to accommodate reasonable requests to allow for milk expression or nursing.
 - (c) The policy asks that supervisor and employee develop a flexible work schedule that is mutually convenient. The employee will use her meal or break times or use leave time for extended time.
 - (d) The supervisor will work with the employee to develop a suitable space.
- 2) **A written Lactation Policy & Room Initiative Plan with 3 Goals and how to meet them.**
 - (a) Establish a lactation policy for UNH.
 - (b) Insure that the UNH Campus has an adequate number of accessible, private spaces to nurse or express milk.
 - (c) Should a lactation room not be available, provide access to a list of alternative spaces to use for nurse or expressing milk.
- 3) **A one-sheet summary explaining the need for a UNH Lactation/Breastfeeding Policy.**
 - (a) Importance of breastfeeding.
 - (b) Why a lactation/breastfeeding policy is important for the UNH employees.
 - (c) Why a breastfeeding policy is important for UNH.
- 4) **A research paper written by Judy Quist entitled to support this initiative.**
 - a) *Breastfeeding Mothers: A Look at How Employer Policy Combined with State and Federal Legislation Can Make a Positive Impact on an Important Issue*

What's Next:

- 1) We are working with HR to approve this policy.
- 2) This summer Donna Marie Sorrentino and Pamela Lehman will present this packet to each of the following councils for support: The OS & PAT Council and the Extension Educators Council.
- 3) With endorsement of the President and Councils, we hope to speed up the process of a formal policy being adopted by UNH.
- 4) Donna Marie and Pam will begin discussions with facilities to work on identifying other spaces for future lactation rooms.

Attachment C

A NEED FOR A UNH LACTATION/BREASTFEEDING POLICY

The University of New Hampshire is a family friendly institution, dedicated to providing a workplace that supports the health of its employees and their families. The enactment of formal breastfeeding policy is another way in which the University could further enhance its family friendly status by supporting those employees wishing to continue breastfeeding while employed.

Here are some general breastfeeding facts based on the research of the lactation policy working group of the President's Commission on the Status of Women and the work of Judith Quist in her research paper "Breastfeeding Mothers: A Look at How Employer Policy Combined with State and Federal Legislation Can Make a Positive Impact on an Important Issue" (2005):

Why is breastfeeding important?

- Breast milk is an ideal form of nutrition, containing all of the vitamins and nutrients a baby needs in the first six months of life.
- Breast milk is an infant's best protection against a variety of infections.

Why is a lactation/breastfeeding policy important for UNH employees?

Many health experts encourage women to breastfeed for as long as possible. For a mother to maintain an adequate milk supply, she must nurse or express milk regularly. To continue to do this on the job, an employee needs the support of her supervisor and the institution. Here's what happens now:

- Some women have access to a private sanitary space to express milk, while others may not or don't have the knowledge of available resources to secure a private space.
- Some women have the support of their supervisors in developing a plan to express milk or nurse while working, while others may not.
- Women who do not have access to a private space, support of their supervisors, or access to available resources, may forgo breastfeeding when they really would prefer to breastfeed.
- When women forgo breastfeeding, due to workplace constraints, they are unable to provide their infants with the benefits that breast milk provides.

Why is a breastfeeding policy important for UNH?

Supporting women who continue to breastfeed while working is cost-effective for UNH. Here's why:

- By not making women choose between breastfeeding and working, the University will have lower turn over of trained, experienced employees.
- Nursing mothers are less apt to take sick time, since breast fed babies are less likely to be ill.
- Employees have increased job satisfaction.

Written by Pam Lehman and Dolores Leonard 12/06; revised 3/8/07 by Pam Lehman

Attachment D

Lactation Policy/Rooms Initiative Plan

Vision

UNH faculty, staff, students, and visitors have access to the resources they need to nurse or express milk at locations arranged for this on campus if they choose to do so.

Mission

Collaborate with appropriate campus organizations to provide the resources individuals need to nurse or express milk on campus.

Goal #1

Establish a lactation policy for the University of New Hampshire that is kept updated and accessible to faculty, staff, and students.

Objective 1. Develop a lactation policy within the Women's Commission and deliver policy to UNH Human Resources and other appropriate committees, constituencies and Administrative Offices for review and endorsement.

Strategies:

- Work with the Office of Affirmative Action and Equity, which will oversee and initiate proper channeling of proposed Lactation Policy through UNH Human Resources and University Systems.
 - Secure endorsements from OS Council, PAT Council, Extension Educators Council
 - Present policy with endorsements to President's Cabinet for review and approval.

Objective 2. Once approved by the President and Cabinet, make UNH community aware of this policy.

Strategies:

- Inform OS, PAT, and Extension Educators Councils
- Inform Faculty Senate
- Inform Student Senate
- Advertising – e.g. Campus Journal, other UNH web sites
- Email Management Listservs

Goal #2

That the UNH campus has an adequate number of accessible, private spaces to nurse or express milk.

Objective 1. Ascertain how many lactation rooms would be adequate for a community the size of UNH.

Strategies:

- Survey UNH community
- Identify other groups at UNH that may be engaged in trying to provide lactation rooms on campus.
- Identify other universities that have conducted needs assessment related to lactation rooms.

Objective 2. Work with groups on campus in a position to identify potential spaces to serve as lactation rooms.

Strategies:

- Identify which departments are in a position to help provide space for lactation rooms, e.g., Office of Affirmative Action, Facilities, Office of University Architect and Campus Planning
- Work with individuals from these departments to identify potential spaces, e.g., Donna Marie Sorrentino, Director of the Office of Affirmative Action and Equity; David Clark, Space Utilization Specialist; Doug Bencks, University Architect.

Objective 3. Develop resources to equip spaces on campus as private lactation rooms. Equipment would include electricity and running water at a minimum, but also could include a refrigerator, glider and ottoman, hospital grade breast pump and a cd player.

Strategies:

- Identify sources of financial support.
- Investigate and identify potential grant sources.

Objective 4. Make UNH community aware of these lactation rooms

Strategies:

- Publicize resources through a variety of on-campus media outlets, including, TNH, Campus Journal, and www.unh.edu. Women's Commission website
- Develop information packet for UNH human resources to use during orientations or to provide to interested persons in using these resources.

Goal #3

Should a lactation room not be available, individuals will have access to a list of alternative spaces to use for nursing and expressing milk.

Objective 1. Create a campus map identifying lactation rooms and alternate spaces volunteered by UNH faculty and staff.

Objective 2: Make UNH community aware of this resource. *Strategies:*

- Inform OS, PAT and Extension Educator Councils
- Inform Faculty Senate
- Inform Student Senate
- Advertising – eg. Campus Journal, Women's Commission web site, other UNH web sites
- Email Management Listservs
- Inform Working Moms @ UNH

Submitted by Pam Lehman and Dolores Leonard 11/17/06; revised 3/8/09 by Pam Lehman; Edited by Pam Lehman, Donna Marie Sorrentino and Sharon Demers 4/13/07.