

**Operating Staff Council Meeting Minutes
Wednesday, September 9, 2009**

Submitted by Recorder Brian Tobin

Members in Attendance: Janice Aviza, Ann Boylan, Slava Bruder (Vice Chair), Monique Couillard, Matty Leighton (Chair), Patrice MacNevin, Laurie Anne Malizia, Janice Pierson, Sandra Reynolds, Brian Tobin (Recorder), Lisa Wilder

Members Not in Attendance: Carol Knox

Guests: Deb Bronson (CIS AVP Central), Betsy Chadwick (Health Services), Sharon Demers (Human Resources), Tracy Gagnon (Child Study and Development Center), Lon Sattler (SPPC), Lori Wright (Campus Journal)

Agenda Items

Welcome/ Minutes Approval – Matty Leighton

There were brief introductions for one liaison and two visitors that were present at the meeting.

1. Deb Bronson: OS, Dir-Finance & Planning, CIS-UNH CIS AVP Central. Currently serving as the OS representative on the Central Budget Committee.
2. Tracy Gagnon: OS, Administrative Assistant III at the Child Study and Development Center.
3. Betsy Chadwick: PAT, Medical Laboratory Technician in the Health Services department.

The minutes of the July and August OS Council meetings were approved.

Central Budget Committee Update

Deb Bronson gave an update of what was discussed at the last Central Budget Committee meeting. This information has already been made public.

- There was a lengthy discussion regarding the closure of the New England. It would cost 20 million dollars to upgrade the New England Center.
- The 2010 budget has been approved.
- Tuition rates have increased.
- Expected enrollment of the freshman class is 3000 students.
- Until we reach R+30 (registration plus 30 days – October 2nd) we cannot be sure how much of an impact the 3000 students will have on the budget. This is due in part to the fact that until that time we will not be sure about the university's contribution to financial aid.
- The Deferred Maintenance Fee was adopted by the USNH Board of Trustees in June, 2009. This new mandatory student fee is \$90 per semester year. The proceeds of this fee will go to and be managed by the Space Allocation, Repairs and Renovations Committee (SARRC).
- The USNH Board of Trustees is measuring 18 strategic indicators of fiscal health for the university (see attachment). The goal of the operating margin indicator (basically a measurement of net income) is for UNH to be at 2% to 4% percent. The FY10 surplus will put UNH at 1%. This information is important because bond companies use it to make decisions about whether or not to loan money to the university.
- The FY11 budget has a large deficit, which means each RC unit will be asked to cut an additional 11 million dollars over what was cut for FY10 to get the university out of the red. Each RC unit's goal is to reduce costs, and strategies vary widely by RC unit. Layoffs are not a favored strategy. This is an ongoing structural deficit that UNH needs to fix.

Deb mentioned that two more CBC meetings will be take place before the next OS Council meeting. Topics for those future meetings include:

- Results from a work space survey
- Grant funds
- FY09 results
- RCM review
- Report from the Service Unit Advisory Board

When asked about dwindling grant money, Deb mentioned the stimulus money is helping, but there is not much coming in beyond the stimulus funds.

Some council members had questions and comments about decision-making with regards to building repairs. Why does it seem that some buildings are repaired and then torn down just a couple of years later? Deb Bronson said this would be a good question for the SARRC, which is makes the final decisions. Matty will email Dick Cannon, who heads the committee, to see if he can fill us in on the decision-making processes.

Patrice MacNevin asked about the construction progress on Rosemary Lane. When will access to that road be shut off? Deb thought that would be a few years out. Patrice was wondering if it was safe to drive out there due to the current construction happening on Rosemary Lane. The current construction is for a private apartment building.

Options for Hourly and OS During Extended J-Term Break

Matty felt the council should make university decision makers aware of the effects of the new J-Term on the staff, since there is a significant impact on OS in some departments. Sharon reiterated that any questions regarding unemployment should be directed to the state. Matty will send feedback about the effects of the J-Term to President Huddleston and Vice President Dick Cannon.

Letter to Faculty Senate re: Move-In Date/Salary Freeze

This year's freshman move-in date fell on a Friday, which made parking very hard for staff. Matty was told that the faculty senate decides the academic calendar, and she wondered if the council should send a letter to the faculty senate asking them to make every effort to schedule the busiest move-in days when staff are not on campus. Some council members felt sending a letter was unnecessary, since freshman move-in day most often falls on a Saturday. Matty suggested the council encourage the administration to let supervisors use their best judgment when freshman move-in day falls on a workday, letting people work from home or use flex time. Once the academic calendar is announced for next year, we can look at this issue again.

Matty also raised the issue of sending a letter to the faculty union encouraging them to take the same hiring freeze as staff due to the poor economic conditions. The council concurred.

During this discussion, some council members mentioned that they have been receiving numerous questions about raises. Sharon Demers told the council that there has been no news or updates regarding raises. The administration is waiting for R+30, which occurs on October 2nd. It will probably take a few more weeks for them to analyze the complete financial picture before they will make a decision on raises. Matty suggested we add a bullet to the OS website about raises. Some council members felt the communication on the raises has been poor thus far. The prevailing opinion was that the administration should be proactive, so people don't have to ask (or speculate) what the status is.

Benefits Fair/Change of Sick Pool Conversion Period

The change of sick pool conversion period from May to October will be the theme of the OS Council booth at the benefits fair this year. One representative asked if people who had converted earned time to sick pool in May would be able to do so again in October? Sharon Demers will let the council know what the final decision is, but right now they are leaning towards letting people do it twice just this time. In the future, October will be the only conversion period.

Matty would like the council members to think about what should be displayed at the OS Council booth. This topic was tabled for the next meeting.

Monique asked when we will start receiving benefits information packages in the mail. Sharon will find out.

Energy Task Force Representative

The energy task force is seeking an OS representative. The meetings are monthly. Sharon suggested that an advertisement about this in the Campus Journal might help fill the vacancy, and Matty committed to provide Jody Record with the information.

Proposed Staff Development Grant Changes

Slava Bruder gave the following updates:

- The current grant is not being reduced; it is funded at the same level as last year. The maximum award is \$750. Christina Van Horn sends out reminders to all eligible employees about this grant.
- Christina Van Horn is currently working with Web Solutions to save on paper waste by moving the application process on-line. Currently applicants need to submit multiple paper copies. She is also looking into having automated scoring for the online submissions.
- The committee is thinking about changing the grant criteria so all applicants must be in a benefits-eligible UNH/UNH at Manchester position for at least **three** years, AND increasing the time between awards so no more than one grant will be awarded per person during a **twenty-four** month period.

These proposed changes would help the committee manage the application process better and also assist in with the review of applications, and would allow more employees to benefit from the grants. More OS are applying for this grant now than previous years. Council reps suggested that it might be worth publicizing the grant program in the Campus Journal and providing examples listed of what people have used the grant for in the past. That way, Operating Staff will be aware of the grant program and will understand how the grants may be used.

Wrap up/Adjournment

Matty has been receiving feedback from PAT individuals that have moved from an OS position to a PAT position. At the next council meeting we will go over the feedback she has received, as well as the draft promotion from within survey questions that Sandra and Matty provided at the August meeting.

Sharon Demers gave an update on the workplace survey - the results are back and overall they were very positive, although the area that indicated the biggest need for improvement was communication. HR is hoping to have a tri-council meeting, tentatively set for 9/28, so a survey consultant can present the results. The game plan is to look at the results, ID areas that need improvement, and then make an action plan. In a couple of years, the university will do another workplace survey to see if it is making progress.

The next OSC meeting will take place from 1:00 – 2:30 PM on Wednesday, October 14 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

The USNH Board of Trustees formally approved 18 Strategic Indicators in 2006. These indicators will enable USNH to establish a baseline of performance and over time to use multi-year information that will reveal trend lines. The data will help guide trustees and senior administrators in the establishment of appropriate benchmarks for future performance. This information should help demonstrate the value of the four institutions individually and show how USNH as a whole adds to the life, workforce, economic development, and quality of life of the state of New Hampshire.

The Strategic Indicators are as follows:

- Number and percent of NH college-bound seniors who attend each USNH institution
- Number and percent of first-generation college students at each USNH institution
- Financial aid given to NH students
- Number of transfers from CCSNH to USNH
- Retention rates: Freshman and CCSNH transfer students
- Enrolled-student satisfaction
- Six-year graduation rate
- Awards, distinctions, and recognitions received by each USNH institution
- Alumni satisfaction and alumni employability
- Operating margin
- Unrestricted net assets (financial resources) to operations
- Unrestricted net assets (financial resources) to debt
- Total financial resources per FTE student
- Average undergraduate debt load at graduation
- Alumni percentage who give to each USNH institution
- Number of gifts by size-of-gift category and by donor category
- Outreach and professional activities of faculty, staff, and students
- Dollar value of sponsored programs