

Operating Staff Council Meeting Minutes
Wednesday, October 14, 2009

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

Members Not in Attendance: Janice Aviza

Guests: Sharon Demers (Human Resources), Janet Doty (Human Resources), Lon Sattler (SPPC), Jody Record (Campus Journal)

Agenda Items

Welcome/ Minutes Approval – Matty Leighton

There were brief introductions for Janet Doty who presented at the meeting. Janet works in Human Resources as an HR Partner.

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

New Online Job Listing Process – Janet Doty

Janet Doty gave an update on the new online employment site

https://jobs.usnh.edu/applicants/jsp/shared/Welcome_css.jsp.

- The new site will provide everyone the opportunity to search for and apply to open positions anywhere within the University System of New Hampshire (this includes the University of New Hampshire, University of New Hampshire - Manchester, Plymouth State University, Keene State College, Granite State College, and the USNH Chancellor's Offices).
- Job descriptions will be available to all employees and will show the most recent reclassifications.
- The site contains information regarding PACES (the Position, Advertising, Classification, and Evaluation System).
- The vendor supporting this new site is People Admin.
- There was a demo for the new site in June and responses were good. OS and PAT reps were at the demo.
- The new site went live on October 1st.
- Performance evaluations will be performed through the new site. Certain departments will pilot this feature first and then it will be rolled out across all campuses. The new site will also keep a history of employees' performance evaluations.

Sharon Demers and Janet Doty then addressed some concerns raised regarding the new site.

- Changes to a job description made by a supervisor must be approved by Human Resources. The new system is set up to certify that a supervisor has gone over a job description change with an employee.
- If someone applies for another position within the university system, the hiring department cannot see old performance evaluations of the applicant.
- Human Resources will be monitoring what access supervisors have to information on the new site.
- Supervisors will only see the performance evaluations of people they supervise.
- Employees will not have access to their supervisor's performance evaluation.

- Employees will be able to add an addendum to their performance evaluation.

Benefits Fair

Guy Eaton mentioned to Matty that the PAT Council would like to have adjoining tables at the upcoming benefits fair.

At the last OS Council meeting, members agreed to come to the October meeting with ideas for the Benefits Fair this year. Some of the ideas presented by reps were:

- Having a laptop at the table so people can learn how to access WISE.
- Publicizing the sick pool conversion.
- Raffleing a healthy gift basket and requiring that constituents submit an idea to qualify. The question will be “What should the OS Council work on this coming year?”
- Recruiting volunteer liaisons and council members.
- Having a sign-up for constituents who wish to be on-call or otherwise volunteer for the council. People can sign up to help, but don’t have to attend OS Council meetings.
- Handing out OS Council brochures and OS Council members’ business cards. Slava mentioned copying and pasting info from an OS fact sheet to the OS Council brochure.
- Making a table-top display listing what the OS Council has done so far this year.

After some discussion about having a laptop at the table so people can learn how to access WISE, the council decided to pass on the idea. There have been lots of changes to WISE and this might be a better topic for a brown-bag lunch.

The following council members volunteered to staff the table during these times:

| | |
|---------------|--|
| 10 am – 11 am | Laurrie Ann Malizia, Matty Leighton, Lisa wilder |
| 11 am – 12 pm | Ann Boylan, Matty Leighton |
| 12 pm – 1 pm | Slava Bruder, Janice Pierson |

Matty will produce the brochures, business cards, and table-top display, and send out a pdf for council members to approve. Patrice MacNevin also mentioned posting a walking/running group sign-up.

SPCC Updates – Lonn Sattler and Janice Pierson

The teleworking policy is moving along, but there are still details to work out.

The SPCC has been working on a new emergency response policy for some time. Under the new policy, if there were an emergency (such as a flood) and UNH was officially closed, employees would be covered as if they were working for the first five days of the closure. If the university remained closed for more than five days, then employees would have to begin using their earned time. Clarification is still needed on working conditions during bad weather, and there are legal and multi-campus issues that need to be addressed. There has been no vote yet by the SPCC on this policy.

Some employees have been drawing funds from their 403(b) retirement plan due to economic hardship. Employees can borrow against their additional contributions (SRA) although not against their primary retirement plan.

There is going to be a reorganization of the online benefits policy manual. Sharon mentioned part of this will entail connecting the policies to appropriate links on the web.

The minimum usage of earned time is changing. The minimum usage will be 45% of time earned each year, which means that operating staff will have to use a little less of their earned time each year.

Lonn touched on the multi-year benefits strategy briefly. Although there was much confusion over this in the media, we did experience an increase for the cost of benefits, just not an increase in the percentage of the premium we pay vs. what USNH pays.

Other items the SPPC is working on include:

- Studying whether USNH should be self insured
- Negotiating fixed fees for certain health care tests or procedures (MRIs, etc).
- Increasing participation in wellness plans
- 2011 – Outside health options
- Creating Human Resources reporting on demographics for staff, linked to the USNH website.

Slava asked whether an employee who gets hurt on the job should go to Health Services. Sharon replied that if the injury is an emergency, the employee can go to health services or directly to an emergency room.

There has been some feedback from constituents that they are having trouble getting paper work submitted for their flexible spending account. Faxing does not appear to be as effective as mailing in terms of getting reimbursed.

Allowing Unused Vacation Time to be Paid into Retirement

Is there a cap on earned time that may be paid out when an employee retires? No.

Can earned time be rolled into a 401(k)? No, there are IRS regulations on what employees can do with earned time, because it combines sick time and vacation time into one package. According to IRS regulations, PAT could legally roll their vacation time into their 401(k), but the administration has not set this up because it doesn't want one group of employees to have the opportunity to do this when another cannot.

Additional Operating Staff Award

It was recently suggested to the OS Council that an Operating Staff award would be a good morale booster. Matty noted that the university already offers a high-level award for OS in the form of the President's Award of Excellence, which is given every year to two operating staff as well as two PAT and two Extension employees. People can be nominated for the award by anyone - supervisors, peers, friends, etc. The nominees are then evaluated by a committee made up of staff representatives, including OS employees, and recipients are chosen. Lonn suggested we find a way to educate OS about the PAEs. Perhaps we should publicize the call for nominations in January. Lonn will email Christina VanHorn about the deadline.

Transportation Policy Committee Update

Matty received an email from Tracy Gagnon who is the OS Council's liaison for the Transportation Policy Committee. Some of the topics being discussed are:

- The new Zip Car program has been rolled out and will cost UNH nothing. People can rent a car by the hour. The membership fee is \$35 a year.
- The New England Center closure will have an effect on the surrounding parking spaces – right now there is some talk of renting spaces in C Lot to the town of Durham and then making up for the loss of those spaces with spaces from the NEC lot.
- Student representatives have mentioned that they do not want their fees, which they recently voted to raise from \$50 to \$100, used to supplement routes used primarily by faculty and staff.
- There has been no further discussion of a parking fee increase for staff.

President Huddleston's Recent Letter Regarding Raises

Some opinions regarding President Huddleston's recent letter regarding this year's raises included:

- The trustees are trying to be fiscally responsible, since they are in negotiations with the faculty union. They cannot make a decision on staff raises until they know what the faculty salaries are going to cost.
- The timing of the letter seems to indicate that the administration is sensitive to the impact of announcing potential raises for our staff while other state employees are losing their jobs to layoffs.
- Constituents may ask why the trustees won't be considering this issue until February 2010. The USNH Board of Trustees doesn't meet every month, and February is the date for their next meeting.

Response to PAT Query on OS Promotion

This topic was tabled for the next OS Council meeting.

Adopt-a-spot Proposal

This topic was tabled for the next OS Council meeting.

Wrap-Up/Adjournment

The next OSC meeting will take place from 1:00 – 2:30 PM on Wednesday, November 18 in the MUB Room 233. 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>