

Operating Staff Council Meeting Minutes Wednesday, October 10, 2007

Members in Attendance: Slava Bruder, Jennifer Dube, Matty Leighton (Recorder), Patrice MacNevin, Laurrie Anne Malizia, Doreen Palmer (UNHM), Janice Pierson, Toni Searles, Lisa Wilder, Jason Brodeur (Chair)

Members Not in Attendance: Holly Hillsgrove

Guests: Sharon Demers, Human Resources; Lonn Sattler, SPCC; Brian Tobin, Potential Council Member (UNHM)

Agenda Items

Welcome/Minutes Approval – Jason Brodeur, Chair

The July minutes were approved by acclamation (the August meeting was cancelled and the September meeting was a brief roundtable with President Huddleston).

Meeting Protocol – Jason Brodeur

Jason proposed a reworking of the language that appears on the monthly meeting agenda sheets to make it more welcoming and encouraging. The old language reads:

- Members will be prepared to discuss agenda items, including prep reading, and will send a note to the Chair with input on items if he/she cannot attend the meeting
- Members will not take more than their allotted time and will request additional time from the group if needed
- Members will be respectful of their peers – not interrupting them or talking over them
- Members will not pressure other members regarding making decisions

Jason proposed the following new language:

- Members should come prepared to discuss agenda items and contact the Chair with input if unable to attend the meeting
- Members should respect their allotted time on the agenda and request additional time from the group if needed
- Members should respect each person who has the floor during group interactions and discussions
- Members should respect the convictions, perspectives and insights of other members in the decision-making process

The new language was approved by acclamation.

Benefits Fair – Jason Brodeur

Jason thanked all the council members who participated in serving at our booth during the Benefits Fair. It was a very productive experience this year; we got a significant number of responses to our survey (Jason is still tabulating the results), distributed lots of flyers, and had a chance to interact one-on-one with many of our constituents. In general, there is increased awareness of OS Council existence and activities since this time last year and the mood of people who stopped by the booth was upbeat. We received positive feedback about the tabletop sign, which Matty Leighton and Lori Parent created last year. Matty felt that we should make a new sign for next year, and she offered to do so when the time comes. Patrice MacNevin suggested that we use a similar type of sign (perhaps 12" x 12", wall-mounted) to increase awareness and facilitate communication with our constituency in areas where employees don't have access to computers. Matty offered to donate her time and scrapbooking tools to this project, and she and Patrice will meet next week to identify key buildings in which to pilot the idea.

Membership Issues – Jason Brodeur

Jason reminded the council that there are currently three districts without representation – the New England Center/Alumni Center, Housekeeping, and Transportation/Business Affairs. He has been acting informally as their representative, but we should continue to look for operating staff that might be interested in joining the council to represent these districts. In addition, he asked the council members to begin thinking about leadership elections and also about whether they wish to continue as representatives if their terms are ending. These issues will be discussed further in the next two meetings.

In addition, Jason introduced Brian Tobin, who works for the UNHM Marketing & Community Relations Office. He has a lengthy history with UNH, having graduated from UNH Durham in 1998 with a BS in Sociology and worked for Housing there during his undergraduate studies. He worked for the Center for Graduate & Professional Studies for the past two years before recently joining the Marketing & Community Relations Office. He is currently working on UNHM's spring bulletin.

Brian was visiting the meeting as a potential council member because Doreen Palmer faces the ongoing challenge of being away from a short-staffed office to attend council meetings. She and Brian proposed that they might share the position as UNHM representative. This idea was well-received, but no decision was made.

Central Budget Committee – Matty Leighton, CBC Liaison

Matty volunteered earlier in the year to serve as the OS Council's liaison to staff representative Larry Pignataro, who serves on the Central Budget Committee. Having staff representation is a new opportunity for the councils, and Matty will work to get information back and forth from the OS Council to our CBC rep. Because of the presidential search, the last few CBC meetings for FY 2007 were cancelled, and Matty did not have a lot to report. However, she did distribute the CBC's annual report, which is appended to the minutes as Attachment A.

SPPC Meeting – Lonni Sattler

Lonni summarized the issues that were discussed at the last SPPC meeting:

- **Changes to benefit plan as a result of state law changes** - Changes to state law will affect benefits coverage soon: The new civil union law that takes effect on January 1, 2008, as well as legislation allowing continuation of health insurance for divorced and legally separated individuals. The new law requiring that employers continue to cover dependent children until the age of 26 took effect October 1. No changes have been made to the benefit plan yet as a result of the new civil union law. Coverage for same-sex domestic partners who are currently enrolled in USNH benefits will remain in effect for 2008.
- **Introductory pay increase** – The SPPC is rewriting the language regarding introductory pay increases so they apply to people who are transferring within the university as well as to new hires. The council is also looking at removing the language that allows an introductory pay raise only if the employee is at or below the first quartile of the pay range.
- **Shift differential pay** – The council is trying to find a way to 1) make the amount of shift differential that is paid more significant and more in line with what is paid in the private sector, and 2) to make it clear who can receive shift differential pay **and** that it is not intended for employees whose industry standard calls for them to work outside of normal office hours.
- **Termination** – The council is working to update the language regarding termination for reasons other than performance, to allow for employees to receive a lump sum payment rather than working during the notification period. The lump sum payment would include an amount that equals what the university would contribute towards most of the employee's benefit premiums. There was some discussion of the fact that the notification period for operating staff is shorter than that for PAT staff. The current rationale for this is that often, due to the nature of their work and their higher salary range, PAT staff take a longer time to find a new job.
- **Longevity** – Longevity was not a formal agenda item at the SPPC meeting, but there was discussion of the trend in all industries toward rewarding people who improve, acquire new skills, and demonstrate

achievement, rather than simply complete a given number of years of employment. Slava Bruder commented that the new evaluation process does encourage this philosophy.

Wellness Initiatives – Patrice MacNevin

Patrice is interested in publicizing the benefits of employee wellness programs to our constituency. While there is lots of information available on the web site, we face a problem in communicating with employees in departments like Housing, Dining, and Facilities who do not have access to computers. Patrice suggested creating Wellness bulletin boards, perhaps incorporating the information proposed for the smaller signs earlier in the meeting, and Matty volunteered to work with her. In addition, Jason and Patrice are working to have Wellness experts speak at future council meetings. Two candidates are Rochelle L’Italien, certified life coach and dietician who works for Dining, and Linda Hayden, Assistant Director of Fitness/Wellness/Aquatics at Campus Recreation.

As a side-note to this discussion, several council members mentioned that they had not received their open enrollment information via US mail. Jason told the council he would put together an e-mail later in the afternoon asking people to notify HR if they had not received their packets; council members will forward this e-mail to their districts.

By-Laws – Jason Brodeur

During the last discussion of the by-laws, the council stopped at Article VI, Section 5, Paragraph 1.

The council reviewed the remainder of Article VI and approved it as written.

Moving on to Article VII, there was some discussion about standing committees for critical issue areas such as Executive, Nominations, Communication, Compensation and Benefits, and Professional Development, that the by-laws must address.

During the by-law discussion, the issue of employees being prevented from attending professional development events surfaced again. Many of the council members feel strongly that this is not right, and that the university administration should take some sort of action, particularly since our new evaluation process requires employees to demonstrate professional development. Jason asked the council informally if they wished to pursue the matter, and a voice response indicated that the council is in favor of doing so.

Adjournment

The meeting was adjourned at 2:35 PM. The next OSC meeting is scheduled for Wednesday, November 14th.

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

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

Attachment A

University of New Hampshire Central Budget Committee Annual Report – 2006/2007 Activity

The Central Budget Committee had a very busy year in 2006/2007 with many major decisions being made to steer the future direction of financial decisions at UNH. The Central Budget Committee members were:

Chair:

J. Bonnie Newman – Interim President

Members:

John Aber - Vice President for Research and Public Service

David Bartlett - Associate Director of EOS (At-Large RC unit head appointed by the President)

Jeff Salloway - Professor of Health Management and Policy (Chair of the Faculty Senate)

Steve Bolander - Dean of Whittemore School of Business (Dean's Council Appointee) **through 12/31/06**

Joe Klewicki – Dean of College of Engineering and Physical Sciences (Dean's Council Appointee) **from 1/1/07 to 6/30/07**

Dick Cannon - Vice President for Finance and Administration

Jessie Knapp - Treasurer of the Graduate Student Fee Oversight Committee

Fred Kaen - Professor of Finance (Chair of the Faculty Senate Finance Committee)

Bruce Mallory – Provost and Executive Vice President

James McCarthy - Dean of Health and Human Services (Provost Appointee)

Jennifer Murray - Vice President for University Communications and Marketing

Kelly Gilpatrick - Chair of the Student Fee Oversight Committee

Dan Reid - Associate Professor of Decision Sciences (appointed by Provost from nominations by Agenda Committee)

Mark Rubinstein - Vice President for Student and Academic Services

Robert Woodward - Forrest D. McKerley Professor of Health Economics (appointed by Provost from nominations by Agenda Committee)

Anthony Zizos - Assistant Vice President for Business Affairs (At-Large RC unit head appointed by the President)

Staff:

Leigh Anne Melanson - Associate Provost for Academic Administration

David Proulx - Assistant Vice President for Financial Planning and Budgeting

Summaries of all meetings can be found at <http://www.unh.edu/budget/cbcschedule.htm>

Major recommendations made by the CBC to the President include:

- Change the charge to the CBC related to strategic funding to defer all decisions to the President of UNH and change the charge regarding RC unit strategic planning to defer this function to the UNH Provost.
- Recommendation to take 3% of indirect cost recovery revenue and use for purpose of strategic initiative funding to be administered by the VP for Research. This was a recommendation from the RCM 5 Year review and vetted through a research subcommittee. This recommendation was approved by President Newman.
- Recommendation to reduce the weighting on revenues and personnel for UNHM from .5 to .3 for purposes of calculating the general assessment. The rationale was UNHM's location and mission require them to fund a significant amount of overhead services on their own and thus consume very few of the services provided via the general assessment. President Newman approved this recommendation.

- Recommendation to increase the fees of the RC Gulf Challenger marine vessel due to increased cost of operations and maintenance. President Newman approved this recommendation.
- Recommendation to approve the FY08 Indirect Cost Recovery budget of \$18 million representing a significant decrease from FY07 projections. The decrease is attributed to a change in funding by the Federal government to a more competitive environment. UNH has a significant amount of funding from direct government allocations and needs to switch to more competitive awards. A strategic plan for research at UNH is needed to determine the strategic goals and initiatives for UNH. The budget recommendation was approved by President Newman
- Recommendation to approve the hold harmless reallocation of \$1.2 million for FY08 and redistribute \$1 million of proceeds to academic and research units via the faculty salary model and \$200k for strategic initiatives. This was approved by President Newman.
- Recommendation to approve the FY08 Facilities budget and net square footage rates at a maximum of 2.9% over FY07 levels based on projected costs and activity levels. Approved by President Newman.
- Recommendation to approve increase in charge out rates for housing, dining and the conference office. Rates have not been increased in two years and are being increased at the rate of the approved student fee increases. Approved by President Newman.
- Recommendation to approve state appropriation allocation model for FY08 pending final state budget. Approved by President Newman.
- Recommendation to approve general assessment allocation for FY08 to all RC units. Approved by President Newman.
- Recommendation to approve net tuition allocation to RC units pending final tuition rates approved by the board. Approved by President Newman.
- Recommendation to approve new internal fees and internal fees above inflationary levels. Please see <http://www.unh.edu/budget/internalfees.html> Approved by President Newman.

In addition, the CBC had numerous discussions on the following items which will result in follow up in FY08:

- 1) The need for a reserves policy that is flexible and comprehensive. Draft versions were reviewed in FY07 and a final version for approval will be presented in FY08.
- 2) The University's structural financial deficit – the magnitude, long term financial plans and mitigation efforts. This will be an ongoing discussion and a primary focus during FY08.
- 3) Review of hold harmless and general assessment allocations. FY08 allocations were approved and units are submitting plans for FY09-FY12. The CBC will be involved in the review of these plans and making recommendations to the cabinet and the President.
- 4) Discussion of USNH's budget and UNH allocation of that budget. The CBC met with Chancellor Reno and Vice Chancellor Mackay to discuss the details of the budget.
- 5) Discussion of the need to fund UNH Foundation initiatives for preparation of the next capital campaign.
- 6) Updates on the Landfill Gas Project and potential financial benefits.
- 7) Review of outstanding RCM review follow up items and timing. It was determined that many of the items on that list can not be addressed until AAUP contract has been settled.

UNH continues to operate in a structural deficit situation with ongoing challenges in state funding, financial aid, medical costs and energy. The CBC continues to be updated on these areas and takes this

into consideration with each decision that is made. The CBC will reconvene in September, 2007 for FY08 work. Please visit <http://www.unh.edu/budget/cbeindex.htm> for additional information.

Attachment B
SPPC Agenda Items



USY Administrative Board
V. Personnel Policies

(Note: OLPM sections on this page may be cited following the format of, for example, "**USY.V.F.9.1**". These policies may be amended at any time, do not constitute an employment contract, and are provided here only for ease of reference and without any warranty of accuracy. See [OLPM Main Menu](#) for details.)

F. Compensation

9. Types of Continuing Increases

9.7 Introductory Increase

9.7.1 Definition. An introductory increase is a salary adjustment that may be given upon the successful completion of ~~the initial six-month~~ an introductory period ~~when a staff member is newly hired, transferred, promoted, or reclassified with a salary at or below the first quartile of the salary range.~~

9.7.2 Monetary Payment. Introductory increases are not to exceed five percent and are subject to the availability of funds. The employing department is authorized but not obligated to grant such an increase.

~~**9.7.3 Exception.** If a newly hired, promoted or reclassified staff member is at a salary which is in excess of the first quartile of the salary range, he/she is ineligible to receive an introductory increase.~~

F. Compensation

7. Additional pay

7.3 Hourly-based Additional Pay for Services for non-exempt appointments.

7.3.4 Shift Differentials. Extra compensation paid to status and **some** non-status staff members **as an incentive for working outside normal office hours. It is intended to apply to jobs where the nature of the work requires such hours. For non-status appointments, shift applies when comparable status appointments receive shift, shift is a recognized industry standard for the nature of the work being performed, and there is a commitment to working shift on an on-going basis. Staff members are** assigned by their department to work shift hours (as defined below) as part of their base work week hours. Shift differentials will apply to basic work hours assigned to the following time frames:

7.3.4.1 Second shift which commences anytime at/or after 3 p.m., or before 8 p.m. Payment will include an increase of \$.30 per hour in addition to the base hourly rate. (Note: The shift payment rate for the entire shift is determined by the beginning time of the shift.)

7.3.4.2 Third shift which commences any time at/or after 8 p.m. or before 4 a.m. Payment will include an increase of \$.35 per hour in addition to the base hourly rate. (Note: The shift payment rate for the entire shift is determined by the beginning time of the shift.)

7.3.4.3 Weekend shift which occurs when a staff member works on Saturday or Sunday as part of his/her base work hours. Payment will include a weekend differential of \$.25 per hour in addition to the base hourly

rate. Second or third shift differentials as outlined above will also be paid when applicable. (Note: Weekend work hours are defined as Friday midnight through Sunday midnight.)

7.3.4.4 Exception: Student workers ~~and tipped wait staff~~ are not eligible for shift payments.

C. Employment

9. Termination

9.4 Termination Due to Lack of Funding/Appointment Limitation. A faculty or staff member may be terminated based solely on the lack of continued funding including positions supported from grant funds. When the administration is aware that funding will be terminated, it will notify the employee as soon as possible, but in any case a minimum of 30 days written notice for Operating Staff and 90 days for ~~PATs exempt employees [to match 9.5]~~ will be given. ~~or salary in lieu of.~~ The faculty/staff member is expected to work during the notice period. However, by mutual agreement of the supervisor and faculty/staff member, the faculty/staff member can chose not to work the notice period and, instead, receive severance pay, a one-time payment equal to the normal rate of salary the faculty/staff member would have earned during the notice period, plus the employer's contribution to the faculty/staff member's medical and dental COBRA costs, if applicable, for the 90-day period. As severance pay, it is not eligible by IRS regulations for retirement contributions. Benefits end on the last day of active employment. The appropriate written notice will be considered to have been given if the following conditions apply:

9.4.1 Term and Grant Appointed Positions: Individuals hired to staff externally-funded projects and/or hired in the "term" appointment category will be advised at the time of appointment that employment continues only as long as the project/grant is funded or until a set date. The faculty/staff member is provided a written description of the anticipated length of employment in the letter of appointment when hired; if a grant is renewed, then a renewal letter must be provided.

9.4.2 Federal, State and County Funded Positions: With regard to positions supported from Cooperative Extension funds (appropriations from federal, state and county sources), and where termination is based solely on the lack of funding, the Cooperative Extension shall make a reasonable effort to support a transfer within the organization to other appropriate employment for which the individual is qualified. The administration will notify the employee in writing at least 60 days--or more if possible--prior to termination of funding.

9.5 Involuntary Termination Due to Factors Other than Performance -- Exempt and Non-Exempt. Whenever elimination of status positions is contemplated for reasons not including financial exigency ([USY V.C.9.7](#)), i.e., program curtailments, changes in educational missions or in improved technological methods of working, the institutions within the University System of New Hampshire shall use procedures to ensure that fairness and due consideration are given to benefits eligible individuals whose status jobs are affected, including notifying the employee as early as possible. Minimum written notice requirements are 90 days for exempt staff, and 30 days for non-exempt staff. ~~The faculty/staff member is expected to work during the notice period. However, by mutual agreement of the supervisor and faculty/staff member, the faculty/staff member can chose not to work the notice period and, instead, receive severance pay, a one-time payment equal to the normal rate of salary the faculty/staff member would have earned during the notice period, plus the employer's contribution to the faculty/staff member's medical and dental COBRA costs, if applicable, for the 90-day period. As severance pay, it is not eligible by IRS regulations for retirement contributions. Benefits end on the last day of active employment.~~ Reasons for termination and basis for appeal and the appeal process are included in the letter of notification.

9.5.1 Authority. Directors of Human Resources and Affirmative Action will be responsible for monitoring the involuntary termination process, including affirmative action guidelines. Subject to the parameters of USNH policy as well as campus policy and guidelines established by the institutions, appropriate administrators shall have the authority to eliminate positions in compliance with the above description.

9.8.5 Notification Period. Upon termination accumulated vacation/ET leave will be paid according to policy and such time shall not be counted as part of the terminal notice period.

9.8.5.1 Faculty. Notice for termination of **tenure track** faculty for performance shall be described in the KSCEA contract, the Wheelock School Handbook, UNH-AAUP contract, and the PSU Faculty Handbook.

9.8.5.2 PATs, Extension Educators, **non-tenure track faculty**, and Academic Administrators shall receive a ninety (90) calendar days' notice ~~(or salary in lieu of notice)~~ for termination due to performance. **The faculty/staff member is expected to work during the notice period. However, the supervisor may decide to ask the faculty/staff member not to work and provide severance pay, a one-time payment equal to the normal rate of salary the faculty/staff member would have earned during the notice period, plus the employer's contribution to the faculty/staff member's medical and dental COBRA costs, if applicable, for the notice period. As severance pay, it is not eligible by IRS regulations for retirement contributions. Benefits end on the last day of active employment.**

9.8.5.3 Operating Staff shall receive a fourteen (14) calendar days notice ~~(or salary in lieu of notice)~~ for termination due to performance. **The staff member is expected to work during the notice period. However, the supervisor may decide to ask the staff member not to work and provide severance pay, a one-time payment equal to the normal rate of salary the staff member would have earned during the notice period, plus the employer's contribution to the staff member's medical and dental COBRA costs, if applicable, for the notice period. As severance pay, it is not eligible by IRS regulations for retirement contributions. Benefits end on the last day of active employment.**

9.8.5.4 Principal Administrators. The notice period for Principal Administrators terminated due to performance shall be determined by the Executive Committee of the Board of Trustees.

9.8.6 Exceptions and Agreements. Termination of employment due to performance that requires exceptions to policy shall require the approval of the USNH Director of Human Resources. A settlement or waiving of legal claims requires the approval of the USNH General Counsel.