

Operating Staff Council Meeting Minutes Wednesday, November 14, 2007

Members in Attendance: Slava Bruder, Jennifer Dube, Holly Hillsgrove, Matty Leighton (Recorder), Patrice MacNevin, Laurie Anne Malizia, Doreen Palmer (UNHM), Janice Pierson

Members Not in Attendance: Jason Brodeur (Chair), Toni Searles, Lisa Wilder

Guests: Sharon Demers, Human Resources; Rochelle L'Italien, UHS – Dining; Jodi Record, Campus Journal; Lon Sattler, SPCC

Agenda Items

Welcome/Approval of Minutes – Matty Leighton

Jason was unable to attend the meeting due to illness, and asked Matty to chair the meeting in his absence. Because Rochelle was waiting to make her presentation, the council tabled approval of the October minutes until later in the meeting.

Wellness – Rochelle L'Italien

Rochelle L'Italien was invited to speak to the council by Patrice MacNevin, who is interested in publicizing the benefits of the university's wellness programs to our constituency. Rochelle, a UNH graduate, is a registered dietitian with UHS – Dining, as well as a certified life coach. To start her presentation, Rochelle addressed the question, "What is wellness?" Her answers included:

- Wellness is proactive, rather than reactive
- Wellness focuses on prevention
- Wellness integrates mind and body
- Wellness is multi-faceted and may include nutrition, exercise, behavioral health, medical screening and intervention, and more

Rochelle takes a compassionate, flexible approach to the nutrition aspect of wellness. In her experience, people commonly have a "black and white" or "good or bad" view of food. Her motto, however, is, "All foods can fit." To help council members understand how wellness can link mind and body, she led the council in an eating meditation using a CD that is available for \$10.00 from Health Services (for more information, go to http://www.unh.edu/health-services/ohep/meditation-cd_tracks.html). The meditation invited participants to sample a small amount of food, slowing down and experiencing the food in a variety of ways and noticing all its attributes. Afterwards the group discussed what they felt and/or learned during the meditation.

Rochelle also noted that people have a tendency to jump into action when it comes to wellness work such as starting a new exercise regimen or diet. This is the reason that people so often fail to make lasting changes. As a life coach, Rochelle helps people prepare for any type of change in their lives, from losing weight to changing careers. This is a professional service that she offers outside of her job at the university.

Following Rochelle's presentation, Matty and Patrice unveiled their prototype communication board (for use in communicating information to employees in departments like Housing, Dining, and Facilities who do not have access to computers). The boards will have information about OS Council and WISE that remains constant from month to month, and they will have pockets with copies of the most recent council minutes and the current Campus Journal "Taking Note" section. They will also have a "feature" that changes monthly or quarterly, and the first feature focus will be wellness.

Discussion of the communications effort and the wellness program included the following:

- Janice Pierson suggested that life coaching would be an excellent addition to the university's wellness offerings.
- Rochelle and the council agreed that getting information out through multiple communication channels is the most effective way to increase employee awareness and utilization of wellness programs.
- Laurie Anne Malizia pointed out that getting more employees involved in the wellness program would benefit the university, since healthy employees are far more productive.
- Several people mentioned that the wellness initiatives are repetitive and do not change from year to year. Also, they are focused on the individual rather than encouraging interaction with others. Activities or programs that engage people in a group might be a good addition to the program.
- Doreen Palmer noted that there are no facilities or programs available at the Manchester campus.
- Rochelle and Patrice told the council that the "Nutrition" tab on the Dining web site has resource links and nutritional data for all dining hall foods. This might be of interest to our constituents.

The council agreed to invite Nancy Puglisi to a future meeting and see if she can address some of the ideas, comments, and concerns that came up during the discussion. The council also gave verbal approval of the communication board design with one change: In addition to copies of the minutes and "Taking Note," the boards will have pockets for copies of the monthly feature information and instructions on how to use WISE.

Approval of October Minutes – Matty Leighton

The October minutes were approved by acclamation.

Constituent Feedback – Slava Bruder

Slava shared a note from a constituent who thinks we are doing a good job. Matty mentioned that she has received these sorts of e-mails before, but has not thought to share them with the group. Sharing positive feedback with the whole council might be a good morale booster in the future and all council members are encouraged to do so.

Separation Incentive Plan (SIP) – Sharon Demers

Sharon informed the council that all individuals who are eligible for SIP have received information about the plan. Employees who wish to participate must apply by 4/1/08. For complete information on the plan, see Attachment B. Information sessions will be offered on November 28 and February 5 from 1:00 – 2:00 in MUB Theater II. Patrice will attend the November 28th session and report back to the council.

Longevity – Matty Leighton

Jason asked the council to take an informal vote on leaving the longevity plan unchanged. The council discussed the following prior to the vote:

- Patrice MacNevin felt that the plan should take effect sooner; that ten years is too long to wait.
- Janice Pierson asked if the longevity plan is reviewed regularly. Sharon Demers informed the council that it is not.
- Lon and Sharon recapped the circumstances surrounding the current review. The original inquiry came from employees on the Keene campus who wanted to continue incremental monetary increases after thirty years of service (currently the plan plateaus at thirty years). This inquiry evolved into a proposal to add more rewards to the existing plan. However, the proposed additions did not change the fundamental nature of the plan itself, which rewards length of service without looking at any other factors. According to Sharon, the current trend across all industries is to move from rewarding years of service to recognizing employees who continue to grow within the job by seeking additional training, adding skills, taking initiative, making innovative changes, etc.
- Laurie Anne Malizia commented that the new evaluation process rates employees based on a skill-building and improvement model, so we should not need a longevity plan that follows the same format. She feels that we are better off with the plan as it is, because it is more likely to keep people on board.

- Slava Bruder pointed out that people who are not performing are not generally retained; therefore longevity in and of itself points to superior performance.
- Matty Leighton asked if there is a way to find out at what length of service people tend to leave and why they do so. This information would be useful in determining what sort of plan is most effective in retaining quality employees. Sharon Demers said she can make this information available to the council.

After the discussion, the vote was nine council members in favor of leaving the plan as is for now, with the understanding that the issue is open to review again if a different proposal is offered in the future. None were opposed.

Evaluation Preparation – Sharon Demers

Sharon asked the council members to let their constituents know about a new employee tool that can help them prepare for their annual evaluation. This tool is available at:

<http://www.unh.edu/hr/performance-management/employees-role-and-preparation-in-PM-process.pdf>

Adjournment

The meeting was adjourned at 2:25 PM. The next OSC meeting is scheduled for Wednesday, December 19th.

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

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

Attachment A

Rochelle L'Italien M.S., R.D., L.D.
Certified Life Coach and Registered Dietitian



The Challenge of Change - How Coaching Can Help

Let's face it, life can be chaotic. Are you caught up in the busy and demanding aspects of your days, so much so that your own needs, goals and dreams are hidden or forgotten? You probably know what you'd like for change in your life but you're not sure how to make it happen and sustain it.

Good nutrition and wellness habits are important because they relate to your quality of life. When you feel good about yourself the world changes. As a Certified Life Coach and Registered Dietitian, I am uniquely qualified to partner with you to achieve your life and wellness goals. The power of your thoughts and actions are your choice and they shape your life. What are you choosing to create?

The Magic of Wellness Life Coaching

The coaching process drives you to move ahead. Coaching gives you the push to go further than what you might do on your own and it keeps you accountable along the way, therefore, allowing you to experience results sooner. Coaching is unique, energizing and effective.

Success Begins with Personal Investment

Coaching is an investment in yourself – a true gift of self love. When you take the step to work with me as your coach you:

1. Take yourself more seriously.
2. Are able to set clear goals that you may not have done on your own.
3. Take more focused action steps right away.
4. Stop tolerating things that drag you down.
5. Create momentum so it's easier to achieve results.

Client Comments - Powerful Coaching with Rochelle:

"Rochelle emanates an energy that motivates and is a very attentive listener. The questions she prompts brings a person to think outside the every day box we often find ourselves living in."

"Rochelle has a unique energy and a powerful calming effect on people."

"Rochelle brings a sincere curiosity to the idea of personal growth. Her "real-people-ness" creates a safe place for helping others think inside and outside their comfort zone. She is a good role model for turning self-doubt into cues for action."

Experience a Sample Coaching Session:

Start to make the investment in yourself today by scheduling a sample coaching session and discover how coaching can help you move forward. Contact me at rochellecoach@yahoo.com or 603-770-4280.



Rochelle L'Italien M.S., R.D., L.D. Certified Life Coach and Registered Dietitian

My passion is to creatively inspire the "kid" in each of us to take charge of their nutritional, physical and emotional wellbeing and invest in it daily from a foundation of healthy habits.

I am available for individual telephone coaching sessions, group presentations and workshops. For more information please contact me at rochellecoach@yahoo.com or 603-770-4280.

Are You Tired of Being Stuck?

Where are you placing your priorities and how satisfied are you in your life? Use the chart below to rank your own level of satisfaction in each area of your life at the present time. Perhaps you'll notice areas you'd like to make change in for a more balanced and fulfilling life.



Whether you're dealing with indecision or thinking about a personal change, discover for yourself the magic of professional life coaching. Schedule a sample, free coaching session today with me, Rochelle L'Italien - Certified Life Coach and Registered Dietitian.

LIFE AREA:	Needs Improvement		Somewhat Satisfied		Completely Satisfied
	1	2	3	4	5
Food Choices and Hydration					
Exercise					
Weight Management					
Stress Level					
Unhealthy Coping Habits					
Personal Growth					
Career					
Hobbies, Fun for Self,					
Family, Friends, Other Relationships					

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Attachment B
Voluntary Separation Incentive Plan
Benefits and Related Information
Spring, 2008

I. Continuation of Medical Benefits for employees meeting plan eligibility:

For employees between the ages of 59 ½ and 65, University System medical coverage will continue for up to 5 ½ years or to the last day of the month before attaining age 65, whichever comes first. The incentive payment plus medical benefits for employees and eligible dependents will not exceed 1.5 times the employee's current annual base salary.

B. The first of the month in which you attain age 65, one of the following will apply based on your previous selection:

- 1) *For employees being offered this plan who participate in the Additional Retirement Contribution Plan (ARC), your medical coverage with the University System (and coverage for any eligible dependents) will end on the last day of the month before you attain age 65. You can then enroll in Medicare benefits through your local Social Security Office, and may choose to privately purchase a plan that offsets health care costs beyond what Medicare covers.*

Coverage for any eligible dependents will end on the last day of the month before the employee reaches age 65. Eligible dependents will be offered the opportunity to continue medical benefits through Consolidated Omnibus Budget Reconciliation Act (COBRA) for a period of up to 36 months.

- 2) *For employees being offered this plan who have selected and qualify for the University System's Medicare Complementary Plan (MCP), on the first of the month in which you attain age 65, enrollment will be transferred to the MCP, currently at no cost to the retiree. You must be enrolled in Medicare Parts A and B effective the first of the month in which you attain age 65. MCP will become the secondary insurer with Medicare the primary insurer.*

If the staff member is covering an eligible dependent(s) under the age 65 under his/her active employee medical plan, these dependents may remain under that plan until they no longer meet the plan's eligibility requirements. An eligible spouse or same-sex domestic partner may remain under the plan until eligible for Medicare; normally the first of the month the spouse or same-sex domestic partner attains age 65. The first of the month in which the eligible spouse or same-sex domestic partner reaches age 65, they will be transitioned to the MCP. Retiree premium contributions to cover a spouse, same-sex domestic partner and/or dependents will be same as active employees up to a maximum period of three years. Contributions required to be paid by the retiree for coverage beyond three years will be fifty percent (50%) of the cost of the coverage.

In the event the retiree enrolled in the MCP passes away, the spouse or same-sex domestic partner may continue coverage for the rest of his/her life or until remarriage. Unless the spouse or same-sex domestic partner remarries, dependents may remain under the current medical plan until they no longer meet the plan's eligibility requirement. In the event a spouse or same-sex domestic partner of a retiree covered by the MCP dies, the employee is *not* permitted to add a new spouse or same-sex domestic partner to the plan.

All insurance coverage and contribution rates are subject to change.

II. Continuation of Dental Benefits -- COBRA

An employee may elect to continue dental coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) provisions at the time of departure. This coverage may be continued on a monthly basis for up to 18 months. A complete packet of information regarding the options under COBRA including premium payment deadlines will be sent to your home address. You will pay the COBRA rates for the full group premium. The dental premiums shown below are current and will remain in effect through December 31, 2008. If you elect coverage to continue beyond that date, you will be notified of any increase in premiums.

Monthly COBRA Dental Premiums Effective Through 12/31/08 (subject to change)

Option B - Scheduled		Option C - Usual/Customary	
Coverage	Monthly Premium	Coverage	Monthly Premium
Individual	\$ 25.00	Individual	\$ 46.52
2-Person	\$ 46.52	2-Person	\$ 86.75
Family	\$ 75.29	Family	\$ 143.71

All insurance coverage and contribution rates are subject to change.

III. Retirement Plan Information:

Please contact TIAA/CREF and/or Fidelity directly for Retirement Income Options.

TIAA/CREF 1-800-842-2776

Fidelity at 1-800-343-0860

Upon departure, matching contributions to USNH's 403 (b) Retirement will terminate.

IV. SIP Payment Considered Non-Benefits Eligible Dollars

The Separation Incentive Payment is non-benefits eligible dollars and not eligible for matching contributions to USNH's 403 (b) Retirement Plan. Please reference XI, Other Related Information, for deferral options available.

V. Continuation of Group Term Life Insurance

All employees who accept the SIP may apply to convert their USNH group term life insurance coverage to an individual policy. Information regarding the continuation will be mailed directly to your home address. If interested, the form should be returned directly to MetLife. Please note there is a thirty (30) day window to convert this policy.

VI. Long Term Disability insurance coverage terminates on your last day of employment.

VII. Annual Leave: Unused annual leave up to 30 days will be paid out at the time of termination.

Earned Time: For employees on the Earned Time Program, all unused Earned Time will be paid out at the time of termination.

VIII. Tuition Waiver Benefits

A faculty or staff member is not eligible for the tuition waiver program for themselves or any eligible dependent after the date of termination. Any tuition waiver in effect at the time of separation will be prorated based on the proportionate amount of time the faculty or staff member has worked in the fiscal year.

IX. Flexible Spending Account

No payments will be deducted from the SIP for a Flexible Spending Account(s).

Other Related Information

- X. **Withholding of taxes.** For SIP payments, federal income tax withholding shall be based on the supplemental earning tax rate, which is 25% for 2007 and 2008 (subject to change). Withholding for Social Security is at 6.2% (subject to change). There is no Social Security withholding due to any earnings over the Maximum Taxable Amount, which is \$97,500 for 2007 (subject to change). Medicare Hospital Insurance withholding is at 1.45% (subject to change) and there is no earning limit.
- XI. **Tax Deferral of Separation Incentive Payment.** You may have the option to defer some and/or all of your separation incentive payment as supplemental dollars to the USNH 403(b) Retirement Plan and/or USNH 457(b) Deferred Compensation Plan. Contributions are subject to each Plan's annual limit. For additional information, please contact either UNH HR (Kristie Camacho at 862-0509 or Sherry MacDormand at 862-0504).