

Operating Staff Council Meeting Minutes Wednesday, December 13, 2006

Members in Attendance: Matty Leighton (Recorder), Patrice MacNevin, Lori Parent, Janice Pierson, Toni Searles, Lisa Wilder, Jason Brodeur (Chair)

Members Not in Attendance: Slava Bruder, Jennifer Dube, Holly Hillsgrove, Jeff Jones, Doreen Palmer (UNH-M)

Guests: Jody Record, Campus Journal; Lon Sattler, SPPC

Agenda Items

Council Membership – Jason Brodeur, Chair

The council held elections and discussed recruitment and constituent communication as follows:

1. **Chair** - Matty moved to retain Jason as chair, Lori seconded, and the motion was carried unanimously.
2. **Vice Chair** – No one has volunteered. Matty suggested that Lori would be a good candidate, and this led to the announcement that Lori is stepping down as council member due to her work load. She will try to stay involved with the council and attend meetings when she is able. She continues to recruit at the Alumni Center and the Foundation and hopes that she will find someone from that area to replace her. Jason also announced that if no one is elected to the vice chair position, he will extend the opportunity to attend the president’s staff meeting to OS Council members. The president’s staff meeting takes place the last Wednesday of each month.
3. **Open Seats** – We currently have two seats open in Housekeeping and Facilities, and council members are encouraged to get the word out that we are seeking volunteers.
4. **Constituent E-Mail Lists** – Council members should notify Toni if e-mails for constituents are bouncing so they can receive appropriate information about terminations/new hires and keep their lists updated.
5. **Publicity/Communication with Constituents** – Jason noted that there seems to be a marked increase in awareness of the OS Council’s activities, but he also recommended that we continue our commitment to publicizing the council’s mission and achievements and communicating with our constituents on a regular basis. Patrice asked how the open house fared two years ago – it was not well attended although it did bring a few people out to council meetings. Other ideas for increasing visibility:
 - a. Patrice – Table in MUB food court area
 - b. Matty – Go out to departments and hold small meetings with constituents
 - c. Lori – E-mail our web site link to constituents occasionally (in addition to the link in the minutes)
 - d. Matty – Take advantage of the free display cases in the MUB. These must be updated regularly (at least monthly).
 - e. Jason – Involving our constituents in representation beyond the OS Council level (i.e., constituents representing us on Transportation committee).
6. **Recorder** – Jason moved that Matty continue as recorder, Lori seconded, and the motion was carried unanimously.

Feedback on Presidential Candidates – Jason Brodeur, Chair

Jason asked the council members to relay any feedback they had heard from constituents. Patrice mentioned that she heard good things from staff who attended the first staff forum (John Cavanaugh). Some people had expressed concern that Jack Burns might be too focused on research and not understand UNH's commitment to teaching. Jason concluded the discussion by asking council members to send out an e-mail to constituents encouraging them to submit the feedback form if they attended any of the forum sessions. Jody Record informed the council that videos of the forums are available online and at the library. Also it was suggested that in the future we ask constituents to send us their questions prior to the open forums so that we can better represent their interests.

Retreat – Jason Brodeur, Chair

The joint, all-day retreat with the PAT and EE Councils is scheduled for Wednesday, January 10th in the 1925 Room at the Alumni Center. This should be a dynamic session, as PAT has elected a new chair, Guy Eaton from Emergency Management, and EE also has a new chair, Matt Tarr. The retreat is also a great opportunity for new members to get up to speed. Jason will send out an agenda ahead of time.

Volunteer Opportunities – Matty Leighton, Recorder

Matty is doing some volunteer work with the Salvation Army and is interested in using the Council as an avenue to promote opportunities to those within the university community. Apparently there have been issues with this in the past. This will be discussed at a future meeting and we will get Sharon's input.

Adjournment

The meeting was adjourned at 2:10 PM.

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

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