

**Operating Staff Council Meeting Minutes  
Wednesday, August 17, 2011**

**Members in Attendance:** Monique Couillard, Theresa Faist, Alison Harville, Janice Pierson,

**Not in Attendance:** Slava Bruder, Lee Calderone, Lisa Canfield, Kathleen Maher, Laurie Anne Malizia, Karen Mars, Emily Moore, Brian Tobin

**Welcome/ Minutes Approval**

Minutes from the July 2011 Operating Staff Council meeting were approved.

**PAT Council Update:** Karen Estabrook unable to attend, no update at this time.

**Flexible Work Arrangements Task Force:**

The Flexible Work Arrangements Task Force met for a second time on Aug. 16, 2011. VP Dick Cannon has created three subcommittees from the Task Force:

1. Subcommittee on a Needs Assessment Survey.
2. Subcommittee on Policy Issues, Communication and Training.
3. Sub-Committee of Drafting a UNH Manual with Special Attention to Guidelines for Telework.

Monique Couillard is a member of Subcommittee #1. The first meeting for this subcommittee is scheduled for early Sept. 2011.

The President's Cabinet is supportive of the concepts of Flexible Work Arrangements and felt it would be good for the institution.

The Task Force will remain in place through June 2012.

**Review of BYLAWS of the Operating Staff Council:**

A couple final edits were made to the bylaws.

Article VII, Section 2: edited to remove "the maintenance of district lists" as that is done by Human Resources.

Article V, Section 2: edited to remove "publishing and mailing the nomination and ballot forms..." as this no longer applies to the election process.

Review of the bylaws is now complete, pending final approval by council members (to be received by 08/31/11).

Attached is the final copy of the revised bylaws.



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The suggestion was made to include Appointment Date (to the OS Council) next to each representative's name on the Operating Staff Council's website Representatives webpage.

### **Wrap Up/Adjourn**

Next meeting: Wed. September 14, 2011 President's Conference Room T-Hall

There will also be a guest coming to the September council meeting to speak about Professional Development opportunities at UNH.

The council will also discuss preparations for the October 2011 OS Council meeting that will be attended by President Huddleston (this is still a tentative confirmation from President Huddleston's office. Monique will work on final time frame with his office near the end of Sept.).

### **"Did You Know" FYI's for Operating Staff**

#### **Museum Passes**

Passes for the [Museum of Fine Arts](#) (MFA) in Boston are available for benefits-eligible faculty and staff. They can be taken out from the [Circulation Desk in Dimond Library](#).

Undergraduate students are able to get in to the MFA for free by showing their UNH ID at the door. Reservations for passes can be taken up to two weeks ahead of time. Up to two cards may be reserved and checked out by one person. If on the day of use other cards are not reserved, you may sign out up to 4 cards.

Passes may be signed out after 4:30pm the day prior to use. They are due back by 10am the morning after being used.

Both programs apply only to general admission when an advance ticket is not required and do not apply for special exhibits

**OS Council:** [www.unh.edu/os-council/](http://www.unh.edu/os-council/)

**PAT Council:** [www.unh.edu/pat-council/](http://www.unh.edu/pat-council/)

**SPPC:** [www.usnh.edu/hr/sppc.html](http://www.usnh.edu/hr/sppc.html)