



COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
26 COLLEGE DRIVE
CONCORD, NEW HAMPSHIRE 03301

PERSONNEL COMMITTEE MINUTES
September 22, 2008

Members Present: Kim Trisciani, Chair; Claudie Mahar; Lynn Kilchenstein; Sara Sawyer; Lori Hitchcock; Mark Edelstein; Nick Halias; and Chancellor Richard Gustafson.

Regrets: Connie Roy-Czyzowski

The meeting was called to order at 3:10 p.m. at NHTI, 31 College Drive, Concord, NH.

1. Approval of 06/17/08 Meeting Minutes

VOTE: The Committee, on motion of Ms. Hitchcock, seconded by Ms. Mahar, voted unanimously to approve the June 17, 2008, meeting minutes as presented.

2. Operational Items – K. Trisciani

a. Appointment Authority of CCSNH Senior Administrators (RSA 188-F:6, III(d))

Ms. Trisciani reported that pursuant to RSA 188-F; 6, III(d), the Board of Trustees are authorized to appoint and fix the compensation and duties of such other community college system of New Hampshire administrators as are needed to provide a well-coordinated system of public higher education. On October 11, 2007, the Board of Trustees delegated to the Chancellor the authority to appoint and fix the compensation of CCSNH administrators. The operational item before the committee is to approve an amendment to the Chancellor's authority to appoint and fix the compensation of the CCSNH senior administrators by including two additional senior administrative positions of Legal Counsel and System Budget Director.

The position of Legal Counsel will report to the Chancellor and serve as the chief legal officer for the CCSNH. With the transition of legal services provided by the Attorney General's Office to in-house legal counsel it is the intent of the CCSNH to establish an in-house legal department that will be staffed by a full-time attorney and a full-time paralegal. These positions are being established through the reallocation of vacant positions. The position of System Budget Manager is an existing position that serves in a senior financial administrative role for the CCSNH. Both positions imply a confidential relationship with management and determine and effectuate management policies.

VOTE: The Committee, on motion of Ms. Mahar, seconded by Ms. Hitchcock, voted unanimously to approve this revision of Personnel Action 1 to include the senior administrative positions of Legal Counsel and System Budget Director.

b. Revision of BOT Personnel Policy – 370. Professional Development and Training

Ms. Trisciani reported that operational item before the Committee is an amendment to the Tuition Discount policy 373.2. The amendment would provide eligible full-time CCSNH employees, the ability to take courses at any CCSNH college free of mandatory fees normally charged to other students. The mandatory fees normally charged to students include such fees as the orientation fee& the student services comprehensive fee. These fees are applied to student activities, programs, or services that employees do not utilize. The proposed policy change states, "For **eligible** full-time employees the tuition benefit **includes a 100% tuition discount and the waiver of any mandatory fees generally required of other students for enrollment in any credit or non-credit course offered by a CCSNH college.**"

The policy revision provides full-time CCSNH employees, who have completed one year of full-time service, the ability to take courses at any CCSNH college free of tuition and fee charges. In addition, the policy change removes the prior "on a space available basis" provision.

VOTE: The Committee, on motion of motion of Ms. Hitchcock, seconded by Ms. Mahar, voted unanimously to approve this revision of BOT Personnel Policy 370. Professional Development and Training as follows: For **eligible** full-time employees the tuition benefit **includes a 100% tuition discount and the waiver of any mandatory fees generally required of other students for enrollment in any credit or non-credit course offered by a CCSNH college.**

3. Non-Public Session:

VOTE: The Committee, on motion of Mr. Halias, seconded by Ms. Mahar, voted, by roll call vote, resolved to conduct a non-public session for the purpose of discussing a legal issue and noting that such a non-public session is authorized by RSA 91-A:3, II (e) and the Board's executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by the unanimous vote of all members present.

The meeting moved to non-public session at 3:25 p.m.

The meeting reconvened at 4:00 p.m.

Upon reconvening in public session, it was noted by Ms. Trisciani that no votes were taken in non-public session.

4. Other:

The next meeting will be held on November 17, 2008, at 9:00 a.m.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Nancy Fall
Administrative Assistant, NHTI

PERSONNEL COMMITTEE
NON-PUBLIC SESSION
September 22, 2008

Members Present: Kim Trisciani, Chair; Claudie Mahar; Lynn Kilchenstein; Sara Sawyer; Lori Hitchcock; Mark Edelstein; Nick Halias; and Chancellor Richard Gustafson.

The non-public session was called to order at 3:25 p.m.

Discussion followed on a legal issue. No votes were taken.

The non-public session adjourned at 4:00 p.m.

Respectfully submitted,

Kim Trisciani
Board Secretary