CCSNH Labor Management Committee Meeting - April 13, 2012
APPROVED MINUTES

Nashua Community College
Wellness Center Conference Room

SEIU/SEA
Present: David Pollak, Phil Slocum, Robert King, Barbara Anstey, Toni Theberge, Ed Mayrand, Jim McCarragher, Chris Long,

CCSNH
Present: Sara Sawyer, Amber Wheeler, Laurie Berna, Frank Clulow, Anne Breen, Bruce Baker, Phil Gauthier,
Absent: Susan Huard, Scott Kalicki,

Call to Order
Meeting of the CCSNH Labor Management Committee (LMC) was called to order at 10:10 am by Sara Sawyer and Chris Long presiding. One sign in sheet was distributed for attendees to sign in registering their attendance.

1. Welcome
Amber Wheeler
Amber Wheeler, Chief Financial Officer for Nashua Community College extended a warm welcome to the LMC on behalf of the College. Ms. Wheeler briefed the committee on the growth of NCC, the progress of the new automotive building currently under construction, and student activities. She will provide a tour of the campus upon the conclusion of this morning’s meeting.

2. Adoption of the Minutes
A motion by Barbara Anstey to approve the February 10th, 2012 minutes as distributed, seconded by Chris Long. There being no discussion minutes were approved unanimously.

3. Review of LMC Web Page
Sara Sawyer & Phil Gauthier
Sara Sawyer updated the committee on the LMC web page that is currently being developed. This web page would be imbedded within the CCSNH Human Resources web page. The subcommittee recently met with Phil Gauthier and Bill Beyer and developed a dedicated link to the CCSNH Labor Management Committee. A discussion was held with committee members on what they would like to see added to the page. The issue of anonymity and confidentiality followed. Two additional items that will be added to the page will be listing the members and college contact information, along with meeting schedules, and meeting minutes. A form will be added for members to either ask questions or put in suggestions.

Two recommendations were made: A link will be added to the web page with directions to the colleges. Labor Management Committee and Shared Sick Leave Committee will be separated and each will have their own link with meeting minutes and schedules.

Conversation continued on how the questions/suggestions and answers would be handled. Many ideas on how this could be presented on the LMC page were discussed. Discussion continued on what would
be appropriate to list as a question or concern, and how this would be addressed by the committee. A joint announcement will be sent out to all SEA members announcing the suggestion box on the LMC page. It was decided that for now the meeting minutes will be sufficient in detailing the suggestion/questions form, it will be reviewed by Sara Sawyer and Chris Long who will bring them to the committee and the action rendered by the committee will then be reflected in the meeting minutes. Chris Long and Sara Sawyer explained why they feel the LMC web page suggestion box is important; this enables personnel from the seven campuses to voice either their concern or suggestion anonymously. The subcommittee will meet again with Chris to finalize language and insertion of the language box and response page. Once completed this will be emailed to all committee members for approval, changes and rolled out prior to the June 8th meeting.

The next meeting of the LMC web site subcommittee will meet on May 11th following the Shared Sick Leave Committee meeting.

4. Review of Health Insurance Processes

- Sara Sawyer

- A new negotiated health plan goes into effect on May 1, 2012.
- An open enrollment process took place from March 21 thru April 6, 2012. April 9th an enrollment feed was sent to LGC for pharmaceutical benefits, on April 11 the enrollment feed was sent to Delta Dental and today, April 13th the enrollment feed will go to Anthem.
- ID cards will be mailed out and will be in the hands of employees by May 1st, 2012. No new cards will be issued for Delta Dental.
- Anthem has entered into a contract with Combined Services to fund 100% of the annual deductible services claims associated with the new medical plan. Anthem will submit claims for deductible services to Combined Services who will process payment deductible claims on behalf of the employee. Those payments will go directly to the provider who generated the claim.
- A test feed is currently being implemented with a status report coming out on April 13th. Sara gave a brief description of how this process is going to take place between Anthem and Combined Services. The employee will receive a report outlining how payment was processed thru Combined Services as well as Anthem. The only card the employee will need when obtaining medical services is their Anthem ID card. Conversation ensured regarding the difference between co-pay and deductible. Informational sessions at the different campuses will be conducted explaining all the new benefits along with representatives from Combined Services and Anthem.
- Sara clarified the medical buyout that was offered to CCSNH employees.

5. Implementation of 2012 – 2013 CCSNH/SEA CBA

- Sara Sawyer & Chris Long

With the implementation of the new contract, Terri Wright is reaching out to the campuses and inquiring if anyone was interested in steward training as well as refresher training courses for current stewards. New contract rules will be the focus of the training. Chapter elections are held in March – April.

A suggestion that came out of the Shared Sick Leave Committee was the SEA coordinating a joint meeting of CCSNH Chapter Presidents, SEA LMC members, SEA steward to understand the roles within their community colleges and the desire of SEA on how information should flow. The question had originally been asked by Ed Mayrand what can be shared from the meeting prior to the minutes being approved and distributed; conversation ensued regarding this matter.
Sara mentioned that she has held informational meetings with college Presidents and their administrative team to discuss the new contract. She has met with LRCC, NCC, MCC and system office managers. She is scheduled to go to RVCC, NHTI and GBCC next week. The other question referred to Article 17.1.2 – Salary increments. Steps increments have been changed with the new contracts. Sara explained how step increments are now calculated. All personnel who qualify for a step increment will receive their increase in their paycheck dated May 4th.

The new salary matrix of $1,000 added to base will go into effect on May 4th; this amount is annualized and employees will see that reflected in their June 1st paycheck. The $250.00 for shift differential which is paid to full time covered nonexempt employees will be in their paycheck dated May 4th.

6. Classification Reviews
The CCSNH HR Office is working closely with college Presidents to review various positions in an effort to more closely align the classification of such positions within the college system. Requests for individual classification reviews as may be warranted due to changes in the job duties and scope of work of the position may still be submitted by a College to the CCSNH HR Office. Such requests are being reviewed in a timely manner as possible.

7. Longevity Payments
They are considered supplemental earnings and according to the IRS they are subject to a tax rate of 25%. Other supplemental earnings that fall into this category are commissions, vacation payouts, settlements awards, etc.

8. Other
A LMC member reported that an employee feels that her College HR Officer is arbitrarily changing her ADP time worked submissions when she works more than her clocked time; therefore she is asking for an ADP audit. Sara reported that the employee may request a breakdown of her hours worked and wages earned for the work periods in question. To do so, the employee may submit a written request to Sara or to Debbie Coggon, Payroll Manager. Conversation ensued with the committee regarding the issue of time worked and the federal and state wage and hour regulations that requires employers to record the actual time worked and leave time of all nonexempt employees.

There being no further business, Chris Long made a motion to adjourn, seconded by Ed Mayrand; the meeting of the CCSNH Labor Management Committee was adjourned at 12:00 pm.

Respectfully submitted

Lucy Jenkins
Assistant to President Lucille Jordan