Welcome & Introductions

The meeting was called to order by Sara Sawyer at 10:05am.

Review & Approval of January 24, 2014 Minutes

A brief review and discussion of the January 24, 2014 minutes was held.

VOTE: The Committee, on a motion by Barbara Anstey, and seconded by Anne Breen, voted unanimously to approve the minutes of the January 24, 2014 Labor Management Committee meeting as presented.

Video Surveillance Policy

CCSNH Legal Counsel, Jeanne Herrick, was present to discuss the system policy on the use video surveillance cameras. The purpose of the policy is to promote safety & security while respecting individual’s privacy. Components of the policy will cover notification (signs, etc.); camera placement (private vs. public); exceptions to private areas; monitoring and training for those monitoring; prohibitions; storage of recordings, retention and access; release of information; tampering; and consequences for violations of the policy. The scope of the policy will cover all types of use of cameras. All campuses will need to comply with the policy.

It was requested that this group be kept informed/updated on the progress of the policy. Ms. Herrick reported that the draft policy will be reviewed by college presidents for troubleshooting.

Fire Marshal’s Reports

Sara Sawyer reported that there were seven primary areas of concern noted in the Fire Marshal inspections:

- All campuses had some emergency lights not working. Regularly scheduled inspections and replacement procedures must be implemented.
- NHTI – Room air pressure needed to be corrected in the boiler room in Grappone Hall.
- MCC – Emergency shut-off switches need to be installed for welding machines.
- LRCC – The newly installed water heater is not properly vented.
- GBCC - Need to add a sprinkler head in the hallway near the vending machines.
- Keene – Need to regulate the air pressure in the boiler room.
- WMCC – Hire a Fire Protection Engineer to evaluate the college building.

Any items that cannot be addressed within the college budgets will be included in the capital budget.

Matt Moore meets monthly with the Fire Marshal to review the status of the sited deficiencies.

**Safety Committees**

Sarah Tilton has been hired as the Director of Risk Management and Insurance Programs and will begin on March 31st. She will be responsible for developing and overseeing a system-wide risk management program and will be working with the campus safety committees to address any areas of safety concerns.

**Drug Testing for Nursing/Allied Health Faculty**

Discussion was held regarding the impact of HB 597 requiring licensed health care facilities and providers to adopt a policy establishing procedures for substance abuse testing. Many of the clinical contracts are now requiring drug testing on faculty who are working at their clinical site.

Concerns were raised regarding privacy of the results and possible implications. For examples, does the clinical site report the results to the Board of Nursing?

Ms. Herrick will be reviewing clinical contracts.

**Health Insurance Review**

Tom Harte of Landmark Benefits was present to discuss employee benefits and utilization of the Compass Smart Shopper program. Campus visits were conducted and well received and each campus has now implemented a wellness program.

**Leave Time Limitations**

Discussion was held regarding a policy instituted at one of the colleges restricting the use of leave time during the start of each semester except for extenuating circumstances.

A concern was raised regarding a violation of the collective bargaining agreement with regard to the use of leave. As presented by Professor McCarragher, RVCC has determined that due to the college needs at the start and end of a semester requests for leave will not be considered during these timeframes unless there is an extenuating circumstance.

A discussion followed regarding this matter. Several members noted that this is a standing practice at their colleges as well since it is the most critical time of the semester and there is an expectation that faculty and staff will be there during high peak times. It was further noted that the collective bargaining
agreement provides for leave to be granted at mutually agreeable times and management will not unreasonably deny such requests. Based on this provision management may deny requests that are not a mutually agreeable times. Ms. Sawyer sited examples of circumstances that one would reasonably believe to be an exception such as a death in the family or a medical emergency.

LMC Suggestion Box

The committee reviewed questions/suggestions submitted to the Labor Management Committee suggestion box. Please see the following responses to the questions/suggestions submitted:

1. Please define the Standard Operating Procedure for 18.7.1 – Call Back, 18.7.2 – On-Call, and 18.7.3 – Standby status for staff. There seems to be confusion across each campus for the use and administration of this contract language. If the college administrations are not aware of how to interpret this language, then staff may not be compensated appropriately.

Sara Sawyer gave examples under which each type of duty would be used.

Ms. Sawyer reported that meetings will be held with supervisors, maintenance crews and other appropriate parties regarding when to use each one and under what circumstances.

Additionally, Ms. Sawyer and Mr. Long agreed to issue an interpretive bulletin clarifying the use of call-back, on-call, and standby.

The meeting adjourned at 12:05PM.

Respectfully submitted,

Tanja Cloutier
Assistant to the Vice Chancellor
Community College System of NH