Approved Copy of Meeting Minutes  
CCSNH Labor Management Committee  
September 12, 2014 – 10:00am

Location: Lakes Region Community College  
379 Belmont Road  
Laconia, NH 03246

SEIU/SEA Attendees: Michelle McCord, Barbara Anstey, Laurie Berna, Chris Crowley, Ed Mayrand, Jim McCarragher, Silvia Pratt, Toni Theberge

CCSNH Attendees: Sara Sawyer, Anne Breen, Scott Kalicki, Amber Wheeler

Welcome & Introductions

The meeting was called to order by Sara Sawyer at 10:05am. Ms. Sawyer reported that Chris Long will no longer be a member of the LMC as he has left the SEA and Michelle McCord will be representing the association at the Labor Management Committee meetings until his position is filled.

Review & Approval of May 9, 2014 Minutes

A brief review and discussion of the May 9, 2014 minutes was held.

VOTE: The Committee, on a motion by Scott Kalicki, and seconded by Barbara Anstey, voted unanimously to approve the minutes of the May 9, 2014 Labor Management Committee meeting as presented.

Budget Cuts – Workload for Operating Staff and PAT’s

A discussion was held regarding budget cuts and lay-offs experienced by the colleges. An inquiry was made regarding possible position reclassifications based on the additional workload assigned to individuals. Ms. Sawyer recommended employees speak with their supervisor/management regarding workload, expectations, priorities, and the hours necessary to complete their work.

Amber Wheeler spoke specifically about the new processes regarding payable and the business offices in relation to the implementation of p-cards. The campuses were not prepared for the volume of additional, manual processing.

It was noted that it is a different way of processing, and it is manual, but the process is more timely.
Agreeably, there may have been some inconsistencies in the implementation and dissemination of information regarding new procedures and processes. Greater communication between the CFO’s and business offices was recommended.

An inquiry was made regarding overtime and how to find out if overtime is available to complete one’s work. Sara Sawyer recommended employees speak with their supervisor/management to discuss compensation or additional help. Overtime is authorized at the college level in accordance with Article 18 of the Collective Bargaining Agreement.

**Interpretive Bulletin re: Call Back/On-Call/Standby**

An inquiry was made regarding an interpretive bulletin clarifying the use of call back, on-call, and standby.

Ms. Sawyer stated that she and Ms. McCord will draft a memo as soon as possible.

**Consistency of Policies**

A concern was raised regarding office hours for faculty, specifically at the NHTI campus, requiring faculty to be available in the learning center.

Sara Sawyer stated that, in accordance with Article 10.4.1 of the Collective Bargaining Agreement, all full-time faculty are required to maintain a minimum of five (5) office/availability hours per week each semester for student contact.

The wording of this provision was changed to allow for flexibility for management and faculty to best meet the needs of the students. Teaching, course preparation, advising, office hours, committee work, and other instructional and non-instructional duties encompass a faculty member’s duties. The designation of a location such as the learning center for which a faculty member will perform his/her assigned weekly office/availability hours for the purpose of service to students does not reflect an increase in a faculty’s responsibility. Faculty must support all students, not just those in their program or classes.

**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. When are all of the Board Policies going to be updated? When I try to use the CCSNH website, I often get “under construction” (example – the FMLA information).

The policies of the CCSNH Board of Trustees are located on the CCSNH website. CCSNH Human Resources policies are currently under review. For information regarding the Family Medical Leave Act, please contact your college Human Resources Office or the CCSNH Human Resources Office.

2. Please tell me why we have a published Student Complain Procedure in place that is not followed. Part of the procedure includes an Equity committee review of the complaint, but this part of the procedure is used subjectively by our Administration and Director of Human Resources. Why do we need a procedure/policy if management only follows the policy when they want to?

Student Complaint Procedures does not fall under the purview of the Labor Management Committee. The Labor Management Committee can only address those items that apply to the application, clarification, and administration of the Collective Bargaining Agreement.

3. Can you explain the probationary period for new faculty hires?

Article IX of the 2013-2015 CCSNH and SEA Collective Bargaining Agreement sets forth the probationary period for full-time faculty. Pursuant to Article 9.2.1, all full-time faculty shall be subject to a twelve (12) month probationary period commencing upon the date of hire. At the successful conclusion of the designated probationary period, a full-time faculty member shall be appointed to an initial term of one (1) year. CCSNH may dismiss or non-renew a faculty member during the initial one (1) year term appointment, provided such action is not arbitrary or capricious.

4. My understanding is the Collective Bargaining Agreement is negotiated between CCSNH and SEA. If percentage pay raises are negotiated by both sides, why are they not accounted for in the budget process, and why are they being blamed for recent lay-offs?

Pay raises negotiated through the collective bargaining process were accounted for in the budget. The budget was built on two balancing factors: projected revenue and planned expenditures. Revenue is primarily comprised of a State general fund appropriation and income from enrollment/credits sold. Budget shortfalls occurred in those cases where credits sold did not meet the projections (resulting in revenue below budgeted amounts), and/or where there were unbudgeted expenditures.
CCSNH administration has not “blamed” negotiated pay raises for budget shortfalls. At most, the negotiated pay increases were cited as one of several expense-side items that increased over the last year, along with the employer cost of benefits and additional positions, as revenues decreased. The negotiated pay raises and benefit increases were built into the budget; new positions and revenue shortfalls were not.

5. I just learned that my daughter has to finish her degree before she reaches age 23 or I have to pay full tuition. Why is this? UNH does not have this restriction.

CCSNH policy currently establishes the following eligibility criteria for the dependent tuition discount:

Child - A child is considered a dependent if, on the first day of classes for the semester, he/she has not reached the age of twenty-three (23); is unmarried; and is listed on the most recent income tax return of the employee or the employee’s spouse/civil union partner; or are dependent on the employee for more than half of his/her financial support for the calendar year. Documentation that verifies age, marital status, and/or IRS dependent status may be required.

6. Why isn't the Equity committee used on campus for investigations? Our handbook says it is, but CCSNH seems to do what they want, and then say it was due to lack of training. Why not train them?

The role of the Equity Committee on each college campus is to receive, log and provide preliminary processing of complaints. In the preliminary processing, the equity committee ensures that complaints that allege discrimination are brought to the president's attention and investigated when necessary. It is the president's decision in consultation with legal counsel and human resources whether an investigation is necessary. Hence, the equity committee's role is to provide an access point for those who believe they have been discriminated against.

The meeting adjourned at 12:05PM.

Respectfully submitted,

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