Approved Copy of Meeting Minutes  
CCSNH Labor Management Committee  
September 13, 2013 – 10:00am

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

SEIU/SEA Attendees: Chris Long, Ed Mayrand, Barbara Anstey, Toni Theberge, Phil Slocum, Laurie Berna, Jim McCarragher, Wendy Parent

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

Welcome

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

President Kalicki welcomed the committee to Lakes Region Community College and gave an overview of programs, highlighting the culinary program housed at Shaker Village and the fire science program. Mr. Kalicki stated that approximately 1,200 students attend LRCC. Everyone was invited to take a campus tour following the meeting.

Review & Approval of May 31, 2013 Minutes

A brief review and discussion of the May 31, 2013 minutes was held.

VOTE: The Committee, on a motion by Bruce Baker, and seconded by Chris Long, voted unanimously to approve the minutes of the May 31, 2013 Labor Management Committee meeting as presented.

CCSNH Employee Insurance Benefits

Tom Harte and Laura Noonan from Landmark Benefits were present to discuss the CCSNH employee insurance benefits.

Health insurance will be provided by Anthem Blue Cross/Blue Shield.

Open enrollment will be held from October 28, 2013 – November 20, 2013.
Informational sessions will be held at each campus prior to open enrollment as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>WMCC</td>
<td>Oct 4th</td>
<td>11:00am – 1:00pm</td>
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<tr>
<td>NCC</td>
<td>Oct 7th</td>
<td>12:00pm – 2:00pm</td>
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<tr>
<td>RVCC</td>
<td>Oct 9th</td>
<td>12:00pm – 2:00pm</td>
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<tr>
<td>NHTI</td>
<td>Oct 15th</td>
<td>12:30pm – 2:00pm</td>
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<tr>
<td>GBCC</td>
<td>Oct 16th</td>
<td>3:00pm – 5:00pm</td>
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<tr>
<td>NHTI</td>
<td>Oct 23rd</td>
<td>1:30pm – 3:00pm</td>
</tr>
<tr>
<td>MCC</td>
<td>Oct 25th</td>
<td>12:30pm – 2:00pm</td>
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<tr>
<td>LRCC</td>
<td>Nov 1st</td>
<td>1:00pm – 3:00pm</td>
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</tbody>
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Notices will be sent to the campuses. The schedule will be posted on the SEA website as well.

Employees must select which plan they want and identify all dependents. Employees must also indicate a medical buy-out option.

CCSNH has allocated $2,500 for each individual plan and $5,000 for each family plan to help meet the annual deductible responsibility. This means there is no co-payment for the employee (with the exception of prescription coverage after the deductible has been met).

CCSNH has partnered with Compass Healthcare Advisers on a voluntary incentive program called SmartShopper which provides employees with cost information for health care facilities/procedures in their area. By utilizing the SmartShopper program, employees can choose to have their procedure done at one of the cost-effective locations and earn a cash reward. Information regarding the SmartShopper program will be mailed directly to CCSNH health care subscribers informing them of the service.

Dental insurance will be provided by Delta Dental. There is essentially no change to the current dental insurance coverage. The maximum benefit will increase to $1,500 per person effective January 1, 2014.

Additional vision coverage will be available through DeltaVision. This is a voluntary plan, at the employee’s cost, and covers exams, lenses, and frames.

Tom Harte and his associates have met with the Human Resources representatives at each campus regarding wellness programs. Sara Sawyer stated that the presidents will be asked to establish a wellness committee at each of their campuses.

Additionally, through the healthcare coverage, there is a health education reimbursement of $150 per family per calendar year, a fitness equipment reimbursement of $200 per employee per calendar year or a health club benefit of $450 per employee per calendar year, as well as other rewards for participating/completing certain programs.
There is no change in the life insurance coverage. Basic life and accidental death and dismemberment insurance is provided through Standard Insurance Company. The Basic Life and AD&D benefit is equal to one times the employee’s basic annual earnings with a minimum benefit level of $25,000 and the maximum benefit level of $200,000. Additional Life and AD&D coverage is available for additional cost to the employee.

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 we were State employees, we sometimes received pins for years of service. Not every college did this, but the System office did. We do not get much recognition, but these pins go a long way in showing some appreciation. Please bring back the pins for every campus and the System office even if they have to be changed from the ones the State of NH has. I do not feel we should have to ask for recognition, but it is the only way it is going to happen. Thanks for listening.

The nature of this comment/suggestion is not within the scope of the Labor Management Committee. The purpose of the Labor Management Committee is to ensure the application, clarification, and administration of the Collective Bargaining Agreement. Historically, the colleges have managed their own recognition programs. This item will be referred to the Human Resources department and discussed with the college presidents at the System Leadership Team meeting.

2. To match public accountability with the State of New Hampshire, why are positions not listed with labor grade information? This is for both, covered employees and management.

Positions and wage schedules for bargaining unit positions are listed in Appendix B of the Collective Bargaining Agreement. The 2013-2015 Collective Bargaining Agreement between CCSNH and SEA is posted on the CCSNH Human Resources website, [http://www.ccsnh.edu/about-ccsnh/human-resources](http://www.ccsnh.edu/about-ccsnh/human-resources). The LMC can only address those items that apply to the application, clarification, and administration of the Collective Bargaining Agreement.

3. As of now, employees are required to pay up front for staff development which is a burden to employees in lower pay grades. Could a credit card program be established based on the credit worthiness of the employee that would cover
those costs until reimbursement is received? Delinquency responsibility would be the employee’s responsibility, but any rebates associated with use of the cards would go to CCSNH.

Pursuant to the provisions of the Agreement the Parties have negotiated provisions for the reimbursement of travel [Article 31] and training and education [Article 32] expenses. Additionally, Article 31.7.2, Travel Reimbursement and Advances, of the 2013-2015 CCSNH/SEA Collective Bargaining Agreement allows for cash advances for authorized business travel.

Other

A question was raised regarding clarification on travel reimbursement for employees traveling to multiple sites. In accordance with the provisions of the Agreement, CCSNH shall reimburse for “all reasonable travel incurred” for business related travel. Ms. Sawyer reiterated that there is no reimbursement for commuter miles. Reimbursement is for actual miles incurred.

Chris Long reported concerns surrounding holiday pay for Labor Day. Sara Sawyer reported that all instances have been addressed/rectified.

Chris Long expressed a concern regarding inmates being on campus at Lakes Region Community College and that staff were not notified. As reported by President Scott Kalicki, LRCC, the inmates in question were taking a class and not performing any form of work for the College. The provisions of Article 34.7, which require advance notice to employees when inmate labor is to be used, did not apply in this instance as the inmates were present as students or in learning capacity not as for the purpose of performing work.

Ms. Sawyer announced that the CCSNH LMC Shared Sick Leave Committee will be meeting immediately following the Labor Management Committee meeting.

The meeting adjourned at 12:20PM.

Respectfully submitted,

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

Date of Approval: January 24, 2014