Welcome & Introductions

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

Ms. Sawyer introduced Melanie Connelly, Anthem BCBS Account Representative who was present to discuss the transition of the prescription drug plan. Ms. Sawyer explained the long-term planning involved with the transition of the CCSNH’s medical and prescription drug plans, which included a series of file downloads/transfers. Ms. Connelly explained that the file feeds were done manually and one of the file feeds was not processed. As soon as the error was identified, the staff worked diligently to resolve the problem. It is her understanding that all information has now been transferred and offered her apologies for the inconvenience.

Review & Approval of September 13, 2013 Minutes

A brief review and discussion of the September 13, 2013 minutes was held.

VOTE: The Committee, on a motion by Scott Kalicki, and seconded by Wendy Parent, voted unanimously to approve the minutes of the September 13, 2013 Labor Management Committee meeting as presented.

Proposed Legislation Affecting CCSNH

Shannon Reid was present to discuss proposed legislation that CCSNH is currently following that could impact education, CCSNH as an employer, or CCSNH as a public entity. She disseminated a list and highlighted several bills of particular interest to CCSNH.

CCSNH 2013-2014 Common Academic Calendar
Sara Sawyer addressed an issue regarding the interpretation of faculty returning in the spring semester in relation to the Civil Rights Day holiday. Two of the colleges brought faculty back on January 7, 2014. The other colleges brought faculty back on January 6, 2014. As a result, adjustments will need to be made to the last day of faculty responsibility for the first two colleges. Ms. Sawyer stated she will issue a new calendar and announcement.

New Hampshire Retirement System

Chris Long inquired about the changes approved by the CCSNH Board of Trustees at the December meeting regarding a separate retirement program for executive officers and non-covered personnel.

Sara Sawyer confirmed that the CCSNH Board of Trustees approved an alternative retirement savings program, specifically a 403(b) contribution plan, for full-time executive officers and non-covered/confidential personnel hired on or after January 1, 2014. Exceptions to participation in the plan will be those individuals hired by CCSNH on or after January 1, 2014 who are enrolled and actively participating with the NH Retirement system at the time of appointment.

Safety Issues

Video Cameras:

Chris Long noted concerns regarding the use of video surveillance cameras inside of buildings.

Sara Sawyer reported that the use of video surveillance cameras was part of the recommendations made by TranSystems as a result of a security assessment of CCSNH in spring of 2008. Cameras may be placed in public areas such as the business/bursar's office, etc. but should not be placed in private areas. These cameras capture video only – no audio.

CCSNH is in the process of establishing a system policy on the use of video surveillance cameras to address who has access to the videos, retaining the tapes, storage, etc.

Safety Inspections:

Sara Sawyer reported that a recent change in legislation gives responsibility of fire inspections for all institutions of higher education to the State Fire Marshall. The State Fire Marshall's office has completed their inspections and we are awaiting their report and recommendations.

LMC Suggestions 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. **Will the salaries and titles of all positions including management be posted on the CCSNH website under the New Hampshire Right to Know law?**

resources. The LMC can only address those items that apply to the application, clarification, and administration of the Collective Bargaining Agreement.

2. Is the unfilled Tech I position at the Chancellor’s Office going to be replaced by contractors? If that action took place, has it been reported to the union as required?

The vacant position of Technical Support Specialist I position at the Chancellor’s Office is not being replaced by contractors. The position is currently frozen.

3. The morale on campus is the lowest I have ever seen it. What can be done on a system level to rectify the situation?

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.

Pursuant to the provisions of the Agreement the Parties have negotiated provisions for fostering open communication about workplace matters [Article 5.4] which allows each college and the System Office to establish and maintain its own mechanisms for employees to communicate. It is most appropriate for concerns regarding workplace morale to be directed to the respective college president.

In addition, as part of the CCSNH HR Strategic Initiative, CCSNH will be conducting an employee engagement survey in the near future as well as individual college/Chancellor’s Office listening forums across the system. Staff are encouraged to take part in these processes and offer suggestions.

4. I would like to thank the bargaining team for the extra holiday we just received. It was nice to be able to spend extra time with my family.

Thank you!

5. If faculty that have been elected to the LMC team have a class that conflicts with the meeting time, are they allowed to attend the LMC meeting?

Labor Management Committee meetings have been scheduled to accommodate as many members as possible. If a faculty member has a conflict and wishes to attend the meeting, appropriate arrangements must be made to ensure that student learning objectives are met.

6. Recently a Banner AR upgrade was done without informing the end user so it could be tested before implementation. This caused huge problems and is very unprofessional.

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.
Please be advised that this concern will be referred to the System Technology User Group and/or the System Finance Department.

7. *How many requests for shared sick leave have been approved and/or denied per campus?*

Due to the nature of the confidentiality, statistical information regarding requests for shared sick leave will not be disclosed by CCSNH institution [colleges, Chancellor’s Office]. However, across the CCSNH in calendar year 2013, a total of 16 requests for shared sick leave were submitted. Of these requests, 12 requests were approved and 4 requests were denied).

Pursuant to the provisions of the Agreement [Article 22.11], a full-time covered employee is eligible to receive sick leave donations provided he/she has completed one year of service, has exhausted all forms of paid leave prior to receiving the additional sick leave, and is on an approved unpaid leave of absence due to a serious health condition qualified under the Family Medical Leave Act of 1993 (FMLA). Shared leave cannot be used for common, minor, or chronic medical conditions, a job-related illness or injury that is covered by workers compensation, or for a health condition in which the employee is receiving disability benefits.

The meeting adjourned at 12:10PM.

Respectfully submitted,

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