Location: State Employees’ Association
207 North Main Street
Concord, NH 03301

SEIU/SEA Attendees: Chris Long, Ed Mayrand, Barbara Anstey, Toni Theberge, Chris Crowley, Phil Slocum, Laurie Berna

CCSNH Attendees: Sara Sawyer, Anne Breen, Bruce Baker, Amber Wheeler, Frank Clulow

Welcome

The meeting was called to order by Chris Long at 10:10am. Mr. Long welcomed the committee to the SEA Offices.

Sara Sawyer disseminated copies of the meeting schedules for the Labor Management Committee and the Shared Sick Leave Sub-Committee for 2013.

Review & Approval of October 12, 2012 Minutes

A brief review and discussion of the October 12, 2012 minutes was held.

VOTE: The Committee, on motion by Chris Long, and seconded by Amber Wheeler, voted unanimously to approve the minutes of the October 12, 2012 Labor Management Committee meeting as amended.

Health Insurance: Reimbursement for Health Equipment

Mr. Long reported that several employees have been informed by Anthem Blue Cross & Blue Shield of NH that subscribers cannot be reimbursed for used health equipment. Used health equipment is not included in the current plan.

Ms. Sawyer reported that the health equipment reimbursement plan offered through Anthem BCBS reimburses for “new equipment” only. Ms. Sawyer indicated that the reimbursement for new equipment only is the same criteria established under the SONH’s health plan for health equipment reimbursement.
Mr. Long commented that it is not unusual for used health equipment to be excluded from reimbursement programs to avoid potential fraud and to protect consumers. When buying equipment from a retailer, the customer has some recourse if the equipment is defective.

Faculty Scheduling, Overload & Compensation

Mr. Long reported that concerns have been raised regarding the timeliness of payments made to full-time faculty who teach additional courses as an adjunct. The college in question claims that it is an administrative burden and they have been asked to articulate the said burden.

Ms. Sawyer read and discussed the current policy regarding overload and payment of such. It was recommended and agreed that Chris Long and Sara Sawyer will address this issue with the college president for resolution.

Academic Program Coordinators

Mr. Long reported that concerns have been raised regarding non-faculty members being assigned as a Program Coordinator and/or Department Chair and being responsible for supervising faculty.

Ms. Sawyer stated that Program Coordinators and Department Chairs are generally full-time faculty who are paid an additional stipend or given a reduced workload for these additional responsibilities in accordance with the provisions of the Collective Bargaining Agreement. However, there have been instances where a college has chosen to hire a part-time coordinator for a program that is so small it does not warrant a full-time position, but for accreditation purposes, it requires one.

Position Reassessments & Reallocations

Mr. Long reported that concerns have been raised regarding the timeliness or length of time it takes to upgrade a position.

Ms. Sawyer explained the desk audit process for a position reclassification. The process requires review and approval at multiple levels and final approval cannot be given until a complete package is received at the System Office.

Mr. Long requested that a reasonable timeline be established for processing reclassification requests and suggested 90 days. It was discussed that Chris Long and Sara Sawyer would draft parameters surrounding an acceptable timeframe for reviewing a reclassification request and issue an interpretive bulletin regarding the process.
**Note:** This matter is now a subject of collective bargaining and will be addressed through the collective bargaining process.

Organizational Charts

Mr. Long reported he received inquiries where to find copies of organizational charts for each of the colleges. Ms. Sawyer reported that organizational charts are available at each Human Resources office at the colleges.

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. *Who is the appropriate person to file a grievance with?*

   It is expected that employees shall attempt to resolve concerns expeditiously by discussing the disputed matter in an informed and informal manner with the parties directly involved. If the problem is not resolved during the informal stage and the employee feels further review is justified, a formal written grievance may be submitted to the intermediate supervisor having administrative responsibility for the grievant. The grievance process as agreed upon between the CCSNH and SEA, SEIU Local 1984 is outlined in Article 7, Grievance and Arbitration Process, of the 2012-2013 CCSNH/SEA Collective Bargaining Agreement.

   The Human Resources Office at each college can assist the grievant in identifying the appropriate person to submit the grievance to.

2. *What happened to the Labor Management Committee suggestion box on the website?*

   The CCSNH website has recently been overhauled. To find the suggestion box, go to the CCSNH website, click on “About CCSNH”, then “Human Resources”, then “CCSNH Employee & Labor Relations”. Under Comments and Suggestions, there is a link that will bring you to the suggestion box.

   The link is: [http://www.ccsnh.edu/human-resources/ccsnh-employee-and-labor-relations](http://www.ccsnh.edu/human-resources/ccsnh-employee-and-labor-relations)
3. *Meeting minutes should be posted in a timely fashion.*

The CCSNH Labor Management Committee (LMC) meeting minutes are posted following the committee’s final approval of the minutes which normally occurs at the next scheduled meeting.

4. *When will the colleges start looking at fair market value for staff?*

The SEA, SEIU Local 1984 serves as the exclusive bargaining representative of faculty and staff positions established within the bargaining unit. As the exclusive bargaining representative, the SEA and the CCSNH engage in a collective bargaining process with respect to wages, hours, benefits, and other terms and conditions of employment for employees in the bargaining unit. The CCSNH and SEA are currently engaged in collective bargaining.

**Other**

Ms. Sawyer announced that President Susan Huard has requested to step down from the committee due to other commitments. Frank Clulow will also be retiring in June. Vice Chancellor, Ron Rioux and President Scott Kalicki will remain on the committee.

Ms. Sawyer announced that the CCSNH LMC Shared Sick Leave Committee would not be meeting as there were no requests for shared sick leave.

The meeting adjourned at 11:30AM

Respectfully submitted,

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