Welcome

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

President Kilchenstein welcomed the committee to NHTI and gave an overview of programs, demographics, and other information pertaining to campus life, organizations and activities. Everyone was invited to take a campus tour following the meeting.

Review & Approval of February 15, 2013 Minutes

A brief review and discussion of the February 15, 2013 minutes was held. It was noted that agenda item #7 was omitted from the minutes. The minutes will be amended to include information regarding access to organizational charts.

VOTE: The Committee, on a motion by Frank Clulow, and seconded by Anne Breen, voted unanimously to approve the minutes of the February 15, 2013 Labor Management Committee meeting as amended.

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. *I think we need a policy on returned emails and phone calls in a timely manner; sometimes one call can put out a fire.*
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. Concerns regarding office procedures should be addressed through the respective college and/or Chancellor’s Office administration.

2. There is not enough space to comment here; this needs to be addressed.
3. It took me 20 minutes to find this page. Your new website is not user friendly.
4. This box is not user friendly and does not allow enough characters for a person to get their full question communicated.
5. This site is terribly difficult to locate.
6. It took me 20 minutes to find this suggestion link; it is unacceptable.

The character limit in the suggestion box has been increased to 500 characters to allow ample space for future comments and questions.

The CCSNH website has recently been modified. 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

7. There seems to be inconsistencies with travel reimbursement procedures especially concerning deduction of mileage for usual mileage.
8. What is the least amount of miles a person has to travel in order to get reimbursed? Can we reimburse them for 1.5 miles?

CCSNH shall provide reimbursement for travel to employees required to use their personal vehicle for authorized CCSNH business travel in accordance with state and federal regulations, system and college travel policies and procedures, and Article 31.4, Mileage Reimbursement, of the 2012-2013 CCSNH/SEA Collective Bargaining Agreement. There is no reimbursement for travel incurred from an employee’s home to or through the site of his/her official headquarters unless such reimbursement is specifically authorized in advance. There is no minimum or maximum distance requirement for reimbursement.

The CCSNH finance policies associated with travel reimbursement will be reviewed for clarification.
9. With regard to last day of faculty responsibility, why was faculty not informed by management of this change to May 16? Graduations are after this date – we should be paid for this time.

The 2012-2013 CCSNH Academic Calendar was approved by the CCSNH System Leadership Team on October 21, 2010 and the collective bargaining agreement that defined the academic calendar for faculty (Article 10.2) was approved subsequent to that. It was an oversight that the calendar was not adjusted after ratification of the CBA. However, as soon as the error was discovered, the adjustment was made to the calendar to align with provisions of the CBA.

In accordance with the CBA, commencement is required and considered part of a full-time faculty member’s job responsibilities. Pursuant to Article 10.2.4, Calendar for Academic Year Faculty, of the 2012-2013 CCSNH/SEA Collective Bargaining Agreement, “Attendance at Commencement is required, even if the date falls on a day outside of the calendar as defined in Article 10.2.1.”

Notices were sent to the Presidents and Vice Presidents of Academic Affairs at each college asking them to adjust the 2012-2013 academic calendar to reflect the last day of responsibility for 10 month faculty as May 16, 2013 and make the appropriate notifications.

10. Is there a policy for part time employees that says when they can take time off? If not, should there be?

Part time employees must request leave from his/her supervisor who is responsible for ensuring efficient operation of the departmental functions.

11. Several employees have suggested CCSNH should perform a confidential survey of employees with regard to workload, wages, and benefits.

Covered CCSNH employees are represented by the SEA, SEIU Local 1984 which periodically surveys employees regarding wages, hours, and benefits all of which are mandatory bargaining items. The CCSNH and SEA are currently engaged in collective bargaining and such items are topics for discussion.

Beyond the collective bargaining process, employee feedback regarding work climate matters may also be addressed during the college visits conducted by the CCSNH Board of Trustees and Chancellor; through local forums established by institutional administrations; or more formally through a request for consultation as outlined in Article 5 of the Agreement.
12. The maintenance department needs training on a regular basis in things like mold remediation.

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. Concerns regarding training needs should be brought to the attention of the college president. The CCSNH’s workers’ compensation and liability insurance carriers will provide training resources to the CCSNH and its colleges.

13. The HR Directors at each college have not had the proper training in HR laws and regulations.

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. This matter has been forwarded to the CCSNH Director of Human Resources for review.

14. Why have there been no minutes since last year? Secrets?

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. Additionally, faculty and staff are encouraged to speak with their respective Labor Management Committee member at any time with concerns or questions.

15. What are the benefits now when retiring from CCSNH? Is there medical/dental? What about sick, comp, annual leave payout? Info is where?

Information regarding retirement pension eligibility benefits can be found on the NH Retirement System website: [http://www.nhrs.org/](http://www.nhrs.org/).

State of NH retiree health benefits are governed in accordance with NH RSA 21-I:30 and NH RSA 21-I:30-a and administered by the NH Division of Personnel. Information regarding the retiree health benefits may be obtained through the NH Division of Personnel website at [http://www.admin.state.nh.us/hr](http://www.admin.state.nh.us/hr). The State retiree health benefits apply to CCSNH full-time employees, who participate in the NHRS, as governed by NH RSA 188-F:7, III.

In accordance with Article 21.6.2, Payment of Annual Leave, of the 2012-2013 CCSNH/SEA Collective Bargaining Agreement, which states, “A covered employee, who resigns, retires, or is dismissed shall receive a sum equal to the number of days of annual leave remaining to his/her credit, provided that any or all amounts may be
applied to offset any amounts owed to the CCSNH by the employee. In the event of
death of a covered employee, a sum equal to the number of days of annual leave
remaining shall be paid to his/her estate."

In accordance with Article 22.8.3, Payment Upon Separation, of the 2012-2013
CCSNH/SEA Collective Bargaining Agreement, which states, “Upon retirement under
the provision of RSA 100-A:5 and RSA 100-A only, or upon eligibility under RSA 100-
A:5 but electing to receive a lump sum payment in lieu of an annuity, a covered
employee shall receive payment in a sum equal to 50% of the number of sick leave
days remaining to the employees credit. However, the total number of days eligible for
payment shall not exceed sixty (60) days.”

Other

Due to the length of time before the next meeting, the committee agreed to review and
approve the minutes of the meeting electronically and post them on the website.

A brief discussion was held regarding the use of surveillance cameras.

Ms. Sawyer acknowledged Frank Clulow’s last meeting and thanked him for his service
to WMCC, CCSNH, the Collective Bargaining Team and the Labor Management
Committee.

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 11:30AM

Respectfully submitted,

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