PERSONNEL COMMITTEE
March 3, 2014

Members present: Ron Rioux, Kristie Palestino

Members calling in: Kim Trisciani (Manchester), Alicia Harvey-Smith (Claremont)

Regrets: Claudie Mahar, Robert Duhaime, Ralph Rojas, Steve Guyer

Also attending: Sara Sawyer

The meeting was called to order at 1:10 p.m. at NE Delta Dental, Concord, NH

A roll call was taken and locations identified.

1. Approval of the December 2, 2013 Meeting Minutes

VOTE: The Committee, on motion of Ms. Palestino, seconded by Dr. Harvey-Smith, voted unanimously to approve the December 2, 2013 meeting minutes as presented.

2. Review of Revisions of HR Board Policies Section 300

Chair Trisciani asked Ms. Sawyer to explain the proposed changes to section Board Policy 300. Ms. Sawyer explained as follows:

Section 313 – minor correction to the title of the section and another slight rewording.

Section 331 - adding the word administrators

Section 361- rewording of the CCSNH statement of non-discrimination. This will also align with our affirmative action plan which is under development plan by our legal counsel. It also includes the wording “Equal Pay Act of 1963.”
Section 362 – The Equal Employment Opportunity has been reworded to address gender identity or expression.

VOTE: The Committee, on motion of Dr. Harvey-Smith, seconded by Ms. Palestino, voted unanimously to approve the changes to Board HR Policies section 300, for recommendation to the full Board, as follows:

313 Content of Community College System Employment Policies

The Chancellor, in consultation with the CCS Leadership Team, shall adopt Community College System employment policies as are necessary to meet the requirements of this policy and to provide a well-coordinated system of public community college education and to carry out the purpose for which the Community College System of New Hampshire has been created. Community College System employment policies shall establish an environment that ensures compliance with all applicable federal and state laws, provides a safe and healthy work environment, and promotes the effective and efficient utilization of CCSNH human resources. At a minimum those policies shall include the following topics: recruitment, selection, appointments, compensation, benefits, performance evaluation, conflicts of interest, discipline, termination and lay-off, attendance and leave, health and safety, personnel records, employee and labor relations, and professional development and training.

331 General Policy on Benefits

331.1 The CCSNH recognizes that employee benefits are part of an employee’s total compensation plan. The Community College System shall provide a cost-effective benefits program designed to attract and retain qualified administrators, faculty and staff.

360. Equal Employment

361 Statement of Non-Discrimination

The Community College System is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, the Community College System prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under
applicable law. This statement is a reflection of the mission of the Community College System and its Colleges and refers to, but is not limited to, the provisions of the following laws, as amended:

- Equal Pay Act of 1963
- Title VI and VII of the Civil Rights Act of 1964
- The Age Discrimination Act of 1967
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- Genetic Information Nondiscrimination Act of 2008

### Commitment to Equal Employment Opportunities

The Community College System seeks excellence through diversity among its administrators, faculty, staff, and students. The CCSNH shall provide equal opportunities to employees and applicants for employment without regard to race, color, religion, national or ethnic origin, age, sex, disability, genetic information, veteran status, marital status, sexual orientation, gender identity or expression, political affiliation, or lawful political activity.

### 3. Review of CCSNH Human Resources & Finance Staffing

Chair Trisciani referred to the February 10 memo from Chancellor Gittell to all CCSNH employees and Trustees regarding changes in the organization of the Chancellor's Office staff. She asked about the funding for these positions. She met with Chancellor Gittell and Chair Holloway for clarification. The chancellor has authority to create positions.

Mr. Rioux indicated that he has discussed the process with Ms. Sawyer and is in agreement with the process followed. He acknowledged Ms. Sawyer for all of her accomplishments and assistance in incorporating this new position. The HR director position will be filled first. We will begin recruitment for the finance position at a later date. The new HR position will include responsibility for non covered employees. Ms. Sawyer will continue with responsibility for the covered employee groups.

### 4. Non-Public Session

Not required.
5. Other

Employee Engagement Survey

Ms. Sawyer reported that the CCSNH HR Strategic Initiative Committee has selected IDG Research Services (IDG) as the vendor for the CCSNH Employee Engagement Survey. The committee interviewed three companies.

The IDG engagement survey measures traditional aspects of organizational environment and management practices while also providing companies with a tool to measure intrinsic motivation level and motivation capability at the employee level. The survey is designed to help CCSNH assess overall levels of employee engagement, to identify organizational strengths and areas for improvement, and to develop plans to address areas of concern. In addition, the survey provides a baseline against which CCSNH can measure changes in employee engagement over time.

The survey is a standardized survey instrument that focuses on four key areas – organization, management, intrinsic motivation level, and motivation capability. CCSNH’s desire to measure employee perceptions related to areas that are unique to our work environment can be accommodated in the form of custom questions appended to the survey. Data collection for the survey is conducted online and is programmed and hosted by IDG. Upon completion of the data collection, IDG will provide CCSNH leadership with a summary report showing key measures in aggregate and by institution, department groups, and job groups. IDG provides access to our survey data through a survey portal that will enable us to interact with the data and generate reports.

The estimated cost of this project is $23,500 and the estimated timeline is outlined below:

- Kickoff meeting: Week of 3/3
- Survey setup: 3/10 – 3/28
- Data Collection: 4/16 – 5/9
- Reporting/Analysis: 5/12 – 5/30
- Report Completion & Access to Data: 6/2
- Meeting to Review Report Data: TBD

Dr. Harvey-Smith, who was on the selection committee, added that she was very impressed with their comprehensive presentation, liked the advocacy model and reporting tool.

Presidents will promote this survey on their campuses.
Next Meeting: June 2, 2014 at 1:00 p.m.

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor