PERSONNEL COMMITTEE
September 8, 2014

Members present: Kim Trisciani, Claudie Mahar, Steve Guyer, Ron Rioux, Connie Roy-Czyzowski, and Pat McDermott (via phone).

Regrets: Ralph Rojas, Robert Duhaime, Angela Roussel-Roberge, and Alicia Harvey-Smith

Also attending: Sara Sawyer, Richie Coladarci, and Jeanne Herrick

The meeting was called to order at 1:05 p.m. at NE Delta Dental, Concord, NH

1. Approval of the March 3, 2014 Meeting Minutes

VOTE: The Committee, on motion of Ms. Mahar, seconded by Ms. Trisciani, voted unanimously to approve the March 3, 2014 meeting minutes as presented.

2. Employee Engagement Survey Presentation

Ms. Sawyer announced that the CCSNH Employee Engagement Survey was conducted online between April 21, 2014 and May 9, 2014. A total of 830 out of 2406 employees responded to the survey, 34.5% response rate. Ms. Sawyer introduced Julie Lynch from IDG Research Services who presented the aggregate results of the engagement survey. The presentation materials will be shared with Board members.

Recommendations: Thank them for responding to the survey, move forward with conversations, what are our intentions, here is what we heard, provide a high level overview, identify up to 3 things we are able to do, and be transparent with information.

This survey will be conducted every two years.
3. Health Care Premium

Mr. Rioux announced that we received positive feedback from Anthem on the health care premiums. We recently had a presentation by Anthem on our utilization rate. We had a significant improvement. Landmark Benefits also reached out to Harvard Pilgrim. When negotiating our 2015 rate with Anthem, we finalized a 3% increase. Again, this is extremely good news and credited Ms. Sawyer and CCSNH’s Benefit Consultant, Landmark Benefits, for this positive negotiation.

Ms. Sawyer explained that the health benefit contract is for a calendar year; the bargaining agreement period begins July 1, 2015. The 3% increase negotiated is very reasonable. Our utilization rate decreased from approximately 113% (2012) to 88% (07/2013 – 06/2014 HMO) in only a two year period. This was very favorably viewed by Anthem. Our employees are more engaged in their health care plan.

Ms. Sawyer also advised the other employer provided benefit costs (Life & LTD) will remain flat though 2016. The NE Delta Dental administrative fee associated with the administration of our self-funded dental plan will not increase for 2015.

We are pleased with the work done by Landmark Benefits in these negotiations.

4. Committee By-Laws

The Governance Committee developed a new format for committee by-laws. The draft for the Human Resources committee by-laws were circulated and discussed.

Concern was expressed about the meetings section – the call for additional meetings language. It was felt that this section should be consistent with other committees. This will concern will be shared with the Governance Committee.

VOTE: The Committee, on motion of Mr. Guyer, seconded by Ms. Mahar, voted unanimously to approve the Human Resources Committee by-laws as follows with the understanding that the meetings section addressing who calls additional meetings will be added after review by the Governance Committee for consistency with other committees:

Statement of Purpose

To ensure integrity and effectiveness of human resources policies, programs, and systems, facilitation of effective employee engagement and organizational development, and compliance with legal and regulatory requirements.
**Membership**

The Human Resources Committee shall consist of at least five Board members. At any meeting, three (3) members shall constitute a quorum and a vote of three (3) members shall be required to authorize action by the Committee.

The members and chair of the Human Resources Committee shall be appointed by the Chair of the Board of Trustees. At least one member of the Committee shall have past or current employment experience in human resources, labor relations, or other comparable experience or background.

The Chancellor or designee shall participate in the Human Resources Committee activities in order to promote the exchange of information.

**Meetings**

The Committee shall meet at least three (3) times per calendar year and at such other times at the call of the Committee Chair, the Chair of the Board, the Chancellor, or

**Responsibilities**

The Human Resources Committee acts on behalf of the Board of Trustees to oversee employment policies, collective bargaining, compensation and benefit programs, employee and labor relations, employee engagement and organizational development, recruitment and retention, and regulatory compliance. Its role includes approving and recommending policies and compensation and benefit programs for personnel exempt from the collective bargaining process; overseeing collective bargaining efforts; reviewing and recommending human resources system enhancements and organizational development and employee engagement initiatives; and monitoring compliance with legal, ethical, and regulatory requirements.

The Human Resources Committee shall establish policies, which describe the authority and responsibilities of the Committee and CCSNH leadership and clearly present the content and timing of communications to the Board of Trustees.

**Special Authorities**

In order to effectively carry out its responsibilities, the Human Resources Committee shall be authorized to access internal and external information relevant to human resources and review new system-wide HR initiatives or changes to existing programs, systems or policies that materially impact personnel. This authority includes the authority to utilize CCSNH staff and external resources as need to fulfill the Committee’s responsibilities.
5. **Other**

No other items.

Next Meeting: December 1, 2014 at 1:00 p.m. at NE Delta Dental.

The meeting adjourned at 3:05 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor