PERSONNEL COMMITTEE
October 28, 2013

Members present: Kim Trisciani, Ron Rioux, Lynn Kilchenstein, Ralph Rojas, Robert Duhaime, Steve Guyer and Claudie Mahar.

Regrets: Kristie Palestino

Also attending: Sara Sawyer and Kristen Van Ostern

The meeting was called to order at 1:07 p.m. at NHTI, Concord, NH

1. Approval of the July 22, 2013 Meeting Minutes

VOTE: The Committee, on motion of Mr. Guyer, seconded by Mr. Rojas, voted unanimously to approve the July 22, 2013 meeting minutes as presented.

2. Human Resources Strategic Initiative

Ms. Sawyer and Ms. Van Ostern presented Human Resources PowerPoint presentation delivered at Symposium. Discussion followed.

Three Human Resources strategic initiative action items were reviewed and supported by the Committee:

- Utilization of the Strategic Initiative Funds for the employee engagement survey
- Establishment of a system-wide cross-functional, cross-college team for professional development and innovation
- Support rolling out of the Listening Sessions to the colleges which
  - Provide a qualitative component to the employee engagement survey
  - Help colleges identify key issues for their college-level strategic plans

Discussion followed on the survey and cost. Comments included: RFP for bidding process required; being sure that action items are addressed based on
survey input; incorporating questions provided by the firm as well as the committee which are geared toward an educational institution. Mr. Rojas shared that he received positive feedback from individuals attending this Symposium workshop.

3. Payroll Audit

Ms. Sawyer indicated that the Audit Committee discussed and accepted the payroll audit report. Discussion followed on the recommendations. Many actions are in place as a result of these recommendations.

It was explained that we purchased 3 ADP modules: time and attendance (TimeSaver); Enterprise5 (Payroll & HRIS); and General Ledger. ADP maintains the system for rules and data changes. Managers are responsible for managing employee time and attendance. They are more accountable as it is part of their job description.

4. Review of Personnel Board By-Laws

The Governance Committee has requested that each standing committee review its responsibilities as stated in the current by-laws.

Ms. Trisciani circulated the proposed changes for discussion. It was noted that the first two bullets clarify the three different categories of personnel – Executive Officers (Chancellor, Presidents, Vice-Chancellor); confidential/at will employees who are exempt from CBA, and those represented by two separate CBAs – regular full-time and part-time employees and adjunct faculty.

In discussion of the last bullet, it was noted that employee safety falls under personnel committee. Mr. Rioux indicated that in discussions today at previous meetings, there may be a recommendation to make the Safety and Risk Management Ad Hoc Committee a permanent committee.

VOTE: The Committee, on motion of Mr. Guyer, seconded by Mr. Duhaime, voted unanimously of the following by-law changes for recommendation to the Governance Committee:

A. Personnel Committee

There shall be a Personnel Committee whose members and chairperson shall be appointed by the Chairperson of the Board.

The Personnel Committee, in accord with Board policies, shall have the responsibility to:
• Review and recommend employment policies to the Board for executive officers and personnel exempt from the collective bargaining process
• **Prepare and Recommend** policies regarding compensation and benefits to the Board for executive offices and personnel exempt from the collective bargaining process
• **Monitor and Report** on matters of equal employment litigation opportunity, and related employment initiatives
• Review and approve professional development and training programs
• Recommend approaches and parameters associated with employee and labor relations
• Review and recommend initiatives in the arena of campus safety and security.

5. **Non-public Session**

Not required

6. **Future Meeting Dates**

All agreed to the following meeting dates – all from 1-3 p.m.

December 2 2013  
March 3, 2014  
June 2, 2014  
September 8, 2014  
December 1, 2014

7. **Other**

Ms. Sawyer announced that Attorney Jeanne Herrick of Concord will join CCSNH as Legal Counsel. Jeanne’s first day with CCSNH will be Monday, November 18, 2013. In her role as Legal Counsel, Jeanne will oversee the CCSNH Office of Legal, Risk Management and Compliance.

Ms. Herrick has been an attorney with the NH Department of Justice, serving as counsel to the NH Department of Health and Human Services since 2011. She previously worked at the Gallagher, Callahan and Gartrell P.C. law firm in Concord, NH and clerked for Justice James Duggan of the NH Supreme Court. Jeanne is a member of the Leadership NH Class of 2008. She graduated from the University of New Hampshire with a degree in Mathematics Education, and
earned a Juris Doctor from Franklin Pierce Law Center (now the University of New Hampshire School of Law).

The risk management and compliance positions will report to Attorney Herrick.

Next Meeting: December 2 at 1:00

The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor