PERSONNEL COMMITTEE MINUTES
October 4, 2010

Members Present: Kim Trisciani, Chair; Kristie Palestino, Lynn Kilchenstein, Richard Gustafson, Mark Edelstein, and Robert Duhaime.

Regrets: Connie Roy-Czyzowski, Steve Guyer, Lori Hitchcock, and Claudie Mahar.

Also in attendance: Sara Sawyer

The meeting was called to order at 2:05 p.m. at NE Delta Dental, 2 Delta Dr., Concord, NH.

1. Approval of August 5, 2010 Meeting Minutes

VOTE: The Committee, on motion of Ms. Palestino, seconded by Ms. Trisciani, voted unanimously to approve the August 5, 2010, meeting minutes as presented.


Ms. Trisciani noted that these policies were distributed in August. Since then, they have been changed in response to recommendations. Ms. Sawyer explained the changes and reason for the policies.

VOTE: The committee, on motion of Ms. Palestino, seconded by Mr. Duhaime, voted unanimously to approve Board Personnel Policy 330 – Employee Benefits as follows:
330. Employee Benefits

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 faculty and staff.

331.2 The Board of Trustees is committed to a single program of CCSNH-wide benefits consistent with its status as a single employer.

331.2.1 Exceptions. There are circumstances where the CCSNH may seek to differentiate benefits for executive officers and/or administrative, managerial, and confidential personnel exempt from the collective bargaining process. The standards for these exceptions shall require a rationale and an analysis of the cost effectiveness, internal equity, and similarity of benefits within other higher education organizations.

332 Authority

332.1 The Board of Trustees shall delegate to the BOT Executive Committee the development of a benefits program for executive officers for approval by the full Board. Executive officers shall be defined as the Chancellor, Vice-Chancellor, and Presidents.

332.2 The Board of Trustees authorizes the Chancellor to develop benefit programs for all other CCSNH employees including, administrative, managerial, and confidential personnel exempt from the collective bargaining process and employees covered by the collective bargaining agreement according to financial and benefit parameters authorized by the Board of Trustees. Benefit programs and policies shall comply with state and federal regulations and such conditions as negotiated through the collective bargaining process.

332.3 The Chancellor shall be responsible for determining and selecting benefit vendors and carriers, interpreting policy and eligibility status, and administering benefit programs and accounts.

332.4 The Board of Trustees retains the authority to approve benefit programs contained in collective bargaining agreements and established for employees exempt from the collective bargaining process. The Board of Trustees reserves the right to amend or terminate the CCSNH’s benefits program for executive officers and personnel exempt from the collective bargaining process at any time.
VOTE: The committee, on motion of Ms. Palestino, seconded by Mr. Duhaime, voted unanimously to approve Board Personnel Policy 340 Compensation as follows, as amended:

340. Compensation

341 The Board of Trustees recognizes that the foundation of a competitive total compensation system is an effective salary administration plan and a comprehensive benefits program that includes responsible compensation decisions, efficient use of CCSNH resources, compliance with applicable federal, state, and contractual requirements, and financial feasibility. The compensation system promotes the following factors, which are reviewed when attention is given to any aspect of total compensation.

- The hiring, retention, and motivation of a qualified and diverse workforce
- Fair and non-discriminatory practices
- Professional development opportunities for employees
- Recognition of individual employee performance
- Internal equity and assessment of job value to the organization
- External job competitiveness with defined, relevant labor markets
- Consideration of financial resources and sustainability.

342 Appointment of Executive Officers

342.1 The Board of Trustees shall delegate to the BOT Executive Committee the development of a compensation system for executive officers for approval by the full Board. Executive officers shall be defined as the Chancellor, Vice-Chancellor, and Presidents. It shall be the goal of the Board of Trustees to establish compensation practices that attract and retain highly qualified individuals for its leadership positions.

342.2 The Executive Committee of the Board of Trustees shall review and approve all executive officer appointments including the level of total compensation. Confirmation of such appointments shall be subject to final approval by the Board of Trustees in accordance with BOT policy.

343 Appointment of Administrators, Managerial, and Confidential Personnel

The Board of Trustees authorizes the Chancellor to establish the classification assignments and appoint and fix the total compensation within the established pay ranges and benefits for CCSNH administrators, managerial and confidential personnel exempt from the collective bargaining process.
344 **Compensation System**

344.1 The Board of Trustees authorizes the Chancellor, in consultation with the CCS Leadership Team, to establish a job evaluation system and compensation policies in compliance with state and federal regulations and compensation conditions as negotiated through the collective bargaining process.

344.2 The Board of Trustees retains the authority to approve compensation agreements contained in collective bargaining agreements. The Board of Trustees delegates to the BOT Personnel Committee the responsibility to review and recommend compensation proposals for faculty or staff engaged in certified collective bargaining. The BOT Finance and Audit Committee shall be responsible for determining the funding recommendation for such proposals.

345 **Voluntary and Involuntary Separation of Executive Officers and Administrators**

345.1 It is expected that executive officers shall provide reasonable advance notice of a voluntary resignation or retirement to allow for the process of replacement. Such advance notice shall be at least 60 calendar days prior to the anticipated date of resignation or retirement.

345.2 It is expected that administrators, managerial, and confidential personnel shall give at least 30 days notice of a voluntary resignation or retirement.

345.3 Voluntary separation for those full-time executive and administrative positions categorized as unclassified personnel by the State of New Hampshire on June 30, 2007 shall receive upon termination of employment 3 days salary for each year of full-time employment.

345.4 Involuntary Separation. The Chancellor and Presidents serve at the pleasure of the Board of Trustees and the Vice-Chancellor serves at the pleasure of the Chancellor.

3. **Update on Risk Management**

a) **Vendor for Employee Life and LTD Benefits**

Dr. Gustafson indicated that full time employees currently receive a $20,000 life insurance benefit regardless of position. The tentative Collective Bargaining Agreement would allow for Basic Life equal to the employee’s yearly salary, and long term disability benefit based on 60% of salary. We went out to bid for this benefit. Two bids were received – Met Life and Standards Insurance. Standard Insurance was the lower bid. This contract would also require the approval of the Finance Committee. This would
also be subject to the ratification of the CBA agreement which would be effective January 1, 2011.

Ms. Sawyer explained that we have been working USI New England for plan design. Other liability insurances are also being reviewed.

VOTE: The Committee, on motion of Mr. Duhaime, seconded by Ms. Palestino, voted unanimously to award the Basic Life and Accidental Death and Disability insurances for CCSNH employees to Standard Insurance, effective January 2, 2011, contingent upon approval of the Finance Committee and the ratification of the CCSNH/SEA Collective Bargaining Agreement.

b) CCSNH participate in State Employee Benefits until 7/1/2011

Dr. Gustafson noted that it is our intent to go out to bid for dental and health coverage separately from the current SEA State plan. The June 15, 2010 letter from Commissioner Linda Hodgdon was circulated and explained.

Plan design changes will be discussed in the next bargaining session. One bid will be based on exactly what we are being covered now.

VOTE: The Committee, on motion of Ms. Palestino, seconded by Mr. Duhaime, voted unanimously to notify the NH Department of Administrative Services of the CCSNH’s decision to withdraw from the State of NH’s self-funded health and dental program after June 30, 2011; and to develop and implement benefit programs for CCSNH employees that shall include, but are not limited to, health, dental and life insurance plans, voluntary benefit programs, auxiliary services and workers compensation coverage to be effective July 1, 2011.

A draft timetable has been prepared and circulated.

4. Update on Transition of HR/Payroll Services to ADP

Ms. Sawyer announced that the payroll services kick-off was held September 30. Project teams and timelines have been established. Employees will have web-based time sheet. During the first six months, we will still be entering into the GHRS state system. One training session was held for System Office HR/Payroll staff and the next training will be for managers. Payroll rules will be built based upon Banner Finance chart of accounts. She felt confident that we will meet all timelines.
5. Update on Classification System Review for Managerial/Confidential Personnel

Ms. Sawyer reported that we continue to work with Gaynal Pratt for non-covered personnel matters. We are reviewing all salary information received from surveys conducted. President Kilchenstein will facilitate the team to develop this employee personnel handbook.

6. Non-Public Session

VOTE: The Committee, on motion of Mr. Duhaime, seconded by Ms. Palestino, voted by roll call vote to conduct a non-public session for the purpose of discussing legal issue and noted that such a non-public session is authorized by RSA 91-A:3, II (e) and the Board’s executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by the unanimous vote of all members present.

The meeting moved to non-public session at 3:02 p.m.
The meeting reconvened at 3:55 p.m.

Upon reconvening in public session, it was noted by Ms. Trisciani that no votes were taken in non-public session.

7. Other

a) Appointment authority of CCSNH Administrators and Managerial and Confidential Personnel

Statutory Authority: Pursuant to RSA 188-F:6, III(d), to appoint and fix the compensation and duties of such other Community College System of New Hampshire administrators as are needed to provide a well-coordinated system of public higher education and RSA-F:6, III(e) to employ and prescribe the duties of personnel as may be necessary to carry out the purpose for which the Community College System of New Hampshire has been created.

VOTE: The Committee, on motion of Ms. Palestino, seconded by Mr. Duhaime, voted unanimously to approve the Chancellor’s appointment authority of CCSNH Administrators as follows:

1. To delegate to the Chancellor the authority to establish the classification assignments and appoint and fix the compensation of the CCSNH administrators, managerial, and confidential personnel exempt from the collective bargaining process and bargaining unit pursuant to RSA 273-A:1, IX. Such administrative and confidential positions shall include, but are not limited to, the Director of Finance, Executive Assistant to the Chancellor/Office Manager, Foundation Director, Director of Capital Planning & Development, Director of Financial Aid
Programs & Compliance, Director of Communications, Director of Human Resources, Director of IT/Chief Information Officer, Legal Counsel, Director of Benefits and Risk Management, System Budget Director, Financial Systems Administrator, College Vice-Presidents, College Associate Vice-Presidents, College Chief Financial Officers, System Networking Manager, Operating Systems Manager, NHTI Director of Academic & Administrative Computing, NHTI Director Facilities, NHTI Director of Communications, Compliance and Audit Manager, NHTI Director of Campus Safety, Human Resources Officers, Payroll Officers, Legal Assistant, Administrative Assistant to the Vice-Chancellor, and Administrative Assistants to the President. Such personnel shall be qualified by education and experience.

2. Salary adjustments for those positions categorized as classified shall be made in accordance with the Classified Salary Schedules of the State of New Hampshire, until such time as the CCSNH Board of Trustees establishes a compensation structure pursuant to RSA-F:6 III(d).

b) Meeting Schedule for 2011

January 24, April 4, June 27, September 26, all at 2:00.

The meeting adjourned at 3:58 p.m.

Respectfully submitted,

Marie Anne Mills
Administrative to the Chancellor
PERSONNEL COMMITTEE
NON-PUBLIC SESSION
October 4, 2010

Members Present: Kim Trisciani, Chair; Sara Sawyer, Kristie Palestino; Lynn Kilchenstein, Richard Gustafson, Mark Edelstein, and Robert Duhaime.

The non-public session was called to order at 3:02 p.m.

Discussion followed on a legal issue. No votes were taken.

The non-public session adjourned at 3:55 p.m.

Respectfully submitted,

Marie Anne Mills  
Assistant to the Chancellor