



Assets and Resources Committee

CCSNH BOARD OF TRUSTEES

Meeting of February 20, 2020

Present: Trustee Kathy Shields (Chair), Trustee Richard Heath, Trustee Tiler Eaton, LRCC President Larissa Baia, GBCC Interim President Cathryn Addy, CCSNH COO Charles Ansell, CCSNH Director of Facilities Matt Moore, CCSNH Director of HR Sara Sawyer

Regrets: Trustee Darrin Daniels, CCSNH Executive Director of Government Affairs and Communications Shannon Reid

Others in Attendance: CCSNH Legal Counsel Jeanne Herrick, CCSNH Chief Advancement Officer Tim Allison

Chair Shields called the meeting to order at 10:00 am in the Chancellor's Office Conference Room, NHTI, Concord, NH. The focus of the meeting is to set the committee's goals and focus areas for 2020, and Chair Shields welcomed Trustee Eaton to the committee.

Approval of December 19, 2019 Minutes

VOTE: The Committee, on motion of Mr. Heath and seconded by President Baia, voted unanimously to approve the minutes of the December 19, 2019 meeting as written.

Human Resources

Ms. Herrick provided an overview of the presentation on human resources from the last committee meeting. The committee reviewed the current workforce and structure of CCSNH human resources and discussed challenges facing CCSNH, including the state agency legacy, being a single employer with seven colleges, the need for additional work on creating consistency across the colleges, and improving internal communications.

Ms. Herrick provided an update on the approved staff contract, which mandates the closing of each college for winter recess. Regarding confidential employees not covered by a collective bargaining agreement, Ms. Herrick and Ms. Sawyer proposed establishing equity between covered staff and confidential employees with respect to the newly established winter recess by eliminating the "Chancellor's Holiday" and four fiscal year personal days, and by providing alternate time off for employees required to work during winter recess. To maintain leave equity associated with the annual leave maximum accrual amounts, Ms. Herrick proposed restoring the annual leave maximum accrual amounts that confidential employees can accrue to the same level as covered staff. To maintain equity in the payment in lieu of leave accrual that part-time employees receive, Ms. Herrick proposed adjusting the rate earned by hour for part-time confidential employees to the same rate as negotiated for part-time covered staff.

The proposal will next be shared with the presidents.

VOTE: The Committee, on motion of Mr. Heath and seconded by Mr. Eaton, voted unanimously to endorse the proposed solution for the implementation of winter recess, with the goal of restoring equity to



the benefits of confidential employees in relation to the benefits established by the collective bargaining agreement for covered staff, as presented by Ms. Herrick.

The committee discussed challenges and goals for human resources at CCSNH, including the need to establish consistency in compliance with and in the application of system policies and procedures, as well as the lack of comprehensive strategy for recruitment and retention including compensation, classification, leadership and workforce development, and rewards and recognition.

The committee discussed the need for a robust internal communications system. Interim President Addy noted this area is not a high priority.

Committee Focus Areas for 2020

The committee reviewed objectives within the focus areas of facilities, enterprise IT, and human resources (including compensation planning, workforce and succession planning, leadership development, and culture and engagement). The committee will review an updated focus area plan at the next meeting.

Capital Budget Request

Mr. Ansell provided an update on the capital budget timeline. Discussion followed regarding energy efficiency in planning efforts and its return-on-investment, and Mr. Moore suggested including this topic in discussions about the six-year master plans.

Keene

Mr. Moore provided an update on the Keene property. CCSNH is writing an RFP for brokers for the property.

No further business was stated. The meeting adjourned at 12:02 pm.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees