



Finance Committee

CCSNH BOARD OF TRUSTEES

Meeting of October 15, 2020

Present (teleconference): Trustee Alison Stebbins (Chair), Trustee Paul Holloway, Trustee Edwin Smith, Trustee Tricia Lucas, Trustee Robert Baines, MCC President Brian Bicknell, WMCC President Charles Lloyd, Controller John Harrington, WMCC Chief Business Affairs Officer Scott Fields

Others in Attendance (teleconference): NHTI President Gretchen Mullin-Sawicki, GBCC Interim President Cathryn Addy, LRCC President Larissa Baia, CCSNH Executive Director of Government Affairs and Communications Shannon Reid, CCSNH Legal Counsel Jeanne Herrick, CCSNH Chief Advancement Officer Tim Allison, Interim Chancellor Susan Huard, CCSNH Interim CHRO Monica Bradley

Chair Stebbins called the telephonic meeting to order at 9:02 am. Regarding the conduct of a telephonic meeting and counting all members toward the quorum requirement whether or not physically present in the meeting location, the Chair declared an emergency meeting in order to follow social distancing guidelines related to the current public health crisis, pursuant to RSA 91-A: 2 (III)(b).

Vendor Contract for Classification & Compensation Study

Ms. Stebbins presented for committee approval the vendor contract for the classification and compensation study, which aligns with the system's employer of choice strategic goal and has been approved by the Assets and Resources committee. The system's current classification system is a variation of the state's classification system, which was not built for a higher education institution. As a result, existing classification specifications are misaligned with the actual nature of the positions and do not consistently/accurately reflect the job functions and families typically found in higher education.

Ms. Bradley reviewed the goals of the study, which include:

- Creating a position classification framework that is clear, consistent, and transparent
- Organizing staff jobs by function and family
- Ensuring positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified and rated/valued together
- Providing salaries commensurate with education and experience requirements and assigned duties
- Clearly outlining classification series and occupational groupings that outline career pathways and provide recognizable promotional compensation growth
- Providing justifiable pay differential between individual classes
- Maintaining a competitive position with other comparable entities within the region that CCSNH competes for labor supply.

The structure that the study proposes developing will not be implemented immediately, and there will be time to explore and resolve any issues that the study exposes. Most salaries are likely to fall within the structure.

Communication about the study will be sent to employees following board approval and Chancellor Huard will share this information with the unions representing CCSNH covered employees. Ms. Reid has created a preliminary communication plan which will be further developed by the vendor. The college presidents



present spoke to the needs of the colleges in the execution and implementation of the study, as well as of the need for consistent communication to employees and other constituents throughout the process.

Ms. Bradley provided a summary of the RFP process used to select the final vendor. The selected vendor has extensive experience working with organizations in NH and in higher education, including the University of New Hampshire, and the proposal was considerably lower cost than the other final proposal recommended to the Chancellor. References have been checked, and they were excellent.

Discussion followed regarding timing, and the presidents expressed confidence about moving forward with the project at this time. The study will require about 8 months to complete, as each staff position classification will be analyzed and evaluated.

VOTE: The Committee, on motion of Mr. Smith and seconded by Mr. Holloway, voted unanimously by roll call to approve CCSNH to negotiate a contract not to exceed \$225,000 with the selected vendor and funded in part by \$75,000 FY21 budgeted for this purpose and a transfer of \$150,000 from the strategic initiatives fund (as aligned with and in furtherance of the Employer of Choice strategic goal). The final vendor will not be selected until all references have been checked, and funding will be released in monthly installments and may be withheld pending completion of work which has not been completed in accordance with the vendor's project timeline or has not been satisfactorily completed in accordance with the terms and conditions of the agreement.

Other Business

The annual audit report will be presented at the Audit Committee meeting in November, and the Finance Committee will be invited to attend. At this meeting, Berry Dunn will also provide a presentation on the balance sheet as part of the committee's goal to educate all board members on the budget and financial operations and controls of CCSNH.

No further business was stated. The committee meeting adjourned at 9:55 am.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees