



Assets and Resources Committee

CCSNH BOARD OF TRUSTEES

Meeting of April 21, 2022

Present: Trustee Edwin Smith (Chair), Trustee Richard Heath, Trustee Paul Holloway (*videoconference*), Trustee Greg Eastman, Trustee Steve Slovenski, CCSNH Chancellor and Interim NHTI President Mark Rubinstein, CCSNH COO Scott Fields (*videoconference*), CCSNH Director of Facilities Matt Moore (*videoconference*), CCSNH Director of HR Sara Sawyer

Regrets: Trustee Tiler Eaton, LRCC President Larissa Baia, Trustee Darrin Daniels

Others in Attendance: WMCC President Chuck Lloyd, Tim Allison (CCSNH, *videoconference*), Heather Kazemi (Segal Group, *videoconference*), Alisa Kadenic-Newman (CCSNH, *videoconference*), Barbara Spada (CCSNH), Shannon Reid (CCSNH, *videoconference*)

Chair Smith called the meeting to order at 10:10 am in 301 Grappone Hall, NHTI, Concord, NH.

Approval of the February 17, 2022 Minutes

VOTE: The Committee, on motion of Mr. Heath and seconded by Mr. Eastman, voted unanimously by roll call to approve the minutes of the February 17, 2022 meeting.

Reserve Funded Projects

Mr. Fields presented the FY23 reserve requests from the colleges. Great Bay CC's request includes funding for EAB implementation, boiler replacement, and x-ray machines for the Vet Tech program. Both River Valley CC and Lakes Region CC did not submit new requests for FY23, as the colleges will roll over funds approved in FY22. The reserve request for Nashua CC includes funding for security and storage server upgrades, an engineering study of the electrical services, a UPS for the main server room, and additional equipment for the facilities staff and the Automotive and Electrical departments. Mr. Fields presented the FY23 reserve request for Manchester CC, which includes funding for enhancing cybersecurity and workforce development staffing, roofing and siding expenses for the maintenance building, and upgrades for the computer and library labs. NHTI's request for reserve funding includes the purchase of a new utility grounds vehicle (with plow), the renovation of two bathrooms in Langley Hall. White Mountains CC requests include additional funds to increase the amount approved in FY22 to replace the parking lots in both Berlin and Littleton and to replace a boiler.

VOTE: The Committee, on motion of Mr. Heath and seconded by Mr. Eastman, voted unanimously by roll call to approve the reserve request from White Mountains CC for a \$530,000 increase in funding to cover rising price estimates to replace the parking lots in Berlin and Littleton as presented.

VOTE: The Committee, on motion of Mr. Heath and seconded by Mr. Eastman, voted unanimously by roll call to approve the reserve request from White Mountains CC for \$330,000 to replace the boiler as presented.

VOTE: The Committee, on motion of Mr. Heath and seconded by Mr. Eastman, voted unanimously by roll call to approve the request from Manchester CC for \$369,920 as presented.

President Bicknell joined the meeting at 10:23 am, and Ms. Kazemi joined the meeting at 10:30 am.



Classification and Compensation Study

Ms. Sawyer provided an overview of the classification and compensation study, which has concluded. Ms. Heather Kazemi from the Segal Group presented the findings and recommendations from the study, including market study findings for both confidential and covered employee groups. Results from the market assessment were used to design the confidential salary structure, modify the current covered salary structure, and inform the recommended grade placement in the assigned salary structure. The market assessment found that the CCSNH market ratio is 86 % for confidential employees and 95% for covered employees.

Key elements of the classification structure include job families, job titling groups, and Class Architecture & Titles. The seven job families recommended include academic & student affairs, advancement communications and marketing, business operations, facilities, information technology, office and admin support, and workforce development and continuing education. Segal recommends three job titling groups: system titles, college titles, and system and college titles. The class architecture and titles outline the job series hierarchy and career path and correspond to the titling groups and job families, and Ms. Kazemi presented the class titles for each recommended Academic & Student Affairs job family. Ms. Kazemi presented the methodology and assignment of non-benchmark jobs in the proposed salary structure design for confidential employees. As a result of the classification and compensation study, the covered salary structure was updated to align with CCSNH's market for talent and ease pay administration. Key changes include:

- The adoption of three covered salary structures in place of the current four salary structures,
- The addition of nine salary grades to allow for the consolidation of the salary structure, and
- The addition of two additional steps to each salary grade to increase the salary potential for all covered employees.

Regarding implementation costs, Segal recommends bringing employees' salaries to at least their salary grade minimum upon implementation of the new pay scales, estimating that the cost to bring all employees to the new range minimums is approximately \$287,262 (or 1.1% of payroll).

President Lloyd joined the meeting at 11:07 am, and Ms. Kazemi left the meeting at 11:18 am.

Equity in Compensation of Presidents

Chancellor Rubinstein led a discussion on his proposal to address significant disparity in compensation of presidents, a group of employees that is farthest from market than any of the other employee groups. The chancellor cited CCSNH's responsibility to address equity and inequity for all members of the CCSNH community through the classification and compensation study, which did not include president compensation. The chancellor will bring this matter to the board in May, for a resolution in the June-July timeline.

Proposed Juneteenth Holiday

The SLT has approved the addition of Juneteenth as a holiday that is recognized and observed in the CCSNH academic calendar.

VOTE: The Committee, on motion of Mr. Eastman and seconded by Mr. Slovenski, voted unanimously by roll call to recommend to the full board the approval of Juneteenth as an observed holiday in the CCSNH calendar.

Information Technology Update

The committee welcomed new CCSNH CIO Barbara Spada.



Ms. Kadenic-Newman presented an update on the academic technology research site that has been developed to better support faculty in online teaching and learning. Two education technology technicians have been hired to support the development of the site, which will be launched on May 9.

Human Resources Updates

Ms. Sawyer presented an update on collective bargaining. A tentative agreement with adjunct faculty bargaining group through June 30, 2023 has been reached and will be brought to the full board in May. The full-time faculty bargaining group is proposing a 1-year contract (through this fiscal year biennium), and CCSNH will also propose 1-year agreement with the staff bargaining group.

New Hampshire Career Academy

Chancellor Rubinstein provided an overview of the NH Career Academy (NHCA). The committee will be asked to assess CCSNH's readiness to serve up to 500 high school students on campus at a future committee meeting.

Facilities Update

Mr. Moore provided an update on current facilities projects, key areas from capital development and accounting, and concern around the retaining wall at the Keene property.

Other Business

No further business was stated. The meeting adjourned at 11:58 am.

Respectfully Submitted,

Meghan Eckner
Chief of Staff; Executive Assistant to the Chancellor & Board of Trustees