



To: Members of the System Human Resources Council
From: Jim McGrail, Chief Human Resources Officer, USNH
Subject: November 15, 2018 meeting

**Meeting is scheduled for November 15, 2018
9:30 a.m. – 11:30 a.m. at 5 Chenell Drive, Concord**

AGENDA

1. Approval of 9/6/18 Meeting Minutes Attachment One
2. Recap: HR Initiatives, Milestones and Timelines
 - President's Message
3. Payroll Cycle Change Review
4. FY18 Annual Benefits Report
5. Open Enrollment Update
6. January SHRC Meeting

SYSTEM HUMAN RESOURCES COUNCIL

2017 - 2018 Membership

Karen Crawford	KSC	karen.crawford@keene.edu
Bob Dumond	KSC	rdumond@keene.edu
Jeff Maher	KSC	jeffrey.maher@keene.edu
Caryn Ines	PSU	clines1@mail.plymouth.edu
Karen Schaffner	PSU	kjschaffner@plymouth.edu
Jennifer Smith	PSU	jmsmith10@plymouth.edu
Dave Carpentiere	PSU	davec@plymouth.edu
Nina Domina	PSU	nldomina@plymouth.edu
Katrina Boyajian, Co-Chair	USNH	katrina.boyajian@usnh.edu
Anne DuBois	GSC	anne.dubois@granite.edu
Maggie Hyndman	GSC	maggie.hyndman@granite.edu
Crystal Bixby	GSC	crystal.bixby@granite.edu
Jeffrey Day	GSC	jeffrey.day@granite.edu
Kathy Neils	UNH	kathleen.neils@unh.edu
Sari Bennett	UNH	sari.bennett@unh.edu
Janice Pierson	UNH	janice.pierson@unh.edu
Valerie LeBrun, Co-Chair	UNH	valerie.lebrun@unh.edu
Gabriela Bradt	UNH	gabriela.bradt@unh.edu
Patricia Eckard	UNH	pat.eckard@unh.edu
Stephanie Clarke	UNH	stephanie.clarke@unh.edu
Curt Grimm	UNH	curt.grimm@unh.edu
James McGrail	USNH	james.mcgrail@usnh.edu
Executive Secretary (non-voting)		

In the event of inclement weather, please check for an email from Lauren prior to two hours before the meeting.

Non-Member Distribution:

Todd Leach, Chancellor	USNH	chancellor@usnh.unh.edu
Melinda Treadwell, President	KSC	melinda.treadwell@keene.edu
Donald Birx, President	PSU	dlbirx@plymouth.edu
James Dean, President	UNH	james.dean@unh.edu
Mark Rubinstein, President	GSC	mark.rubinstein@granite.edu
Keith Timmerman	UNH	keith.timmerman@unh.edu
Vicki Wijeyesinghe	UNH	vicki.wijeyesinghe@unh.edu
Lauren Dews	USNH	lauren.dews@usnh.edu
Susan Poole	USNH	susan.poole@usnh.edu
Marc Fournier	USNH	marc.fournier@usnh.edu

SYSTEM HUMAN RESOURCES COUNCIL

September 6, 2018

System Office Board Room

5 Chenell Drive, Concord, NH

Attendance

V. LeBrun ~ UNH (Chair)
P. Eckard ~ UNH
J. Pierson ~ UNH
K. Neils ~ UNH
S. Bennett ~ UNH
G. Bradt ~ UNH
M. Hyndman ~ GSC

C. Bixby ~ GSC
J. Day ~ GSC
B. Dumond ~ KSC
K. Crawford ~ KSC
C. Ines ~ PSU
N. Domina ~ PSU
K. Schaffner ~ PSU

J. Smith ~ PSU
D. Carpentiere ~ PSU
J. McGrail ~ SYS
L. Dews ~ SYS
M. Fournier ~ SYS
K. Boyajian ~ SYS
T. Waters ~ SYS
M. Reisch ~ SYS

1. The meeting was called to order at 9:35 a.m. by Chair LeBrun, and the minutes of the May 17, 2018 meeting were approved as written.

2. **Charter Review and Election of Chair**

The Council reviewed the membership, responsibilities, process and goals of SHRC via its charter document. With congratulations, the Council unanimously elected Val LeBrun to continue as Chair for the group.

3. **Systems Update**

Trisha Waters joined the group to provide an update on the Banner 9 upgrade that is nearly complete. A soft launch is expected to go live at the beginning of October, with a full launch by the end of the month.

TeamDynamix is being used within the USNH Gateway to create a Knowledge Base that will contain articles, short cuts, training and documentation on a variety of topics, which will be used throughout Banner 9 upgrade training. Information can be more efficiently and accurately kept up-to-date within the Knowledge Base and there must be focus on ensuring that this product trickles down throughout employee groups (BSCs, etc.). Video training will be posted.

Tammy and MaryEllen distributed a handout regarding the project status for USNH Onboarding via PeopleAdmin (software program). Onboarding helps new hires adjust to the social and performance aspects of their jobs so they can quickly become productive, contributing members of the organization. This does not replace the in-person orientation, but rather ensures that prep work for whatever can be done online prior to an employee's arrival is complete

Marc announced the arrival of a new online Benefits Administrator system, Benefit Express, which will replace Businessolver. Businessolver created a significant amount of administrative work and errors to work around. Businessolver will continue to be the source of current benefits information and new hire enrollment through December 31, 2018. Open Enrollment (in October/November) will utilize Benefits Express and host all current benefits information as of January 1, 2019.

4. **HR Updates**

The payroll cycle change and time management system upgrades are fundamental for creating a strong formation for the upcoming leave program. As seen in the Talking Points document, the goals for these changes are to create equitable, consistent, and contemporary methods of tracking and taking time off as needed. Working groups consisting of HRIS, IT, Payroll and HR administrators are confident that the upcoming changes will give employees more control over their wellbeing (personal, financial, physical), and modernize programs and services to meet workforce needs, today and into the future. More information will be provided at the November SHRC meeting.

5. **Open Enrollment Update**

Due to substantial increases in medical claims, there will be an increase in medical premiums for CY19, though plan design and contribution levels continue to be more generous than benchmark. Other changes will include the elimination of the "buy-down" options for LTD and Life Insurance (as the cash-back provided is very small and the option has the potential to cause employees to be under-insured when in need of the benefit), and the fitness reimbursement program will transition

to a standard model, where fitness centers will no longer have to sign up with Cigna through our approval process. Instead, employees may go to any “brick and mortar” facility (i.e., an actual gym/fitness center) and be reimbursed for up to \$500 (paid via payroll, with applicable taxation applied).

6. **Annual Retirement Panel**

Annual Retirement panels with Fidelity and TIAA will occur on each campus offering resources and information for USNH employees who are near to, or thinking about, retirement. SHRC Reps were asked to solicit helpful topics of interest that could be incorporated into the panel discussions with employees. There will be pilot panels put in place on campuses during the upcoming year.

The Council adjourned at 11:30 a.m.

DRAFT