



To: Members of the System Human Resources Council
From: Jim McGrail, Chief Human Resources Officer, USNH
Subject: January 23, 2020 meeting

**Meeting is scheduled for January 23, 2020
9:30 a.m. – 11:30 a.m. at 5 Chenell Drive, Concord**

AGENDA

1. Approval of 11/14/19 Meeting Minutes Attachment One
2. Compensation Statements
3. Kronos Update
4. USNH Benefits Update

SYSTEM HUMAN RESOURCES COUNCIL

2019 - 2020 Membership

Karen Crawford	KSC	karen.crawford@keene.edu
Bob Dumond	KSC	rdumond@keene.edu
George Smeaton	KSC	george.smeaton@keene.edu
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Joan Glutting	UNH	joan.glutting@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
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SYSTEM HUMAN RESOURCES COUNCIL

November 14, 2019

System Office Board Room

5 Chenell Drive, Concord, NH

Attendance

V. LeBrun ~ UNH (Chair)
K. Carpenter ~ UNH
S. Bennett ~ UNH
K. Timmerman ~ UNH
J. Pierson ~ UNH
K. Neils ~ UNH
S. Clarke ~ UNH

M. Hyndman ~ GSC
J. Day ~ GSC
C. Bixby ~ GSC
G. Smeaton ~ KSC
K. Crawford ~ KSC
C. Ines ~ PSU
N. Domina ~ PSU

D. Carpentiere ~ PSU
K. Schaffner ~ PSU
K. Boyajian ~ SYS
J. McGrail ~ SYS
L. Dews ~ SYS
M. Fournier ~ SYS

1. **SHRC Convenes**

Introductions were made around the table as the meeting was called to order at 9:30 a.m. by Chair LeBrun. The minutes of the September 19, 2019 meeting were approved as written.

2. **Benefits Updates**

Open Enrollment concluded with no major issues. Reminders will continue to be posted regarding the wellness credit incentive and FSA deadlines.

The Kronos rollout has begun with the System and campus HR office employees including exempt, non-exempt and time-approver staff. Current user experience will be utilized to develop future training and FAQs for the broader population launch. When fully implemented, this financial tool will better support employee needs while maintaining accurate, up-to-date information.

A draft version of the Annual Benefits Report was reviewed; when finalized, it will be posted to the USNH HR website.

The Healthcare Bluebook benefit will be promoted in an upcoming HR Bulletin.

3. **Enrollment Trends**

Two articles on declining enrollment trends accompanied the agenda, portraying the challenges higher education is facing and will continue to face, for some time. USNH will adjust via strategic initiatives with shared services.

4. **Phishing Awareness**

Will McDermott (USNH IT) presented phishing slides cautioning employees to be careful about clicking unknown links in email; a malicious email can't harm our system without action being taken. If unsure about the validity of an email link or content, contact the sender in a separate email.

Phishing is an attempt to acquire personal, sensitive or financial information. Characteristics include improper grammar and being referred to by your formal name by someone that knows you and wouldn't normally use that name. Forward suspicious emails to phishing.report@unh.edu or got.spam@unh.edu so Information Security is aware and can investigate them.

If you do click on a compromised link, contact IT.Security@unh.edu so containment can begin immediately.

The Council adjourned at 11:15 a.m.