



To: Members of the System Human Resources Council
From: Jim McGrail, Chief Human Resources Officer, USNH
Subject: March 26, 2020 meeting

**Meeting is scheduled for March 26, 2020
Zoom Meeting via Outlook Calendar Invitation**

AGENDA

1. Approval of 1/23/20 Meeting Minutes Attachment One
2. COVID-19 Preparedness
3. Kronos Update
4. Fringe Update
5. Compensation Statements

SYSTEM HUMAN RESOURCES COUNCIL

2019 - 2020 Membership

Karen Crawford	KSC	karen.crawford@keene.edu
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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

January 20, 2020

System Office Board Room

5 Chenell Drive, Concord, NH

Attendance

S. Bennett ~ UNH

K. Timmerman ~ UNH

J. Pierson ~ UNH

K. Neils ~ UNH

K. Carpenter ~ UNH

M. Hyndman ~ GSC

G. Smeaton ~ KSC

K. Crawford ~ KSC

C. Ines ~ PSU

J. Smith ~ PSU

J. McGrail ~ SYS

L. Dews ~ SYS

1. **SHRC Convenes**

The meeting was called to order at 9:30 a.m. by Jim McGrail. The minutes of the November 14, 2019 meeting were approved as written.

2. **Compensation Statements**

Employee Compensation Statements will be created this year, pulling snapshot data from 2/1/20. Draft views will be distributed at the March SHRC meeting, with a release date targeted for the end of March/early April.

3. **HR Bulletin and Kronos Update**

The January HR Bulletin provides an update on the Kronos time management system implementation. Phase 1 is well underway, with System office employees and all USNH campus HR team members employing the tracking system. Phase 2 will commence in March, launching utilization for UNH Office of Business Affairs employees after training over spring break. All status, exempt (salaried) employees, including fiscal year faculty will come onboard for Phase 3 in April. All status, non-exempt (hourly) employees are slated for usage in April/May for Phase 4. Phase 5 will complete the process in August, with all remaining adjunct and student employees utilizing the system. Employees are encouraged to contact their HR office with their questions about the Kronos project.

4. **USNH Benefits Update**

Jim presented a benefits update that covered the current higher ed environment and its challenges, including intensifying competition and declining enrollment with escalating financial pressures. The composition of the USNH Fringe rate was reviewed along with healthcare trends to frame a cost savings discussion. In order to create healthy margins, USNH must increase revenue and decrease expenses, which should be achieved via steps taken around IT centralization, eProcurement, the Kronos time management system, stabilization of employee benefit expenses, initiatives to increase enrollment, expansion of non-traditional learning programs (i.e. online courses), engaging in new research partnerships, and defining a unified business process restructure across the system.

Many steps have already been taken to manage benefit expenses, such as transitioning from a full insured to self-insured health plan, introducing a low-cost HSA plan option, conducted aggressive renewal and competitive vendor bidding procedures, implemented a new best in class retirement fund lineup, carved out the prescription drug program, and implementing the equitable UTime program, among others. HR reps will attend campus council meetings to present more detailed information about USNH benefit costs and steps that need to be taken while valuing employee input. Consistent with the UTime rollout, it is anticipated that a similar employee engagement process will be followed with councils to communicate information and gather feedback.

The Council adjourned at 11:30 a.m.