



To: Members of the System Human Resources Council
From: Jim McGrail, Chief Human Resources Officer, USNH
Subject: March 28, 2019 meeting

**Meeting is scheduled for March 28, 2019
9:30 a.m. – 11:30 a.m. at 5 Chenell Drive, Concord**

AGENDA

1. Approval of 2/13/19 Meeting Minutes Attachment One

2. UTime Update
 - Outstanding Decisions/Survey Results
 - Kronos Workforce Dimensions
 - Community Service Parameters

3. Professional Development Opportunities

SYSTEM HUMAN RESOURCES COUNCIL

2018 - 2019 Membership

| | | |
|----------------------------------|------|----------------------------|
| Karen Crawford | KSC | karen.crawford@keene.edu |
| Bob Dumond | KSC | rdumond@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

February 13, 2019

System Office Board Room

5 Chenell Drive, Concord, NH

Attendance

V. LeBrun ~ UNH (Chair)
P. Eckard ~ UNH
S. Bennett ~ UNH
C. Grimm ~ UNH
V. Wijeyesinghe ~ UNH
J. Pierson ~ UNH
G. Bradt ~ UNH
K. Timmerman ~ UNH
K. Neils ~ UNH

S. Clarke ~ UNH
K. Marsh ~ UNH
A. DuBois ~ GSC
C. Bixby ~ GSC
B. Dumond ~ KSC
K. Crawford ~ KSC
G. Smeaton ~ KSC
K. Schaffner ~ PSU
C. Ines ~ PSU

D. Carpentiere ~ PSU
J. Smith ~ PSU
J. McGrail ~ SYS
L. Dews ~ SYS
M. Fournier ~ SYS
K. Boyajian ~ SYS
S. Poole - SYS

1. **SHRC Convenes**

The meeting was called to order at 9:30 a.m. by Chair LeBrun, and the minutes of the November 15, 2018 meeting were approved as written.

2. **Biometric Screening Update**

To allow for greater flexibility and to encourage personal health investment, the MyPath2Wellness program next year will credit employees for wellness visits (replacing the on campus screenings) with their preferred medical facility.

3. **UTime Presentation**

Jim thanked the Council members for their patience and fortitude during the magnitude of research and due diligence accomplished while creating the new UTime program. The program promotes equity among employee groups and is in line with a sustainable approach to benefits, while remaining competitive in higher ed and market benchmarking. Informational sessions will be held on campuses, detailing UTime for those not covered by a collective bargaining agreement.

Marc provided a PowerPoint presentation delineating the need for programming change, the history behind the initiative (originating from campus Councils desiring changes in maternity leave), the introduction of UTime and its elements, the new time management system, and the employee communications strategy to ensure awareness. This presentation and FAQs will be posted on the USNH website.

Kronos has been chosen for a System-wide time management system that all employees will use. Kronos can be conveniently used in multiple ways (access via clocks, mobile devices, computers, etc.), and will provide more accurate, consistent information for employees and supervisors while managing their personal and departmental time. Training for Kronos is expected to be provided in April/May.

The group broke out into sessions to review drafted FAQs and provide comments on needed clarifications. A March SHRC will be scheduled for Reps to return with their constituents' feedback, and to review System-wide survey results regarding transitional details that still need to be worked out.

4. **Community Service**

A SHRC Subcommittee will be formed to collect information on current community service practices across the campuses, and form recommendations on how to administer the program. They will report initial findings at the March SHRC meeting.

The Council adjourned at 11:30 a.m.