



To: Members of the System Human Resources Council
From: Jim McGrail, Chief Human Resources Officer, USNH
Subject: November 19, 2020 meeting

**Meeting is scheduled for November 19, 2020
9:30 a.m. – 11:30 a.m.; via Zoom**

AGENDA

1. Approval of 9/24/20 Meeting Minutes Attachment One

2. Updates
 - Open Enrollment
 - Kronos
 - Enhanced Human Resources Delivery Model (EHRM)
 - Final CERP Numbers

3. Change Management

4. Annual Benefits Report

SYSTEM HUMAN RESOURCES COUNCIL

2020 - 2021 Membership

Karen Crawford	KSC	karen.crawford@keene.edu
Bob Dumond	KSC	rdumond@keene.edu
Derek Goodrich	KSC	dgoodrich@keene.edu
Caryn Ines	PSU	clines1@mail.plymouth.edu
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Jared Reynolds	UNH	jared.reynolds@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

September 24, 2020

Zoom Conference

Attendance

S. Bennett ~ UNH

K. Timmerman ~ UNH

J. Pierson ~ UNH

V. LeBrun ~ UNH

K. Neils ~ UNH

K. Carpenter ~ UNH

J. Frye ~ UNH

M. Hyndman ~ GSC

G. Smeaton ~ KSC

K. Crawford ~ KSC

C. Ines ~ PSU

N. Domina ~ PSU

J. Smith ~ PSU

K. Boyajian ~ SYS

J. McGrail ~ SYS

M. Fournier ~ SYS

L. Dews ~ SYS

1. **SHRC Convenes**

The meeting was called to order at 9:30 a.m. by Chair LeBrun. The minutes of the May 28, 2020 meeting were approved as written.

2. **Kronos Update**

Amanda updated the group on Kronos implementation challenges and accomplishments. While there have been some hiccups in the process, there are now 6000+ employees using the system.

3. **Benefits Update**

Marc presented a PowerPoint deck outlining union negotiation status and outcomes, and 2021 recommended benefit changes and savings. Upon full adoption, the new benefits program will:

- Align our program with our Higher Education peers
- Save \$17M (or \$4,269 per employee) in CY21
- Achieve long-term fringe rate sustainability by capping USNH's subsidy to medical
- Ensure alignment with our guiding principles of parity and equitable benefits across employee classifications

4. **Communications Update**

A letter from the Chancellor and an HR Bulletin will be released later today to all employees, recognizing the hard work and extraordinary circumstances they are experiencing in light of the pandemic. The CEOs requested, and were granted, the allowance of providing paid leave for eligible employees the week of December 28, 2020 (or equivalent time off for those who need to work winter terms during this time). In support of civil awareness, the Board of Trustees have also agreed to add Juneteenth to the office System-wide holiday schedule.

5. **Enhanced HR Delivery Model**

Huron is currently working with Finance across USNH – the Finance & Administrative Restructure (FAR) project. Through this work, several employee transactions will be identified and reassigned from Finance to HR. USNH HR needs to make sure there is continuity of service to employees through this change and will develop its own Shared Services and look at overall best practices in HR delivery models – the Enhanced HR Model (EHRM) project. The EHRM will refocus work on the following goals:

- Creating more efficient operations & procedures;
- Mitigating risks;
- Streamlining & standardizing administrative process;
- Clear accountabilities and ownership.

6. **CERP Update**

CERP application counts continue to grow, System-wide, with a deadline of October 15th. Work loads will be examined and backfill determined, as necessary. HR is working on short-term and long-term work plans to ensure as smooth a transition as possible.

The Council adjourned at 11:00 a.m.