



**State of New Hampshire**  
Public Employee Labor Relations Board

**Keene State College Directors and Supervisors Association, NEA-NH**

**and**

**Keene State College**

**Case No. E-0191-4**

**Decision No. 2021-108**

Pre-Hearing Memorandum and Order

Date of Conference: June 14, 2021

Appearances: Rachel Hawkinson, UniServ Director, for the Petitioner

Karyl Roberts Martin, Esq., for the Respondent

Background:

On May 13, 2021, the Keene State College Directors and Supervisors Association, NEA-NH (Association) filed a modification petition pursuant to N.H. Admin. R. Pub 302.05 seeking to add a newly-created position of Accreditation and Assessment Officer to the existing Keene State College (KSC) Directors and Supervisors bargaining unit set forth in PELRB Decision No. 2016-290 (December 13, 2016).

The KSC objects to the modification petition on the ground that the Accreditation and Assessment Officer position is confidential within the meaning of RSA 273-A:1, IX (c). The KSC requests that the PELRB deny the petition.

Issues for Determination by the PELRB

Whether the Accreditation and Assessment Officer position is confidential within the meaning of RSA 273-A:1, IX (c).

### Decision

1. "Parties" means the Association, the KSC or their counsel/representative appearing in the case. The parties shall simultaneously copy each other electronically on all filings submitted in these proceedings.
2. As discussed at the pre-hearing conference, the hearing in this case, currently scheduled for June 24, 2021, shall be conducted in person and not via WebEx platform. The parties may request a continuance of the June 24, 2021 hearing in accordance with Admin. R. Pub 201.08, in which case, the parties shall provide at least 2 alternative hearing dates that are acceptable to both parties.
3. The parties shall exchange and file with the PELRB final lists of witnesses and exhibits and a statement of stipulated facts no later than June 18, 2021. All non-joint exhibits on the lists shall be pre-marked as either "ID" (if objected to) or "Full by Agreement." It is understood that each party may rely on the representations of the other party that witnesses and exhibits appearing on their respective lists will be available at the hearing.
4. The requirement that the parties file copies of proposed exhibits prior to the date of hearing is suspended. The parties shall not file, either electronically or via mail, proposed exhibits prior to the day of hearing. The parties shall pre-mark each exhibit by placing identifying markers in the upper right corner of each exhibit, if possible, and bring an original and five copies of each exhibit to the hearing. To facilitate access to a particular exhibit, the parties shall use tabs to separate exhibits.


### Hearing

Unless otherwise ordered, the hearing in this case will be held on **June 24, 2021, at 9:00 a.m.** at the offices of the PELRB in Concord. The time set aside for this hearing is 2 hours. If

either party believes that additional time is required, a written notice of the need for additional time shall be filed with the PELRB at least 10 days prior to the date of hearing.

So ordered.

Date: 6/15/2021

  
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Karina A. Lange, Esq.  
Staff Counsel/Hearing Officer

Distribution: Rachel Hawkinson, UniServ Director  
Karyl Roberts Martin, Esq.

