

## Green Mountain Higher Education Consortium - As An Employer

### Our Mission

To create and foster collaborative opportunities by serving as an agent for economic and educational initiatives that bring value to all members. The power of each school, working collaboratively on non-competitive matters, will increase the quality of services and lower administrative costs.

### Our Vision

To provide excellent resources and services to support all collaborative opportunities with innovative and highly functional systems, management tools, and dedicated and talented staff that will produce cost and quality improvements.

Focusing on the well-planned delivery of support services will enable the consortium to achieve its shared vision of practical operating solutions resulting in controlling the cost to deliver higher education to students and enhancing each respective member's educational mission.

### Our Values

Be a highly efficient learning organization that supports:

- Educational excellence
- Creative cost management strategies to contain operational cost
- Financial sustainability for member institutions
- Fostering and promoting creative employee solutions to complex operating issues
- Academic and administrative collaboration of common purpose and interest
- Leverage talent within our member institutions
- A strong commitment to transparency, where appropriate
- Better problem solving and information sharing of ideas and projects
- Research, discovery and data collection and benchmarks for operating standards
- Development of innovative systems
- Future planning and higher productivity
- Positive change and management of this change
- Entrepreneurial efforts of common purpose and interest
- Vitality and growth within the State of Vermont

### We strive to be an employer who

- Is dedicated to providing high quality service and programs to our member institutions
- Has an entrepreneurial spirit
- Creates and fosters solutions
- Cultivates team spirit
- Expects strong performance and where experience matters
- Offers unique opportunities and seizes opportunities which are in the best interest of our members
- Encourages flexibility
- Supports wellbeing

### We strive for employees who

- Strive for excellence in all that they do
- Are deeply committed to adding value to our member organizations
- Are innovative and continuously challenge themselves to learn
- Exhibit tenacity and flexibility to serve our members
- Love what they do and are committed to fostering team strength

### GMHEC Employee Benefits

- Standard benefit package includes medical, dental and vision insurance, retirement plan with employer match, life and disability insurance, health savings account, flexible medical and dependent care accounts, workers compensation insurance, employee assistance program, personal time off and excellent wellbeing initiatives
- For employees moving from our founding members to GMHEC:
  - o Personal Time Off: Credit for years worked at member college

### Compensation

- GMHEC base salaries are determined by GMHEC and strive to be market competitive

### Location and Working Hours

- Shelburne Green, Shelburne, VT
- Space will be provided to maximize flexibility and shared working space
- Workstations are outfitted with standing desks and ergonomic chairs
- Remote working will be evaluated based on stage of the functional business operations, position and employees performance. Currently, all employees are working remote due to Covid-19
- Normal operating hours of GMHEC are 8:15-5:00 EST, flexibility to accommodate personal and customer service needs will be taken into account
- Standard working hours are 38.75 hours per week, Monday - Friday. Additional hours may be expected and specific working hours may vary in order to meet the needs of our customers

### Payroll

- Employees are paid on a bi-weekly basis
- Non-exempt/hourly employees track and monitor time each week

### Management

- Shared services are led by Shared Services Leaders who report to their area's Strategic Leader. Strategic Leaders report to the Executive Director of GMHEC
- GMHEC is governed by the GMHEC Board which consists of the CFOs of the three founding members and a board representative from each member's board
- Priorities of the consortium are set by the GMHEC Board in conjunction with the presidents of the members

### Learning and Development

- GMHEC supports ongoing learning, professional development and exemplary performance