



Board of Trustees

COMMUNITY COLLEGE SYSTEM OF NH

Meeting of April 5, 2018

Present: Trustee Jeremy Hitchcock (Chair), Trustee Kathy Bogle Shields (Vice Chair), Trustee Paul Holloway (Past Chair), Trustee Kim Trisciani (Secretary), Trustee Alison Stebbins (Treasurer), Trustee Allen Damren, Trustee Connie Roy-Czyzowski, Trustee Jack Calhoun, Trustee Edwin Smith, Trustee Rebecca Clerkin, Trustee Richard Heath, Trustee Steven Slovenski, Trustee Tricia Lucas, Trustee Hannah Croce, Trustee Cheryl Kahn, Trustee John Stevens, Trustee Steve Ellis (teleconference), Trustee Stephen Guyer, Trustee Sharon Harris, Trustee Steve Rothenberg, Trustee Steven Hattamer, Trustee Natalie Baker, Commissioner Frank Edelblut, Chancellor Ross Gittell, President Susan Huard (MCC, GBCC), President Lucille Jordan (NCC, RVCC), President Charles Lloyd (WMCC), Interim President Larissa Baia (LRCC), President Susan Dunton (NHTI), Marie Helene Bailinson, Michael Power

Regrets: Trustee Darrin Daniels, Trustee Krishna Mangipudi, Interim President Deborah Schmitt, Governor Christopher Sununu

Others Presenting to the Board: Shannon Reid, Richie Coladarci, Jeanne Herrick, Charles Ansell, John Harrington, Matthew Moore, Andrew Duncan (LRCC), Alan Punches (LRCC)

College Presentation

Interim President Baia began the presentation at 9:30 am with a tour of LRCC's state-of-the-art Automotive Technology Building and an overview of the Automotive Technology program at the college. Trustees were given the opportunity to discuss the program with currently enrolled students, the Program Chair, and Project Manager.

Mr. Duncan, Energy Training Manager and Workforce Development Coordinator at LRCC, presented on workforce development initiatives at the college and provided an overview of the medical assistant training, advanced manufacturing, and energy training programs. Mr. Punches, Vice President of Academic and Student Affairs at LRCC, provided an overview of LRCC's new weekend college initiative, which allows students to obtain an associate's degree in as little as two years.

Interim President Baia reported on the progress of the college's strategic planning, which focuses on helping the LRCC campus see their potential and their abilities to collaborate on planning, coordinating, and executing their vision.

Chair Hitchcock called the meeting to order at 10:07 a.m. at Lakes Region Community College in Laconia, NH.

Ms. Roy-Czyzowski introduced new trustee Steven Hattamer and welcomed him to the CCSNH Board of Trustees.

Approval of Agenda

The agenda was approved and no conflicts of interest were expressed.



Approval of Meeting Minutes

VOTE: The Board, on motion of Mr. Guyer and seconded by Ms. Stebbins, voted unanimously to approve the minutes of the March 1, 2018 meeting as written.

Commencement

Chancellor Gittell discussed the importance of trustee participation at commencement ceremonies and asked trustees to contact Ms. Eckner to confirm their attendance.

NEASC Updates

President Huard announced that Manchester CC received their final NEASC report and reaccreditation will continue for ten more years, with a 5th year report. The NEASC visit for Great Bay CC will take place in mid-March, with a final report due in early May.

The NEASC visit at Nashua CC will take place next week; and NHTI has made progress on their strategic student learning outcomes and retention plans, with the next NEASC report due in 2020.

Task Force on Committees

Ms. Shields reported that the Task Force on Committees has started its work on restructuring board committees, with the goal of reducing the number of committees in order to increase the overall capacity of board members. The Task Force plans to deliver its final recommendations to the board by June.

Presidential Searches

Ms. Harris provided an update on the presidential search at Great Bay CC, reporting that the search has yielded a strong, diverse pool of candidates. The search committee expects final candidate visits to take place in early May.

Before discussion of the Lakes Region CC presidential search started, LRCC Interim President Baia left the meeting. Mr. Damren, leading the River Valley CC search, and Ms. Shields, leading the Lakes Region CC search, reported similarly strong, diverse candidate pools for their respective presidential searches, which they also expect to conclude by June.

Chancellor Gittell thanked search committee co-chairs and Mr. Coladarci for their leadership managing three concurrent searches that have each produced strong candidate pools. After the search committees submit their recommendations on the three presidencies to the Chancellor, the Chancellor will present his recommendations to the board for final approval, which may require a special meeting to be scheduled before the June board meeting.



Mission Statements

President Huard informed the Board that NEASC requires annual board approval of college mission statements. The trustees reviewed and discussed the CCSNH college mission statements, agreeing that mission statements should be discussed again at the 2019 board retreat.

VOTE: The Board, on motion of Mr. Guyer and seconded by Mr. Holloway, voted unanimously to ratify the mission statements as presented.

Advisory Board Nominations

President Lloyd presented the nominations of Pam LaFlamme and Alan Smith for the WMCC Advisory Board.

VOTE: The Board, on motion of Ms. Roy-Czyzowski and seconded by Mr. Heath, voted unanimously to approve the nominations of Pam LaFlamme and Alan Smith to the White Mountains CC College Advisory Board.

NCC Honorary Degree

President Jordan presented Tom Jenkins' candidacy for an honorary degree at NCC.

VOTE: The Board, on motion of Mr. Holloway and seconded by Mr. Heath, voted unanimously to approve the NCC honorary degree as presented by President Jordan.

Approval of NCC Associate Degree

President Jordan discussed the proposed Humanities degree at Nashua CC, which was created to better serve Liberal Arts students by providing them with a clearer pathway that will be more effective for transfer to four-year institutions.

VOTE: The Board, on motion of Mr. Heath and seconded by Ms. Stebbins, voted unanimously to approve the Associate's Degree in Humanities at Nshua CC.

Approval of FY19 Fee Changes

Ms. Stebbins thanked the presidents and college staff for working collaboratively this year to standardize fees across colleges. The Finance Committee recommends the proposed \$3 increase to the comprehensive fee, which allows the colleges to eliminate the application, orientation, and graduation fees that created barriers for prospective and graduating students. The Committee also recommends the proposed increase to the clinical/ allied health fee, which has not been increased since 1999. At \$500, this fee will now be comparable to, but still less than, fees implemented at similar institutions.

VOTE: The Board, on motion of Ms. Stebbins and seconded by Mr. Heath, voted unanimously to approve the following fee changes as recommended by the Finance Committee:



Campus	Payment Type	Action	Present fee/surcharge	New fee/surcharge	Increase/ (Decrease)	Justification for Change	Courses
All	Application fees	Eliminate	\$20	\$0	-20	Increasing comp fee	NA
All	Graduation fees	Eliminate	Up to \$125	\$0	-125	Increasing comp fee	NA
All	Orientation fees	Eliminate	Up to \$40	\$0	-40	Increasing comp fee	NA
All	Clinical surcharge	Increase	\$350	\$500	150	Increased cost for programs	All nursing & allied health courses
All	Comprehensive fee	Increase	Varies by campus	\$3	3	Eliminating 3 other fees	NA
NCC	Comprehensive fee-wellness center	Increase	\$16	\$17	1	Re-allocated bond debt	NA
MCC	Comprehensive fee student center	Increase	\$2	\$3		Re-allocated bond debt	NA
NHTI	Meal plan	Increase	\$1,700	\$1,750	50	Vendor cost increase	NA
NHTI	Meal plan	Increase	\$1,564	\$1,610	46	Vendor cost increase	NA

Budget Review

Mr. Harrington provided an update on the budget, noting that net income is stable while revenue has decreased 5% this year. Colleges are managing the decrease in revenue by reducing planned operating expenditures. The board shared Mr. Harrington’s and Mr. Ansell’s concerns regarding auxiliaries as related to decreases in cash flow, and this is an issue that each college is currently deeply engaged in resolving.

Ms. Herrick provided an update on the Stratham property. Mr. Heath requested that CCSNH provide a list of auxiliary properties and programs for the board to review, and Mr. Ansell suggested further investigation by the finance committee.

Enrollment Update

Mr. Ansell reviewed enrollment data with the board. While credit-hour activity and new student enrollment has declined, likely due to the state’s low unemployment rate; retention rates are stable and students are taking more credits, which supports the trajectory of increased graduation rates needed to realize the 65x25 vision. Mr. Ansell discussed enrollment management strategy with the board and CCSNH’s new focus on recruiting adult learners.



Financial Sustainability Update

Chair Hitchcock asked trustees to review the materials that Mr. Ansell provided as an update on current financial sustainability efforts at CCSNH.

Employer of Choice Update

Mr. Coladarci provided an update on the progress of Employer of Choice, a strategic goal approved by the board to foster an environment where CCSNH is an employer of choice and works to continuously improve employee engagement. For measurement and benchmarking, CCSNH implemented the Chronicle's "Great Colleges to Work For" survey in 2017, and this survey will be repeated in 2019 and 2021. Mr. Coladarci also implemented three Employer of Choice initiatives for CCSNH: Workplace Innovation Fund, Best Practices Series, and the development of new, clearer workplace conduct policies and procedures.

CCSNH Student Conference

Ms. Croce and Ms. Baker delivered a presentation on the recent CCSNH student conference they attended, which focused on leadership, inclusion, and diversity.

Presidents' Update

President Jordan provided updates on financial sustainability efforts at the colleges, as well as on the significant progress colleges have made on guided pathways work. By the fall, every campus will provide at least one co-requisite course of study.

Each college is also addressing changing demographics and the need to better accommodate adult learners, for whom Nashua CC has made changes to scheduling and program mapping.

Other Business

Ms. Roy-Czyzowski and Ms. Clerkin reported on their meeting with Lakes Region CC employees regarding the employee trustee position that will have to be filled in the fall, once Ms. Clerkin's term ends in November.

Ms. Roy-Czyzowski highlighted the importance of sector partnerships and of CCSNH collaborating with the state to engage new businesses.

Chancellor Gittell informed the board that the system will start providing the Governor a periodic update on key areas of operations and major activities.

Mr. Stevens invited trustees to attend the next Halias Symposium, entitled "Community of Care-promoting mental health awareness in higher education," on August 9th at UNH.

Non-Public Session

VOTE: The Board, on motion of Ms. Trisciani and seconded by Mr. Holloway, voted by roll call to conduct a non-public session according to the provisions in RSA 91-A:3, II(d), in order to discuss a confidential matter.



The Board entered non-public session at 12:11 p.m. and returned to public session at 12:26 p.m. No votes were taken in the non-public session.

VOTE: The Board, on motion of Mr. Holloway and seconded by Mr. Calhoun, voted by roll call to seal the minutes, as divulgence of the information presented would render the proposed action ineffective, under RSA 91-A:3, III, until such time the aforesaid circumstances no longer apply.

No further business was brought forward. The meeting adjourned at 12:27 p.m.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees