



## **Board of Trustees**

COMMUNITY COLLEGE SYSTEM OF NH

Meeting of December 20, 2018

**Present:** Trustee Jeremy Hitchcock (Chair), Trustee Kathy Bogle Shields (Vice Chair), Trustee Paul Holloway (Past Chair), Trustee Alison Stebbins (Treasurer), Trustee Kim Trisciani (Secretary), Trustee Allen Damren, Trustee Connie Roy-Czyzowski, Trustee Jack Calhoun, Trustee Sharon Harris, Trustee Steven Slovenski, Trustee Tiffiney Poirier, Trustee Stephen Freeborn, Trustee Stephen Ellis (teleconference), Trustee Tricia Lucas, Trustee Darrin Daniels, Trustee Richard Killion, Trustee Edwin Smith, Trustee Cheryl Kahn, Trustee Richard Heath, Trustee John Stevens, Trustee Steven Hattamer, Trustee Diane Symonds, Trustee Brian Baril, Commissioner Frank Edelblut (Department of Education), Marie-Helene Bailinson (NH Department of Employment Security), Michael Power (NH Department of Business and Economic Affairs), Chancellor Ross Gittell, President Susan Huard (MCC) President Lucille Jordan (NCC), President Larissa Baia (LRCC), Interim President Cathryn Addy (NHTI), President Charles Lloyd (WMCC),

**Regrets:** Trustee Steve Rothenberg, President Alfred Williams (RVCC), President Pelema Morrice (GBCC), Governor Christopher Sununu

**Others Presenting to the Board:** Charles Ansell (CCSNH), Shannon Reid (CCSNH), Richie Coladarci (CCSNH), Jeanne Herrick (CCSNH), Tim Allison (CCSNH), John Harrington (CCSNH), Matt Moore (CCSNH), Ann-Marie Hartshorn (CCSNH), Beth Doiron (CCSNH), Robyn Griswold (NCC VP of Academic Affairs), Lizbeth Gonzalez (NCC VP of Student and Community Affairs), Patricia Klein (NCC Academic Advising Center Director), Rob Smalley (BerryDunn)

### College Presentation

NCC Vice President of Student and Community Affairs Lizbeth Gonzalez and NCC Academic Advising Center Director Patricia Klein delivered a presentation to the board on the recent implementation of Education Advisory Board (EAB) as a tool primarily used to improve retention by efficiently identifying the students that are most in need of personal contact, making the most efficient and effective use of the college's advisors.

Chair Hitchcock called the meeting to order at 10:00 a.m. in the Dr. William McIntyre Room at Nashua Community College in Nashua, NH. No conflicts of interest were expressed.

Chancellor Gittell welcomed and introduced Trustee Stephen Freeborn, employee representative from Lakes Region CC, and Tim Allison, CCSNH Director of Advancement.

### Updates

Chair Hitchcock presented the draft agenda for the upcoming board retreat on January 17-18 and asked trustees to send feedback.



Chair Hitchcock reported on the Governance Institute on Student Success (GISS) event for New England community colleges on November 29-30, and the board thanked President Jordan and Nashua CC for hosting. Mr. Heath highlighted invited guest speaker Madeline Pumariega, Chancellor of the Florida College System. Mr. Calhoun discussed the importance of connecting with colleagues from other state colleges and systems, and the presentation of Dr. Michelle Weiss, who discussed the impact that future generations will have on education and the workforce and increasing need for “human skills.”

Following the board’s convening with the college advisory boards, Chair Hitchcock provided an update on recent and future engagement efforts.

Ms. Lucas provided an overview of the NHTI presidential search process, which began by holding a series of listening sessions with key stakeholders at the college. Feedback and reflections from the listening sessions were incorporated into the candidate profile that is currently being developed.

#### BerryDunn Financial Audit Report

Mr. Smalley from BerryDunn presented highlights from the FY18 Financial and Uniform Guidance Audits and Required Communication Letter, as previously accepted and approved by the Audit Committee. CCSNH received an unmodified opinion, no material weaknesses or significant deficiencies, and two advisory comments related to the approval process for budget transfers and the reconciliation of CCSNH bank clearing accounts.

Mr. Calhoun and Mr. Damren noted that the significant increase in net position indicates that CCSNH’s operation is running more efficiently. The board recognized the progress that CCSNH has made with this unmodified report as a milestone and benchmark for the organization.

This year, the new Government Accounting Standard Board requirement (GASB 75) – to implement a new accounting standard related to accounting and financial reporting for post-employment benefits (OPEB)—required CCSNH to record its share of the liability for the state retiree health plan and the NHRS plan. That liability, provided by the state as determined by their actuary, was \$144.6 million at the beginning of the year 2018 and \$116 million at the end of 2018. The amount of the OPEB liability and the associated deferred inflows and outflows was recorded as a cumulative effect of change in accounting position of approximately \$144.6 million on the financial statements ending June 30, 2018.

**VOTE:** The Board, on motion of Mr. Damren and seconded by Ms. Shields, voted unanimously by roll call to approve the CCSNH FY 2018 Financial and Uniform Guidance Audit as presented.

Additionally, Ms. Hartshorn provided an update to the board on the progress of the resolution of the items listed in the LBA performance audit.

#### Consent Agenda

**VOTE:** The Board, on motion of Mr. Damren and seconded by Mr. Holloway, voted unanimously by roll call to approve the following consent agenda items:

- Approval of the Agenda
- Approval of the October 18, 2018 Meeting Minutes as written
- Appointment of Mr. Taylor to the RVCC Advisory Board
- Appointment of Mr. McNulty to the RVCC Advisory Board



#### Task Force on Board Standing Committee Structure

Ms. Shields reviewed the proposed standing committee structure, initially presented at the board meeting in October.

**VOTE:** The Board, on motion of Mr. Smith and seconded by Ms. Trisciani, voted unanimously by roll call to approve the new board standing committee structure as presented.

Discussion followed regarding the importance of trustee attendance at committee meetings and the need to maintain the recurring meeting schedule. Following approval of the new committee structure, Chair Hitchcock will begin the process of making committee assignments.

#### Financial Sustainability and Student Success

Mr. Ansell provided an update on student success, enrollment management, and financial sustainability initiatives at CCSNH.

Running Start enrollment has increased 30% and total fall enrollment relative to the same time last year is up 3%. A 24% increase in CCSNH students attempting to take at least 15 credits per semester, a measure that often leads to higher graduation rates. Initiatives such as co-requisite remediation and the implementation of new software such as EAB are also expected to contribute to increases graduation rates. Discussion followed regarding potential measures of “miles traveled,” a concept introduced at the GISS event. Chancellor Gittell highlighted the leadership award that Mr. Ansell was given at the Complete College America annual meeting. A review of student success key performance indicators (KPIs) will be held at the board retreat in January.

Despite the credits activity decline for non-Running Start students, revenue is flat and expected to stabilize downward by the end of the fiscal year given the conservative enrollment projections and tuition increase. Expenses are under budget, and CCSNH expects FY19 to end with positive net income and continued aggressive payment on outstanding debt principal.

The operating request to the Governor’s Office continues to progress, with an expectation on budget presentation from the Governor’s Office in February.

#### Legislative Relations

Ms. Reid reviewed legislative leadership and Senate Committees membership with the board. Ms. Reid and Chancellor Gittell have been meeting with legislators, and CCSNH held a legislative briefing on December 17. Discussion followed regarding trustees identifying and connecting with regional legislators.

#### Presidents Update

President Lloyd presented the success of the model that the presidents have been using to introduce an initiative to the colleges, as exemplified by the implementation process of EAB, initially piloted at one of the colleges before being scaled to the rest of the system. The presidents have used a similar process for other initiatives, including shared services initiatives, to determine if an opportunity will work well for their colleges and if (or how) it should be scaled. Further discussion on shared services will continue at the retreat in January.



Other Business

Chair Hitchcock asked trustees to submit their annual conflict of interest and state disclosure forms to Ms. Eckner.

No further business was brought forward. The meeting adjourned at 11:50 am.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees