



## **Board of Trustees**

COMMUNITY COLLEGE SYSTEM OF NH

Meeting of April 11, 2019

**Present:** Trustee Jeremy Hitchcock (Chair), Trustee Kathy Bogle Shields (Vice Chair), Trustee Paul Holloway (Past Chair), Trustee Kim Trisciani (Secretary), Trustee Allen Damren, Trustee Connie Roy-Czyzowski, Trustee Jack Calhoun, Trustee Sharon Harris, Trustee Tiffiney Poirier, Trustee Stephen Freeborn, Trustee Stephen Ellis, Trustee Tricia Lucas, Trustee Richard Killion, Trustee Edwin Smith, Trustee Cheryl Kahn, Trustee Richard Heath, Trustee John Stevens, Trustee Darrin Daniels, Trustee Brian Baril, Trustee Steven Slovenski, Chancellor Ross Gittell, President Susan Huard (MCC), President Lucille Jordan (NCC), President Larissa Baia (LRCC), Interim President Cathryn Addy (NHTI), President Charles Lloyd (WMCC), President Alfred Williams (RVCC), President Pelema Morrice (GBCC)

**Regrets:** Trustee Alison Stebbins (Treasurer), Trustee Steve Rothenberg, Trustee Steven Hattamer, Commissioner Frank Edelblut (Department of Education), Marie-Helene Bailinson (NH Department of Employment Security), Michael Power (NH Department of Business and Economic Affairs), Governor Christopher Sununu

**Others Presenting to the Board:** Charles Ansell (CCSNH), Shannon Reid (CCSNH), Richie Coladarci (CCSNH), Jeanne Herrick (CCSNH), Tim Allison (CCSNH), Matt Moore (CCSNH), Dana DeMore (NHTI Student), Jerome Trudeau (NHTI Student), Keith Brown (NHTI Student), Brittany Petell (NHTI Student), Lauren Bisson (NHTI Student), Colby Chaput (NHTI Residence Director)

### College Presentation

Interim President Addy introduced NHTI Residence Director Colby Chaput and NHTI Alternative Spring Break Club student members, who delivered a presentation to the board on the club's work and the recent projects they have undertaken. This year, the Alternative Spring Break Club renovated the house of a disadvantaged family in New Orleans.

Chair Hitchcock called the meeting to order at 9:52 a.m. in room 301 Grappone Hall at NHTI, Concord's Community College in Concord, NH. No conflicts of interest were expressed.

### Consent Agenda

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

- Approval of the Agenda
- Approval of the December 20, 2018 Meeting Minutes
- Approval of Past Committee Meeting Minutes
- NCC Advisory Board Nominations of Gail Casey
- FY20 Fee Changes



#### NHTI Presidential Search

NHTI Presidential Search Co-Chairs Ms. Lucas and President Lloyd reported that the search committee's work remains on schedule, and the committee has invited four final candidates to meet with the NHTI Community on April 16 and April 23. Following the full-campus interviews, the committee will gather feedback to determine which finalists to advance to the Chancellor for consideration. Chancellor Gittel anticipates making his final recommendation at a special meeting of the board in May, targeting a summer hire to allow ample time for preparation for the 2019-20 academic year. Ms. Lucas and President Lloyd invited trustees to attend the full-campus interviews on April 16 and April 23, and they thanked Mr. Coladarci for his work producing a strategic and well-organized search.

#### Updates from the Chancellor

Overall enrollment including Running Start has increased four percent, highlighting the importance of CCSNH's commitment to affordability and tuition stability within an environment of low unemployment and a declining population. CCSNH's overall enrollment trend is above national and regional averages, while this academic year's enrollment change excluding Running Start is in-line with regional trend.

Discussion followed regarding effective recruitment and retention strategies. Mr. Calhoun added that the Student Success Committee is currently discussing concerns that Running Start is not enrolling sufficient numbers of socioeconomically challenged/ Pell-eligible students.

Ms. Roy-Czyzowski thanked President Huard for her participation in healthcare workforce efforts, reporting that staffing in healthcare continues to decline to dangerously low levels.

Mr. Holloway led a discussion on the impact that marketing by industry leaders can have on attracting students to CCSNH programs that provide them with pathways to employment in those industries.

#### Honorary Degree Proposal

President Huard presented the candidacy of Mr. Jon Parrish Peede, Chairman of the National Endowment for the Humanities, for an honorary degree at Manchester CC.

**VOTE:** The Board, on motion of Mr. Holloway and seconded by Ms. Trisciani, voted unanimously to approve the MCC honorary degree as presented by President Huard.

#### Retreat Follow-Up

Regarding shared services related to enabling operations, President Williams discussed long-term succession planning for financial aid directors approaching retirement that will ensure the services remain in compliance and able to continue supporting all of the colleges.

President Huard and Chancellor Gittel will convene a committee this summer to make recommendations on the sharing of online courses and programs across the seven colleges. The committee will include representatives from the Chancellor's Faculty Academic Advisory Council (CFAAC), college president(s), VPAAAs, Board of Trustees and the system office.

Regarding shared services related to enrollment management, Mr. Ansell reported that CCSNH procured a customer relationship management (CRM) technology tool for student recruitment and admissions.



Chancellor Gittell reported that momentum of Open Educational Resources (OER) continues to grow among CCSNH faculty. CCSNH ambassadors will convene again on April 12 to discuss progress made on the OER courses that will be made available to students as soon as this summer, and an OER task force has been assembled to build the infrastructure needed to support increased faculty adoption of OER. Discussion followed regarding the importance of effective marketing for this initiative.

Mr. Allison provided an update on the increasing momentum of fundraising efforts at the colleges and on the progress of the foundation.

Chancellor Gittell asked trustees to contact him if there are certain shared services or lightning round initiatives that they would like more information on at the next meeting. Discussion on shared service initiatives continues to be held at every presidents meeting.

#### Mission Statements

Trustees reviewed the system and college mission statements. Lakes Region CC has adopted a new mission statement, as presented to the board. President Baia discussed the process the college followed to change their mission statement, created following the conclusion of the college's last strategic planning session. Discussion followed regarding the need for college mission statements to reflect the individual colleges.

**VOTE:** The Board, on motion of Ms. Shields and seconded by Ms. Trisciani, voted unanimously to approve the mission statements as presented.

#### Committee Updates

Ms. Shields reported that the Assets and Resources Committee has invited system staff and president committee members to deliver presentations on each area of committee responsibility, for the purpose of providing baseline information that will be used to determine the strategic issues that the committee will focus on this year.

Ms. Herrick provided a summary of the Audit Committee meeting in March, which provided an overview of audit, compliance, and risk management. Mr. Stevens thanked Ms. Herrick and Mr. Thomas for developing the safety and security report for the board. Mr. Stevens extended an invitation to all trustees for the Halias Symposium at UNH on August 15, which will focus on behavioral health intervention and suicide prevention. The committee will discuss developing an annual plan at the next meeting.

Ms. Lucas stated that the Finance Committee's areas of responsibilities include financial sustainability, treasury, revenue, expense management, and data collection and analysis. The committee identified three areas to focus on this year: shared services, innovations in class scheduling, and auxiliary expenses. Further discussion was held on the auxiliary expenses that are not self-sustaining, such as childcare centers. On behalf of the committee, Ms. Lucas presented for board approval fee modifications brought forward by the colleges for FY2020 and an amendment to the board finance policy that raises the threshold for committee contract approval to \$500,000 or more for contracts already included in the budget as approved by the Board of Trustees. The committee would continue to review and approve contracts that are unusual by complexity or intent, or that cost in excess of \$100,000 and were not originally in the budget as approved by the Board of Trustees.



**VOTE:** The Board, on motion of Mr. Holloway and seconded by Ms. Shields, voted unanimously to approve the FY20 college fee modifications and board finance policy revisions as presented.

On behalf of the Student Success Committee, Mr. Calhoun presented for board approval the proposal for a WMCC Conservation Law Enforcement Associate's Degree and the proposal to eliminate the WMCC Health and Wellness Facilitator Degree and the WMCC New Business Economy Degree.

**VOTE:** The Board, on motion of Mr. Calhoun and seconded by Mr. Heath, voted unanimously to approve the elimination of the WMCC Health and Wellness Facilitator Degree and the WMCC New Business Economy Degree as presented.

**VOTE:** The Board, on motion of Mr. Calhoun and seconded by Ms. Kahn, voted unanimously to approve the WMCC Conservation Law Enforcement A.S. proposal as presented.

On behalf of the Governance Committee, Ms. Roy-Czyzowski reported that the slate of officers will be presented to the board for approval at the October board meetings. Ms. Roy-Czyzowski led a discussion on the board self-survey, encouraging the CCSNH board to continue administering its own survey that includes input from the presidents, in addition to the ACCT survey that was administered last summer. Ms. Roy-Czyzowski highlighted the need for trustee professional development opportunities, noted that board and committee meeting attendance is critical, and raised concerns regarding the decreased meeting occurrence in the new board and committee meeting schedule. Discussion followed regarding the new schedule and the option for committees and the board to use placeholder meeting dates as needed to conduct business in between scheduled board and committee meeting dates.

Chair Hitchcock provided an update on the Executive Committee, which houses responsibility for the Chancellor's performance evaluation and will focus on discussion around the budget process and legislative affairs.

#### Amended Bylaws

Ms. Herrick presented for board approval the amended bylaws and committee charters. Committee charters were constructed to provide more flexibility and adaptability, and the revised bylaws are more consistent with standard bylaw practice. Discussion followed regarding the need to strike "desirable" and "expedient" from the Executive Committee charter.

**VOTE:** The Board, on motion of Ms. Shields and seconded by Mr. Heath, voted unanimously to adopt the committee charters as amended.

**VOTE:** The Board, on motion of Ms. Shields and seconded by Mr. Heath, voted unanimously to adopt the amended bylaws as presented.

#### Legislative Relations

Ms. Reid provided an update on the capital budget process. The proposed house budget adds \$14 million to the Governor's budget and will move next to the senate. Discussion followed regarding next steps for CCSNH should the Governor veto the budget, in which case a continuing resolution to fund the state government at its current level would go into effect.



#### Presidents' Update

President Williams provided an overview of the recent NECHE visit at River Valley CC. Upon his start as college president last July, a rough draft of the self-study was provided to NECHE for preliminary feedback, which was used to finalize the final self-study. The college was prepared for the NECHE visit and focused on providing a comfortable, pleasant welcome and overall experience for the visiting NECHE team. President Williams reported that after the visit, the college felt proud and strong about what they had accomplished. He noted that the final report often reflects the particular interests of the individuals on the NECHE visiting team. The board congratulated President Williams and River Valley CC on the successful completion of their NECHE visit.

#### Other Business

Chair Hitchcock encouraged trustees to participate in upcoming commencement ceremonies, and Chancellor Gittel invited all trustees to the U.S. Department of Education's Rural Community College Convening on July 18-19, 2019 at Lakes Region CC.

Mr. Holloway recognized the achievements, dedication, and support of Trustees Roy-Czyzowski and Trisciani, whose appointments to the board will end in June. The board thanked them for their years of service to the board and to CCSNH.

#### Non-Public Session

**VOTE:** The Board, on motion of Ms. Trisciani and seconded by Mr. Heath, voted unanimously by roll call to conduct a non-public session according to the provisions in RSA 91-A:3, II(d), in order to discuss consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

The Board entered non-public session at 12:47 pm and returned to public session at 12:58 pm. No votes were taken in the non-public session.

**VOTE:** The Board, on motion of Ms. Trisciani and seconded by Mr. Holloway, 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.

No further business was brought forward. The meeting adjourned at 12:59 pm.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees