



**Executive Committee**  
**CCSNH BOARD OF TRUSTEES**  
**Meeting of August 20, 2020**

**Present (teleconference):** Trustee Jeremy Hitchcock, Trustee Kathy Bogle Shields, Trustee Paul Holloway, Trustee Robert Baines, Trustee Edwin Smith, Trustee Alison Stebbins, Trustee Tricia Lucas, Trustee Steve Rothenberg, Interim Chancellor Susan Huard

**Others Attending (teleconference):** Trustee Sharon Harris, Trustee Richard Heath, CCSNH Executive Director of Government Affairs and Communications Shannon Reid, CCSNH Legal Counsel Jeanne Herrick, CCSNH Chief Advancement Officer Tim Allison, CCSNH Interim CHRO Monica Bradley

Chair Hitchcock called the meeting to order at 10:03 am by videoconference and called the roll. Regarding the conduct of a telephonic meeting and counting all members toward the quorum requirement whether or not physically present in the meeting location, the Chair declared an emergency meeting in order to follow social distancing guidelines related to the current public health crisis, pursuant to RSA 91-A: 2 (III)(b).

Approval of the Meeting Minutes

**VOTE:** The Committee, on motion of Mr. Holloway and seconded by Ms. Shields, voted unanimously by roll call to approve the minutes of the meetings on:

- December 20, 2019
- March 26, 2020
- May 19, 2020

Interim Chancellor Huard introduced Interim CHRO Monica Bradley to the committee.

Enrollment

Chancellor Huard reported that fall enrollment is down by an average of 18% across the colleges, and that the pandemic is having a profound effect on communities of color. The GOFERR funds that CCSNH received are applicable to credit and non-credit courses, and so far CCSNH has committed \$2 million of the \$5 million total to students. CCSNH continues to promote apprenticeships and to work closely with employers. Ms. Harris reported that if it were not for the grant funding, two of her students at Great Bay CC would not have been able to return to continue their courses. Trustees are encouraged to help spread the word on the grants available to students and to reach out to communities and organizations regarding this support.

Budget

Ms. Reid provided a report on the current state of the FY21 budget, for which the biggest unknown is the state budget shortfall and whether another federal stimulus bill will help that state fill in the shortfall. A second stimulus bill would make it more likely that the state will not make budget recissions in FY21. While the FY21 budget is likely to remain stable, CCSNH must begin to look towards FY22 and consider efficiencies and structural work that may be needed to decrease budget growth.



Discussion followed regarding the preparations that are in place to offset budget shortfalls, including course and program sharing as well as other enhanced efforts by the colleges to share resources. At their next meeting, the finance committee will review further areas that could produce cost savings. The compensation and classification study will help CCSNH with streamlining efforts.

#### Updates on the Senior Leadership Team

Interim Chancellor Huard presented a draft structure for the Chief Operating Officer position, which will be vacant following the current COO Charles Ansell's departure in early October, to be filled by the end of the calendar year. The committee discussed the IT and finance responsibilities of the position, as well as the related qualifications and skillsets that candidate must have. The committee expressed support for adding a new position in workforce development to the leadership team.

Mr. Rothenberg left the meeting at 10:55 am.

#### College Plans

The colleges are currently planning for a scenario wherein a COVID-19 positive case presents on campus. All college plans reflect the tremendous amount of work that has gone into figuring out how colleges can reopen safely and effectively.

Chancellor Huard and CCSNH Director of Human Resources Sara Sawyer have also been meeting bi-weekly with the SEA and IBEW, who have consistently expressed gratitude for the transparency of CCSNH's plans and expectations of CCSNH employees. The colleges have also adopted a social compact for students.

Ms. Shields left the meeting at 11:25 am.

#### Searches

The Great Bay CC presidential and CCSNH chancellor searches will commence this fall.

#### Other Business

The foundation board will next meet on September 10, 2020, and the annual appeal will commence in November.

No further business was brought forward. The meeting was adjourned at 11:28 am.

Respectively Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees