



Executive Committee
CCSNH BOARD OF TRUSTEES
Meeting of September 24, 2020

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

Others Attending (teleconference): 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 telephonic meeting to order at 11:04 am 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 Ms. Shields and seconded by Ms. Stebbins, voted unanimously by roll call to approve the minutes of the meetings on June 25, 2020 and August 20, 2020.

Committee Updates

Ms. Stebbins reported that the Finance Committee recently met and reviewed CCSNH's current financial position, which has improved relative to the last report as enrollment has not declined as steep as originally projected. FY21 will not be impacted significantly due to reserves and the GOFERR and CARES funds. Ms. Stebbins reported larger concerns for FY22 due to a potential decrease in funding from the state and federal government that would require increased use of reserves. In FY21, a college must request approval from the Finance Committee to use more than 50 percent of its reserves. Ms. Shields suggested a review of facilities items that are being deferred in FY21 and must be incorporated into the budget to be addressed in FY22, and Ms. Stebbins replied that this item and planning for FY22 will be discussed at the Finance Committee meeting in December. Discussion followed regarding the need to make more progress on shared services and other areas of opportunity with the university system for additional cost savings.

Mr. Baines reported on behalf of the Governance Committee that the appointment of the next employee trustee from Manchester CC will be confirmed before the current employee trustee's appointment expires in November. The board is in need of representation from the Nashua and Keene areas, and there are current vacancies in the healthcare sector and K-12 system. At the next board meeting in October, the committee will recommend for board approval the same slate of officers as last year. There is a need for more structure on strategic planning at the board level, and Ms. Herrick has drafted a policy for the board to adopt to provide an overarching strategic planning process for the board to engage in for the system. Regarding self-assessment, the committee recommends moving forward again with the ACCT self-assessment tool to allow for benchmarking.

Mr. Rothenberg reported Mr. Ansell's suggestion that the Student Success committee focus on five items following his departure from CCSNH in October: workforce development (Skillabi, microcredentialing); transferability and the ability for students to visualize their way to a bachelor's degree; one data



warehouse for the capability to assess data across all platforms; affordability and equity (OER)—areas that have positioned CCSNH as a lean organization that has adapted quickly to the pandemic. The committee reviewed the value of shared resources such as online classes, as well as operations that must be progressed more quickly. Philanthropy will be further discussed at a future meeting, as will marketing shared services. Discussion continued on shared services and the role that the committees and board have in progressing the shared services model, and the need to draft a shared services shared services initiative document similar to the board's financial sustainability document.

On behalf of the Assets and Resources Committee, Ms. Shields provided an update on the classification and compensation study that Ms. Bradley is leading. The committee also reviewed facilities, and assets and enterprise IT, as well as progress in areas that pandemic-related work has accelerated. Ms. Shields noted that there is a critical need for strategic planning that will give guidance to the committees and the board over next five years on decisions that need to be made about investment and employment.

Ms. Lucas reported that the Audit Committee did not meet last week because there was no new business. The annual audit process is ongoing and on-track. The audit committee will meet on November 19 at 9 am, followed by a full board meeting to approve the audit.

Draft Board Meeting Agenda

The committee reviewed the draft board meeting agenda, which includes continuing discussion on the budget and legislative affairs as well as strategic planning updates.

Search Updates

Mr. Hitchcock provided an update on the Chancellor's search. An engagement survey was sent to the board last month, and the committee reviewed the results of the survey including what the board believes to be the fields of the highest importance when considering a new chancellor's skills and focuses. Discussion followed on the qualities and background of top candidates for the role, as well as the board's interest in enlisting a search firm to manage the search. The search committee is being developed.

Interim Chancellor Huard joined the meeting at 12:24 pm, and Mr. Rothenberg left the meeting at 12:34 pm.

Chancellor Huard provided an update on the search for CCSNH Chief Operating Officer, which comprises financial, strategy, student success, and IT components. Currently, the presidents who serve as finance committee members will provide this leadership to the committee, as a model for all the committees previously staffed by Mr. Ansell to adopt. Discussion followed on enhanced work with the university system on IT shared resources.

Other Business

No further business was brought forward. The meeting was adjourned at 1:03 pm.

Respectively Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees