



**Board of Trustees**  
COMMUNITY COLLEGE SYSTEM OF NH  
Meeting of December 16, 2021

**Present:** Trustee Kathy Bogle Shields (Chair, teleconference), Trustee Robert Baines (Vice Chair, teleconference), Trustee Paul Holloway (Past Chair, teleconference), Trustee Alison Stebbins (Treasurer, teleconference), Trustee Edwin Smith (Secretary, teleconference), Trustee Steve Rothenberg (teleconference), Trustee Stephen Ellis (teleconference), Trustee Jack Calhoun (teleconference), Trustee Sharon Harris (teleconference), Trustee Tricia Lucas, Trustee Todd Emmons (teleconference), Trustee Hollie Noveletsky, Trustee John Stevens (teleconference), Trustee Steven Slovenski (teleconference), Trustee Tiler Eaton (teleconference), Trustee Kelly Pilotte (teleconference), Trustee Loretta Blackwell (teleconference), Trustee Richard Ackerman, Trustee Donna Lee Lozeau, President Brian Bicknell (MCC, teleconference), President Lucille Jordan (NCC, teleconference), President Larissa Baia (LRCC, teleconference), President Gretchen Mullin-Sawicki (NHTI, teleconference), President Charles Lloyd (WMCC, teleconference), President Alfred Williams (RVCC, teleconference), President Cathryn Addy (GBCC, teleconference), Chancellor Mark Rubinstein, Jonathan Melanson (Governor's Office), Karen Levchuck (NH Department of Employment Security)

**Regrets:** Trustee Bryant Abbott, Trustee Richard Heath, Trustee Darrin Daniels, Commissioner Frank Edelblut (Department of Education), Commissioner Taylor Caswell (NH Department of Business and Economic Affairs)

**Others Presenting to the Board:** Scott Fields (CCSNH), Shannon Reid (CCSNH), Monica Bradley (CCSNH), Robert Smalley (Berry Dunn), Katharine Balukas (Berry Dunn)

Chair Shields called the meeting to order at 11:00 am in 217 Grappone at NHTI- Concord's Community College, Concord, NH. A quorum of voting trustees was not present in the physical location of the meeting; no votes were taken.

Welcome

Chair Shields welcomed Trustees Ackerman and Lozeau to the board.

Annual Audit

Audit Committee Chair Lucas invited Ms. Balukas and Mr. Smalley to present BerryDunn's findings from the annual audit, noting the unique challenges faced by BerryDunn and the CCSNH financial managers related to the pandemic and the need for the majority of the work had to be completed remotely.

Ms. Balukas and Mr. Smalley (BerryDunn) presented the annual audit report, including both the financial statement and uniform guidance audits, and they reviewed the roles and responsibilities of system management, BerryDunn, and the audit committee with respect to the annual audit process and outcomes.

Mr. Smalley provided an overview of the financial statement highlights, including student accounts receivable and grants, of investment performance and pension and OPEB (other postemployment benefits) liabilities, and of the balance sheet, including the total net position and deficit. Discussion



followed regarding various strategies and planning for the increasing pension liability issue, which the executive, assets and resources, and finance committees will continue discussing at their next meetings.

The board reviewed the income statement, and discussion followed regarding decreases in operating revenue, increases related to salary and benefits, and operating expenses that were reimbursed by covid-related grants.

BerryDunn issued clean, unmodified opinions on the financial statement and federal compliance audits. Mr. Calhoun commended CCSNH financial staff for continued positive audit results.

As a quorum of voting members of the board was not present, a vote to accept the annual audit report will be held at the meeting in March 2022.

Ms. Lozeau joined the meeting at 9:30 am.

#### Board Committee Updates

- Assets & Resources Committee: At the last meeting, the committee received updates on the classification and compensation study, the Littleton project, and TargetX fraudulent applications, and the Chief Information Officer search. A draft capital budget for 2024-2025 will be presented to the Finance and Assets & Resources Committees in January.
- Finance Committee: The Finance Committee recently met to discuss the use of reserves for deferred maintenance and pension liabilities. The committee identified grants and area of increased opportunity for CCSNH, and an emergency finance committee meeting was held yesterday to approve a request from Great Bay CC to purchase the technology needed to transition 46 classrooms to hybrid classrooms.
- Governance Committee: The committee is developing the next board self-assessment, which will be implemented in the spring, and continues work on efforts to boost board diversity.
- Student Success Committee: CCSNH Director of Workforce Development Becky Lewis and Beth Doiron presented on workforce development efforts at CCSNH. There is a sense of urgency regarding the need for data and metrics on programmatic work that will be useful for the board.

#### Strategic Planning

President Lloyd provided an overview of the strategic planning process. The senior leadership team met to review and further develop the strategic pillars that the board approved in the spring. Dr. Susan Huard and President Lloyd have been meeting with the system office and team co-leads managing each pillar, and a draft of the strategic plan will be presented to the board in the spring for implementation in the fall.

Discussion followed regarding the need to find a balance between operational and strategic needs in a way that will inform how strategic investments are made going forward.

#### Other Business

The board retreat originally scheduled for January will be moved to a date later in the spring/ summer, when strategic planning results are made available for further consideration. In January a joint meeting of the Finance and Assets and Resources Committees will be held to review the preliminary capital budget requests.



The chair thanked everyone who has made a contribution to CCSNH for the end-of-year appeal.

No further business was brought forward. The information meeting adjourned at 11:15 am.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees