



Board of Trustees Executive Committee

Thursday, June 29, 2023 | 9:00am – 10:30am
NHTI – Concord's Community College, Grappone Hall 301

Attendees: Chair Kathy Bogle-Shields, Chancellor Mark Rubinstein, Trustee Robert Baines, Trustee Tricia Lucas, Trustee Alison Stebbins (via Zoom), Trustee Edwin O. Smith, Trustee Richard Ackerman (via Zoom), Trustee Greg Eastman (via Zoom)

Regrets: Trustee Jack Calhoun

Guests: Executive Director Shannon Reid, Chief Operating Officer Scott Fields

Meeting Minutes:

Chair Shields opened the meeting at approximately 9:10am by welcoming new committee members Trustee Ackerman and Trustee Eastman. Trustee Ackerman will be stepping in as the Student Success Committee Chair, and Trustee Eastman will be stepping in as the Assets and Resource Committee Chair. Trustee Smith will be finishing the remainder of this term as the Vice Chair of the Board.

Approval Items:

1. Due to a lack of in-person quorum, minutes will be reviewed and approved at the next Executive Committee meeting.

Update Items:

1. Updates from Committee Chairs
 - a. Student Success – Trustee Ackerman
 - i. There were several discussion items that required no action. There was a discussion about adding or eliminating programs as there seemed to be confusion as to what the Committee was voting to do.
 - b. Assets and Resources – Trustee Eastman
 - i. Had no updates at this time.
 - c. Finance – Trustee Stebbins
 - i. At the last meeting they reviewed budgets for the upcoming biennium. Fiscal year 2024 is looking to be overall positive and the one campus projecting a deficit has a plan in place to achieve a balanced budget in the near future.
 1. Discussion about finding a more accurate way to do projections.
 - ii. There was an extensive discussion about the infrastructure, depreciation, tracking and forecasting maintenance and replacement of assets.
 1. The system needs to start moving forward and adjust as needed, but forward progress needs to be made. It shouldn't be assumed that these things will continue to be funded with state Capital funding requests.
 - iii. The Finance Committee is going to be working on getting the Reserve policy (*Board Finance Policy 470*) updated.

- iv. Discussion about current negotiations for Collective Bargaining Agreements given the state has signed off on 10% wage increases for state employees.
 - d. Audit Committee – Trustee Lucas
 - i. There is no update from the Audit Committee.
 - e. Governance Committee – Chair Shields
 - i. There is no update from the Audit Committee.
- 2. Vice Chancellor Search Update
 - a. Chancellor Rubinstein thanked the search committee that was led by GBCC President Cheryl Lesser and Trustee Nick Toumpas. They brought forth four well-qualified candidates. He gave a special thanks to Trustee Jack Calhoun who stepped in and met with all four candidates over the course of his last two days as a Trustee!
 - b. There was significant involvement of the CCSNH community with the candidates. For all the open presentations there were approximately 30 people in the room, and between 63 and 79 people online to watch and ask questions. The candidates also met with smaller groups of people they would regularly interact with in this role including the System Office Senior Leadership, the Presidents, and 3-5 Trustees.
 - c. Chancellor Rubinstein noted that this position is pivotal as the person in this role will have the authority and responsibility to ensure that the system-wide collaborative projects are moving forward, and decisions are being made.

Discussion Items:

- 1. The group discussed the new Committee Day structure and what still needs to be done to make this more productive.
 - a. After the first full Committee Meeting Day, it was determined that the set up of the room needed to change, audio issues needed to be addressed, and the day needed to be shortened. The second Committee Meeting Day was shortened by removing two committees from the schedule, the set up was revised to better reflect the needs of the group, and changes were made to the audio.
 - b. We need to have a better set up for audio so the people in the room and online can hear the meeting clearly. While the second meeting was better it still was not ideal. There also needs to be more than 2 microphones that are passed around.
 - i. We are looking into options for portable and easy-to-use sound equipment.
- 2. There have been some issues with meeting quorum for a few committees. Chair Shields is looking into having each Trustee assigned to two committees, and this should minimize the risk of quorum issues.
- 3. There was a discussion about the Finance Committee and the need to review having Presidents vote on their own interests (*i.e.*, *budgets*). Outside counsel has indicated that having non-voting members vote is problematic in general and something the Board may want to reconsider with all committees.
- 4. Chair Shields expressed the need to review and update the bylaws in the Governance Committee.
- 5. Chair Shields let the group know that there is a new Trustee joining the Board, Geoffrey Kennedy. Trustee Smith volunteered to be his Board Buddy while onboarding.



6. Executive Director Reid mentioned an upcoming press conference at Manchester Community College to highlight the Promise Program on 7/12/2023. The Promise Program is gap funding for Pell eligible students, and they are still refining the details.
7. There was a discussion about the performance evaluation of the Chancellor and the need to review how to structure that. Chair Shields described efforts over the past two years to identify an alternate format to the extended narrative format that was employed by CCSNH with the previous Chancellor. Chancellor Rubinstein described a format employed by USNH that identified key objectives with measurable outcomes. Chair Shields requested that a couple other Trustees work with her to review tools and figure out what will work best.

No further business was brought forward. Chair Shields thanked the newest members of the Executive Committee for jumping into the meeting at the last minute. Meeting adjourned at 10:30am.

Respectfully submitted,

Cassandra Hoefs
Executive Assistant to the Chancellor and the Board of Trustees

