



## Community College System of New Hampshire Board of Trustees

Thursday, July 20, 2023

Manchester Community College | 1066 Front Street, Manchester, NH 03102

**Present:** Trustee Edwin O. Smith, Trustee Alison Stebbins, Trustee Christopher Dodge, Trustee Darrin Daniels, Trustee Donnalee M. Lozeau, Trustee Geoffrey Kennedy, Trustee Gregory C. Eastman, Trustee John T. Stevens, Trustee Kimberly Eckenrode, Trustee Nick Toumpas, Trustee Richard Ackerman, Trustee Sharon D. Harris, Trustee Stephen J. Ellis, Trustee Steven H. Slovenski, Trustee Tiffany Eddy, Trustee Tiler F. Eaton, Trustee Todd C. Emmons, Trustee Tricia H. Lucas, Trustee Will Cunningham, President Alfred Williams IV (RVCC), President Charles Lloyd (WMCC), President Cheryl Lesser (GBCC), Director Deanna Jurius (Dee), Director Joseph Doiron, President Lucille Jordan (NCC), Attorney Marie-Helene B. Bailinson, Chancellor Mark Rubinstein, Interim President Patrick Cate (LRCC), President Patrick Tompkins (NHTI), Director Stephen Appleby

**Regrets:** Trustee Katharine Bogle Shields, Trustee Heather Burwell, Trustee Tiler Eaton, President Brian Bicknell (MCC)

**Guests:** Director Ann-Marie Hartshorn, Chief Information Officer Barbara Spada, Director Beth Doiron, Director Jason Bishop, Director Matt Moore, Director Sara Sawyer, Chief Operations Officer Scott Fields, Executive Director Shannon Reid, Executive Director Tim Allison, Vice President Megan Conn, Faculty Fellow Leslie Barber, Vice President Kristen Miller, Senior Vice Provost Kate Ziemer, Provost James Beeby, Library Director Rebecca Clerkin, Human Resources Director Jeannie DiBella, Associate VPAA Barry Garside, Catholic Medical Center Employee Development Specialist Viktoriya Dribinskaya, Elliot Hospital Director of Workforce Development & Experience Becky Marden, Catholic Charities of NH Chief Human Resources Officer Karen Schoch, Southern NH Health Director of Ambulatory Clinical Services Julie Tuttle-Varney, Southern NH Services WIOA Adult Outreach Coordinator Michelle Hart, International Institute of New England Managing Director Henry Harris

## Meeting Minute

Vice Chair Smith called the meeting to order at 9:02am and asked if there were any conflicts of interest based on the agenda. He also let the Board know that the order of the agenda changed due to unforeseen circumstances. No conflicts were presented.

### **Topic:** Consent agenda

- Approval of the Agenda
- Approval of the May 19, 2022, July 1, 2022, August 12, 2022, September 15, 2022, and April 20, 2023, Meeting Minutes
- Advisory Board Nominations (*reviewed previously but quorum wasn't met*)
  - NCC: A. Scott MacKnight
  - RVCC: James Shaw

**Discussion:** There were no changes to the consent agenda and no items required further discussion.



**Motion:** Trustee Eastman motioned to approve the consent agenda as is, Trustee Toumpas seconded the motion.

**Vote:** Motion passed unanimously.

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**Welcome:** Vice Chair Smith welcomed new Trustee Geoffrey Kennedy to the Board. Trustee Kennedy then introduced himself to the Board by telling them a little about his background.

Vice Chair Smith also mentioned that the Board was saying goodbye to Trustee Bob Baines, Trustee Jack Calhoun, and Trustee Richard Health. The Board will get to say goodbye to Trustee Baines during lunch today.

Vice Chair Smith let the Board know that there have been some Committee leadership changes with the departure of three Trustees. Trustee Smith will now be the Vice Chair of the Board, Trustee Eastman will be the Chair of the Assets and Resources Committee, Trustee Ackerman will be the Chair of the Student Success Committee, and Trustee Eastman will also be representing the Board on the Foundation Board of Trustees.

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**Topic:** USNH/CCSNH Presentation done by CCSNH Faculty Fellow Leslie Barber, and USNH Senior Vice Provost Kate Ziemer.

**Presentation Overview:** Professor Barber and Dr. Ziemer gave a presentation to the Board on the progress made to build transfer pathways between the CCSNH and the USNH as part of NH HB 1530. They explained the complexities of maintaining pathways, and why it is important to ensure ease of transition between the two systems for students. They also discussed some of the difficulties and how they plan to approach them and build more cohesive and transparent pathways over the course of the next several months. Chancellor Rubinstein noted a recent discussion with USNH Chief Administrative Officer Provencher to explore the possibility of seeking state funding for the implementation of a technology solution that would allow students to make better use of these pathways.

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**Topic:** Non-Public Session

**Motion:** Trustee Toumpas moved to enter a non-public session according to the provisions in RSA 91-A:3, II(b) to discuss a personnel matter, motion was seconded by Trustee Stebbins.

**Vote:** Motion passed unanimously by roll call vote and the Board entered into a non-public session at 9:59am and exited the non-public meeting at 10:24am.

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**Topic:** Vice Chancellor Nomination

**Discussion:** The Board meeting was called back to order to make a motion on the appointment of a Vice Chancellor for the Community College System of New Hampshire.

**Motion:** Trustee Toumpas made the motion to recommend to the full Board the approval of Dr. Charles (Chuck) Lloyd as Vice Chancellor of the Community College System of New Hampshire, with the annualized salary of \$210,000.00 with a proposed initial term of three years with an option for renewal predicated on effective service in this role effective October 1, 2023. The motion was seconded by Stebbins.

**Vote:** Motion passed unanimously by roll call vote.

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**Topic:** Chancellor Rubinstein's Update to the Board

**Discussion:** Chancellor Rubinstein gave the Board an overview of the Promise program and gave thanks to Executive Director Reid and the System Wide Marketing team for their hard work to get the word out about the program and for coordinating the press conference that was held at Manchester Community College on July 12, 2023.

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**Topic:** Committee Updates

*Assets and Resources Committee:*

Vice Chair Smith asked Chief Operating Officer (COO) Fields if he would give the update. COO Fields updated the Board on the discussion from the Committee meeting on 6/15/2023. The Committee went over the IT consolidation, cybersecurity, facilities management, master planning, gave an update on capital projects, and discussed the three properties that are currently waiting for the states right of first refusal so they can be sold. They also discussed some of the Human Resources updates such as the transition to ADP Workforce Manager, the class and compensation study, and LinkedIn Learning.

*Finance Committee:*

Trustee Stebbins gave an update on the state of the system finances for fiscal year 2023, as of now we are ending with a surplus as opposed to the initially anticipated deficit. She went on to thank the Colleges for their hard work on submitting balanced budgets, the one campus without a balanced budget has a detailed business plan to be balanced in the new few years. Trustee Stebbins noted that 2-3 years ago auxiliary programming on the campuses was a financial drain, however, now they are profitable.

COO Fields went over the scholarship and other funding that was approved by the state for specific programs.

The final update from the Finance Committee was that they are working in a small group to update some policy language and are hoping to have that done by the fall.

**Motion:** Trustee Toumpas made the motion to approve the proposed slate of fees as presented to the Board, Trustee Lozeau seconded the motion.

**Vote:** Motion passed unanimously.

**Motion:** Trustee Toumpas made the motion to approve the FY 2024 budget as presented to the Board, Trustee Eckenrode seconded the motion.

**Vote:** Motion passed unanimously.

*Audit Committee:*

Trustee Lucas noted the Audit Committee will be meeting next week. She asked Director Hartshorn and Director Bishop to give an update on the cybersecurity risk assessment. They reported to the Board that overall, the risk assessment went well. There is some work that needs to be done with policies and they will be giving an update on the National Student Clearinghouse data breach at a later meeting.



*Student Success:*

Vice Chair Smith opened the update with a request for Vice President Conn to give a brief description of the proposals from MCC since there was no representative at the Committee meeting to do so.

**Motion:** Trustee Eckenrode motioned to approve the creation of two new programs, an AS in Computer Science Artificial Intelligence for Cybersecurity, and an AS in Computer Science XR at Manchester Community College, Trustee Lozeau seconded this motion.

**Vote:** The motion passed unanimously.

**Motion:** Trustee Eastman motioned to approve the creation of an AS in Industrial Automation at Lakes Region Community College; Trustee Toumpas seconded this motion.

**Vote:** The motion passed unanimously.

**Motion:** Trustee Stebbins motioned to approve the elimination of the AS in Information Technology at White Mountains Community College; Trustee Harris seconded this motion.

**Vote:** The motion passed unanimously.

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**Topic:** Manchester Community College Presentation, "The Power of Partnership; Cultivating Relationships with Employers & Community"

**Presentation Overview:** Vice President Conn introduced Director of Workforce Development, Kristine Dudley. They were joined by several of their health care partners including; Catholic Medical Center Employee Development Specialist Viktoriya Dribinskaya, Elliot Hospital Director of Workforce Development & Experience Becky Marden, Catholic Charities of NH Chief Human Resources Officer Karen Schoch, Southern NH Health Director of Ambulatory Clinical Services Julie Tuttle-Varney, Southern NH Services WIOA Adult Outreach Coordinator Michelle Hart, and International Institute of New England Managing Director Henry Harris.

Director Dudley spoke about the value of partnerships and introduced several of their key health care partners. Their health care partners spoke about the benefits of these partnerships and how they hope to continue or grow them in the future.

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**Topic:** Career and Technical Education (CTE) in New Hampshire

**Presentation Overview:** Trustee Dodge presented information to the Board on New Hampshire's Career and Technical Education programs and partnerships. He also discussed partnerships between the CTE programs and our Community Colleges.

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**Topic:** Strategic Plan Update

**Discussion:** President Lloyd gave an update on the integration of Pillar IV into the other four pillars and asked the Board to accept the revised Strategic Plan and timeline.

**Motion:** Trustee Lucas made the motion to accept the revised Strategic Plan and timeline, Trustee Toumpas seconded the motion.

**Vote:** Motion passed unanimously.

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**Topic:** Strategic Plan Pillar II, Employer of Choice Presentation

**Discussion:** NCC President Lucille Jordan and CCSNH Human Resources Director Sawyer, co-facilitators of the Pillar II team introduced the three team members that were able to join them for this meeting: Rebecca Clerkin, Library Director at GBCC; Jeannie DiBella, Human Resources Director at MCC; and Barry Garside, Associate Vice President of Academic Affairs at NCC.

President Jordan and Director Sawyer presented information on what the team has been working on and how they have been sorting through the information from the Great Colleges to Work for survey results. They showed the Board the increase in response rates from 2017 to 2022, the percentage of change in each category from 2019 to 2022, and where CCSNH falls in comparison with an honor roll institution based on the latest survey results.

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**Other Business:** Vice Chair Smith asked the Board how they felt about the new Committee Day format for committee meetings. Trustees agreed that it was helpful, and it changed the dynamic of this meeting because everyone has more information going into the full Board meetings.

No other business was presented so the meeting was adjourned at 1:44pm.

Respectfully submitted,

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