



## Board of Trustees Executive Committee

October 5, 2023 | 9:00am – 10:30am

NHTI – Concord's Community College, Grappone Hall 301

**Attendees:** Chair Kathy Bogle Shields, Vice-Chair Edwin O. Smith, Chancellor Mark Rubinstein, Trustee Richard Ackerman (*via Zoom*), Trustee Gregory Eastman, Trustee Tricia Lucas

**Regrets:** Trustee Alison Stebbins

**Guests:** Director Sara Sawyer, Vice Chancellor Charles Lloyd, Executive Director Reid (*remote via Zoom*)

### Meeting Minutes:

Chair Shields opened the meeting at 9:03am. She expressed the need to repopulate the committees and for some people to be on multiple committees. It is challenging to meet quorum for some of the smaller committees. Chair Shields will work with Executive Assistant Hoefs to get a survey out to Trustees.

### Requests for Approval:

1. Request to approve Executive Committee meeting minutes from 8/25/2022, 12/16/2022, 3/30/2023, and 6/29/2023.
  - a. Trustee Eastman motioned to approve the minutes as presented, Trustee Smith seconded the motion. Motion carried unanimously via roll call vote.

### Update Items:

1. Updates from Committee Chairs
  - a. Assets and Resources: No new updates.
  - b. Student Success
    - i. Committee Chair Ackerman has received positive feedback on the format and approach he took with the meeting. He is already working on the next meeting.
  - c. Finance
    - i. Chair Shields briefly went over the revisions to Board policy 470 that were approved at the last Finance Committee meeting and will be presented at the full Board meeting on 10/19/2023.
  - d. Audit and Risk
    - i. Currently the audit is underway and going well.
    - ii. Chair Shields is working to get Audit and Risk back into the Committee Day schedule.
  - e. Governance: No new updates.
2. Board Retreat
  - a. The Board Retreat is going to focus on looking towards the future while taking into consideration the environment and landscape of higher education. The Board will be looking at NH demographics (*over 70% of students are part time*), and industry needs. Leading up to the retreat there will be speakers and readings that will help prepare the Board for the conversations they will be having.
3. Joint CCSNH/USNH Request to the Governor
  - a. The Governor is requesting that the Board look at the future landscape of higher education and work with the USNH on ways to ensure we are providing NH with a high-quality public higher education system. This has brought up some concerns about a merger, but that isn't the main focus this time

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around, he is looking at it with a bigger lens and wants to focus on ways to collaborate and ensure that educational opportunities can be expanded and made available for New Hampshire students in a way that also aligns with the State's resources.

- b. CCSNH is already taking steps towards streamlining and creating efficiencies as a system with the centralization of IT and the Course Access Project.
- c. There was a discussion about focusing on the question, "What is the core value we are offering to students?" and using that as a baseline for decision making. The System needs to ensure that student experience and quality education are preserved for the future.
- d. Chancellor Rubinstein has been working with Executive Director Reid on co-authoring an executive order for the Governor with USNH CAO Cathy Provencher. The USNH Board had the opportunity to meet with the Governor and voted to move forward by requesting an executive order for a task force to look into the public higher education systems in NH.
  - i. Trustee Smith motioned to continue to move forward with refining the language with CAO Provencher, and then bring the final draft to the full Board meeting in October. Trustee Lucas seconded the motion. Motion carried unanimously via roll call vote.

#### **Discussion Items:**

##### **1. Human Resources Update**

- a. Trustee Smith motioned to enter a non-public session according to the provisions of RSA 91-A:3, IIb, in order to discuss a personnel matter; Trustee Eastman seconded the motion. Motion carried unanimously via roll call vote.

**Entered non-public session at 10:01am**

**Re-entered public session at 10:47am**

Trustee Smith motioned to update the employment contract as amended with assistance from legal counsel and bring the final draft to the full Board of Trustees at the October 19, 2023 meeting; Trustee Lucas seconded the motion. Motion carried unanimously via roll call vote.

Trustee Smith motioned to enter a non-public session according to the provisions of RSA 91-A:3, IIb, in order to discuss a personnel matter; Trustee Eastman seconded the motion. Motion carried unanimously via roll call vote. No further business was brought forward, meeting adjourned at

**Entered non-public session at 10:49am**

**Re-entered public session at 10:59am**

Trustee Smith motioned to seal the minutes from the non-public sessions held today from 10:49am – 11:59am as divulgence of the information presented would adversely affect the reputation of any person other than a member of the public body, under RSA 91-A:3, III; Trustee Lucas seconded the motion. Motion carried unanimously via roll call vote.

With no further business Trustee Smith motioned to adjourn the meeting; Trustee Eastman seconded the motion. Meeting was adjourned at 11:01am.

Respectfully submitted,

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