



Community College System of New Hampshire Board of Trustees

April 18, 2024 | 9:00am

River Valley Community College | 1 College Place, Claremont, NH

Present: Trustee Katharine Bogle Shields, Trustee Edwin O. Smith, Trustee Alison Stebbins, Trustee Christopher Dodge, Trustee Donnalee M. Lozeau, Trustee Geoffrey Kennedy, Trustee Gregory C. Eastman, Trustee Kimberly Eckenrode, Trustee Nick Toumpas, Trustee Richard Ackerman, Trustee Sharon D. Harris, Trustee Steven H. Slovenski, Trustee Tricia H. Lucas, Trustee Will Cunningham, Trustee John T. Stevens, Trustee Tiffany Eddy, Director Deanna Jurius, Director Stephen Appleby, President Alfred Williams IV (RVCC), Interim President Patrick Cate (LRCC), Interim President Melanie Robbins (WMCC), President Cheryl Lesser (GBCC), President Patrick Tompkins (NHTI), President Brian Bicknell (MCC), Chancellor Mark Rubinstein, Vice Chancellor Charles Lloyd, Director Ann-Marie Hartshorn (CCSNH), Chief Information Officer Barbara Spada (CCSNH), Director Beth Doiron (CCSNH), Director Jason Bishop (CCSNH), Director Matthew Moore (CCSNH), Director Sara Sawyer (CCSNH), Chief Operating Officer Scott Fields (CCSNH), Exec. Director Shannon Reid (CCSNH), Exec. Director Tim Allison (CCSNH)

Regrets: Trustee Stephen J. Ellis, Trustee Darrin Daniels, Trustee Nicholas Curro, Director Joseph Doiron, Legal Coordinator Sarah Morrisey,

Remote (via Zoom): President Lucille Jordan (NCC)

Meeting Minutes:

Chair Shields called the meeting to order at 9:10am by welcoming everyone and thanking River Valley Community College for hosting the meeting. She then turned the meeting over to River Valley Community College President Alfred Williams.

President Williams took the trustees on a tour of the two recently renovated lab spaces after showing pictures of what the lab looked like prior to the renovations.

Topic: Consent Agenda

Approval of the 1/18/2024, and 3/21/2024 meeting minutes and approval of college advisory board members; Betsey Rhynhart for NHTI, Dave Finnerty for RVCC, and Karmen Gifford for LRCC.

Discussion: No discussion.

Vote: Trustee Toumpas motioned to approve the consent agenda as presented, Trustee Stebbins seconded the motion. Motion carried unanimously.

Topic: Committee Updates

Audit Committee: BerryDunn's Robert Smalley and Katharine Balukas went over the internal audit process and the financial statements. They have issued a clean/unmodified audit. Committee Chair Lucas thanked Director Hartshorn and her team for all their hard work. Director Hartshorn thanked the college staff who did much of the heavy lifting for the audit.

Assets and Resources Committee: Committee Chair Eastman let the Board know that the IT updates were sent out with the meeting materials. Since there were no questions about those updates he asked Director Sawyer for a brief Human Resources update. She let the Board know



that they are still at an impasse with the negotiations for the full-time faculty Collective Bargaining Agreement and will be going to fact finding. Fact finding is a non-binding endeavor. Chief Operating Officer (COO) Fields announced that there will be a brief joint Assets and Resources and Finance Committee meeting during lunch. COO Fields let the Board know that they will be starting to use the new budgeting software that was purchased for FY 2025.

Finance Committee: Committee Chair Toumpas had COO Fields present the CCSNH Capital Budget Requests for FY 26/27. There was a brief overview of the process, and it was noted that this request still has to go through the legislative process.

Vote: Trustee Smith motioned to accept the FY 2026-2027 Capital Budget as presented, Trustee Toumpas seconded the motion. Motion carried unanimously.

Vote: Trustee Stebbins motioned to approve the 3-year contract extension for ADP, Trustee Eastman seconded the motion. Motion carried unanimously.

Governance Committee: Committee Chair Lozeau noted that since the requested changes to the bylaws were not posted publicly in time the vote would need to be held until the next meeting. She also noted that the committee day is so the committees can meet and conduct their business, people should wait until the committee is done or until they are recognized by the committee chair to weigh in.

Committee Chair Lozeau asked the committees to review the policies that were assigned to them so they can be reviewed and voted on at the next committee day meeting and then be posted for approval at the next full Board meeting.

Executive Committee: Chair Shields noted that the meeting was cancelled due to the storm.

Student Success Committee: Committee Chair Ackerman had asked for a brief update on the Governor's Taskforce.

Vote: Trustee Lozeau motioned to approve the Air Traffic Control program at Nashua Community College, Trustee Eckenrode seconded the motion. Motion carried unanimously.

Vote: Trustee Lozeau motioned to approve the Aviation Management program at Nashua Community College, Trustee Eckenrode seconded the motion. Motion carried unanimously.

Vote: Trustee Eckenrode motioned to approve the Nutrition and Wellness program at Nashua Community College, Trustee Eastman seconded the motion. Motion carried unanimously.

Vote: Chair Shields motioned to approve the revisions to the Student Success Committee Charter Statement (*not the policy*), Trustee Toumpas seconded the motion. Motion carried unanimously.

Topic: Strategic Pillars Data Analysis

Discussion: Vice Chancellor Lloyd gave a quick introduction of the group and explained the process of tracking the progress for each pillar. He then introduced the pillar leads to give a high-level overview of each pillar.

Pillar I-Student Success: President Lesser, President Cate, and Chief Operating Officer Fields gave a brief overview of the trends and highlights. President Lesser is currently doing a Pilot



program for NECHE at Great Bay Community College with workforce. They hope to have more information to share during their next update.

Pillar II-Employer of Choice: Director Sawyer explained the two working groups within each of their objectives and how they are making progress. They have been working on reviewing all the employer of choice surveys and finding ways to make improvements.

Pillar III-Workforce Development: Director Kristine Dudley and Vice President of Academic and Student Affairs Maureen Znoj gave a brief overview of the objectives and goals. They have been looking at sharing certain programs throughout the state. They went over some of the challenges and some of the successes with the programs that have been shared to date. There is a Workforce Development retreat being planned to start to bring the directors together and help them streamline their processes and practices to make sharing programs more seamless throughout the system.

Pillar IV-Financial Sustainability and Stewardship: President Williams noted that the unification of IT has had a positive impact throughout the system. This and other changes being made now are headed in a direction that will have a positive long-term financial impact on the system. He also discussed the connection to the Foundation and various community partnerships and how philanthropy can make a huge difference.

Topic: Chancellor Rubinstein's Update

Discussion: Chancellor Rubinstein started by showing a clip of Interim President Robbins 'cutting' the ribbon in Littleton.

Chancellor Rubinstein let the Board know that New Hampshire is currently 10th in the nation for FAFSA completion on a percentage basis. Budgets are currently being built based on projected enrollment and they are taking into consideration the potential effects of the FASFA issues. He also noted that much of our enrollment materializes just before the start of a semester or term. The Chancellor expressed his gratitude for the support the board has shown him through the motion approved at the last meeting to approve the Chancellor's recommendations for action to:

1. Implement strategic initiatives to better support early college students and adult learners;
2. Implement administrative restructuring as deemed necessary to achieve more seamless student experiences and more consistent and efficient business practices;
3. And initiate discussions with the New England Commission on Higher Education (NECHE), the United States Department of Education (USDOE), and state policy makers regarding the goal of single regional accreditation of CCSNH as a statewide institution.

He went on to detail some of the steps already taken since that meeting.

Chancellor Rubinstein and Vice Chancellor Lloyd met with all but one of the colleges to allow people the opportunity to ask questions, the visits have been productive and generally positive. They have also started to implement strategic initiatives to better support early college students and adult learners; implement administrative restructuring as deemed necessary to achieve more seamless student experiences and more consistent and efficient business practices; and initiated discussions with the New England Commission on Higher Education (NECHE), and have outreached to the United States Department of Education (USDOE), and state policy makers regarding the goal of single accreditation of CCSNH as a statewide institution.

The Chancellor and Vice Chancellor are looking into hiring a project manager as it was noted that there isn't the capacity to self-manage all of this with the existing staff at this time. Vice Chancellor



Lloyd noted that while they are looking to hire a project manager, they have a lot of great talent already working on some of these initiatives.

COO Fields has been working with NCHEMS to seek full engagement and is hoping to have a contract in place to bring to the Board at the next meeting.

The Trustees wanted to know more about how the faculty and staff are reacting to these initiatives. It was noted that while there hasn't been resistance there has been curiosity and concern about where people will land amid some of these changes.

Chancellor Rubinstein will be meeting with Chief Administrative Officer Provencher and CCSNH/USNH will be starting discussions tomorrow about planning how to make progress on the report from the Governor's Task Force.

Vote: Trustee Eddy motioned to enter into a non-public session according to the provisions in RSA 91-A:3, II(a) to discuss a personnel matter, Trustee Toumpas seconded the motion. Motion carried unanimously via roll call vote. Chair Shields dismissed all non-voting Trustees with the exception of Chancellor Rubinstein, President Tompkins, Director Sawyer, and Executive Assistant Hoefs.

Entered Non-Public Session at 12:03pm

Exited Non-Public Session at 12:27pm

Vote: Trustee Smith motioned to enter into a non-public session according to the provisions in RSA 91-A:3, II(c) to discuss a confidential matter, Trustee Toumpas seconded the motion. Motion carried unanimously via roll call vote. Chair Shields dismissed everyone who was not a trustee with the exception of Executive Assistant Hoefs.

Entered Non-Public Session at 12:28pm

Exited Non-Public Session at 12:31pm

With no further business Chair Shields motioned to adjourn the meeting at 12:31pm, all were in favor, meeting was adjourned at 12:31pm.

Respectfully submitted,

Cassandra A. Hoefs

Executive Assistant to the Chancellor and the Board of Trustees

