



Board of Trustees Executive Committee

January 4, 2024 | 9:00am - 10:30am

NHTI - Concord's Community College, Grappone Hall 204

Attendees: Chair Kathy Bogle-Shields (left at 9:55am), Vice-Chair Edwin O. Smith, Trustee Gregory Eastman, Trustee Tricia Lucas, Chancellor Mark Rubinstein, Trustee Alison Stebbins (via Zoom)

Regrets: Trustee Richard Ackerman

Meeting Minutes:

Chair Shields opened the meeting at 9:03am by asking if there were any conflicts of interest; none were expressed. She brought up two of the Executive Committee meeting dates that were not ideal, 7/3/2024 and 1/2/2025. Those two meetings will be added to the end of the Committee meeting Days held prior to those dates on 6/20/2024 and 12/12/2024.

Approval Items:

1. Trustee Eastman motioned to approve the 10/5/2023 minutes as amended; Trustee Smith seconded the motion. Motion carried unanimously.

Update Items:

1. Updates from Committee Chairs
 - a. Finance
 - i. There was a flood in the basement of the Keene property and between the insurance deductible and remediation costs they are looking at approximately \$250,000.00. The Finance Committee has been in contact with Chief Operating Officer Fields and Director Bishop and will approve the costs at the retreat in two weeks. Both are aware of this and are moving forward.
 - ii. Trustee Stebbins drew attention to recent discussion regarding the need to update the formula for the allocation of the state appropriation. Citing the prolonged process of review and approval for the reserves policy, Trustee Stebbins expressed interest in seeing the state appropriation allocation review and approval move forward more efficiently, with more direction from the System Office. Subsequent discussion by the Executive Committee evolved into a motion to make the expectations for this process more explicit.
 1. Trustee Smith motioned to charge the Chancellor to develop and implement a revised formula for allocation of the state funds with consideration of the current needs of the colleges and System Office but also emphasizing forward-looking consideration of opportunities to improve student access and student outcomes through strategic initiatives that leverage our statewide system to produce statewide impact through shared solutions. This work will be completed by February 29, 2024, so that it can be incorporated into the budget development process for FY25. Trustee Stebbins seconded the motion, motion carried unanimously.
 - b. Student Success
 - i. No updates.
 - c. Assets and Resources

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- i. No updates.
- d. Audit and Risk
 - i. The audit was submitted successfully on time.
 - ii. A search has been completed successfully for a System Office Title IX Coordinator, and the incumbent, Ms. Holley Dupre, will be starting in January.
- e. Governance
 - i. Trustee Lucas led the ad hoc committee that is nominating the slate of officers for 2024. The slate will be presented and voted on at the Board meeting on 1/18/2024.

Discussion Items:

1. Chair Shields and Chancellor Rubinstein went over the plan for the retreat, they would like the members of the Executive Committee to act as table leads to help with the flow of the group discussions after each presentation.
2. Chancellor Rubinstein gave an update on the task force. The first meeting went in a good direction and the merger was not at the forefront of the discussion. The next meeting is tomorrow.
The Governor has acknowledged that it is a short timeframe and that the problems we are facing are not unique to New Hampshire. The group reviewed each system and how they have been adjusting, as well as what the effects of the declining enrollment have been.
The University System of NH is transitioning from Banner to the Workday platform for their enterprise resource planning (ERP) needs. This is going to cost them \$40MM and will take four years to implement (7-8 total with pre-work). We currently have one instance of the Banner platform for the system; however, the business practices employed by individual campuses contribute to inefficiencies and to potential barriers for students. Transitioning to a new ERP would allow us to implement more consistent business practices; however, we don't have the resources (staffing or budget) to follow USNH in this transition. There has been some discussion about whether the state would provide one-time support to allow CCSNH to make this transition in order to sustain alignment between the two public higher education systems. Independent of whether we remain in Banner or move to another ERP, we still need to bring alignment to our business practices for the benefit of students having a more seamless experience and for the efficiencies it would provide for our operations.
3. Chancellor Rubinstein gave an update on the White Mountains presidential search. There is a 5th candidate to consider and if that doesn't work out the search will be re-opened.
4. Chancellor Rubinstein noted that we will be opening the search for the Lakes Region presidential vacancy soon.
5. Finally, there are currently three Presidents whose contracts are expiring this year, and he would like to move expeditiously to renew those contracts.

No further business was brought forward, Trustee Lucas motioned to adjourn. Trustee Eastman seconded the motion, meeting adjourned at 10:15am.

Respectfully submitted,

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