



Community College System of New Hampshire Board of Trustees

Thursday, July 18, 2024

White Mountains Community College | 2020 Riverside Drive, Berlin, NH

Present: Trustee Katharine Bogle Shields, 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 Stephen J. Ellis, Legal Coordinator Sarah Morrissey, President Alfred Williams IV (RVCC), President Lucille Jordan (NCC), President Patrick Cate (LRCC), President Sarmad Saman (WMCC), President Cheryl Lesser (GBCC), President Patrick Tompkins (NHTI), Chancellor Mark Rubinstein, Vice Chancellor Charles Lloyd

Remote (via Zoom): Trustee Edwin O. Smith, Director Deanna Jurius

Regrets: Trustee Alison Stebbins, Trustee Tiffany Eddy, Trustee Darrin Daniels, Trustee Danny Fojtik, Director Joseph Doiron, Director Stephen Appleby

Guests: Director Melanie Robbins (WMCC), Director Suzanne Wasileski (CCSNH), Vice President Leah Maciejewski (WMCC), Amanda Gaeb (WMCC), Ryan Richard (WMCC)

Meeting Minutes:

Chair Shields called the meeting to order at 10:05am.

Topic: Consent Agenda

Approval of the agenda, approval of the meeting minutes from 4/18/2024 (*public session and both non-public sessions*), and approval of the meeting minutes from 6/20/2024 (*public session and non-public session*).

Discussion: None

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

Topic: Committee Updates

Assets & Resources Committee: Trustee Eastman asked Chief Operating Officer (COO) Fields to give the committee update since he wasn't present at the meeting on 6/20/2024. COO Fields noted the previous meeting consisted of moving several items successfully forward to the Finance Committee and there were no action items today. Director Sawyer let the Trustees know that they are waiting for the fact finders report in order to move forward with negotiations with the full-time faculty collective bargaining agreement.

Finance Committee: Trustee Toumpas started his update by recognizing the impact of the bi-weekly updates that have been being sent out and thanked Vice Chancellor Lloyd and Executive Director Reid for their work in getting that up and running. They have been very informative of the real work being done throughout the system. Appreciation was also expressed for the efforts of Ms. Hoefs on this publication.



Vote: Trustee Shields motioned to recommend adopting the final iteration of the Board Policy 470 (reserves policy), Trustee Harris seconded the motion. Motion carried unanimously.

Vote: Trustee Kennedy motioned to accept the fiscal year 2025 slate of fees as presented, Trustee Eastman seconded the motion. Motion carried unanimously.

Discussion: It was noted that the tuition rate is included in the fees and that the rate is being frozen for the 7th consecutive year and has only gone up \$5.00 in the last 12 years – a press release will be going out this afternoon at the conclusion of the meeting.

Vote: Trustee Dodge motioned to accept the fiscal year 2025 operating budget as presented, Trustee Lucas seconded the motion. Motion carried unanimously.

Audit Committee: Trustee Lucas let the Trustees know that the audit is currently underway and that is where Director Hartshorn is today. Director Bishop let the Trustees know that we have been receiving an increased number of 91A (*public records*) requests that are extremely time consuming. It was noted that this is also a growing issue for state agencies and other public bodies as well. There was a question about the types of requests being made and Director Bishop noted there were various types of requests for financial records (*such as bidding process and selection information*), employee email addresses, and various human resources requests. He also let the Trustees know that he works with legal to ensure we are only giving what is necessary to be in compliance with the law and to ensure that things are properly redacted prior to disclosure.

Governance Committee: Trustee Lozeau reminded the Trustees that there are still policies in need of review and hopes any proposed revisions can be reviewed at the next Committee Meeting Day.

Vote: Trustee Shields motioned to adopt the recommended changes to policy 100 (the bylaws) as presented by the Governance Committee, Trustee Toumpas seconded the motion. Motion carried unanimously.

Vote: Trustee Ellis motioned to adopt the recommended changes to policy 210 as presented by the Governance Committee, Trustee Toumpas seconded the motion. Motion carried unanimously.

Executive Committee: Chair Shields thanked Trustee Slovenski for his service to the Board of Trustees. He will be leaving the Board of Trustees once a replacement is appointed by the Governor.

Vote: Trustee Lozeau motioned to enter a non-public session according to the provisions of RSA 91-A:3, II (a), in order to discuss a personnel matter, Trustee Toumpas seconded the motion. Motion carried unanimously via roll call vote.

Entered Non-Public Session at 10:30am

3 votes were taken during the non-public session.

Exited Non-Public Session at 11:12am

It was noted that the Trustees would like to take a deeper dive into the Governor's Task Force report and investigate more ways to build system-ness.



Chair Shields thanked the Chancellor, Vice Chancellor, and Presidents for their leadership and let them know that the Trustees are looking forward to them all continuing the forward motion.

Topic: Strategic Initiatives Update (Pillar Presentation)

Discussion: Vice Chancellor Lloyd introduced Director of Institutional Research and Effectiveness Suzanne Wasileski to the Trustees. Director Wasileski presented to the Trustees a proposed dataset for Pillar I, Student Success. She went through the 9 different slides and explained each data set within them.

The information was well received and appreciated by the Trustees. There were a couple of suggestions and items they wanted to address to move forward with the creation of the dashboard:

1. To make the header clearer on the 8th slide of the presentation.
2. They would like to add age bins to the data sets so they can see how they are serving each of those groups.
3. They would like to know how the information will be made available to them and how often it would be updated.
4. To better define the "so what" of the data, how it applies and what it means.
5. A glossary of terms would be helpful for Trustees who don't have an academic background.

Topic: Transitioning from Canvas to SharePoint

Discussion: Trustees got a sneak peak at what the new SharePoint site would look like once the transition is complete. Trustees will no longer use Canvas to access their Board materials as of August. Information and instructions will be sent out on how to access SharePoint and Executive Assistant Hoefs will be available for anyone who needs assistance with getting access.

Topic: White Mountains Community College Campus Presentation on Second Chance Pell

Discussion: White Mountains Community College President Saman introduced Vice President of Academic Affairs Leah Maciejewski, Enrollment Counselor Amanda Gaeb, and Coordinator of Educational Partnerships and Access Ryan Richard to present to on WMCC's Second Chance Pell program. The team went over some of the highlights and challenges in getting the Second Chance Pell program up and running. They also went over their goal to transition this into a permanent prison education program.

There was a question about having any corporate sponsors to assist with this long term. The current answer was no, but it is something they can explore. The group is going to be working closely with NHTI - Concord's Community College to get the Second Chance Pell program running at the prison in Concord as well.

Topic: Walter Peterson Award

Discussion: Executive Director Tim Allison let the Trustees know that the Walter Peterson Award ceremony is being held at NHTI - Concord's Community College on October 1, 2024 in the gymnasium. They are hoping to raise \$150,000 for emergency needs.

Topic: Chancellor's Update

Discussion: Chancellor Rubinstein gave a progress update on movement made since the Board meeting in March.



NCHEMS Update: Currently they are gathering data and in October two teams will be coming to do site visits at all 7 colleges and the System Office to meet with all stakeholders. They should have an outline of options and recommendations to create a roadmap for Board action in early 2025.

NECHE Update: They were clear that there should be a clear plan in place before going to them with any proposals. The recommendation was to engage faculty, staff, and other stakeholders early on in the process to get buy in. The standards are currently being revised, however, the new standards that emerge will be more geared towards innovation. The single accreditation process will take time, likely 3-4 years and if the Board approves that we go in this direction and we are successful, we should expect an initial approval to be conditional, with clear milestones to be met for final approval by NECHE.

Core Initiatives Update: The initiatives have been refined and now consist of 4 focus areas:

1. Accreditation Roadmap (NCHEMS and NECHE)
2. Administrative Redesign
3. Online (ONE-NHCC)
4. Common Catalog - this will help create more seamless transfer within the system

There is still movement being made to expand Early College and Prior Learning Assessment, implementing TES/Transferology, and other previously started initiatives, however, the "core 4" are taking priority at this time.

With all of these changes and initiatives in the works, the goal is to always keep the focus on students and the future. We are working to fully engage with colleagues throughout the system and stakeholders in our communities. We are looking to use talent from within our system while working towards these goals. These are time-intensive and we have hired a project planner, Wayne Guthrie, to help organize and track our efforts. Trustee Ackerman noted that something he has found helpful during times of extreme change has been to have a dedicated site for updates to ensure everyone is on the same page, and possibly using Gantt charts to show the project plans. This idea was well-received by management.

Chair Shields let the Trustees know that White Mountains Community College would be happy to give tours of the campus at the end of the meeting. If anyone was interested they could meet Vice President Maciejewski at the back of the room. With no further business the meeting adjourned at 2:00pm.

Respectfully submitted,

Cassandra A. Hoefs

Executive Assistant to the Chancellor and the Board of Trustees