



Board of Trustees Executive Committee Emergency Meeting

Thursday, August 22, 2024 | 10:00am
Hybrid Meeting at the System Office and via Zoom

Attendees: Vice-Chair Edwin O. Smith (*via Zoom*), Trustee Richard Ackerman (*via Zoom*), Trustee Gregory Eastman (*via Zoom*), Trustee Nick Toumpas (*via Zoom until 11:05am*), Trustee Alison Stebbins (*via Zoom*), Trustee Sharon Harris (*via Zoom*), Chancellor Mark Rubinstein, Vice Chancellor Chuck Lloyd, Chief Operating Officer (COO) Scott Fields (*via Zoom*)

Regrets: Chair Kathy Bogle Shields, Trustee Tricia Lucas, Trustee Donnalee Lozeau

Vice Chair Smith opened the meeting at approximately 10:10am. He started the meeting by declaring it to be an emergency meeting, counting all members towards the quorum requirement whether physically present in the meeting location or remote, based on the following findings:

Under the Right to Know Law, RSA 91-A:2, III(b), a governmental body such as this Board of Trustees Executive Committee is authorized to meet by conference call when "immediate action is imperative, and the physical presence of a quorum is not reasonably practical within the period of time requiring action." It is my determination that a meeting by conference call is justified based on the following facts:

- The individual members of the Executive Committee live and work in locations not conducive to a single meeting location;
- Given the member's various professional and personal schedules it is not reasonably practical to gather a quorum of committee members in a single location;
- The business presented today cannot be delayed until the next scheduled meeting on October 3, 2024.

Vice Chair Smith reminded the Committee members that since this is a hybrid meeting attendance and all votes will be done via roll call. Roll call attendance was taken and is noted above.

Meeting Minutes:

Vote: Trustee Toumpas motioned to approve a 34-month contract renewal for Ellucian Banner System not to exceed \$1,153,442.00, Trustee Stebbins seconded the motion. The motion carried unanimously via roll call vote.

Discussion: COO Fields explained that they are requesting a 3-year extension to allow time to review potential opportunities for change. The University System is transitioning to WorkDay, if CCSNH wants to go in this direction it will take a couple of years to get prepared to make that change.

There was also a brief discussion about the location of the software/hardware and about maintenance needs, which are included in the extension.

Vote: Trustee Toumpas motioned to approve CCSNH to negotiate a contractual agreement with CampusWorks Inc., in an amount not to exceed \$400,000.00 for a two-year contract, Trustee Eastman seconded the motion. The motion carried unanimously via roll call vote.

Discussion: COO Fields explained how this will assist with financial services gaps and assist with the administrative redesign. They will be doing a complete business process review and giving recommendations on how to build a well-documented, and optimized system that will be consistent throughout CCSNH.



Vote: Trustee Toumpas motioned to approve a 4.1% increase, tied to CPI, to the FY 2025 student meal plans board fee at NHTI - Concord's Community College, Trustee Stebbins seconded the motion. The motion carried unanimously via roll call vote.

Discussion: COO Fields explained that Aladdin, NHTI's food service provider, was late getting their rates to the BAO and therefore the fee change request didn't make it to the July Board meeting. There was a discussion about how this would affect students who have already received their fall bills, however, since there was confusion initially as to if this was a pass-through fee or not the increase was already included in the student bills.

NHTI's BAO and President have already spoke with Aladdin and explained that moving forward fee changes will need to be submitted in time to make it to the July meeting for approval. COO Fields will be sending the trustees what the 4.1% increase amounted to for the students.

Vote: Trustee Toumpas motioned to approve the elimination of a uniform fee of \$60.00 and increase a materials fee from \$170.00 to \$250.00 for the White Mountains Community College Automotive program, Trustee Eastman seconded the motion. The motion carried unanimously via roll call vote.

Discussion: COO Fields noted that these two fee changes were missed when he submitted the original change requests.

Vote: Trustee Stebbins motioned to approve allowing CCSNH to amend system policies related to the threshold at which a student account has a registration hold applied and when a student account is sent to collections, Trustee Toumpas seconded the motion.

Amended motion: Trustee Stebbins motioned to approve allowing CCSNH to amend system policies related to the threshold at which a student account has a registration hold applied from \$200.00 to \$500.00 for the fall 2024 semester and this policy will be visited by the Board for further approval, Trustee Toumpas seconded the amended motion. The amended motion carried unanimously via roll call vote.

Discussion: COO Fields let the group know that this started with a request based on a recommendation from Moonshot for Equity, who is working with Nashua Community College, to raise the threshold for when registration holds are put on student accounts. After a brief discussion about both parts of the motion it was determined to amend the motion to only increase the threshold for registration holds and to send the collections piece to the Finance Committee during their next meeting on September 19, 2024. They will also be reviewing the requests for changes to Board Finance Policy 424 as those are not urgent matters that cannot wait until the next Finance Committee meeting.

No further business was brought forward, meeting adjourned at 11:13am.

Respectfully submitted,

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