



COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
January 8, 2009

Members Present: Paul Holloway, Harvey Hill, Walter Peterson, Robert Mallat, Ned Densmore, Ann Torr, Steve Guyer, Richard Heath, Jeremy Hitchcock, Lori Hitchcock, Kim Trisciani, Amy Rice, Nicholas Halias, Kristie Palestino, Ronald Rioux, Robert Duhaime, Darlene Miller, Richard Gustafson, Charles Annal, Paul Leather, Katharine Eneguess, Myriah Kenyon, Steven Budd, Lucille Jordan, Mark Edelstein, Will Arvelo, and Lynn Kilchenstein.

Regrets: Claudette Mahar, Joshua Menard, David Paquette, Connie Roy-Czyzowski, William Marcello, Richard Brothers, George Bald, and Governor Lynch (1 vacancy).

9:28 a.m.

President Lynn Kilchenstein welcomed the Board to NHTI.

NHTI Advisory Committee Chair Ken Levey welcomed the Board and introduced other Advisory Committee members present. He thanked Trustee Heath for his many years on the NHTI Advisory Committee.

The presentations focused on student engagement. Student presenters, introduced by faculty, included: Prof. Houston/Claudie Bazinet (Honors English Service Learning), Prof. Pavlidis/Denise Ruby (Student Nursing Association), Prof. Magee/Amanda Duquette (Student American Dental Hygienists Assoc.), VP/SA Steve Caccia/Patrick Dineen (Student Senate President), Chuck Lloyd/Stephan Roberts (Basketball, Orientation Leader), and Professor Higgins/Alida Rwabalinda (Cultural Exchange Club).

10:25 a.m. Presentation on ARTSYS

Vice Chancellor Annal briefly explained the ARTSYS program and introduced Gary Cilley who gave a demonstration of the NH Transfer website and the ARTSYS initiative between USNH and CCSNH. This online database enables students to investigate how courses transfer from CCSNH institutions to USNH /institutions as well as to Southern NH University and Franklin Pierce University. Congratulations and thanks were extended to all those who worked on this excellent cooperative project. Trustees Guyer noted the importance of promoting this new resource.

I. Call to Order

The business meeting was called to order at 10:55 a.m. at NHTI, Concord, NH.

Chair Holloway welcomed and introduced new Board trustees: Richard Heath, Kristie Palestino, Ronald Rioux and Myriah Kenyon.

II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Mallat, seconded by Ms. Hitchcock, voted unanimously to approve the minutes of the December 5 and December 12 meetings as presented.

III. Reports from Standing Committees

A. Facilities & Capital Budget Committee

Mr. Mallat reported on this morning's meeting and circulated the updated facilities report.

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Guyer, voted unanimously to name the new health education building at NHTI after "candidate A."

The name will be announced at the discretion of President Kilchenstein.

B. Governance

Trustee Roy-Czyzowski was not present but it was reported that the committee has not met since the last Board meeting.

C. Personnel

Trustee Trisciani indicated that the committee has not met but committee members are actively working on SEA contract negotiations.

D. Finance & Audit Committee

Trustee Densmore indicated that the committee met this morning and has items to bring forward to the full Board.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat voted unanimously to approve the use of lapse funds in the amount of \$4,460 for White Mountains CC for a new stairway to address ADA compliance and improve reception area.

President Eneguess explained the project need. Dr. Gustafson explained the lapse fund account for the benefit of the new trustees. Use of these funds requires approval of the Finance Committee and then the full Board.

Mr. Densmore explained that last month the Board approved nursing test fee increases due to vendor increases. The proposed policy would allow for all pass-through vendor fees being approved by the college president without specific Board approval.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat voted unanimously to approve the following Pass-through Fee Increase Board policy:

Presidents are authorized to change pass-through fees for vendor provided tests, assessments and other services. These modifications/increases shall be reported to the Finance and Audit Committee annually at the time when the Committee considers the establishment of tuition rates and student fees.

Trustee Densmore indicated that Mr. Marr had reported earlier today that the FY09 financials look good as a result of robust enrollment increases projected at a 10% increase. We have made our first payment to the state resulting from the mid-year Governor's budget cuts. In addition to enrollment increases, all colleges have tightened other expenditures.

The internal audit and financial aid audit were also discussed at today's finance meeting. All were encouraged to read the minutes for more details. The next finance meeting is scheduled for March 25 at 8:30 a.m., NHTI, MacRury conference room.

E. Academic and Student Affairs Committee

Mr. Hill indicated that the committee has not met but will be meeting prior to the March 5 Board meeting.

Advisory Committee Nominations:

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Hitchcock, voted unanimously to approve the following advisory committee members for Manchester Community College for a term ending

6/30/12: Thomas Champagne, Patricia Isopo-Croteau, David Bellman and Meena Gyawali.

IV. Other Reports

A. Chairperson's Report

Chair Holloway expressed his thanks to Trustee Roy-Czyzowski and Ms. Mills for organizing such a successful Board retreat.

He reported on the following:

- He has been impressed with all our current advertising, particularly our TV ads. The students in the ads are excellent.
- On Monday, he and the Chancellor will meet with the Governor to discuss our current and proposed budgets.
- Committee assignments were distributed and Chair Holloway explained the guidelines he used to arrive at these assignments. Each individual is assigned to no more than two working committees.

B. Chancellor's Report

Chancellor Gustafson reported as follows:

- Each campus will be hosting a legislative gathering during the next few weeks. Trustees in the general area of a college are encouraged to attend. We are updating legislators on our activities. This afternoon the Executive Committee will be reviewing our "talking points" which will then be sent to all members.
- This week 60 System personnel attended a security and safety workshop conducted by TranSystems. Trustee Halias was in attendance as well. We discussed emergency planning and common specifications for certain projects and protocols.
- We have been made aware of the potential for funds from a federal stimulus package. At the request of state and federal officials, we have developed a list of "shovel ready" projects. These are the same as capital budget items submitted for FY10-11.
- The Foundation has received sufficient donations for the Daniel McLeod memorial fund to receive the match from the Automobile Dealers Assoc.

- As required by legislation, a new CCSNH Oversight Committee was formed in November and will hold its organizational meeting this afternoon. We will share a matrix that indicates the committee's statutory areas of inquiry and what we are doing to address these item.
- Today's ARTSYS presentation was excellent. This is an exciting new development demonstrating a new level of collaboration between CCSNH and some of our four-year educational partners.
- In the fall of 2007, the Unique scholarship account assisted 381 students in the amount of \$230,000. For fall of 2008, we assisted 1300 students in the amount of \$730,000. The total fall and spring awarded in 2007 was \$450,000. This year we will be over \$1 million.

C. Foundation Report

Amy Bourgault reported that earlier this week she met with the alumni/development designees from NHTI, Great Bay CC, Nashua CC and Lakes Region CC. They will continue to meet every other month to discuss plans, ideas, strategies, and progress. The next meeting is March 3.

The following is the report on Foundation financial activity for December, 2008

Beginning Market Value	\$4,703,277.29
Income and deposits	107,400.00
Disbursements	(16,299.49)
Change in market value	+117,225.20
Ending Value & Accrued Income	\$4,911,603

Chair Holloway stated that this Board should have a fundraiser.

VI. Board Retreat Recap

Dr. Gustafson circulated and explained the retreat report vision/mission/guiding principles and the four major goals. **All were asked to review the report and give feedback to the Chancellor.** This will be discussed in more detail at the next meeting.

He added that this report will serve an important role to keep us focused over the next 2-3 years.

The Mark Tucker "tough time, tough choices" model was explained by Dr. Leather. New Hampshire has been selected as a state in which to implement this model. Commissioner Tracy is negotiating for national grants to fund this initiative. If a 10th grade student passes a specified exam, they become eligible

to talk college course at a community college. The course also counts towards the high school requirement.

VII. Non-Public Session

VOTE: The Committee, on motion of Mallat , seconded by Mrs. Torr , voted, by roll call vote, resolved to conduct a non-public session for the purpose of discussing personnel and legal matters and noting that such a non-public session is authorized by RSA 91-A:3, II a. and e., and the Board's executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by the unanimous vote of all members present.

The meeting moved to non-public session at 11:45 a.m.

The Board meeting reconvened at 12:25 p.m.

Upon reconvening in public session, it was noted by the Chair that no votes were taken in non-public session.

VII. Adjournment

The meeting adjourned at 12:25 p.m.

NEXT MEETING: March 5, 2009 at Nashua CC

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor

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January 8, 2009
Non-Public Session

Members Present: Paul Holloway, Harvey Hill, Robert Mallat, Ned Densmore, Ann Torr, Steve Guyer, Richard Heath, Jeremy Hitchcock, Lori Hitchcock, Kim Trisciani, Amy Rice, Nicholas Halias, Kristie Palestino, Ronald Rioux, Robert Duhaime, Richard Gustafson, and Myriah Kenyon.

The non-public session was called to order at 11:50 a.m.

Discussion followed on legal and personnel issues.

No votes were taken.

The non-public session adjourned at 12:25 p.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Commissioner