



COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
December 11-12, 2008

December 11, 2008

Members Present: Paul Holloway, Harvey Hill, Walter Peterson, Robert Mallat, Ned Densmore, Connie Roy-Czyzowski, Ann Torr, Steve Guyer, William Marcello, Richard Heath, Claudette Mahar, Amy Rice, Nicholas Halias, David Paquette, Jeremy Hitchcock, Lori Hitchcock, Richard Gustafson, Charles Annal, Katharine Eneguess, Steven Budd, Darlene Miller, Lucille Jordan, Mark Edelstein, Will Arvelo, Paul Leather representing Lyonel Tracy, and Lynn Kilchenstein.

Regrets: Kim Trisciani, Joshua Menard, Kristie Palestino, Robert Duhaime, Chelsea Henderson, Ronald Rioux, Richard Brothers, George Bald, and Governor Lynch (1 vacancy).

Also present: Michael Marr, Sara Sawyer, Scott Osgood, Bill Beyer, Shannon Reid and Marie Mills

On December 11, 2008, the Board retreat began at 12:20 p.m. with a presentation from Trustee Nicholas Halias on campus safety.

This was followed by a panel presentation and discussion on the "Future of NH – What will the Next Five Years Bring, and How do the Community Colleges Play a Lead Role?" Panelists: Jennifer Frizzell, Tom Horgan, Steve Norton and Katrina Evans.

This was followed by a presentation from Jeanine Tanner O'Donnell on "Generations at Work – Today and Tomorrow."

The session ended at 5:30 p.m.

December 12, 2008

Day two of the retreat began at 8:35 a.m. to discuss Strategic Planning. The first session ended at 11:30 and resumed at 12:45 and ended at 2:30 p.m.

Business Meeting
December 12, 2009

Members Present: Paul Holloway, Harvey Hill, Walter Peterson, Robert Mallat, Ned Densmore, Connie Roy-Czyzowski, Ann Torr, Steve Guyer, William Marcello, Richard Heath, David Paquette, Jeremy Hitchcock, Lori Hitchcock, Richard Gustafson, Charles Annal, Katharine Eneguess, Steven Budd, Lucille Jordan, Mark Edelstein, Will Arvelo, Paul Leather representing Lyonel Tracy, and Lynn Kilchenstein.

Regrets: Kim Trisciani, Joshua Menard, Claudette Mahar, Amy Rice, Nicholas Halias, Kristie Palestino, Ronald Rioux, Robert Duhaime, Darlene Miller, Chelsea Henderson, Richard Brothers, George Bald, and Governor Lynch (1 vacancy).

Others Present: Bill Beyer, Scott Osgood, and Marie Mills.

I. Call to Order

The business meeting was called to order at 11:30 a.m. at NE Delta Dental, Concord, NH.

II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Marcello, voted unanimously to approve the minutes of the November 6, 2008, meeting as presented.

III. Reports from Standing Committees

A. Academic and Student Affairs Committee

Trustee Hill reported on the meeting held on December 9. Action is required for four items.

Program Distribution

CCSNH does not have a policy that explicitly addresses duplication of programs. The System Leadership Team approved a System Policy but a Board policy is required. The A&SA Committee approved the Board policy and requested approval by the full Board.

VOTE: The Committee, on motion of Mr. Hill, seconded by Mr. Guyer, voted unanimously to approve the duplication of programs Board policy (Section 640) as follows:

New Board Policy – Insert after 1st paragraph of section 640 Programs – new addition

It is the position of the Board of Trustees of the CCSNH that each CCSNH college is an economic engine for the local community, and, therefore, each college has an obligation to respond to the community's educational needs. The Board recognizes that a college may have a local need to start a new associate, diploma, professional certificate or certificate program that duplicates or approximates an existing program at another CCSNH college, and that such duplication may be both appropriate and beneficial. However, the Board also understands that some programs draw students from a very broad region, that some programs are much more expensive to initiate and develop than others, and that the System as a whole has an interest in avoiding the kind of duplication that increases costs without significantly expanding student access. The System can best serve the needs of the State by ensuring that all Colleges are academically strong and operationally efficient. Therefore, the Chancellor and the Colleges are charged with balancing these needs as defined above when bringing forward proposals for new programs.

Three new programs were presented to the Board as approved by the Committee:
 Electrical Technology – MCC
 Health Information Management – MCC
 Massage Therapy - GBCC

Dr. Gustafson noted that this electrical degree is more industrial than residential. MCC already has an approved certificate program and developed an AS degree.

VOTE: The Committee, on motion of Mr. Hill, seconded by Mr. Paquette, voted unanimously to recommend approve the Electrical Technology Associate Degree program at Manchester Community College effective immediately.

VOTE: The Committee, on motion of Mr. Hill, seconded by Mr. Paquette, voted unanimously to approve the Health Information Management Associate Degree program at Manchester Community College effective immediately.

President Arvelo stated that the Massage Therapy AS program was developed as a result of conversations with McIntosh College which is closing. This will be

the first such program in New England. A certificate program will be developed at a later date. It was noted that President Jordan has supported the program. A clinic will be built at Pease.

VOTE: The Committee, on motion of Mr. Hill, seconded by Mr. Guyer, voted unanimously to approve the Massage Therapy Associate Degree program at Great Bay Community College effective fall 2009.

Trustee Hill indicated that the Committee continues to work on dashboard metrics. The next meeting is scheduled for March 5 prior to the Board meeting.

B. Facilities & Capital Budget Committee

Mr. Mallat noted that the Committee has not met since the last Board meeting. He referred to the December 8 facilities project report which was circulated. A tremendous amount of capital activity continues on all of our campuses.

Mr. Mallat indicated he has reviewed the request to approve the fire protection system, sprinkler and daycare renovations contract at MCC. This has his approval and has been referred to the Finance Committee.

C. Governance

Trustee Roy-Czyzowski indicated that the committee has not met.

D. Personnel

Chancellor Gustafson reported for Trustee Trisciani that the committee met on November 17 mainly in non-public session.

E. Finance & Audit Committee

Trustee Densmore indicated that the committee has not met but is moving 4 items forward to the full Board.

He reported that our bid for the Roosevelt School has been accepted. We now need to send a deposit to secure the bid.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat voted unanimously to authorize the expenditure of \$101,000 from the CCSNH lapse account for the purpose of placing the required security deposit on the Roosevelt School property in Keene, with the intended closing date on or before July 1, 2009. It is understood that

the \$101,000 will be restored to the lapse account with the funds provided for the Roosevelt School project.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat, voted unanimously on the approval of the following nursing exam fees at Manchester Community College effective immediately as these are a pass-through fee increase.

Critical Thinking Exam (NURS 111 & NURS 212) \$15.00

Maternity Exam (NURS 112) \$21.00

Psychiatric Exam (NURS 211) \$21.00

First time exit exam (NURS 212) \$37.00

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat voted unanimously to approve the five year bandwidth contract with Fairpoint Communications at an amount not to exceed \$24,867.01 per month.

Chancellor Gustafson commended Mr. Beyer and his staff for negotiating this contract which will double our bandwidth at each college at the current rate.

Mr. Densmore indicated that it was planned to provide financials at this meeting but due to the weather Mr. Marr was not in attendance to distribute/explain. This will be emailed.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat, voted 12-1 (no-Mr. Paquette) to approve the contract with Jewett Construction for the upgrade to the fire protection system, sprinkler and daycare renovations at Manchester CC at a cost of \$539,271.

Seven bids were received for this project. It was noted that Jewett Construction is a NH business, had the lowest bid and is currently working at the college on the automotive building construction.

Mr. Paquette indicated that he objects to awarding a contract to a current member of a college advisory committee.

The Finance Committee will be meeting on January 8 prior to full board meeting.

IV. Other Reports

D. Search Committee

Trustee Roy-Czyzowski indicated that the committee is inactive.

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Mrs. Torr, voted unanimously to appoint Richard A. Gustafson as Chancellor of the Community College System of NH for a term ending July 1, 2011.

All applauded for Dr. Gustafson.

A. Chairperson's Report

Chair Holloway noted with pleasure the re-appointment of Dr. Gustafson.

He will be meeting with the Governor regarding the FY10-11 operating budget guidelines.

B. Chancellor's Report

Dr. Gustafson reported as follows:

- Trustee Halias held a workshop for system and college personnel on the Clery Act. All now have a better understanding of the Act as well as increased reporting requirements.
- On January 6, we will be holding an all day workshop conducted by TranSystems on the campus safety & security initiative.
- Work continues on collective bargaining. Meetings are scheduled for December 18, January 5 and 8 to begin discussions on certain articles of the agreement.
- We met with members of the Governor's staff to discuss the FY10-11 budget. The Governor is requesting information related to a budget that is 97% our current appropriation.
- We met with Senator-elect Shaheen to discuss the federal stimulus package. There are expectations that it will focus on higher education facilities – shovel-ready projects. Mr. Osgood has reviewed each proposed capital project and feels we are well positioned for this initiative.
- We are in the process of setting up meetings with legislators.
- Marketing efforts continue for next semester enrollments.

Dr. Annal circulated and explained the NH Transfer connections program report. It is anticipated that we will have a presentation in January.

The Chancellor asked Presidents Budd and Jordan to report on their college NEASC report. Official letters will be sent to the Board upon receipt (anticipated in late January).

President Budd indicated that he has not officially received the RVCC NEASC but has heard that they are on the ten year reaccreditation cycle. Not certain is their request for a visit in two years.

President Jordan indicated they will receive continuing accreditation. They applauded the self study report. A progress report on self-governance and facilities will be requested.

C. Foundation Report

Mrs. Mahar was not present to report.

VI. Non-Public Session

Not required.

VII. Adjournment

The meeting adjourned at 12:09 p.m.

NEXT MEETING: January 8, 2009 at NHTI, Concord, NH

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor