



COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
March 5, 2009

Members Present: Paul Holloway, Harvey Hill, Walter Peterson, Robert Mallat, Ned Densmore, Ann Torr, Richard Heath, Kim Trisciani, Claudette Mahar, Joshua Menard, David Paquette, Connie Roy-Czyzowski, Amy Rice, Nicholas Halias, Kristie Palestino, Ronald Rioux, Darlene Miller, Richard Gustafson, Paul Leather, Katharine Eneguess, Steven Budd, Lucille Jordan, Mark Edelstein, Will Arvelo, and Lynn Kilchenstein.

Regrets: Robert Duhaime, Myriah Kenyon, Lori Hitchcock, Jeremy Hitchcock, Stephen Guyer, William Marcello, Richard Brothers, Charles Annal, George Bald, and Governor Lynch (1 vacancy).

9:33 a.m.

President Lucille Jordan welcomed the Board to Nashua Community College.

President Jordan, Trustees Holloway and Mahar presented the first Dan McLeod Memorial Scholarship award to Tim Gagnon, automotive technology student.

Presentation on the Liberal Arts/Peace and Justice Studies program was given by Professor Barbara Thorngren. Students Heather Anderson and Tyler Deary spoke about their experiences with the Peace Alliance club.

President Jordan shared new happenings at the college.

I. Call to Order

The business meeting was called to order at 10:15 a.m. at Nashua Community College, Nashua, NH.

II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Hill, voted unanimously to approve the minutes of the January 8, 2009 meeting as presented.

III. Reports from Standing Committees

A. Academic and Student Affairs Committee

Mr. Hill indicated that the committee has not met but will be meeting prior to the April 9 Board meeting.

B. Facilities & Capital Budget Committee

Mr. Mallat reported that the Committee will be meeting March 25 at 10:00 a.m.

The Facilities Projects Update dated March 5, 2009 was circulated.

The Keene City Council will be voting next Tuesday on the sale of the Roosevelt School to CCSNH. All looks positive at this time. President Budd reported on his visit to this facility. The lease of our current facility can continue on a month-to-month basis.

Dr. Gustafson indicated that we plan to renovate the Roosevelt facility prior to moving in. The actual occupancy is scheduled for January, 2010.

President Arvelo reported that the move to Pease is scheduled for July 1-15, 2009. The upper floors will be ready by May 1. Chair Holloway asked that construction signage be improved while the work is underway.

C. Governance Committee

Trustee Roy-Czyzowski reported that the Committee will be meeting today.

D. Personnel Committee

Trustee Trisciani indicated that the Committee met on February 9 and focused on contract negotiations. The next meeting is May 11, 2009, 2:00-4:00 at NHTI.

E. Finance & Audit Committee

Trustee Densmore noted the Committee will be meeting March 25. He did, however, have one item to bring forward for vote today.

Dr. Gustafson explained the request from the System Learning Resources Directors to upgrade the college library server as the current server is in need of replacement.

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Paquette, voted unanimously to approve the use of lapse funds in the amount of \$6,400 for expenses related to implementing a new and updated college library server.

Mr. Densmore indicated that the Governor's proposed FY10-11 operating budget is \$13.6 million less than requested. He has accompanied the Chancellor at budget hearings.

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Paquette, voted unanimously to support the Board's proposed budget, reflecting its determination not to increase tuition in the next biennium.

The Board's position will be voiced during the upcoming legislative process.

Dr. Gustafson explained the effect of the reduced budget.

Chair Holloway spoke on the hearing before the House Finance Committee. He felt it went quite well and legislators complimented us on our approach. We explained the effect of what a 4-5% tuition increase would mean to our students, impact on our student body, where we would have to cut, and the fact that we are growing and the best hope of strengthening the economy of the State of NH. We have a lot of challenges ahead of us as we proceed through the legislative process.

IV. Other Reports

A. Chairperson's Report

Chair Holloway reported as follows:

His testimony before the House Finance Committee was previously reported.

All were encouraged to re-read the January 23 memo from the Chancellor Gustafson to Kristyn McLeod regarding the 97-100% budget. Ms. Mills was asked to re-email.

Recently all received the River Valley CC and Nashua CC NEASC reports. Some recommendations identified are tied to resources. President Budd indicated that he has used lapse funds to address the library finding. President Jordan noted that the college continues program review.

Discussion followed on the full-time/adjunct faculty ratio.

Dr. Gustafson added that the first page of the NEASC letter usually identifies 3-4 items that need to be addressed for the next visit. We continue to work on those recommendations.

B. Chancellor's Report

Chancellor Gustafson reported as follows:

- On February 6, senior System Office administrators met with Chancellor Reno and Chancellor-Elect McKay. The meeting report was shared with Board members. They have offered assistance on a variety of our efforts. We continue to have a good working relationship with USNH.
- We continue contact with Webster Care (P&S for the Stratham building). All continue to be optimistic. Their next stage is financing and they are waiting until the interest rates settle.
- A meeting was held with Bud Fitch regarding possible stimulus funds to enable CCSNH to maintain the current tuition as well as capital projects that meet the guidelines of the bill.
- We continue to get a monthly report on website hits. February there were 54,000 hits which is 8% more than January.
- Presidents have been asked to submit a one-page recap of information including what programs were started, restructured or eliminated, what efficiencies are working – class size, enrollment growth etc. These will be shared with Board and will be used through the legislative process.
- Agenda materials received include information on enrollment growth, credits sold and spring enrollment. Dr. Annal's dashboard metrics report is also included. Distance Learning enrollment continues to increase.
- The report developed by Ms. Bourgault on the Unique scholarship explains the significant role the Foundation plays in assisting students. Unique funding is a grant to students, not a loan.
- Enrollments were strong this spring. We are also showing an increase in applications, especially on-line.

Discussion followed on the low workforce training numbers. Will ARRA-funded programs assist this initiative? Dr. Gustafson indicated that we are still resolving a coding issue – identifying non-credit activities vs. workforce training.

Dr. Miller indicated that the Dept. of Labor has not written the rules on how the ARRA will be allocated and used.

NHTI and NCC have received federal funding for Advance Manufacturing and are in the process of setting up for this initiative.

Dr. Edelstein reported on the Job Training Fund. Their recent report indicates that most of the training grants have been awarded to other vendors yet we are the first choice provider. This report will be emailed to Board members. Dr. Gustafson added that many of the proposals area for employee training on machines or proprietary programs owned by the company. Also, the number of proposals coming forward has decreased as it still requires a 50/50 match and companies may be reducing training budgets.

C. Foundation Report

Foundation Chair Claudie Mahar reported as follows:
Financial update:

Account Activity

January 2009	February 2009
\$4,812,645.	\$4,875,818 without factoring in the unrealized gains and losses.

Change in Account Value

Change in Account Value beginning to date
from Fiscal Year starting 7/1/08
-(570,323.95)

UNIQUE Annual Fund (handouts)

- For 08-09 awards, the System disbursed \$1,429,500 among the seven colleges. The number of students awarded increased from 330 in the first year of the program, to 458 the second year, to 1,566 this past year.

The Commission has decided to slow the pace at which these funds are being expended by 1) administering a cut-off date of December 31, 2009 for filing of FAFSA (that determines the students' EFC) and 2) cutting the award back from \$1,500 a year to \$1,300.

Non profit organizations are required by federal law to adopt certain policies under the 2002 Sarbanes Oxley act, including a Whistleblower Policy and a

Document Retention and Destruction Policy. We will have those in place by the end of June and they will be published on our website.

SAVE THE DATE: The 2009 Annual Dinner is tentatively scheduled for November 9.

ACCT Conference

Trustee Mahar then reported on the American Association of Community College Trustees Legislative Summit she attended. The buzz was all about the stimulus. She made contact with Senator Shaheen, and noted that CCSNH personnel plan to keep in contact with our delegation when they are in-state.

Keynote speaker was Bob Schieffer, Anchor and Moderator from Face the Nation, who spoke on the value of community colleges. Other workshops were also informative. There was a lot of conversation around students with disabilities and she will share that information with the Chancellor.

V. Consent Agenda

Five LRCC Advisory Committee nominations were brought forward. The grants being brought forward for approval show we leverage our money and are working with other institutions.

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Paquette, voted unanimously to approve the following advisory committee members for Lakes Region Community College for a term ending 6/30/12: Michael Persson, Donald Lasell, Thomas Cantin, Stephen Weeks, Jr., and John Thomas.

and approved the following grants:

- 1) STEM Education and Talent Development Programs from UNH to White Mountains CC in the amount of \$150,000.
- 2) Technology for Health Education Center Project for NHTI from Community Development Finance Authority in the amount of \$330,000.
- 3) Responding to Technology Innovations in Allied Health: Health Care Information Technology from US Dept. of Education to Manchester CC in the amount of \$143,449.
- 4) Standardizing Technology and Learning Across Seven College Campuses from US Dept. of Education to CCSNH in the amount of \$143,449
- 5) Expanding & Modernizing Engineering Technology from U.S. Dept of Education to NHTI and Nashua CC in the amount of \$242,685.

VI. May Commencement Assignments

Chair Holloway explained the Commencement responsibility and strongly encouraged Board members attend as many commencements as possible. One Trustee will bring greetings from the Board. Others attending will sit on the stage and be acknowledged. All were asked to contact Ms. Mills with availability. Chair Holloway will make the assignments of the Trustee extending the greetings.

VII. Dashboard Metrics

The Dashboard metrics included in the agenda packet included a statement from Vice-Chancellor Annal as he could not attend today's meeting.

OTHER ANNOUNCEMENTS

April 23 WMCC will be hosting its legislative dinner
 June 5 Stratham campus - closing celebration
 October 2 Ribbon cutting at GBCC Pease

Chair Holloway will be honored on March 6 at the New England Higher Education Excellence Award dinner as the recipient of the David C. Knapp Award for Trusteeship. He indicated that this award is a tribute to the Board, its hard work, and for all those working for the System. He expressed his personal appreciation to the Board and thanks for what we have accomplished.

VIII. Non-Public Session

VOTE: The Committee, on motion of Mr. Mallat, seconded by Ms. Trisciani, 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 11:30 a.m.

The Board meeting reconvened at 12:24 p.m.

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

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Paquette, Voted unanimously to approve the use of \$200,000 from the non-lapse fund account and the balance from uncommitted lapse funds that are already available to River Valley CC (\$50,000) to fund the spring 2009 federal financial aid awards to our Keene students.

VII. Adjournment

The meeting adjourned at 12:26 p.m.

NEXT MEETING: April 9, 2009 at River Valley CC, Claremont.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor

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March 5, 2009
Non-Public Session

Members Present: Paul Holloway, Harvey Hill, Walter Peterson, Robert Mallat, Ned Densmore, Ann Torr, Richard Heath, Kim Trisciani, Claudette Mahar, Joshua Menard, David Paquette, Connie Roy-Czyzowski, Amy Rice, Nicholas Halias, Kristie Palestino, Ronald Rioux, Darlene Miller, Richard Gustafson, Paul Leather, Katharine Eneguess, Steven Budd, Lucille Jordan, Mark Edelstein, Will Arvelo, and Lynn Kilchenstein.

Others present: Susan Proulx, Marie Marcum, Mike Marr, and Shannon Reid.

The non-public session was called to order at 11:31 a.m.

Discussion followed on a legal issue.

At 12:12 p.m. Ms. Reid, Mr. Marr and Ms. Marcum were excused.

At 12:13 p.m. Discussion followed on legal and personnel issues.

No votes were taken.

The non-public session adjourned at 12:24 p.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Commissioner