

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE  
BOARD OF TRUSTEES  
April 9, 2009

Members Present: Paul Holloway, Harvey Hill, Walter Peterson, Robert Mallat, Ned Densmore, Ann Torr, Kim Trisciani, Claudette Mahar, Connie Roy-Czyzowski, Amy Rice, Lori Hitchcock, Jeremy Hitchcock, Stephen Guyer, William Marcello, Ronald Rioux, Mary Scerra representing Darlene Miller, Richard Gustafson, Paul Leather, Charles Annal, Katharine Eneguess, Steven Budd, Lucille Jordan, Mark Edelstein, Will Arvelo, and Lynn Kilchenstein.

Regrets: Richard Heath, Joshua Menard, David Paquette, Kristie Palestino, Robert Duhaime, Myriah Kenyon, Nicholas Halias, Commissioner of Employment Security, George Bald, Darlene Miller, and Governor Lynch (1 vacancy).

9:32 a.m.

President Steven Budd welcomed the Board to River Valley Community College.

President Budd announced that RVCC student Fatima Orogı was the NH recipient of the American Association of Community Colleges 2009 Phi Theta Kappa, New Century Scholar Academic award. Fatima, accompanied by her mother and President Budd, traveled to Phoenix on May 4 where she received the award and a \$2000 scholarship from Coca Cola. She was later introduced to the Board.

Today's presentation showcased work in the advanced machine tool field. President Budd gave a brief overview of the eight-week certificate program developed in partnership with Hypertherm.

President Budd introduced Jim Britton, Business & Industry Training Director. He described the history of the Machine Tool Technology certificate program, the new 8 week Intensive Training Model (27 credit program), and the STAR CNC Machinist program. Enrollments continue to grow.

Mike Redman, a STAR program completer from Hypertherm, shared his experience in the program. He is now working toward an associate degree.

Matt Burge, manager of training at the Hypertherm Technical Training Institute, was introduced and described the history of Hypertherm's efforts to train its workforce. The program developed in partnership with RVCC provides more than just machinist skills, and creates opportunities for advancement in the company. The company's core values include involvement in the community. Several other area companies are also involved in this partnership to train their workforce.

Both VPAA Susan Henderson and Trustee Harvey Hill were recognized for their role in developing these partnerships.

President Budd added that we have a classroom and office at Hypertherm. This is a program model that could be replicated in other areas of the state.

### I. Call to Order

The business meeting was called to order at 9:57 a.m. at River Valley Community College, Claremont, NH.

### II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Rioux, voted unanimously to approve the minutes of the March 5, 2009 meeting as presented.

### III. Reports from Standing Committees

#### A. Facilities & Capital Budget Committee

Mr. Mallat reported that the Committee met on March 25. The March 17, 2009 Facilities Projects Update was included in the Board agenda packet. He testified twice before the House Public Works Committee. The Governor's capital budget included \$2 million for critical maintenance for the System. The House added another \$1 million for critical maintenance, funds for the NHTI/MacRury Hall project, and the purchase of the Roosevelt School, bringing our total up to \$8.45 million. We will work with the Senate on additional funding.

Dr. Gustafson indicated that we will continue to work in the Senate for both the operating and capital budgets. The major unknown factor is the potential for funding through the stimulus package.

## B. Governance Committee

Trustee Roy-Czyzowski reported that the Committee met on March 5.

The Committee is bringing forward its recommendation for the slate officers for 2009-10 as follows:

Chair	Paul Holloway
Vice-Chair	Harvey Hill
Secretary	Kim Trisciani
Treasurer	Ned Densmore

No further nominations were received.

VOTE: The Board, on motion of Ms. Mahar, seconded by Ms Hitchcock, voted unanimously to approve the following slate of officers for 2009-10 as recommended by the Governance Committee:

Chair	Paul Holloway
Vice-Chair	Harvey Hill
Secretary	Kim Trisciani
Treasurer	Ned Densmore
Immediate past-chair:	Claudette Mahar

Chair Holloway thanked the Board for its confidence and support.

Ms. Roy-Czyzowski indicated that a Board interest survey will be distributed in the fall. This will be used in the future for the Chair for his/her consideration when he/she makes Standing Committee assignments.

It was also noted that last year the Board conducted a self-evaluation survey and will be doing so again this year. Information will be shared at the next meeting. The survey can be completed on-line or on paper. Full Board participation is expected.

During recent accreditation visits, representatives from the NEASC Commission on Institutions of Higher Education complimented the Board for conducting a self-evaluation and acknowledged the importance of such an instrument.

Dr. Gustafson noted that all of the colleges have completed their accreditation processes. WMCC and LRCC are awaiting final responses from their recent visits. The feedback received enables us to improve in identified areas. Colleges received a ten year accreditation with a five year report required.

### C. Personnel Committee

Trustee Trisciani indicated that the Committee has not met but will be meeting May 11, 2009, 2:00-4:00 at NHTI. Efforts have been focused on SEA contract negotiations.

### D. Finance & Audit Committee

Trustee Densmore noted the Committee met on March 25 and encouraged all to review the meeting minutes. The audit response matrix was updated and explained at the meeting. Substantial progress has been made.

The fees were thoroughly discussed and are being brought forward to the Board for approval.

Mr. Marr gave an explanation of the proposed changes/increases.

Mr. Densmore noted that these fees came up from the campus level, to the System Leadership Team and to the Finance Committee prior to the full Board.

Mr. Mallat questioned the amount charged for graduation fee (up to \$125). Mr. Densmore indicated that a fee to cover the cost of graduation ceremonies is typically charged by higher educational institutions.

Expenses incurred for graduation were explained. Presidents added that this is an extremely important event for students. Trustee Guyer noted that many high schools also charge a fee for graduation.

Chair Holloway asked that Presidents try to keep this fee as low as possible

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Rioux, voted 14-1 (Mallat) to approve the FY 2009-10 fees effective fall, 2009 as follows, as recommended by the Finance Committee:

- **ACADEMIC INSTRUCTION FEE**

\$60 Academic Instruction fee (formerly lab fee) for each lab credit for credit bearing courses.

A fee will be charged for all Laboratory/Clinic/Field Experience/Practicum or other similar experiences. Effective January 1, 2009, no fee will be charged for co-ops and internships. This fee will be calculated by subtracting the number of lecture hours

from the number of credit hours and multiplying the remainder by \$60.00 for each course. This fee will be added to the normal tuition charge for that course.

Example: BI101          A&PI           $\frac{\text{Lec}}{3}$            $\frac{\text{Lab}}{2}$            $\frac{\text{Cr}}{4}$           4 - 3 = 1 x 60 = \$60

This fee will be charged to all students with no exceptions. No other academic instruction (formerly lab) fees are permitted without the written authorization of the Commissioner of the Community College System of NH.

Academic Instruction fees can be charged for non-credit courses.

- **COMPREHENSIVE STUDENT SERVICES FEE**

	<u>Per Credit Fee</u>	<u>Day</u>	<u>Day/Evening</u>	<u>Admin/SA</u>
White Mountains CC	\$6.00		x	\$3/3
	\$11.00		x	\$11 Bonding
Lakes Region CC	\$5.00		x	\$3/\$2
NHTI	\$20.00		x	\$7 Wellness Ctr. \$2 health serv. \$4 student senate \$3 student center \$3 Dining hall/ Bistro bonding \$1 Parking/Security

**ON-LINE APPLICATION FEE WAIVER**

\$10 application fee is waived for all those who apply for admission on-line, now through December 31, 2009.

- **GRADUATION FEE**

Up to \$125

- **GENERAL ASSESSMENT**

Up to \$20.00

- **INDIVIDUAL PROGRAM TESTS (all non refundable)**

All	\$70	Pre-Admission exam for Nursing & Dental
NHTI	\$40	Health Education Systems Test for Nursing
LRCC	\$40	Nursing II NLN Readiness Exam
LRCC	\$40	Nursing IV NLN Readiness Exam
LRCC	\$160	LNA Competency Exam (\$\$80 clinical/\$ \$80 written
LRCC	\$25	Mercury Marine MTF Certification Test
LRCC	\$80	North American Board of Certified Energy Practitioners (NABCEP) Certification for students
LRCC	\$100	North American Board of Certified Energy Practitioners (NABCEP) Certification for non-students
WMCC	\$45	Basic Nursing Care Exam and Nursing the Childbearing Family Exam
WMCC	\$75	Comprehensive Psychiatric Nursing Exam and NCLEX Readiness Exam
GBCC	\$75	Praxis Curriculum Fee - only for community members

- **MANCHESTER CC TESTING CENTER FEES**

Building Professional Exam-Field	\$350
Building Professional Exam-Written	\$200
Apple Certification	\$200
Citrix	\$150
C.N.A.	\$125
Comp-TIA	\$239
Java	\$300
Linux	\$160
Microsoft (Professional & Dynamic)	\$400
Microsoft (Individual)	\$150
Novel Networking	\$125
GMAT	\$250

GRE	\$250
TOEFL-Computer Based	\$140
TOEFL-Paper Based	\$140
TOEFL-Additional reports	\$17
TOEFL-Rescheduling Fee	\$40
TOEFL-Essay & TWE Rescoring	\$50
TOEFL-Paper Based Rescoring	\$25
TOEFL-Reinstatement of Canceled Scores (computer only)	\$20
TOEFL-Fee for returned check or declined credit card	\$20
Professional Transportation Engineer	\$425
Insurance & Coding	\$135
Patient Care Technician	\$135
Phlebotomy Technician	\$135

- **DRUG TESTING FEE**

Up to \$100 for drug testing

- **NHTI BOARD FEE**

19 meal plan - \$1,387 ( \$1,287 + \$ 100 flex) per semester  
 15 meal plan - \$,1276 ( \$1,176 + 100 flex) per semester

- **NHTI CHILD AND FAMILY DEVELOPMENT CENTER**

Registration Fee (non refundable): \$50 and the first week's  
 tuition to secure space within the program

- **PLATO PRAXIS TUTORIALS & PRACTICE SESSIONS - NHTI**

\$75 - This is a non-credit course. NHTI students will not be  
 charged. This fee will be charged only to non-NHTI students.

- **PAYMENT PLANS**

5% of the deferred amount or a fee consistent with the fee that is charged by an outside vendor, whichever is smaller.

Up to \$50 Payment Plan per semester

Up to \$20 Payment Plan Late Fee for students who missed their scheduled payment date.

- **LATE PAYMENT FEE**

\$50 per semester may be charged for all students who fail to make arrangements to pay tuition and fees prior to the start of the semester.

- **PHOTO COPY/PRINTING FEE**

Up to 10 cents per page for black and white

Up to \$1.00 per page for color

- **INDIVIDUAL COURSE FEE**

NHTI	\$500	Supply fee for the Castings and Splinting I & II courses
LRCC	\$41	Sim Lab kits (freshmen/seniors)
LRCC	\$350	Tractor Trailer Program Deposit (non refundable)
WMCC	\$60	Phlebotomy course supplies
WMCC	\$60	Automotive Welding course supplies/related costs
WMCC	\$200	Basic Welding & Basic Pipe Welding Certificate courses supplies
WMCC	\$60	Welding I for Mobile Equipment Tech
WMCC	\$60	Welding II for Mobile Equipment Tech
WMCC	\$60	Spa Techniques for Massage Therapy
MCC	\$20	Phlebotomy Supply kit
MCC	\$100	Plato Prep
MCC	\$50	NSNA Membership Fee for nursing students
MCC	\$20	Graphic Design - Color Theory course supplies
MCC	\$15	Fine Arts - Painting II - Modeling Fee
MCC	\$15	Fine Arts - Drawing II - Modeling Fee

**FACILITY USE FEES****MANCHESTER COMMUNITY COLLEGE**

Conference Room: \$35 per hour

**NHTI - CONCORD'S COMMUNITY COLLEGE**

## Computer Labs:

Half day (up to 4 hours) - \$300

All day (over four hours) - \$600

## Audio Visual Equipment:

No charge: overhead (transparency) projector and screen

Equipment charge: \$30/piece/room - TV/VCR, Slide Projector, 16m Projector, CD or DVD Player, microphone, portable screen or cassette recorder;

\$50/hr/technician

Video Camera/Technician:

\$50 flat fee

\$50/hr/technician

Auditorium Media Cart: \$150 per day

Baseball Field \$40.00/hr. or portion thereof

Softball Field \$40.00/hr. or portion thereof

**ABATEMENTS**

North Country Early College Opportunity Program. 15 North Country rural area students may attend White Mountains Community College at half tuition

The Committee further approved the transfer from the non-lapse funds to Nashua Community College to support the Blackboard Transaction System which will provide security for the wellness center locker rooms, workout area and gym and will serve as the student ID system for the entire campus. This will now encumber all NCC's available lapse funds.

President Jordan explained the use and advantages of the system.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat, voted unanimously to approve a transfer of \$40,403 from the non-lapse fund to Nashua Community College to support the Blackboard Transaction System.

Mr. Densmore concluded by indicating that all colleges are looking to end the fiscal year with a balanced budget. Mr. Marr said we are in good shape as of this date. After today's vote, there remains about \$600,000 in the non-lapse fund.

#### E. Academic and Student Affairs Committee

Mr. Hill reported that the committee met this morning.

The Committee approved the elimination of two programs at Manchester Community College due to the decline in enrollment.

VOTE: The Board, on motion of Mr. Hill, seconded by Mr. Guyer, voted unanimously to approve the elimination of the Administrative Professional and Human Services Associate Degree programs at Manchester Community College effective May, 2009.

Members expressed surprise that the human services program lacked enrollment. Other colleges with the program also noted low enrollment. The program is being reviewed continuously. Salaries of graduates are an issue. Dr. Annal added that we have an articulation agreement with Springfield College and it also has experienced problems with enrollments into its bachelor degree program.

Dr. Gustafson indicated that he requested presidents submit to him one-page outlines on their college program review and development. He is in the process of compiling this information to share with the Board.

Mr. Hill concluded by indicating that three Directors of Learning Resources met with the committee and will be invited to do a presentation to the full Board. The resources and functions of college libraries continues to evolve, and Board members expressed interest in hearing from the Directors about library operations.

#### IV. Other Reports

##### A. Chairperson's Report

Chair Holloway indicated that he and Dr. Gustafson met this week with a seacoast company seeking specialized training.

Congratulations were extended to Trustees Torr, Paquette, Mahar and Hill on their reappointment to the Board. Ms. Hitchcock is in process of submitting paperwork for reappointment consideration by the Governor. We still have two vacancies (Alumni, Public) and one hold-over.

The Chair noted that he has had numerous conversations with the Governor regarding our budget.

All those who signed up for graduations were thanked.

The 2009-10 meeting dates were announced as follows:

### **2009**

May 7	Manchester CC
June 4	Concord area
August 6	Concord area
September 3	Concord area
October 1	White Mountains CC, Berlin
November 5	Lakes Region CC, Laconia
December 10	Great Bay CC, Portsmouth

### **2010**

January 7	NHTI Concord's Community College
March 4	Nashua CC
April 8	River Valley CC
May 6	Manchester CC
June 3	Concord area

Chair Holloway personally, and on behalf of the Board, thanked Shannon Reid for all her exceptional work, email updates, PR activity, legislative testimony preparation etc. It is comforting to know that CCSNH is prepared for hearings before the legislature.

## B. Chancellor's Report

Chancellor Gustafson reported as follows:

Legislation: Work in the legislature continues; two hearings are scheduled for next week. A hearing on SB149 will be held before the House Education committee. The Transition Oversight Committee meeting will be held on April 14. This is a six-member committee established to monitor our transition to self-governance. Representative Marjorie Smith chairs of the committee. We will provide a progress report and discuss matters of interest.

Financial Aid: Financial aid matters concerning the Keene Center have been resolved, with the assistance of Susan Proulx. We did not have to use lapse funds as anticipated. The PPAs for GBCC, LRCC and RVCC are going through for approval. Ms. Proulx and her staff continue to audit the PPAs.

Attorney Search: We are moving ahead on the recruitment process for the attorney position. We have received applications and a screening committee has been formed.

Mission Statement: The goal-by-goal progress/update was circulated and briefly explained. All were encouraged to read. This will be shared with Oversight Committee as will the audit report update.

Audit: An Internal audit work plan has been developed and shared with the Finance Committee. Finance and Facilities policies are being developed.

PR: There have been many articles about the CCSNH in the newspapers and the links have been emailed to Board members by Ms. Reid.

The American Recovery and Reinvestment Act of 2009: Information on the program components and the two page memo from the Chancellor were circulated and explained. Information included an explanation of funding sources and opportunities. This program is under the overview of the Governor and Legislature. Discussion followed.

### C. Foundation Report

Foundation Chair Claudie Mahar reported that we had a positive return in the market for the first time in months. In February of 2009 we had a portfolio ending market value of \$4,718,062, for March 2009, it increased to \$4,974,127 – that is inclusive of change in market value plus income and deposits. The change in market value for March was \$145,069. The next meeting of the Foundation is May 11, 2009.

### V. Consent Agenda

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Peterson, voted unanimously to approve Candidates A and B for Honorary Degrees; and to approve two Advisory Committee members for NHTI for a term ending 2012 - James Pratt and Michael Tutko.

The identity of the Honorary Degree recipients will be protected until the President submitting the name wishes it to be announced.

Chair Holloway indicated that the Honorary Degree approved for White Mountains CC last year (Rolanda Duschesne) will be awarded this year.

## VII. Other

Ms. Mahar referred to an article from the Chronicle of Higher Education and asked that it be mailed to all.

College Visits: Dr. Gustafson indicated that the Board needs to schedule visits with college faculty/staff as required each year to present a self-governance update. These will be scheduled ASAP. WMCC is scheduled for April 23. It is requested that 2-3 Trustees are in attendance at each session. They were well attended last year.

Ms. Reid reminded Board members of the Running Start Advocate Award breakfast on April 16. The Governor will be attending.

## VI. Non-Public Session

VOTE: The Board, 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 12:19 p.m.

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

## VIII. Adjournment

The meeting adjourned at 12:20 p.m.

NEXT MEETING: May 7, 2009 at Manchester CC.

Respectfully submitted,

Marie Anne Mills  
Assistant to the Chancellor

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE  
BOARD OF TRUSTEES

April 9, 2009  
Non-Public Session

Members Present: Paul Holloway, Harvey Hill, Walter Peterson, Robert Mallat, Ned Densmore, Kim Trisciani, Claudette Mahar, Connie Roy-Czyzowski, Amy Rice, Lori Hitchcock, Jeremy Hitchcock, Stephen Guyer, William Marcello, Ronald Rioux, Mary Scerra representing Darlene Miller, Richard Gustafson, Paul Leather, Charles Annal, Katharine Eneguess, Steven Budd, Lucille Jordan, Mark Edelstein, and Lynn Kilchenstein.

The non-public session was called to order at 11:35 a.m.

Discussion followed on a legal issue until 11:45. Presidents were excused.

Discussion followed on personnel issues.

No votes were taken.

The non-public session adjourned at 12:19 p.m.

Respectfully submitted,

Marie Anne Mills,  
Assistant to the Commissioner