

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
May 7, 2009

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

Regrets: Richard Heath, Steve Guyer, Lori Hitchcock, Joshua Menard, Kristie Palestino, Paul Leather, Commissioner of Employment Security, George Bald, and Governor Lynch (2 vacancies).

9:32 a.m.

President Darlene Miller welcomed the Board to Manchester Community College.

Presentation highlights:

- The automotive building is near completion. It is anticipated that the facility will receive LEED gold certification. A tour of the building was made available to all
- The two-year rehab of the day care is completed
- Academic Affairs has completed three new degree and additional certificates proposals
- The college has developed new on-line initiatives, including an outreach and on-line admissions application process at high schools
- Women's prison project is increasing
- This fall the college will host the New England Workforce Network conference and the Business NH Magazine green awards.
- Short-term certificate programs for dislocated workers will begin this summer.
- On-line courses continue to increase and MCC will be adding extra sections of courses.
- Handouts were explained.

The Board then received a tour of the new one-stop center.

I. Call to Order

The business meeting was called to order at 10:07 a.m. at Manchester Community College, Manchester, NH.

II. Adoption of Minutes

Chair Holloway thanked the administration and staff for the tour and explanation of the one-stop center.

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Paquette, voted unanimously to approve the minutes of the April 9, 2009 meeting as amended.

III. Reports from Standing Committees

A. Governance Committee

Trustee Roy-Czyzowski reported that the Committee will meet following this meeting.

The Board self-evaluation survey was included in the agenda packet. **It was requested that all Trustees complete the survey either electronically or by mail prior to June 1, 2009.**

She referenced the survey report from last year and progress made since the survey.

Dr. Gustafson noted that the NEASC team was very impressed with the fact that we conducted a self-evaluation last year. He explained that the Board identified six areas from the 2008 survey and a progress report in each area was noted. All were strongly encouraged to read this report prior to completing the 2009 survey.

B. Personnel Committee

Trustee Trisciani reported that the committee will be meeting on the May 11, 2009.

C. Finance & Audit Committee

Mr. Densmore indicated that the Committee met prior to this meeting. The committee approved a request from Great Bay Community College for the lease/purchase contract for

furniture for the Pease building in the amount of \$570,000. Action is not required by the full Board.

They also approved the change of the previously approved use of \$94,000 from the non lapse account for RVCC which will now all be used for the installation of boilers.

The Finance Committee will not bring forward a tuition recommendation until the FY10-11 operating budget has been passed.

It was reported that the System will be in the black at the end of the fiscal year.

D. Facilities & Capital Budget Committee

Trustee Mallat indicated that the committee has not met. Circulated was the May 7 facilities project update. He indicated that he met with the Keene Superintendent of Schools regarding the transfer of title for the Roosevelt School. Negotiations are moving well. There is a minor problem with vacating the building but we can work around that.

Currently, the Keene Center has a six month lease extension at the existing rental rate. Should we run into difficulties, we can stay another month. It is our plan to open the new facility for the Spring 2010 semester.

E. Academic and Student Affairs Committee

Mr. Hill reported that the committee met this morning. The Committee approved the elimination of an associate degree program at NHTI.

President Kilchenstein indicated that they have combined two programs (Hotel Administration and Travel & Tourism) into one. This results in the elimination of Hotel Administration. A program name change will appear on the System Leadership Team meeting – changing Travel & Tourism to Hospitality and Tourism Management. This has evolved to accommodate the industry. Enrollments are steady.

VOTE: The Board, on motion of Mr. Hill, seconded by Ms. Roy-Czyzowski, voted unanimously to approve the elimination of the Hotel Administration Associate Degree program at NHTI effective fall, 2009, as recommended by the Academic and Student Affairs Committee.

The Committee also approved a program at River Valley CC.

President Budd indicated that the Business Management program evolved from a certificate program to Associate in Science degree. This will also be offered at the Keene Academic Center thus increasing its offerings.

VOTE: The Board, on motion of Mr. Hill, seconded by Mr. Peterson, voted unanimously to approve the Business Management Associate Degree program at River Valley Community College effective fall, 2009, as recommended by the Academic and Student Affairs Committee

IV. Other Reports

A. Chairperson's Report

After the Governor requested "shovel ready" projects, Chair Holloway indicated that he personally delivered a shovel along with the proposed CCSNH projects. Work to obtaining funding for capital budget items continues.

Chair Holloway recognized Amy Rice on this her last official Board meeting. He noted that she has been an exemplary student Trustee in her contributions and commitment to the Board and System. She has set a high standard, and her tenure on the Board will serve as an example of what a student trustee should be. Board members applauded, thanked her and wished her success in her future endeavors.

B. Chancellor's Report

Dr. Gustafson noted the following:

Legislation: We have been very active in the legislative halls. Our operating budget is before Senate Finance Division II, and is currently at approximately 100% of FY09 funding levels for FY10 and 11 (including ARRA funds of \$1.1 million in the first year of the biennium). The Senate capital budget committee is reviewing HB25 as passed by the House, which includes 3 CCSNH projects – critical maintenance, NHTI/MacRury rehab and the purchase of the Roosevelt School. We urged approval of those projects and consideration of 2 additional projects: \$2.56 million for system-wide technology infrastructure and a reduced cost of \$6.8 million for the Nashua CC classroom building. The Nashua building would eliminate all the modular classrooms currently in use. We will continue to press this effort.

Stimulus funds: We continue to investigate and pursue potential funding opportunities and work with the Office of Economic Stimulus. Ms. Toomey and Mr. Osgood are working with the Office of Energy Planning to obtain energy related project funding. Mr. Beyer has met with DRED, the entity coordinating a project related to Broadband.

Mr. Osgood has submitted 2 projects for the REGI program and others will be submitted over time.

Self-governance Meetings: He and various Board members have met with faculty and staff at four campuses to discuss self-governance. The three other college meetings are scheduled. There has been good discussion and questions.

Attorney Search: The search committee is in the process of reviewing applications and will be meeting soon. The committee includes representation from USNH and the Office of Attorney General.

Virus update: The Chancellor commended the colleges and in particular Sara Sawyer, presidents and staff in keeping on top of the H1N1 virus situation, participating in conference calls with HHS, DOE USNH and governor's office. There have been advisory notices to employees and students; communications are on-going.

C. Foundation Report

Foundation Chair Claudie Mahar reported that we had a positive return in the market for the first time in months. The current balance is \$5,347,522.01, up from the last report of \$4,974,127.11. The next meeting is May 11. The Foundation's appeal continues.

IV. Other

No other items.

V. Non-Public Session

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Paquette, 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 10:44 a.m.

The Board meeting reconvened at 11:50 a.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 11:51 a.m.

NEXT MEETING: June 4, 2009 at NHTI Library.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor

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Non-Public Session

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

Also joining the meeting were Susan Proulx and Michael Marr.

The non-public session was called to order at 10:48 a.m.

Discussion followed on legal issues and one personnel issue.

No votes were taken.

The non-public session adjourned at 11:50 a.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Commissioner