

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
June 4, 2009

Members Present: Paul Holloway, Harvey Hill, Walter Peterson, Robert Mallat, Ned Densmore, Kim Trisciani, Claudette Mahar, Connie Roy-Czyzowski, Jeremy Hitchcock, Nicholas Halias, Ronald Rioux, Richard Gustafson, Katharine Eneguess, Steven Budd, Lucille Jordan, Mark Edelstein, Darlene Miller, Will Arvelo, Steve Caccia representing Lynn Kilchenstein, Richard Heath, Steve Guyer, Lori Hitchcock, Kristie Palestino, and Tara Reardon.

Regrets: Joshua Menard, Robert Duhaime, William Marcello, Ann Torr, David Paquette, Ryan Erisman, Charles Annal, Lynn Kilchenstein, Virginia Barry, George Bald, and Governor Lynch (2 vacancies).

Trustee Harvey Hill introduced the seven Directors of Learning Resources: Steve Ambra, Katie Doherty, James Allen, Cindy Davis, Mary Marks, Bill McIntyre and Becky Clerkin. Ms. Clerkin and Mr. McIntyre gave an excellent presentation on the evolving nature of our college libraries and learning resources.

Dr. Gustafson noted that the Board recently approved \$7000 for IT equipment to support shared system-wide library resources. The Directors of Learning Resources are working together to leverage purchasing of resource databases. Dr. Annal has been meeting with this group and the group's coordinated efforts are very positive.

Trustees thanked the Directors for a most informative presentation.

I. Call to Order

The business meeting was called to order at 10:27 a.m. at NHTI, Concord, NH.

II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Hitchcock , voted unanimously to approve the minutes of the May 7, 2009 meeting as presented.

III. Reports from Standing Committees

A. Personnel Committee

Trustee Trisciani indicated that the committee met May 11. Committee activity continues on SEA negotiations. They also met with counsel to review regulations for non-public sessions. They will meet again on August 10.

Ms. Trisciani indicated that the Committee conducted a telephone vote regarding the addition of the Financial Systems Administrator position to the list of administrative positions. Committee members all approved this addition.

This change revises the list of CCSNH administrative positions that the Chancellor may appoint pursuant to RSA 188-F:6, III (d) by adding a position of Financial Systems Administrator. With the upcoming (July 1) conclusion of the contract with NBH for technical services associated with the implementation and utilization of Banner Finance, it is the intent of the CCSNH to establish a full-time administrative position responsible for the administering the System's Banner Finance applications and data generation to ensure the system-wide implementation of financial systems applications and to direct the generation and distribution of financial data. As an administrator, the position implies a confidential relationship with management to determine and effectuate management policies.

VOTE: The Board, on motion of Ms. Mahar, seconded by Mr. Mallat, voted unanimously to approved the revised following personnel action to include the financial systems administrator position pursuant to RSA 188-F:6,III (d) as follows:

Statutory Authority: Pursuant to RSA 188-F:6, III(d), to appoint and fix the compensation and duties of such other community college system of New Hampshire administrators as are needed to provide a well-coordinated system of public higher education.

Personnel Action:

1. To delegate to the Chancellor the authority to appoint and fix the compensation of the CCSNH senior administrators. Such personnel shall include, but are not limited to, the Director of Finance (unclassified), Executive Assistant to the Chancellor/Office Manager, Foundation Director, Director of Capital Planning & Development, Director of Financial Aid Programs & Compliance, Director of Communications, Director of Human Resources, Chief Information Officer, Legal Counsel, System Budget Director, **Financial Systems Administrator**, College

Vice-Presidents, and College Chief Financial Officers. Such personnel shall be qualified by education and experience.

2. Salary adjustments for those administrative positions categorized as unclassified shall be made in accordance with the Unclassified Salary Schedule of the State of New Hampshire, until such time as CCSNH Board of Trustees establishes a compensation structure pursuant to RSA-F:6 III(d).
3. Salary adjustments for those positions categorized as classified shall be made in accordance with the Classified Salary Schedules of the State of New Hampshire, until such time as the CCSNH Board of Trustees establishes a compensation structure pursuant to RSA-F:6 III(d).

B. Finance & Audit Committee

Mr. Densmore indicated that the Committee met prior to this meeting. The Committee approved three contracts which do not require further Board action: LRCC front entry renovations, NCC site and facility upgrades, and RVCC boiler replacement.

C. Academic and Student Affairs Committee

Mr. Hill reported that the committee has not met since the last Board meeting.

D. Facilities & Capital Budget Committee

Trustee Mallat indicated that the committee will be meeting following this meeting.

E. Governance

Ms. Roy-Czyzowski noted that the committee met on May 7 and will also be meeting following this meeting.

She indicated that the Board still has vacancies. Please contact Chair Holloway, the Chancellor or her with the names of possible interested individuals.

The Committee is designing a Board interest questionnaire that will be given to Board members in the fall.

It was reported that we have 100% response to the Board self-evaluation survey. The results will be reviewed by the committee, which will report and make recommendations to the full Board in the fall.

The Committee is also reviewing conflict of interest language as well as Board ethics, and may schedule a training session for Trustees.

Chair Holloway requested the committee also review the relationship of those who serve on a college advisory committee and who may bid on our RFPs. It is important that the colleges have advisory committee members who represent regional business, industry and the trades; we also must also adhere to appropriate standards concerning bidding and awarding contracts.

This issue will be addressed by the Governance Committee.

IV. Other Reports

A. Chairperson's Report

Chair Holloway expressed his appreciation to all those who took part in the budget discussions with legislators.

Much activity during the past weeks has centered on legislative the process. Chair Holloway thanked the staff for its work supporting these efforts.

B. Chancellor's Report

Chancellor Gustafson reported as follows:

The Chancellor outlined differences between the Governor's budget proposal, the House and Senate budgets. A Committee of conference will be held to finalize a budget.

The Governor has called a meeting of department heads next week to discuss the budget. He has requested information on the difference between his proposed budget and that of the Senate.

The Chancellor plans to meet with Bud Fitch to discuss the status of stimulus funds for CCSNH.

The Chancellor explained the evolution of the capital budget. Projects for CCSNH were added by both the House and Senate to the Governor's initial proposal.

Mr. Osgood continues to work with Office of Energy and Planning on potential energy related projects under ARRA. Mr. Beyer is working with DRED on technology related projects. We are researching several potential funding areas.

SB149 has passed the Senate and House. The House amended the bill to extend the report date of the CCS Legislative Oversight Committee to November 1, 2011, and to require the Chancellor and the Board to submit a plan and timetable for the transition of functions by September 1, 2009.

He attended the NHCUC conference this week. Discussions centered on enrollment and tuition for the upcoming year.

System Office space continues to be an issue. The portable trailer currently housing several staff members is not a long-term option. The lease for the trailer ends in September. We are looking for rental space locally. Our long term goal remains to build a new building on the NHTI campus to house all System Office staff together.

Summer and fall enrollments look good at this time.

Chair Holloway acknowledged that graduations were all terrific and thanks was extended to all Board members who attended.

It was noted that we may need a special Board meeting after the budget is signed to discuss tuition.

C. Foundation Report

Foundation Chair Claudie Mahar reported as follows:

- Final bank statements for May are not yet in so we do not have fund totals.
- Upcoming Meetings: Board and Finance Committee Meeting: July 13, 2009
- An Update: UNIQUE Annual Scholarships Final Numbers are in:
 - 1,615 students received awards for a total of \$1,486,125

Discussion followed on resource development efforts that the Foundation and Colleges should work on. Alumni and the business community are key resources.

Trustee Mahar reported that Foundation Director Amy Bourgault has begun meeting with Alumni Directors as a group as well as individually. Initial efforts that will support fundraising include developing an alumni database.

The Board requested that they receive regular reports on resource development activity occurring System-wide.

Mr. Caccia explained some of the activities at NHTI. He cited an example where an alumnus took a leave of absence from work to raise funds for engineering scholarships. Her efforts resulted in over \$100,000 raised. Other Presidents noted that there are many such activities at their colleges.

V. Consent Agenda

A. Grants

President Eneguess indicated the grant under consideration for WMCC is the first segment of a 5-phase grant.

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Hitchcock , voted unanimously to approve the acceptance of a \$147,249 grant from NH Charitable Foundation, Neil & Louise Tillotson Fund for the Entrepreneurial & Business Investment Program at White Mountains Community College.

B. Advisory Committee Appointments/Reappointments

VOTE: The Board, on motion of Mr. Guyer, seconded by Mr. Heath voted unanimously to approve the following appointments and reappointments for a term ending 6/30/12:

REAPPOINTMENTS NHTI

Diane Wood Allen
Concord Hospital
250 Pleasant St.
Concord, NH 03301
... Vice President, Operations and Chief Nursing Officer

MANCHESTER CC

Cynthia A. Gray

Parkland Medical Center
1 Parkland Dr.
Derry, NH 03038
... Chief Nursing Officer

Karen White
Manchester School of Technology
530 Porter St.
Manchester, NH 03103
...Principal

NASHUA CC

Kenneth Goodsell
9 Pope Circle
Nashua, NH 03060
... Manager, Flight Standards Division of FAA, NE Region

GREAT BAY CC

Stephanie Seacord
Leading Edge
135 Piscassic Rd.
Newfield, NH 03856
... Owner

Jo-Ann Vatcher
Frisbie Memorial Hospital
11 Whitehall Rd.
Rochester, NH 03867
... Director of Education

RIVER VALLEY CC

Paul Boucher
Greater Lebanon Chamber of Commerce
PO Box 97
Lebanon, NH 03766
... President

Suzanne Beyea
PO Box 1132
Grantham, NH 03753

Anita Porter
364 Elm St.
Claremont, NH 03743
... Human Resources Manager, Thermadyne

Guy Santagate
8 Southbrook Dr.
Claremont, NH 03743
... City Manager, Claremont

WHITE MOUNTAINS CC

Corinne Cascadden
Bartlett & Brown Elementary Schools
190 Norway St.
Berlin, NH 03570
... Principal

Dan Kennedy
Whitehorse Press
107 East Conway Rd.
Center Conway, NH 03813
... President

Lori Lane
White Mountain Regional High School
Route 3
Whitefield, NH 03598
... Career and Technical Education Director

Kevin Shyne
39 Chandler Ledges Rd.
Milan, NH 03581
... Regional Director, N.C. Tech Prep Regional Partnership

Student Senate President (one year term)
White Mountains Community College
Berlin, NH 03570

APPOINTMENTS**NASHUA CC**

Ralph Daniels
Daniels Equipment Company
45 Priscilla Lane
Auburn, NH 03032
... Founder and CEO, Daniels Equipment Company

J. Conrad Coffey
5 Horizon Circle
Nashua, NH 03064
... Executive Vice President, The Coffey Insurance Agency

Leonard Vigeant
10 Lilac Court
Litchfield, NH 03052
... Home builder, land developer, property manager

Tom Lerman
27 Bartlett Dr.
Bedford, NH 03110
... National Account Director, Managed Markets, Centocor-Ortho Biotech
Services, Division of Johnson & Johnson

Kevin Milligan
15 Reservoir St.
Nashua, NH 03064
... General Manager, Downtown Lincoln Mercury Body Shop

Mary Nelson
18 Stanley Lane
Nashua, NH 03062
... City of Nashua, Division Director of Public Health and Community
Services

WHITE MOUNTAINS CC

Max Makaitis
North Country Investment Corporation
347 Portland St.
St. Johnsbury, VT 08519
... Economic Development Director for Androscoggin Valley

VII. Other

Chair Holloway opened discussion on the number of Board meetings. He and the Chancellor have discussed the possibility of holding full Board meetings six times a year: August, October, December, February, April and June. Standing committees would meet in between. Updates and information will continue to be shared through emails. Special meetings could be called if needed. The issue of student representatives being unable to attend meetings because of class schedules was also mentioned.

VOTE: The Board, on motion of Mr. Guyer, seconded by Mr. Heath voted unanimously to schedule six regular Board meetings annually (August, October, December, February, April and June).

Efforts will be made to bundle the Standing Committee meetings on the same day as well as the self-governance meetings with faculty and staff on campuses where Board meetings are held.

Chair Holloway suggested that Presidents advise Board members of their Advisory Committee meeting dates and encouraged Presidents to include trustees in advisory committee meetings. Presidents were also asked to invite advisory committee members and students to Board meetings on campus.

ACTION: Ms. Mills will distribute a list of Advisory Committee meeting dates. Presidents will share advisory committee meeting agendas in addition to minutes.

VI. Non-Public Session

The meeting moved to non-public session at 11:43 a.m.

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Hitchcock, 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 ROSA 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 Board meeting reconvened at 12:32 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 12:33 p.m.

NEXT MEETING: August 6.

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, Jeremy Hitchcock, Nicholas Halias, Ronald Rioux, Richard Gustafson, Katharine Eneguess, Steven Budd, Lucille Jordan, Mark Edelstein, Darlene Miller, Will Arvelo, Steve Caccia, Richard Heath, Steve Guyer, and Kristie Palestino.

Also present were: Sara Sawyer, Mike Marr, and Susan Proulx.

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

Discussion followed on legal issues and personnel issue.

No votes were taken.

The non-public session adjourned at 12:32 p.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Commissioner