

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE  
BOARD OF TRUSTEES  
August 6, 2009

Members Present: Paul Holloway, Walter Peterson, Robert Mallat, Ned Densmore, Kim Trisciani, Claudette Mahar, Nicholas Halias, Richard Heath, Lori Hitchcock, Ronald Rioux, Kristie Palestino, Connie Roy-Czyzowski, Ryan Erisman, Jake Cote, David Paquette, Richard Gustafson, Charles Annal, Katharine Eneguess, Steven Budd, Lucille Jordan, Mark Edelstein, Will Arvelo, Lynn Kilchenstein, Paul Leather representing Virginia Barry, and Tara Reardon.

Regrets: Robert Duhaime, Steve Guyer, Harvey Hill, William Marcello, Ann Torr, Jeremy Hitchcock, William Marcello, Virginia Barry, George Bald, Darlene Miller, and Governor Lynch (2 vacancies).

I. Call to Order

The business meeting was called to order at 9:30 a.m. at NE Delta Dental, Concord, NH.

Student Trustees Jake Cote and Ryan Erisman were introduced and welcomed.

II. Adoption of Minutes

VOTE: The Board, on motion of Ms. Mahar, seconded by Mr. Mallat, voted unanimously to approve the minutes of the June 25, 2009 meeting as presented.

III. Discussion of Report on Implementation of Business Functions

Dr. Gustafson noted that SB149 requires us to submit a plan by September 1, 2009 on the implementation of business functions to effect the transition away from state services. The first draft of the plan was distributed and discussed. This is a work in process and will be circulated to the Board prior to submission to the legislature.

#### IV. Reports from Standing Committees

##### A. Finance & Audit

Trustee Densmore indicated that the Committee met on July 31 and has five motions to bring forward to the Board as approved by the Finance and Audit Committee.

##### Child Care Fee Increase – WMCC

Mr. Densmore reported that the college receives the new child care rates on a different cycle than when the Board sets fees. Next year will have a note on the proposed fee changes to reflect approval of the child care fees subject to receipt of the fee schedule submitted by the Childcare Development Bureau.

**VOTE:** The Board, on motion of Mr. Densmore, seconded by Mr. Rioux, voted unanimously to approve the following Child Care fees for White Mountains Community College effective June 29, 2009, as developed by the Childcare Development Bureau and recommended by the Finance and Audit Committee:

LEVEL OF SERVICE	CHILD AGE IN MONTHS	WEEKLY FEES
FULL TIME	3-17	\$187.00
FULL TIME	18-35	\$180.00
FULL TIME	36-78	\$157.00
FULL TIME	79-155	\$120.00
HALF TIME	3-17	\$144.72
HALF TIME	18-35	\$139.44
HALF TIME	36-78	\$121.44
HALF TIME	79-155	\$ 75.00
PART TIME	3-17	\$ 72.36
PART TIME	18-35	\$ 69.72
PART TIME	36-78	\$ 60.72
PART TIME	79-155	\$37.50

### CSSF Percentage Allocation Change

President Arvelo requested a change in the allocation of the Comprehensive Student Services Fee to improve overall student activity services to the students, to establish an intercollegiate athletics program that will help improve recruitment and retention, to improve student leadership opportunities and to restructure the current allocation model to provide more discretionary funds to student leaders. This is not an increase but a reallocation of the current fee.

**VOTE:** The Board, on motion of Mr. Densmore, seconded by Mr. Rioux, voted unanimously to approve Great Bay Community College's Comprehensive Student Activity Fee allocation from \$3 (student activity)/\$2.00 (administrative) to \$3.50 (student activity)/\$1.50 (administrative) effective fall, 2009, as recommended by the Finance and Audit Committee.

### Retirement and Risk Reserve Account

The 2% Retirement and Risk Reserve account was explained. We need to refine our financial planning to create a reserve as we transition away from reliance on the State. This account would be established to pay for accrued leave balances owed upon retirement and for other contingencies that may arise. As part of this process, we would remove the 75/25% split of funds that are transferred to the lapse account and have the colleges retain 100% minus the 2%.

Dr. Gustafson added that this account will be available for unfunded liabilities. This is a way to bring additional structure and fiscal predictability to the System and colleges.

**VOTE:** The Board, on motion of Mr. Densmore, seconded by Mr. Mallat, voted unanimously to establish of a 2% retirement and risk reserve account to pay for accrued leave balances owed upon retirements and other contingencies that may arise. Further, that the existing lapse fund no longer be subject to a 75/25% split and that 100% (minus the 2%) of the lapse funds be retained by the colleges, as recommended by the Finance and Audit Committee.

### Lapse Request - CCSNH Marketing

Mr. Densmore referred to the memo from Shannon Reid explaining the lapse request to sustain the System marketing efforts for rebranding. Funds will primarily be used for statewide television advertising, design and production of marketing materials, and continuation of coordinated marketing.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat, voted unanimously to approve the System Office Marketing lapse fund request for \$110,00 for FY10 to sustain the CCSNH rebranding effort, as recommended by the Finance and Audit Committee

#### Lapse Request – GBCC Construction Projects

Great Bay CC requested use of \$300,000 lapse funds to continue several projects that were value-engineered out of the original Pease construction project.

VOTE: The Board, on motion of Mr. Densmore, seconded Mr. Paquette, voted unanimously to approve Great Bay Community College's request for \$300,000 from lapse funds for construction projects including additional parking, resurface of all parking areas, add granite curbing, address catch basins and some landscaping.

Trustee Densmore reported that the Committee also approved a contract with Nelnet to provide online payment, reviewed the quarterly audit responses to the LBA audit, and reviewed two internal audit reports (cell phone and student accounts). The next meeting will be held September 10.

#### B. Academic & Student Affairs

Mr. Hill was not present to report. No meeting, however, has been held since the last Board meeting.

Dr. Charles Annal circulated and explained the dashboard metrics comparing the Spring 2008 to Spring 2009 semesters.

This report continues to be refined. We will start to look at retention differently beginning with the next report. We do not track students who enroll in the fall semester and do not return the following fall. Retention efforts will be discussed with VPAA and VPSA. We also want to enhance tracking of the certificate and degrees we award. We also plan to do a report that covers a year of activity.

Discussion followed.

#### C. Facilities & Capital Budget

Trustee Mallat indicated that the Committee met on July 31. Work begins on the capital budget request for 2012-13. The facilities project update of July 16, 2009 was included in the agenda packet. Mr. Osgood explained the concrete/tile moisture problem in the

new MCC automotive building. The contractor and subcontractors are addressing the issues. Fixing this problem will not result in additional cost to us.

The committee brought forward one action item.

President Edelstein requested approval to name the main building built in 1968 after the founding President, Robert H. Turner. The college's new entry will be finished soon and is an appropriate time to name the building. Trustee Peterson added that Mr. Turner served many terms in the state legislature.

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Paquette, voted unanimously to name the Lakes Region Community College main building after Mr. Robert H. Turner, the College's first President.

The next meeting is scheduled for September 10 at 9:00 a.m.

#### D. Governance

Trustee Roy-Czyzowski reported that the Committee met on July 23 and will be meeting today.

Request was made to those who did not respond to the July 24 email seeking names of individuals to fill three Board vacancies (public, education, and alumni) to do so. The email also addresses conflict of interest.

The Board interest questionnaire has been finalized and will be sent to Board members in late fall.

At the October meeting, the Committee will share the results of the Board self-evaluation survey. The Committee is also considering a change in the by-laws to combine the Legislative Committee with the Executive Committee and will bring this recommendation forward at the next meeting as well.

#### E. Personnel Committee

Ms. Trisciani

Trustee Trisciani noted that the committee has not met since the last meeting and will be meeting on September 28. The Committee continues to work on negotiations.

#### F. Executive Committee

Mr. Holloway

Chair Holloway explained the proposed modifications to the purchase and sales agreement with Webster Care for the Stratham building. They are requesting these changes due to available financing rates. This request has been approved by the

Executive Committee, which requests approval by the full Board. These modifications will be presented to the Legislative Long-Range Capital Planning and Oversight Committee.

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Rioux, voted Unanimously to approve the modifications to the purchase and sales agreement with Webster Care as follows:

	<b>Current P/S</b>	<b>Proposed Modifications</b>
Closing Date	June 30, 2010	June 30, 2011
Performance Updates	Informal	10/1/09, 1/1/10, 3/1/10, 6/1/10
Interim Shared Costs	\$25,000 on 7/1/09 \$25,000 on 1/1/10	\$100,000 on 4/1/10 \$100,000 on 10/1/10 \$100,000 on 4/1/11
Survey/Title Contingency	September, 2008	July, 2010 (cost \$19,500) New survey required
Demolition Contingency	September, 2008	Satisfied and completed
Environmental Contingency	November, 2008	July, 2010 (cost \$11,650) First survey completed. ESA II to be done when building is empty
Feasibility Contingency (pre-construction financing)	October, 2008	April 2010
	Completed, but needs to achieve pre-construction financing. If not met by 4/1/10, CCSNH has sole right to terminate agreement.	
State and Federal Regulatory Approvals Contingency	August, 2009	October, 2010
Local Approvals Contingency	August, 2009	October, 2010

Financing Contingency (bonding of full project)	April, 2010	May, 2011

## V. Other Reports

### A. Chairperson's Report

Chair Holloway referred to the NEASC CIHE accreditation highlights. He requested receipt of the recent accreditation letters. He also questioned why the Board was not made aware of the letter to RVCC from the Nursing Board and asked that it be shared with the Board. President Budd gave a brief explanation. Chair Holloway again indicated that the Board should receive all of these types of communications.

### B. Chancellor's Report

Chancellor Gustafson noted that most of the past month's activity has been reported out by the committees. Overall we had a strong legislative session with a strong capital budget, passage of SB149 and operating budget. He felt we had a terrific year with strong enrollments and several important objectives met. He personally thanked Presidents, faculty and staff and the System Office for the great work done this past year and looks forward to strong enrollments for next year and more transition work. On behalf of the entire System, he thanked the Board for providing guidance and structure which allowed us to be successful this past year.

Chair Holloway referred to three articles in the Chronicle of Higher Education August 7 edition and asked Ms. Mills to send them to the Board.

He also asked the Commissioners of Employment Security and Education to keep the Board informed of efforts we can make to assist their departments. Paul Leather shared that the Department of Education recently submitted a grant application and appreciated the assistance received from CCSNH. He further stated that the NHDOE and CCSNH enjoy an excellent working relationship.

### C. Foundation Report

Claudie Mahar indicated that the Bank of America has assigned the Foundation with a new investment account manager, Danielle Ward. The Foundation Board has been busy with many subcommittee meetings. We have achieved 74% participation for the Board appeal totaling \$8,369 to date. Reserve the date: November 9 at the Radisson in Manchester for the Foundation's Annual Reception.

## VI Consent Agenda

VOTE: The Board, on motion of Mr. Heath, seconded by Mr. Mallat, voted unanimously to approve the consent items as follows:

- A. Acceptance of two Grants: \$190,000 from the US Department of Education for the improvement of Postsecondary Education for LRCC and \$191,129 from NH Charitable Foundation, Neil & Louise Tillotson Fund for Early Childhood Development Program to WMCC
- B. Approve the nomination of Rich Valley to the NCC Advisory Committee for a term ending 6/30/12.

## VII Other

Chair Holloway noted that the Advisory Committee meeting dates have been sent to the Board and encouraged all to attend some of these meetings, and to advise the college President that you will be attending.

Mr. Holloway indicated that he has asked the Governance Committee to discuss a Board retreat.

Mark your calendars for the following events:  
 October 9 at 4:00 Portsmouth Opening celebration;  
 October 6 at 1:00 Beverly A. Grappone Hall Opening

## VII. Non-Public Session

The meeting moved to non-public session at 11:30 a.m.

VOTE: The Board, on motion of Mr. Mallat, seconded by Ms. Mahar, 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 Board meeting reconvened at 1:06 p.m.

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

The meeting adjourned at 1:07 p.m.

NEXT MEETING: October 1 – White Mountains Community College

Respectfully submitted,

Marie Anne Mills  
Assistant to the Chancellor

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Non-Public Session

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Also in attendance were: Naomi Butterfield, Sara Sawyer, Susan Proulx and Marie Mills.

The non-public session was called to order at 11:45 a.m.

Discussion followed on two legal issues.

The 6 presidents and Susan Proulx left the meeting at 12:42 p.m.

Discussion followed on a personnel issue.

No votes were taken.

The non-public session adjourned at 1:06 p.m.

Respectfully submitted,

Marie Anne Mills,  
Assistant to the Commissioner