ADVANCE MINUTES: Subject to the approval of the Board.

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
April 9, 2015


Regrets: Alison Stebbins, Richard Heath, Mikhaila Eule, Governor Hassan, Paul Leather, Marie Bailinson, Lucille Jordan (1 vacancy – Vice-Chancellor)

Also Presenting to the Board: Shannon Reid, Richard Coladarci, Susan Proulx, Marie Anne Mills

Prior to the start of the regular meeting, Great Bay CC had a presentation on the Advanced Technology & Academic Center and the Advanced Composites Manufacturing Certificate. Presentations were done by Bruce Baker and Debra Mattson. President Arvelo also welcomed the Board to the Center.

I. Call to Order

The business meeting was called to order at 10:21 a.m. at Advanced Technology & Academic Center, Great Bay Community College, Rochester, NH

II. Approval of the Agenda

The agenda was approved. No conflict of interest was expressed.

III. Approval of the February 5, 2015 Meeting Minutes

VOTE: The Board, on motion of Trustee Damren, seconded by Trustee Hitchcock, voted unanimously to approve the minutes of the February 5, 2015 meeting as corrected.
IV. NHTI Advisory Committee Nomination

Nomination of Timothy G. Sink for the NHTI Advisory Committee was brought forward by President Dunton.

VOTE: The Board, on motion of Trustee Shields, seconded by Trustee Roy-Czyzowski, voted unanimously to approve the nomination of Timothy G. Sink to the NHTI Advisory Committee for term ending June 30, 2018.

V. Honorary Degree Nomination

VOTE: The Board, on motion of Trustee Paquette, seconded by Trustee Calhoun, voted unanimously to approve the honorary degree nomination of Candidate A as presented.

Names of the recipient will be revealed at the discretion of the president.

VOTE: The Board, on motion of Trustee Paquette, seconded by Trustee Hitchcock, voted unanimously to approve the honorary degree nomination of Marie Anne Mills at NHTI.

VI. Reports from Standing Committees

A. Governance Committee

Trustee Roy-Czyzowski brought forward the following slate of officer nominations for 2015-2016, as recommended by the Governance Committee.

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Trustee Calhoun, voted unanimously to approve the following slate of officers for 2015-16 and recommend to the full board:

Chair: Paul Holloway
Vice-Chair: Kathy Shields
Secretary: Kim Trisciani
Treasurer: Robert Duhaime
Immediate past chair: Claudette Mahar

Ms. Roy-Czyzowski acknowledged Trustee Densmore for his service as Treasurer and Chair of the Finance Committee.
VOTE: The Board, on motion of Trustee Roy-Czyzowski, seconded by Trustee Calhoun voted unanimously to make the Marketing Ad Hoc Committee and the Safety & Risk Management Ad Hoc committee full standing committee status, as recommended by the Governance Committee.

VOTE: The Board, on motion of Trustee Roy-Czyzowski, seconded by Trustee Shields, voted unanimously to change the name of the Academic and Student Affairs Committee to Academic, Student Affairs and Workforce Development Committee, as recommended by the Governance Committee.

VOTE: The Board, on motion of Trustee Roy-Czyzowski, seconded by Trustee Shields, voted unanimously to change the name of the Personnel Committee to Human Resources Committee, as recommended by the Governance Committee.

Trustee Roy-Czyzowski discussed bylaws for Governance Committee. The final vote for all committee bylaws is planned to take place at the June Board meeting.

Ms. Roy-Czyzowski discussed possible opportunities for professional development for Trustees, including the American Association of Community Colleges (AACC). Ms. Roy-Czyzowski also provided copies of a matrix of professional experiences of Board members, as a way to identify mentors or sources of information.

Ms. Roy-Czyzowski also addressed upcoming surveys for the Board. The bi-annual Self Evaluation Survey to assess effectiveness of Board will be distributed soon. Ms. Roy-Czyzowski emphasized the importance of including constructive comments to enrich survey results. Ms. Roy-Czyzowski also discussed the possibility of peer review of each Trustee, which would be collected by the Governance Committee and distributed to each member anonymously, for the purposes of personal professional growth. The Governance Committee sought feedback from Trustees to understand if this would be valuable on an annual or bi-annual basis. Ms. Roy-Czyzowski will provide the document for review before this survey is initiated.

The next meeting of the Governance Committee will take place on June 15, 2015 at Northeast Delta Dental.

B. Personnel Committee

Trustee Trisciani reported on the March 30, 2015 meeting. Discussed the name change to the Human Resources Committee and completion of bylaws. Ms. Trisciani
complemented the work of Mr. Coladarci, Ms. Herrick, and Ms. Sawyer in developing an online applicant tracking system to improve hiring practices. Ms. Trisciani also discussed the employee engagement survey. Ms. Trisciani and Trustee Guyer complimented Mr. Coladarci and the HR Planning and Development Quarterly publication that he initiated. Ms. Trisciani reported that contact negotiations between CCSNH and the full-time faculty and the staff collective bargaining units have started and will meet on a bi-weekly basis. The current contract will expire on June 14, 2015. If a new agreement is not reached, the current agreement will continue under an evergreen provision.

Trustee Holloway and Trustee Roy-Czyzowski expressed concern of the 2018 Affordable Care Act Cadillac Tax on cost on cost of healthcare and benefits. Ms. Reid updated the group on a related provision in HB2. Chancellor Gittell will update the board with more information in the future.

Next meeting will be of the Human Resources Committee will take place on June 15, 2015 at Northeast Delta Dental.

C. Facilities and Capital Budget Committee

Trustee Heath was not present. All attending were asked to refer to the minutes of the previous meeting for construction activities.

The next meeting of the Facilities and Capital Budget Committee will take place on June 9, 2015 at Northeast Delta Dental.

D. Finance Committee

Trustee Densmore reported on the March 24, 2015 meeting and brought forward two items that need Board approval.

VOTE: The Board, on motion of Trustee Damren, seconded by Trustee Calhoun, voted unanimously to approve the Community College System of NH System Office reserve request of $123,593 from the Risk and Retirement account to fund the sale of 12 Industrial Drive in Berlin (WMCC), as recommended by the Finance Committee.

VOTE: The Board, on motion of Trustee Densmore, seconded by Trustee Calhoun voted unanimously to approve the following 2015-16 fees, as recommended by the Finance Committee.
NHTI - RESIDENCE HALL FEE
Room (double/triple) $2,812 per semester
(single) $3,315 per semester
(super single) $3,470 per semester (offered when the Residence Hall is not at full capacity)
Per person/per night $26.00 single/double/triple room

NHTI - BOARD FEE
19 meal plan - $1,565 ($1,465 + $ 100 flex) per semester
15 meal plan - $1,440 ($1,340.00 + 100 flex) per semester

Trustee Densmore discussed the CCSNH budget as related to the state budget. Mr. Densmore also complimented Ms. Van Ostern’s work on new reporting formats, which will be shared with the full Board at a future meeting.

The next meeting of the Finance Committee will take place on June 9, 2015 at Northeast Delta Dental.

E. Audit Committee

Trustee Shields reported on the March 24, 2015 meeting. Ms. Van Ostern circulated and explained the FY 2014 BerryDunn Audit Findings Tracking Log, dated March 24, 2015. Ms. Van Ostern noted updates to the System Office policies and procedures and staff training. Ms. Shields thanked Ms. Van Ostern and her team for their work in improving procedures and reporting. Ms. Roy-Czyzowski expressed concern about the potential for security breaches on confidential data. Ms. Shields also addressed the new audit process. Ms. Shields noted that the P-card Audit was reviewed and thanked Ms. Herrick for support in bylaw review. Ms. Shields recognized Ms. Amber Wheeler’s work in rolling out new procurement procedures.

The next meeting of the Audit Committee will take place on June 9, 2015, location to be determined.

F. Academic and Student Affairs

Trustee Hitchcock reported on the March 10, 2015 meeting. One item is being brought forward for Board approval- New Program Approval for White Mountains Community College.

VOTE: The Board, on motion of Trustee Hitchcock, seconded by Trustee Densmore, voted unanimously to approve the Resort and Recreation
Management associate degree program at White Mountains CC, as recommended by the Academic and Student Affairs Committee, effective Fall 2015.

Mr. Hitchcock reported on the first meeting of the Chancellor’s Faculty Academic Advisory Council (CFAAC) which was held on April 7, 2015. Dr. Gittell discussed that the VPAAAs from each college nominated two representatives to participate. The CFAAC plans to meet more than once a year. The next meeting is planned to be held in June. Dr. Gittell thanked Mr. Hitchcock for his involvement on the CFAAC.

Discussion followed on the 3+1 Nursing Program. Dr. Gittell and President Huard updated the Board on the progress of the initiative. Although there have been several obstacles to completion, development of the program is still in progress. Once the final details are resolved, marketing and admissions staff will become more engaged.

Ms. Reid provided an update on dual admission, a separate program to allow students to transition from CCSNH to USNH. Details are being finalized; marketing and informational materials are being prepared. The MOU will be finalized in the near future; we are working to schedule a signing ceremony with Governor Hassan.

The next meeting of the Academic, Student Affairs, and Workplace Committee will take place on June 10, 2015 at Northeast Delta Dental.

G. Safety and Risk Management Committee

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

The next meeting of the Safety and Risk Management Committee will be scheduled in April, 2015- location to be determined.

H. Marketing Committee

Mr. Calhoun reported on the March 2, 2015 meeting and work on the committee bylaws.

The next meeting of the Marketing Committee will take place on July 7, 2015, location to be determined.

I. Executive Committee

Chair Holloway reported on the February 25, 2015 meeting.
The next meeting of the Executive Committee will take place on April 16, 2015.

VI. Other Reports

A. Chairperson’s Report

Chair Holloway provided an update on ongoing work with the legislature on the state budget and recognized Ms. Reid’s work. Mr. Holloway and Interim President Wood discussed the NEASC letter for White Mountains CC. Mr. Holloway discussed upcoming events for graduation. If board members haven’t signed up to attend a graduation event, they are encouraged to do so. Mr. Holloway referred to a number of articles about the importance community colleges. Mr. Holloway suggested a Board meeting before the June session in future years.

At Chair Holloway’s invitation, Ms. Reid provided additional detail on the budget process and addressed trustee advocacy. She will develop a web page for trustees with information and talking points. Mr. Holloway expressed need to share any communication with state Senators or Representatives with Ms. Reid.

Chair Holloway recognized President Harvey-Smith for being added to the AACC Board for Community Colleges. In addition, President Harvey-Smith and River Valley CC have both been selected as a finalist for the AACC 2015 Award of Excellence in Emerging Leadership. President Dunton shared that NHTI will celebrate its 50 Year Anniversary with a Gala on October 3, 2015.

B. Chancellor’s Report

Dr. Gittell discussed Senator Shaheen’s visit to Rochester Advanced Technology & Academic Center. Dr. Gittell also stated that the work on the Banner System will help students take fuller advantage of CCSNH programs. He reported that he has met with college Presidents to address budget concerns. Dr. Gittell noted two recent articles about community colleges and reported that CCSNH registration is up 1%, compared to the 4% decrease in the national average. Dr. Gittell recognized Ms. Reid’s work with the legislature with respect to state funding. He observed that community colleges are critical for attracting new business to the state. Provided update on 2015 Innovation Fund and First in the Nation Primary, including organization of candidate forums and coordinating with a course, which will be available in all seven colleges and as an E-Starr offering. Dr. Gittell discussed meeting with author Robert Putnam, along with college presidents, Ms. Reid and Trustees Rothenberg and Shields. Mr. Putnam’s most recent publication is Our Kids: The American Dream in Crisis, and he sees community colleges as an important tool in addressing widening opportunity gap.
Trustee Guyer praised Ms. Reid’s work with the legislature, and discussed budget concerns at the state level and importance of presenting positive impression of CCSNH.

C. Foundation Report

Trustee Mahar reported on the Annual Foundation Board Meeting, which was held on March 9, 2015. Changes were made to the bylaws, including the addition of two new standing committees - Governance and Fund Development. The Governance Committee is charged with Director recruitment, nominations, bylaws, policies and guidelines. Ms. Mahar acknowledged the work of Trustee Siegel, the college Presidents, and others for their work in these efforts.

The number of possible Directors was increased from 19 to 25, which translates into 8 ex-officio and 17 elected. Three new Directors were elected during March:

- Ed MacKay, Director of the NH Division of Higher Education – Higher Education Commission in Concord.
- Peter Callaghan, Director with Preti Flaherty in Concord.
- Mike Aquino, Financial Advisor with Weisman, Tessier, Lambert and Halloran in Nashua.

The total number of Directors stands at 20, 5 additional elected positions remain open.

There will be a ceremony for the Ray Burton Scholarship Fund for CCSNH, tentatively planned for May 20 or May 27, 2015 in the Executive Council Chambers. The first check is estimated to be approximately $30,000.

VII legislative & 2016-17 Operating and Capital Budget Update

Ms. Reid referred to the comments that were made previously at the meeting.

VIII Other

Chair Holloway thanked the Board for reelecting him as Chair and announced that committee assignments would be handed out. Mr. Holloway acknowledged Mr. Moy’s contributions to the board, excellent academic record, and representation of students during his tenure as Student Representative on the Board of Trustees.

Recessed for lunch at 12:56 p.m.
Session reconvened at 1:22 p.m.

IX. Non-Public Session

VOTE: The Board, on motion of Trustee Trisciani, seconded by Trustee Damren, voted by roll call vote to conduct a non-public session for the purpose of discussing personnel issues and real estate issues, and noted that such a non-public session is authorized by RSA 91-A:3, II (a and d) and the Board’s executive and deliberative privileges. This motion passed by the unanimous vote of all members present.

The meeting moved to non-public session at 1:23 p.m.

The meeting reconvened at 2:51 p.m.

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

NEXT MEETING: June 25, 2015 at Lakes Region CC.

The meeting adjourned at 2:52 p.m.

Respectfully submitted,

Hannah Foust
Executive Assistant to the Chancellor and
Board of Trustees
BOARD OF TRUSTEES

April 9, 2015

NON-PUBLIC SESSION


Others in Attendance: Marie Anne Mills, Matt Moore, Kristyn Van Ostern

The non-public session was called to order at 1:25 p.m.

Discussion followed on a real estate matter.

At 1:50 p.m. Trustee Lucas left.

At 2:07 p.m. President Harvey-Smith, Kristyn Van Ostern, and Matt Moore left.
At 2:15 p.m. Trustee Rothenberg left.

Discussion followed on personnel issues.

At 2:27 Chancellor Gittell left.

Discussion followed on personnel issues.

No votes were taken.

The non-public session adjourned at 2:50 p.m.

Respectfully submitted,

Hannah Foust
Executive Assistant to the Chancellor and
Board of Trustees