ADVANCE MINUTES: Pending approval of the Committee

GOVERNANCE COMMITTEE
CCSNH BOARD OF TRUSTEES
Meeting of June 15, 2015

Attending: Chair Connie Roy-Czyzwoski, Angela Roussel-Roberge, Will Arvelo, Susan Siegel, Jeanne Herrick, Tricia Lucas

Attending By Phone: Steve Ellis and Claudette Mahar

Regrets: None

Others Attending: Hannah Foust

The meeting was called to order by Committee Chair Roy-Czyzwoski at 9:03 a.m. at the Northeast Delta Dental Conference Center in Concord, NH.

Approval of the March 30, 2015 Meeting Minutes
Approval of the March 30 meetings will take place at a future meeting, to allow time for all Committee Members to review.

Board Self Evaluation Survey Results
The 2015 Self Evaluation Survey Results will be shared at a future meeting, as we are waiting for additional members of the Board to participate.

President Arvelo brought forward a concern regarding a survey question that would allow the responses to be separated by ex-officio and voting members in the reports. Lengthy discussion followed on the best way to ensure that all responses received in the survey were forthcoming and honest, while providing a complete picture regarding the efficiency and performance of the Board as a whole. The discussion also covered additional mechanisms in place for providing feedback on Board performance and the importance of providing feedback to the Board to ensure the effective functioning of CCSNH. Ms. Herrick suggested drafting a policy to cover the retention of the survey results, which may help in addressing the concerns of Board members on how the results are used. It was decided that President Arvelo would canvas other ex-officio members to get their opinions on whether or not the separation between ex-officio and voting members would be included in the final report to the Committee.

Trustee Peer Evaluation Survey
President Arvelo complimented the survey questions and proposed including feedback on participation in both Board and college events. Trustee Lucas also suggested clarifying the expectations of attendance, which would include quantifying the number of college and Board events that Board Members are expected to attend. Ms. Roy-Czyzowski suggested that geographical location also be considered when defining expectations. The committee discussed how Board Members would be aware of events on the college campuses; President Arvelo stated was incumbent on Presidents to inform the Board. Ms. Roy-Czyzowski suggested an online calendar to help inform the Board of upcoming events. Ms. Lucas also suggested tracking Board member participation at required events. The committee agreed that a report of attendance should be made available to the Governance Committee and the Executive Committee when considering reappointments of Board members. Ms. Foust will create a report tracking attendance starting in 2014 and will provide these results to the Governance Committee. The committee discussed what should happen if a Board member was not meeting attendance requirements. It was determined that this information would be provided to the Chair of the Board, who would decide on appropriate action.

Ms. Lucas also requested clarified expectations of Board members in regards to fundraising for both CCSNH and the CCSNH Foundation. Ms. Roussel-Roberge proposed that Student Trustees should be exempt from fundraising requirements. Trustee Mahar discussed the requirements for members of the Foundation Board of Directors, and indicated that she would share them with Ms. Roy-Czyzowski for possible inclusion in Board documentation.

Members brought forward concerns on the ability to provide feedback to all members of the Board, particularly if one did not serve on a committee with a particular member. Discussion followed on the best way to assess levels of involvement, taking into account opportunities for interaction and amount of time served on the Board. Ms. Lucas suggested adding a question to indicate whether or not you served on a committee with the individual you were evaluating. Ms. Herrick also recommended removing references to breaches of confidentiality on the peer survey, which the committee agreed with. Ms. Roy-Czyzowski suggested that the committee review the current questions and bring suggestions on how to best to evaluate participation at a future meeting.

By-Laws for Standing Committee Updates and Review

The committees addressed the differences between the by-laws for committees. One point of difference discussed was whether or not ex-officio members of the Board should have voting rights on the committees. The committee also discussed appointment up to two College Advisory Board members to certain committees, and whether or not they should have a vote.

The committee agreed to meet to discuss committee by-laws separately on July 1, 2015.

The meeting adjourned at 11:06 a.m.

Respectfully Submitted,

Hannah Foust
Executive Assistant to the Chancellor
and Board of Trustees