CCSNH BOARD OF TRUSTEES
Meeting of June 25, 2015


Attending By Phone: Ned Densmore, Steve Ellis, Scott Kalicki, Alison Stebbins, Susan Huard

Regrets: Nathan Wells, Connie Roy-Czyzowski, Rafael Rojas

Also Attending: Kristyn Van Ostern, Richard Coladarci, Shannon Reid

I. Call to Order

The business meeting was called to order by Chair Holloway at 9:31 a.m. at NHTI in Concord, NH.

II. Approval of the Agenda

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

III. Approval of Minutes: June 4, 2015

VOTE: The Board, on motion of Trustee Mahar, seconded by Trustee Shields, voted unanimously to approve the minutes of the June 4, 2015 meeting as amended.

IV. Legislative Update

Ms. Reid discussed the progress of the state capital and operating budget, and the impacts for CCSNH. The Governor has announced her intention to veto the budget proposed by the House and Senate. In this event, the Governor is likely to sign continuation of 2015 funding. Ms. Van Ostern has been working on projections of the CCSNH budget in this scenario, in order to be prepared operationally if the budget is not in place until the fall. The capital budget passed both chambers, which will result in $14.6 million for CCSNH, more than 10% of entire state capital budget. This will provide $3,933,952 for system-wide critical maintenance, $2,300,000 for IT infrastructure, $7,000,000 for MCC HVAC building, $400,000 for RVCC stem labs, and $1,000,000 for LRCC Automotive Building, phase 2.
Ms. Reid also reported that language has been added to the capital budget that will specifically link appropriations to CCSNH policies. This action will ensure that the Board enacts policies that will manage capital funds. The CCSNH continues to be highly praised from entire political spectrum.

Ms. Van Ostern reported that normally the Board would meet at this time of year to approve tuition rates and budget. This is not possible at this time, because the state budget is not finalized. The Finance and Facilities & Capital Budget Committees were asked to authorize the Chancellor to enter into several contracts, provided that state funding would be available. A continuing resolution will be in place by July 1, 2015- which will allow us to continue to operate as normal until the budget rates have been established. Ms. Reid reported that she has contacted colleges to ensure that there is language in place to make it clear that the current tuition rates are subject to change, while we wait for the state budget to be approved.

Trustee Calhoun discussed the importance of maintaining contact with NH Governor’s Councilors. Chair Holloway and Dr. Gittell updated the Board on the efforts that they, Ms. Reid, and President Wood have made to connect with the Councilors.

Discussion followed on the recent article for NHPR and its reception in state government. Chair Holloway recognized Ms. Reid’s work in representing CCSNH well.

IV. River Valley Community College Advisory Committee Nomination

Nomination of Dr. Cynthia Gallagher for the River Valley CC Advisory Committee was brought forward by President Harvey-Smith.

VOTE: The Board, on motion of Trustee Rothenberg, seconded by Trustee Paquette voted unanimously to approve the nomination of Dr. Cynthia Gallagher to the River Valley CC Advisory Committee for term ending June 30, 2018.

VI: Lebanon Property

Ms. Van Ostern reviewed the history of approval of the Lebanon property, and the next steps to proceed in establishing a River Valley CC Academic Center in this location. This includes approval of a loan from USDA, in addition to grants with the Community Development Finance Authority (CDFA) and Northern Borders Commission. President Harvey-Smith continues to finalize program and staffing structures. There will be construction to update the facilities and ensure ADA Compliance. A soft opening scheduled for January 2016 and grand opening in Fall of 2016. President Harvey-Smith announced that the name of the facility will be River Valley CC at Lebanon.
Trustee Heath expressed concern about registering enough students in courses, based on the venue location which would compete with existing colleges and lack of population in the immediate area. Ms. Van Ostern reported on the relationships being developed with large employers in the area, including Dartmouth-Hitchcock Medical Center and Hypertherm- who have both pledged support of the facility. There are commitments in place to work with the companies to train new employees, as well as expend educational opportunities for current employees. President Harvey-Smith also reported on the efforts of developing new relationships with area high schools, and have received additional pledges of support. Also discussed was the fact that Lebanon College, the former occupant, was not accredited. The feasibility study that was prepared was also discussed, as well as contingency plans to ensure that the center is sustainable.

Dr. Gittell discussed the history of the project and the meetings he has had with Dartmouth-Hitchcock in regards to their involvement. He also highlighted the upcoming tech and biotech companies in the area, as well as the strength of the Lebanon economy compared to other areas of the state. Dr. Gittell emphasized the importance of having a presence in areas of growth. Trustee Hitchcock discussed the hyper-segmentation of communities in Northern New Hampshire and the need to have representation in each of them.

A lengthy discussion took place on the pros and cons of the establishment of an Academic Center in Lebanon. Reservations included sustainability of the facilities and finding students to attend courses. President Harvey-Smith stated that although this venture has risks and challenges, it’s an opportunity for growth and an improved bottom line for River Valley CC and CCSNH. Trustee Densmore voiced his support for the center, as the feasibility studies were convincing and significant work has been done to limit financial risk. Ms. Van Ostern emphasized that both she and President Harvey-Smith were available to answer any questions or concerns.

VOTE: The Board, on motion of Trustee Densmore, seconded by Trustee Siegel, voted to approve the following:

The Board approves the Lebanon College property purchase and sales agreement dated June 3, 2015 and executed by Ross Gittell, Chancellor of the Community College System of New Hampshire.

The Board authorizes Ross Gittell, in his capacity as Chancellor, to execute and deliver all documents reasonably required to close the sale of the Lebanon College property, including the authority to retain financing through the USDA and agree to monetary adjustments resulting from any pro-rations or the payment of customary closing fees and expenses.

Each Trustee recorded her/his vote on the motion, as follows. The motion was carried with a majority of the vote.

No:  R. Heath

Abstain:  None

VII: Reports of Standing Committees

A. Governance Committee

Committee Vice Chair Roussel-Roberge reviewed the final copy of by-laws for each committee, and reported there are some inconsistencies to address. The peer evaluation report proposal will also be available for presentation at an upcoming Board meeting.

The next meeting of the Committee is scheduled for July 1, 2015.

B. Academic, Student Affairs & Workforce Development

Committee Chair Hitchcock updated the Board on the recent meeting on June 16. President Wood introduced a request for a new associate degree program at White Mountains CC, Health and Wellness. Discussion followed on the merits of the program.

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

The next meeting of the Committee is scheduled for September 8, 2015.

C. Audit Committee

Committee Chair Shields provided an update on the meeting held on June 24. The annual system audit will be overseen by BerryDunn and will start in July, 2015. Ms. Shields reviewed the audit findings tracking log with the Board. Ms. Van Ostern reviewed the progress made in clarifying policies, in order to provide uniform guidance and maintain compliance. CCSNH needs to revise certain system policies, which will be voted on by SLT in July. Ms. Van Ostern recognized her co-workers’ efforts and thanked them for their assistance in this process. Ms. Van Ostern and Ms. Shields provided an updated regarding GASB 68 and the changes regarding
financial reporting. They are currently waiting for estimates from the NH Retirement System to comply with the new requirements.

Ms. Hartshorn provided a report on her fundraising audit, currently in progress. She has found that there is no MOU between the Board and CCSNH Foundation regarding fundraising. Although the report is not complete, Ms. Hartshorn recommends that this issue is addressed as soon as possible, by establishing which fundraising funds need to be given to the Foundation from the System.

Ms. Shields also discussed the need to perform an audit of IT security of systems. In discussing with Ms. Hartshorn, the Committee will work with BerryDunn to engage an auditor with IT expertise. It was noted that it will be costly, but necessary to ensure the security of the information. Discussion followed on possible resources to assist in developing a strategy.

D. Facilities and Capital Budget Committee

Committee Chair Heath reported on the joint meeting with the Finance Committee meeting on June 24. The following contracts were approved by both the Facilities and Capital Budget Committees. As the state budget is not finalized, the Committees voted to authorize the Chancellor to enter into this contract conditioned on state provided funding being available for contracts in the 15/16 fiscal year.

1. Minuteman (security updates) on All Campuses: amend contract to include additional $130,000, for an amount not to exceed $679,944. Security updates detailed below.
   - LRCC: $13,000: Access Control System: lockdown readers
   - GBCC: $40,000: Emergency Phone System
   - GBCC: $30,000: Student Center Door Access, etc.
   - NHTI: $10,000: CCTV Software System
   - RVCC: $30,000: Access Control System: Secure Labs
   - NCC: $7,000: ID Card Printer with a magstripe encoder

2. Milestone Engineering & Construction at Lakes Region CC: amend contract to include additional $1.1 million, for an amount not to exceed $3.6 million. For New Automotive Building, Phase II.

3. Hoyle Tanner at Manchester CC: amend contract to include additional $333,040, for an amount not to exceed $282,203. For Front Street and driveway improvements.

4. F.L. Merrill at Manchester CC: approve contract for a not-to-exceed amount of $685,000. For construction services for Front Street and driveway improvements.
5. Martini Northern at Nashua CC: approve contract for a not-to-exceed amount of $584,422 ($563,424.00 contract and $20,000.00 contingency). For the NCC addition to the Advanced Manufacturing Laboratory. Note: uses TAACCCTII Federal Funds.


7. Milestone Engineering and Construction at NHTI: amend contract to increase of $750,000 for a not-to-exceed amount of $2,462,392.61. $200,000 for NHTI Life Safety; $200,000 for NHTI Critical Maintenance; and $350,000 for Chancellors Office HVAC.

8. MacMillin Construction at River Valley CC: amend contract for increase of $55,000 for a not-to-exceed amount of $3,994,223. $400,000 for Capital Budget Renovations; $100,000 for Capital Budget Life Safety and $50,000 for Capital Budget Critical Maintenance.

9. Lavalle/Brensinger Architects at River Valley CC: amend contract for increase of $120,000 for a non-to-exceed amount of $510,876. $400,000 for Capital Budget Renovations in Claremont; $100,000 for Capital Budget Life Safety and $50,000 Capital Budget Critical Maintenance and phase I Renovation at Claremont. Note: this is under FY14/15 Capital Budget Critical Maintenance.

10. Hutter Construction at White Mountain CC: amend contract for increase of $400,000 for a not-to-exceed amount of $1,555,000. $200,000 for Life Safety and $200,000 for Capital Budget Critical Maintenance

The next meeting of the Committee is to be determined, but will be based on state budget progress.

E. Finance Committee

Committee Chair Duhaime reported on the Finance committee meeting, which took place on July 24 (immediately following the joint meeting with the Facilities and Capital Budget Committee).

VOTE: The Board, on motion of Mr. Damren, seconded by Mr. Guyer, voted unanimously To approve the change recommended to CCSNH Policy 421.78: Senior Citizens (Section 400 – Finance), as follows:

CCSNH College Presidents have the CCSNH College Presidents have the discretion to waive the tuition fee for a New Hampshire resident 65 years or older to audit a course under the following criteria:
1. Course prerequisites shall apply.
2. Official proof-of-age and NH residency documentation shall accompany the registration form.
3. Space needs shall first be met for applicants whose tuition fees are guaranteed by self-pay, scholarship or work-study.
4. The course shall have paid enrollment to meet costs.
5. All ancillary costs and charges (i.e. books, supplies, academic instruction fee, registration fee etc.) are paid by the individual.
6. Registrations for courses under this provision will only be accepted two (2) days prior to the start of classes.
7. The college offering the course may, at its discretion, cancel the course.
8. The college offering the course shall be the sole determining agent as to whether or not space is available.
9. No discount for workshops or other non-credit courses.

VOTE: The Board, on motion of Mr. Damren, seconded by Ms. Mahar, voted unanimously to approve the following contracts, as recommended by the Finance Committee:

1. Casella Waste Management at NHTI: contract for $120,611.34.

The next meeting of the Committee is to be determined, but will be based on state budget progress.

Other

VOTE: The Board, on motion of Ms. Shields, seconded by Mr. Guyer, voted unanimously to:
- Acknowledge that Academic Year 15-16 tuition cannot be set without approved State of NH funding
- Instruct the Colleges and the System to continue with current tuition until the State Budget had been set.

Committee Chair Jack Calhoun noted that there is a Marketing meeting on July 7, 2015 at Northeast Delta Dental.
Chair Holloway discussed articles pertaining to student debt and its consequences in New Hampshire.
NEXT MEETING: August 6, 2015 at Manchester CC.

The meeting adjourned at 12:35 p.m.

Respectfully Submitted,

Hannah Foust
Executive Assistant to the Chancellor and Board of Trustees