

Note: only voting members were asked to attend this meeting.

(1 Public vacancy and one member on leave of absence)

Also in attendance: Andrea Gordon

I. Call to Order

The meeting was called to order at 10:05 a.m. at NE Delta Dental, Concord, NH.

II. Adoption of Minutes

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Ms. Palestino, voted unanimously to approve the minutes of the November 28-29, 2012, meeting as presented.

III. Advisory Committee Nominations

President Arvelo submitted an Advisory Committee nomination for appointment.

VOTE: The Board, on motion of Mr. Hitchcock, seconded by Mr. Halias, voted unanimously to approve Laurie Murray to the Great Bay CC Advisory Committee for term ending June 30, 2016.
IV. Program Proposal – River Valley CC

VP of Academic Affairs Andrea Gordon, River Valley CC was introduced. She explained that the AS degree in Math and Science will include four concentrations. This program is designed as a transfer degree and articulation with PSU and KS has been discussed. The program will start in the fall with advertising beginning upon approval by the Board. This program is also part of the STEM initiative.

Dr. Gittell noted that this program being developed as an Associate in Science as opposed to an Associate in Arts was discussed with the Vice Presidents of Academic Affairs. An AS in more appropriate and does meet policy guidelines.

Mr. Hitchcock noted that this program received the approval of the Academic & Student Affairs Committee.

VOTE: The Board, on motion of Mr. Hitchcock, seconded by Ms. Roy-Czyzowski, voted unanimously to approve the AS Degree in Mathematics and Science at River Valley Community College effective fall 2013.

V. Strategic Planning Session

Dr. Gittell and Chair Holloway both noted that the momentum for developing the strategic plan is moving forward and wanted the Board to continue their discussions.

Dr. Gittell indicated that the plans for the January 14 Symposium are in final stages and more than 600 faculty and staff will be attending. When visiting faculty and staff as he toured the campuses, it was suggested that we reinstate the symposium. Faculty and staff gather as a system for a day of staff development. He plans on presenting a shorter version of the institutional research information shared with the board as well as an update on strategic planning. Governor Hassan will be delivering the keynote address.

Chair Holloway and Dr. Gittell reported on their meeting with then governor-elect Hassan and her staff. Topics included the state appropriation, pathways, business and industry partnerships, and increasing matriculation rates. She was appreciative of the data provided. She acknowledged CCSNH in her inauguration speech. In addition, Dr. Gittell met with Gov. Hassan at Lakes Region CC when she was viewing the energy program facilities.

Chancellor Gittell has also met with the Senate Education Committee for an informational meeting about our System and also presented them with informative data.
Trustees suggested Board members receive one-two pages of talking points along with statistics when meeting legislators.

Trustee Mahar indicated she attended the Nashua CC legislative breakfast. It was well attended by legislators and they are very supportive of CCSNH but express they still have to address many funding issues. Having students present is very important at these sessions.

Dr. Gittell indicated that when he has been talking to the Governor and legislators, he stresses our working with them, not just asking for funding. We demonstrate to them what we do.

**ACTION:** Develop a one/two page fact sheet for Board members.

Chair Holloway announced that he will be forming a Board ad hoc committee on marketing.

Dr. Gittell encouraged Board members to attend local school board meetings, talk to legislators and continue to be advocates for the System. He indicated that his research presentation can be shared, which gets updated routinely.

Mr. Rioux spoke on his discussions with Shannon Reid concerning how to deliver the most effective marketing.

Dr. Gittell noted that he has contracted with Dick Snowden to develop a draft strategic planning document based on the Board retreat discussions. When the plan is finalized, we will identify the top 10 items that we will work on. Chair Holloway requested that timelines be established as part of each goal.

Chair Holloway indicated that at the February 7 Board meeting, Dick Snowden will meet with voting members of the Board to discuss Board roles and responsibilities as was stared at the December retreat as part of strategic planning.

Also as part of strategic planning, the Chancellor’s office managers and presidents will continue their process with Mr. Snowden on roles and responsibilities.

Dr. Gittell shared his key areas he will focus on for 2013: define (with specifics) roles and responsibilities of the Board, colleges and chancellor’s office; support the priorities in strategic plan; mapping backward; colleges operating as a system; chancellor’s office operating as a service organization; effective implementation of performance and market based compensation system; CCSNH as the source of reliable and timely information; marketing and promoting CCSNH; increasing post-secondary matriculation
across the state; being a leader in innovation instruction and delivery of courses and training and being aggressive in fund raising for the foundation.

Trustee Stebbins asked that we include as part of each goal what it is we want to solve and what is the anticipated outcome on each initiative.

Dr. Gittell noted that there is a staffing need in order to follow-up on all these initiatives and proposed a position called director of strategic program and initiatives. Chair Holloway noted that any positions should be discussed with the Personnel Committee.

VII. Other

Currently, we have two positions open on the Board. One is the Alumni representative due to the resignation of Melanie Levesque. The Student Representative, Leif Becker, resigned due to leaving White Mountains CC to continue his education at Plymouth State University. The next campus in the rotation is River Valley CC and that student will serve until May 2014.

NEXT MEETING: February 7, 2013 at NHTI, Concord, NH

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor