COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
October 2, 2014


Regrets: Rafael Rojas, Jack Calhoun, Alison Stebbins, Michael Power, Will Arvelo, Susan Huard, Virginia Barry, and Governor Hassan.

Prior to the state of the business meeting (9:34 a.m.), President Dunton welcomed the Board to NHTI.

Dr. Dunton introduced IT Professors Tom Laurie, Fred Lance and Bill Shurbert who spoke on the long standing Cisco Academy and its successes.

It was also announced that NHTI received a $2.5 million Dept. of Labor, Phase 4 TAACCCT grant which will expand the capacity for new and existing IT associate degree and certificate programs.

Dr. Dunton thanked Vice-President Langley and her team for their hard work in a short period of time to obtain this grant.

I. Call to Order

The business meeting was called to order at 10:00 a.m. at NHTI, Grappone Hall, Concord, NH.

II. Approval of the Agenda

The agenda was approved. No conflict of interest was expressed.
III. Approval of the August 7, 2014 and September 18, 2014 Meetings Minutes

VOTE: The Board, on motion of Mr. Damren, seconded by Mr. Hitchcock, voted unanimously to approve the minutes of the August 7, 2014 and September 18, 2014 meetings.

IV. GBCC Advisory Committee Appointments

Dr. Gittell presented and provided brief background of three GBCC Advisory Committee nominations as submitted by President Arvelo.

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Ms. Mahar, voted unanimously to approve the nomination the following Great Bay CC Advisory Committee members for terms as indicated:

Matthew Valcancick – Term 6/30/15
Peter Weaver – Term 6/30/16
Kathleen Mullin – Term 6/30/17

V. Employee Engagement Survey Presentation

Mr. Richie Coladarci circulated and explained a summary of the Employee Engagement Survey. We received a 34% response rate. Access to all information is accessible by HR/IR representatives to the survey portal to analyze data by campus, department and functional areas. The plan is to conduct this survey every two years.

Dr. Gittell noted there were many comments on the need for employee education and training. This is one of our strategic initiatives.

Within the next month, he is visiting all campuses holding open forums with faculty and staff, and will make a presentation at the upcoming system-wide Symposium.

VI. Reports from Standing Committees

All chairs noted that minutes of the committee meetings were included with the agenda.

A. Personnel Committee

Trustee Trisciani reported that the December 8, 2014 meeting mainly focused on the employee engagement survey. It was felt that response to this first ever survey was a very good. We learned about where we do well and what we need to do. More
communication is a prevalent suggestion. Data obtained can be broken down in many fashions as was explained by IDR.

Ms. Trisciani was pleased to report that in negotiating our health care benefits for 2015, a 3% increase was finalized, a rate lower than anticipated.

The next meeting will be held December 1 at 1:00.

B. Facilities Committee

Trustee Heath reported on the September 18, 2014 meeting as follows:

GBCC: approved consulting services contract increase for the student center;
LRCC: approved a lease agreement for student housing
MCC: projects are completed
NCC: wrapping up all projects
NHTI: approved a lease extension for the modular building
The sale of the Stratham property is moving forward.
Committee by-laws were finalized

The next committee meeting is scheduled for November 25, 2014.

C. Finance Committee

Trustee Densmore reported on the September 18, 2014 meeting.

The Committee discussed and approved the FY16-17 budget which was then approved by the Board.

One project requires the approval of the Board – the LRCC student housing project. The committee recommended approval of the three year lease. This represents a shift in how we do business as well as addressing one of our priority initiatives – addressing the needs of rural colleges.

Dr. Kalicki explained that a developer who abuts the college approached the college to operate an apartment-style dorm student housing. In addition to regular students, we would have the flexibility to offer housing for summer students, those in special programs such as marine etc. They are 2-3 bedroom apartments and would be under the control/management of the college.

VOTE: The Board, on motion of Mr. Damren, seconded by Mr. Paquette, voted unanimously to approve the three year lease with Double D
Development, LLC for 48 apartment units for use as Lakes Region CC student housing for a total of $1,296,000 from operating funds generated from student housing revenue, as recommended by the Finance Committee.

Trustee Guyer indicated his support of this project and shared his recent meetings with parents who have said housing is their #1 priority when selecting a college.

It was asked if this would be in competition with NHTI. President Dunton said there are 50 on NHTI’s housing waiting list. The 350 rooms are full. Dr. Kalicki added that the cost is in line with others colleges with apartment housing. NHTI’ housing is dorm style.

The next Committee meeting is scheduled for November 25, 2014.

Mr. Rioux reported on the Stratham purchase. Mr. Sancoff has made a decision not to purchase the property but instead has assigned the sale to a third party. JMS has an option to lease the building from the assignee, who is a commercial developer. All other terms of the P&S are identical.

VOTE: The Board, on motion of Mr. Hitchcock, seconded by Ms. Trisciani, voted unanimously to approve the assignment of the Stratham P&S agreement to Brian Thibeault, who as assignee will be the new buyer of the Stratham property.

Dr. Gittell noted that he appeared before the Long Range Capital Utilization Committee and that no further approvals are required for this change. Closing will be on or before to the October 15 deadline.

Legal Counsel Herrick explained the need to authorize Dr. Gittell or Mr. Rioux to execute necessary documents for the property sale.

VOTE: The Board, on motion of Mr. Guyer, seconded by Mr. Paquette, voted unanimously to authorize Ross Gittell, in his capacity as Chancellor, or Ron Rioux, in his capacity as Vice-Chancellor, to execute and deliver the deed and sign and deliver all documents reasonably required by the escrow agent and title insurance company to close the sale of the Stratham property, including the authority to agree to monetary adjustments resulting from any pre-rations or the payment of customary closing fees and expenses.

Mr. Rioux reported that we have a buyer for the 12 Industrial Park Dr. property and are in the process of developing a P&S agreement.
D. Audit Committee

Trustee Shields reported on the September 18, 2014 meeting. The committee approved by-laws. The capital projects audit report was reviewed. Mr. Moore provided excellent responses and has an ambitious plan to meet the recommendations.

The grants management process improvement report was accepted. A grant management manual is being developed and policies will be updated as necessary.

Reconciliation of accounts did not happen in a timely manner but are working on quarterly rather than monthly reports.

The next meeting is scheduled for November 25, 2014.

E. Academic and Student Affairs

Trustee Hitchcock reported on the September 10 meeting. No votes are required of the Board. Changes to the new associate degree program approval process to include inter and intra transferability are being developed.

He applauded the dual admissions articulation between GBCC and UNH and exploring the same agreement for all our colleges. Also, the common course prefixes across the system which was a major undertaking.

On October 6, a meeting is being held to discuss the unique needs of rural community colleges.

The next meeting is scheduled for December 10, 2014.

F. Governance Committee

Chair Roy-Czyzowski reported on the September 8 meeting. All committees are actively working on their by-laws. She will then submit these by-laws to Attorney Herrick to review for alignment with our RSA and board policies.

As part of the board mentoring program, a matrix with expertise of board members has been developed. When finalized, it will be sent to all.

Ms. Doiron gave an update of the high school initiative. CTE parent dinners are being scheduled. President Wood reported on the success of the WMCC dinners/tours recently held and receiving positive feedback. NSF and Perkins grant funds are available for these dinners.
The next meeting is scheduled for December 1, 2014

G. Safety and Risk Management Committee

Mr. Paquette reported on the September 10 meeting.

Sarah Tilton, Director of Risk Management and Insurance Programs, provided updates on safety, security and compliance.

Comprehensive training programs are being developed by the human resources department as well as a behavioral intervention program. The student judicial process system policy is also been reviewed.

Discussion followed on background checks for outside contractors. We are not liable for contractor negligence, and administratively it would be challenging to manage.

All Clery Act required reports were submitted on October 1. Our incident tracking report system is working well.

Work in underway on the committee by-laws.

The draft meeting minutes are forthcoming and all were encouraged to read.

The next meeting is scheduled for October 30, 2014

H. Marketing Committee

Mr. Calhoun was not present to report but the committee has not met.

VII. Strategic Plan

Dr. Gittell indicated that the rural college initiative meeting will include the leadership team from the rural three colleges, four trustees and system office administrators, and will be chaired by Dr. Harvey-Smith. We will discuss economic and demographic challenges.

As part of the STEM initiative, we are working with UNH to expand the dual admission enrollment program. GBCC now has 21 students in the program.

The third year nursing bachelor’s completion program with UNH will begin in January. Students will pay the CCSNH tuition rate.
Ms. Van Ostern circulated and gave a summary of the strategic plan activities.

VIII. Other Reports

A. Chairperson’s Report

Chair Holloway reported as follows:

All trustees were sent the invitation to the December 4 CCSNH/USNH current and former trustee meeting. One topic will be legislative activities.

GBCC is holding its fund raising event tonight focused on advanced manufacturing and honoring industry partner Sig Sauer.

A meeting with the governor will be held October 8 to discuss our budget.

Chair Holloway acknowledged the inauguration of Dr. Harvey-Smith and the Walter Peterson fund raising events at River Valley CC.

President Harvey-Smith thanked all those who participated. Members of Walter Peterson’s family attended. Fund-raising has been successful and is ongoing.

Mr. Holloway acknowledged and thanked all trustees their committee work.

B. Chancellor’s Report

Dr. Gittell began by also congratulating Dr. Harvey-Smith on the excellent inauguration and Peterson events.

Today, in the Wall Street Journal, there was an article recognizing Trustee Hitchcock and Dyn on their work on education initiatives.

This past week, an innovation fund meeting was held for round one and two project teams to provide updates. Funders of the project including Trustees Hitchcock, were present and have agreed to continue to fund this project beyond their first three year commitment. This is a very exciting project and the third year request for applications will begin soon.

Dr. Gittell spoke on the national trend of community college enrollments which is declining by 10%. CC enrollment is counter-cyclical with the economy. We have to focus on quality education and training and college affordability. We have budgetary challenges, with shortfalls based on enrollment projections. As a first step in addressing
this challenge, he requested the Board’s support to freeze the salaries of the executive officers and confidential personnel for one year. This was discussed with presidents.

VOTE: The Board, on motion of Mr. Damren, seconded by Mr. Heath, voted 19-1 (Paquette opposed) to freeze salaries of Executive Officers (Chancellor, Vice-Chancellor and College Presidents) and “confidential” employees (administrative, managerial, professional, and operating staff exempt for the collective bargaining process) for the period December 1, 2014 to November 30, 2015.

Discussion and questions followed. These increases were not budgeted for FY15. This affects about 70 employees. Benefits will remain the same. Question was raised on the amount saved. Ms. Van Ostern did not have that available but will be shared with the Finance Committee at their November meeting.

C. Foundation Report

Ms. Mahar reported as follows:

The market value of Foundation account as of August 31, 2014 was $14,374,000, up about $500,000 since the balance reported for the end of May.

In addition to the UNIQUE Annual scholarships to be awarded during 2014-15, the Foundation has about $450,000 available for College and Foundation scholarships during this year. This amount includes 326 students who will receive $1000 awards in the Spring semester from the UNIQUE Endowed account.

The Foundation is receiving approximately $120,000 per month for UNIQUE Endowed – a portion of the proceeds from the State’s Fidelity 529 Plan. The balance in the account at the end of August was $10.9M.

The press announcement for the first seven Bonnie Newman Scholars was released in early September – each full time student was awarded a one-year full tuition scholarship. These 2014 NH High School graduates were selected based on demonstrated leadership potential through academic achievement, public service and career aspirations and each is enrolled in a STEM program.

Twenty $1000 Agnes Lindsay Trust Scholarships were awarded to students residing in towns with a population less than 15,000 and ten $1500 PSNH/NASA Space Grant Scholarships were awarded to students enrolled in a STEM program.
• Regular Foundation Board Meeting was held on September 8
  o The FY14 Audit Report was presented by Nathan Wechsler, and has been finalized since that meeting
  o It was agreed that it would be helpful to have some special meetings to discuss the structure of the Foundation and the staffing required

• Special Board Meeting was held on September 22 to discuss the structure of the Foundation. From that meeting:
  o A LEAN Value Stream Mapping day-long session will be held on October 16 designed to help with process improvement for the Foundation – Trustee Susan Siegel has offered to share a Lean Black Belt Training Manager from Albany to facilitate the session.
  o Another Special Board Meeting will be held on October 22 to discuss the results of the LEAN session as well as hear a subcommittee report on proposed mission, vision and bylaw revisions

The Annual Foundation Board Meeting will be held on November 10th – it will be followed by a meeting with the Foundation’s Investment Managers.

Ms. Mahar acknowledged Susan Proulx and Tanja Cloutier for their foundation work. The Foundation is moving along well and trying to keep up the momentum.

D. Symposium

Ms. Mills reported that currently over 550 CCSNH faculty/staff have registered for the October 29 Symposium. There are 50 workshops being offered by 58 presenters. She invited all Trustees to attend. Chair Holloway will bring greetings from the Board and will acknowledge other trustees in attendance. Dr. Gittell encouraged attendance as well. Registrations are due October 6.

E. Vice-Chancellor Search

Dr. Gittell indicated that the search committee has met to review the position job description which was modified by the Board. The position has been posted. Trustees Siegel and Moy are serving on the committee. It is the goal to identify a person by the end of this year.
IX Other

No other items.

X. Non-Public Session

VOTE: The Board, on motion of Ms. Trisciani, seconded by Mr. Damren, voted, by roll call vote, resolved to conduct a non-public session for the purpose of discussing a legal issue and noting that such a non-public session is authorized by RSA 91-A:3, II (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 meeting moved to non-public session at 11:57 a.m.

The Board meeting reconvened at 12:05 p.m.

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

NEXT MEETING: December 11, 2014 at Great Bay CC

The meeting adjourned at 12:06 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor

Also in attendance: Jeanne Herrick

The non-public session was called to order at 11:57 a.m.

Discussion followed on the investigation of a significant matter that may result in discipline of an employee.

The non-public session adjourned at 12:05 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor