COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE  
BOARD OF TRUSTEES  
October 3, 2013


President Kathy Eneguess welcomed the Board to White Mountains Community College. This was followed by the college presentation which showcased the welding program and the enhancements made possible through the TAACCCT grant.

I. Call to Order

The business meeting was called to order at 9:02 a.m. at White Mountains Community College, 2020 Riverside Drive, Berlin, NH.

II. Review of the Agenda

Chair Holloway inquired if anyone had a conflict of interest with the meeting agenda items. None were noted.

III. Adoption of Minutes

VOTE: The Board, on motion of Mr. Hitchcock, seconded by Ms. Roy-Czyzowski, voted unanimously to approve the minutes of the August 1, 2013 and September 16, 2013 meetings as presented.
IV Strategic Planning: Update and Discussion

Dr. Gittell gave an update on the four key strategic initiatives - Credit Transfer, Enrollment, Human Resources and Finance. Each team is comprised of two college presidents and system office staff. The Credit Transfer team is focused on identifying courses that will be transferable across the system and eventual common registrations and transcripts. Enrollment is engaging in a number of short- and longer-term enrollment projects, including a guidance counselor tour, as well as BoT engagement with selected high schools, and a marketing survey/measurement initiative. Human Resources will be conducting an employee climate survey and focusing on redesigning/enhancing Sysnet. Finance has been focusing on refining financial reporting, management of cash reserves, shared services, energy savings and refining the capital budget process.

V. LRCC Advisory Committee Nomination

Dr. Kalicki noted that Ms. Forsten is currently the Superintendent of the Laconia School District and is very enthusiastic about serving on the Advisory Committee.

VOTE: The Board, on motion of Mr. Guyer, seconded by Ms. Palestino, voted unanimously to approve the nomination of Terri Forsten to the Lakes Region Community College Advisory Committee for a term ending June 30, 2016.

VI. Institutional Research and Dashboard

Dr. Gittell introduced Mr. Michael Laracy from Rapid Insight and thanked him for his work on the dashboard metrics. Mr. Laracy presented the current metrics and asked if there was a desire for additional data. Suggested metrics included average number of credits sold per student, number of applications and yield on those applications, number of paid deposits, number of students receiving financial aid, retention rates, number of graduates in each program, and number of full-time and part-time students.

A brief discussion was held regarding utilization of classrooms by the hour and by program. Dr. Gittell stated that this information will be included in the new capital budget planning process. Chair Holloway stated it would be useful information to include with capital budget requests.

VII. Reports from Standing Committees
   A. Governance Committee
Trustee Roy-Czyzowski reported on the September 4, 2013 meeting. The Trustee retreat is scheduled for February 6, 2014. Ms. Barbara Brittingham, President of NEASC, will be the keynote.

The self-evaluation identified some areas for improvement including Board development/training, monitoring performance against the system strategic plan, and subcommittee attendance.

A recommendation has been made for each committee to create a calendar of events for informational purposes.

A trustee orientation was held in August. Positive feedback was received. Ms. Roy-Czyzowski thanked Mr. Rioux and other staff for their contributions and efforts to improve/refine the orientation.

Beth Doiron held an informational session in September for Board members involved with the high school initiative. The Trustees, together with the Presidents, are reaching out to high schools identified as having less than average post-secondary matriculation rates and inviting them to a reception to increase their awareness about the community college system and begin an ongoing dialog. Superintendents, principals, CTE directors and school board members will be invited to attend. Commissioner Barry has been very supportive of this initiative. Trustee Guyer stated he could network with the principal’s association as well.

The by-laws for the Board have been reviewed. Each committee has been asked to review and update its by-laws. Please review the proposed by-laws for the Board and send suggested changes to Trustee Roy-Czyzowski.

There are currently two vacant positions on the board. Susan Siegel of Albany International was nominated and approved. We are awaiting approval on the second position.

The next meeting is scheduled for October 28, 2013.

B. Personnel Committee

Trustee Trisciani noted that no meetings have been held since the last Board meeting.

She reported that contract negotiations have been completed and two collective bargaining agreements have been signed.

The next meeting is scheduled for October 28, 2013.
C. Facilities Committee

Trustee Paquette reported on the September 24 meeting.

Interviews were held for an architect for the student center at Great Bay Community College.

A ribbon cutting ceremony was held at Lakes Region Community College for the addition on the health and sciences building. The culinary arts program is now serving meals at Shaker Village.

A ribbon cutting ceremony was held at Manchester Community College for the completion of the renovations on the student center.

Some private subcontractors who have not been paid by TLT are filing suit against the TLT bond for this project. CCSNH owns the bond.

Material removal and testing has been done at the Stratham property.

The next meeting is scheduled for November 20, 2013.

D. Finance Committee

Trustee Densmore reported on the September 24, 2013 meeting.

A review of the budgets shows tuition revenue is flat compared to last year which falls short of the projected 4% increase.

The by-laws of the committee were reviewed and revisions have been forwarded the Governance committee. A key component in the revision will be for the committee to be more deeply engaged in the financial reporting.

The committee reviewed options for the cash management of cash reserves. Bank fees are charged for FDIC charges. We feel there is room to increase our short term finances by investing.

The committee approved two contract amendments. The first was $56,000 for design work for the health and science building at Lakes Region Community College; the second was $540,336 for renovations at River Valley Community College.

The next meeting is scheduled for November 20, 2013.
E. Audit Committee

No report.

The next meeting is scheduled for November 20, 2013.

F. Academic and Student Affairs

Trustee Hitchcock reported on the September 19, 2013 meeting.

The by-laws of the committee were reviewed and revisions have been forwarded to the Governance committee. A key component in the revision is the inclusion of workforce development under the scope of the committee.

The committee discussed program approvals, program eliminations, the Innovation Fund, and the credit transfer process.

The committee is recommending elimination of one program.

VOTE: The Board, on motion of Mr. Damren, seconded by Ms. Roy-Czyzowski, voted unanimously to approve the elimination of the Business Computer Management Associate Degree program at River Valley Community College effective fall, 2013 as recommended by the Academic & Student Affairs Committee.

The next meeting is scheduled for December 19, 2013.

VIII. Other Reports

A. Chairperson’s Report

Chair Holloway reported as follows:

Moving the mobile diesel program from White Mountains Community College to Lakes Region Community College will not occur until we have capital appropriation from the State. In the meantime, we will work to sustain support from businesses and industry.

A fundraising event was recently held for the J. Bonnie Newman fund. Approximately $100,000 has been raised to date.

The student trustee from NHTI has resigned. Manchester Community College is next in the rotation for a student trustee.
There are currently two vacancies on the Board. Susan Siegel will be attending the next board meeting in December. We are awaiting approval on the other nomination.

Appreciation was expressed for the outstanding job by Ms. Doiron coordinating the training/orientation for the high school initiative. A reception will be held at the end of the month with high school administrators.

Chair Holloway complimented the renovations at Lakes Region Community College with the simulation labs for the nursing programs and the dedicated fire science labs.

Chair Holloway read excerpts from two recent media articles and emphasized the importance of the community colleges and how they impact individuals’ lives.

B. Chancellor’s Report

Chancellor Gittell reported as follows:

The Chancellor’s Office and Presidents have been working on strategic initiatives including STEM and articulation agreements with USNH, pathways, etc.

Another priority has been refining the capital budget process. We are reviewing data and engaging in conversations with the Presidents regarding needs and priorities as well as anticipated program needs.

Dr. Gittell met with Greg Sancoff, President of Juliet Marine, to discuss the Stratham property and recent maintenance/remediation work. He expressed his desire to meet with Great Bay Community College to discuss training needs.

TAACCCT III consortium proposal was not accepted/selected. However, CCSNH has been contacted by the Lumina Foundation regarding two grant opportunities.

Gratitude was extended to Paul and Anna Grace Holloway for hosting the Bonnie Newman fundraising event. The Bonnie Newman Scholarship Fund will annually support seven scholarships -one full-time student at each of the seven NH Community Colleges will receive a scholarship. The recipients will be New Hampshire residents who exemplify Bonnie’s character and leadership through demonstrated public service, academic achievement and career aspirations.

Dr. Gittell recently participated in a panel at the US Senate in Washington, DC to discuss the economy and long-term strategies.

He congratulated White Mountains Community College which was recently ranked the 5th best community college in the country as assessed by Bankrate, Inc.
C. Foundation Report

Trustee Mahar reported as follows:

The UNIQUE funding has been restored. The NH College Tuition Savings Plan Advisory Commission has voted to amend the amount of each annual award scholarship from $300 to $700 for a full-time student. In addition, the UNIQUE endowment program has been restored. CCSNH receives approximately $110,000 a month to build the endowment. The amount to be awarded this year in scholarships is approximately $300,000.

The last meeting was held September 16. The audit was reviewed.

The next meeting is scheduled for November 4, 2013. This meeting will include election of officers.

D. Safety and Risk Management Ad Hoc Committee Report

No report. The next meeting is scheduled for October 28, 2013.

E. Marketing Ad Hoc Committee

Trustee Palestino reported on the September 17 meeting.

The Committee met with all the college presidents and reviewed the first draft of recommendations.

The next meeting is scheduled for November 13, 2013.

IX Other

Trustee Roy-Czyzowski inquired if the student trustee, Ms. Maiorano, had anything to report. Ms. Maiorano discussed problems with Blackboard related to an online course she was taking. She ultimately was dropped from the course which left her in a position of needing to find another course to meet financial aid requirements.

Additionally, there were problems with the student e-mail which resulted in delays in communicating issues to the instructor.

She complimented the staff at Lakes Region Community College for working with her through the process. She recommended making an orientation to online courses mandatory so that students are aware of technology requirements.
Mr. Power announced NH Manufacturing Week is October 4 – 10 with events being held across the state. The Governor’s Advanced Manufacturing and High Technology Summit will be held on Wednesday at the Radisson in Manchester. Over 50 manufacturers are having open houses along with the community colleges and other educational institutions. CCSNH has been integral in coordinating the week’s events.

Faculty member, Mr. Troy Lachance presented a letter opposing the relocation of the mobile equipment program.

**X. Non-Public Session**

**VOTE:** The Board, on motion of Ms. Trisciani, seconded by Ms. Roberge, voted unanimously, by roll call vote, resolved to conduct a non-public session for the purpose of discussing personnel and compensation matters and noting that such a non-public session is authorized by RSA 91-A:3, II a. 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 into non-public session at 11:38a.m.

The meeting moved into regular session at 12:30p.m.

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

**NEXT MEETING:** December 12, 2013 at Manchester Community College.

The meeting adjourned at 12:31p.m.

Respectfully submitted,

Tanja Cloutier
Assistant to the Vice-Chancellor
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
October 3, 2013
Non-Public Session


Also in attendance: Ronald Rioux

The non-public session was called to order at 11:38 a.m.

Discussion followed on personnel/compensation issues.

The non-public session adjourned at 12:30 p.m.

Respectfully submitted,

Tanja Cloutier
Assistant to the Vice-Chancellor