COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
December 4, 2014


Regrets: Robert Duhaime, Mikhala Eule, Steve Guyer, Steve Ellis, Jeremy Hitchcock, Rafael Rojas, Michael Power, Ron Rioux, and Governor Hassan.

I. Call to Order

The business meeting was called to order at 11:32 a.m. at Manchester Community College, Manchester, NH.

II. Approval of the Agenda

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

III. Approval of the October 2, 2014 Meeting Minutes

VOTE: The Board, on motion of Mr. Paquette, seconded by Ms. Trisciani, voted unanimously to approve the minutes of the October 2, 2014 meeting as amended.

VI. Reports from Standing Committees

A. Personnel Committee

Trustee Trisciani reported on the November 25, 2014 joint meeting with the Finance Committee. This meeting was held mostly in non-public session to discuss upcoming CBA negotiations.

The next meeting will be held on January 26, 2015.
B. Facilities Committee

Trustee Heath reported on the November 25, 2014 meeting. He gave an update on construction projects at all the campuses.

Discussion followed on the LRCC automotive building. Mr. Moore and Dr. Kalicki provided the following updates: subcontractor bids going out in January for Phase I, 13,000 sq. ft.; no classrooms currently but possibility if funds allow; 17 auto stalls; Phase 2 would include the classrooms – additional 6,000 sq. ft.

**ACTION:** Chair Holloway requested a list of equipment that will be purchased as part of Phase I.

Mr. Heath also indicated that there was initial discussion of possibly merging Facilities and Finance committees as suggested by the Governance Committee. The decision was split.

Discussion followed on the definition of a student center. This centered on the anticipated uses of the Great Bay CC student center that is under construction. It was noted that these facilities have multiple uses, help to attract and retain students, build visibility in the community, and are used for rentals. It was noted that a gym attracts students who desire athletics and can be used to enable large gatherings and other events on campus. These facilities come about at the request of and with the support of students and the bonds are funded through fees. Dr. Arvelo added that GBCC is holding fund raisers for the furnishings and that all rental income will be applied to the project.

The next committee meeting is scheduled for January 13, 2015.

C. Finance Committee

Trustee Densmore reported on the November 25, 2014 meeting. Four items come before the board.

NHTI Reserve Request:

President Dunton presented the request to transfer $350,000 from reserve funds into the operating budget to cover a portion of the FY15 deficit. This will not fully deplete the reserve account. Question was raised if this would cover the deficit. She indicated that they are still looking at a $100,000 deficit for the rest of FY15 but are awaiting spring credits sold. She took the position of president understanding that there was a projected $3 million shortfall to be addressed.
VOTE: The Committee, on motion of Mr. Densmore, seconded by Mr. Damren, voted unanimously to approve the NHTI request to transfer $350,000 from reserve funds into the operating budget to cover a portion of the FY15 deficit.

Mr. Densmore added that the presidents are working very hard to break even for FY15 as well as putting together FY16-17 revised budgets. Dr. Gittell noted that nationally, enrollments for community colleges are down 10%. In NH community college enrollment continues to grow, although not at the levels initially projected and not uniformly across the system. Staffing has to be realigned to adjust to shortfalls. Chair Holloway also noted the additional $345,000 rescinded from our FY15 state appropriation as a result of the Governor’s executive order.

Lakes Region CC Reserve request:

Mr. Densmore presented the Lakes Region CC request to transfer $70,000 from operating funds to the Health and Science building fund - $45,000 for use on multiple projects on the building and $25,000 for FY14 audit adjustments.

VOTE: The Board, on motion of Mr. Densmore, seconded by Ms. Shields, voted unanimously to approve the Lakes Region CC $70,000 reserve fund request to the Health and Science building fund.

Chancellor’s Office Reserve request:

Mr. Densmore presented the last reserve request for the Chancellor’s Office for funds being moved to the enrollment initiative.

VOTE: The Board on motion of Mr. Densmore, seconded by Roy-Czyzowski, voted unanimously to approve the CCSNH Chancellor’s Office strategic initiative fund $400,000 reserve fund request to the Enrollment initiative fund.

Mr. Densmore noted that several meetings ago, the Board discussed the possibility of offering in-state tuition to out-of-state students in certain circumstances. This was addressed by the Rural College Initiative committee. They recommended the policy under discussion which was approved by the Finance Committee for a two year pilot program. The decision is up to each college president.

VOTE: The Committee, on motion of Mr. Densmore, seconded by Mr. Damren, voted unanimously to approve the policy that CCSNH College Presidents shall have the authority to establish and charge in-state tuition for out-of-
state students whose town or city borders are within or contiguous to a 50 mile radius of college campuses on a pilot basis for two years effective summer term 2015, as recommended by Finance Committee, as amended.

It was noted that this is being done by neighboring states.

It was clarified that the intent is to define proximity by city/town rather than the actual student’s residence/address for eligibility.

Ms. Van Ostern indicated that a financial impact review was conducted but it varies by college. Those numbers are available.

Dr. Gittell addressed the overall budget. In the past, we have supported expense growth in part by increases in tuition. However, the BOT is committed and focused on student affordability and access. He acknowledged presidents for their leadership and decision making on operational costs over these very difficult months.

Chair Holloway added that this will be a very difficult legislative session.

D. Audit Committee

Trustee Shields noted that a meeting has not been held since the last board meeting. The committee will meet on December 17 to hear the audit report by BerryDunn. The auditors will also be invited to the next board meeting.

E. Academic and Student Affairs

Mr. Hitchcock was not present but minutes of the last meeting were sent along with today’s agenda materials.

Dr. Gittell noted that a meeting is scheduled for December 10. Agenda topics include the new degree program approval process policy, approval of an NHTI program, the future formation of a chancellor’s faculty advisory committee, and STEM activities.

**ACTION:** Chair Holloway requested that the faculty advisory committee be initiated sooner.

President Huard reported on the 3+1 BSN activity. Marketing materials are being finalized for a goal of going public mid-December. Nursing directors have been working hard on this project and developing articulation agreements with UNH. The program is for graduates of CCSNH nursing programs only.
ACTION: It was requested that the go live information be sent to Trustees prior to official publicity as well as providing talking points of this initiative.

Dr. Gittell brought forward the request to approve the Radiography program at River Valley CC. Dr. Harvey-Smith provided background on this program which was transferred from the now closed Lebanon College. Questions were raised about the cost and equipment. The college is working with area hospitals to use their equipment as well as using shadow software in the classroom. Operating funds in the amount of $200,000 will be used for the program and anticipate not requesting reserve funds.

VOTE: The Board, on motion of Mr. Paquette, seconded by Ms. Shields, Voted unanimously to approve the Radiography Associate Degree at River Valley Community College beginning fall, 2014.

The next meeting will be held December 10.

F. Governance Committee

Chair Roy-Czyzowski reported that the committee has not met since the last board meeting. All committees are actively working on their by-laws. She is working with Attorney Herrick to review the by-laws alignment with our RSA and board policies.

The Statement of Financial Interest, Conflict of Interest and Board Interest questionnaire will be emailed this month. All were asked to process in a timely manner.

G. Safety and Risk Management Committee

Mr. Paquette reported on the October 30, 2014 meeting. All received The Barrell Brief emailed this week. This is a very informative publication developed by Sarah Tilton.

Topics discussed at the meeting included: behavioral intervention program; emergency evacuation plans; vehicle fleet safety policy approved by SLT; update on VAWA regulations. More information is provided in the minutes. The committee continues to work on its by-laws.

The next meeting date has not been scheduled.
H. Marketing Committee

Mr. Calhoun reported that the committee has not met but will be scheduling a meeting in January.

Ms. Reid provided an update on the strategic enrollment marketing campaign.

The meeting was recessed for lunch at 12:50 p.m. and reconvened at 1:13 p.m.

V. Strategic Plan Update

Ms. Van Ostern provided an update on the 65 by 25 initiative. She circulated the updated scorecard which will appear in the updated 65 by 25 information sheet. We are exceeding our metrics in almost every category that comprises the scorecard (number of degrees/certs awarded, number of STEM degrees/certs awarded, completion rates), with the exception of overall enrollment. HS matriculation data will not be available until January.

In November, the Banner Student Revitalization project went live. This is a big milestone and represents a lot of hard work across the system.

Ms. Van Ostern circulated and gave a summary of the strategic plan activities. At the Board retreat more information will be provided

VI. Other Reports

A. Chairperson’s Report

Chair Holloway indicated that he and the chancellor will be meeting with the Senate President next week and other legislators once committee assignments are established. He highlighted a number of articles on CCSNH and other education activities of interest.

B. Chancellor’s Report

Dr. Gittell reported as follows:

To date, spring enrollment are 10% above this time last year. Although early, we are encouraged by this increase.
He provided additional detail on the 65 by 25 goals and those areas where we are exceeding our benchmarks. We had a 6% increase in the number of degrees and certificates awarded. STEM credentials awarded are up 30% over last year and completion rates are up 13%. Key to our success has been our engagement with industry. Examples with BAE systems and Dartmouth Hitchcock were cited.

The Stem Task Force report has been completed and submitted to the Governor. The K-12 recommendations include collaboration with the community colleges and USNH as well as expanding Early College opportunities.

Tonight we will hear about the collaborative initiatives between CCSNH and USNH at the public higher education trustee summit.

Two white papers will be issued within the next 4-6 months. One is on the economic impact of community colleges which will come out in December. The second will highlight the 65 by 25 initiative.

These are all positives and will help communicate our value to the Legislature. He expressed his appreciation for the board’s support. During mid to late February, legislative hearings on the budget will begin and Trustee support will be extremely important.

Mr. Reid noted that she will be watching legislation and keep the Board updated on relevant activity.

C. Foundation Report

Ms. Mahar reported as follows:

The market value of our account as of November 30, 2014 was $14,321,000.

During the Fall Semester, about $300,000 in scholarships were awarded including NASA STEM, Agnes Lindsay, Great Bay Distinguished Leaders, Triple A, Nashua and NHTI scholarships, Walter Peterson and Star Scholarships.

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 November was about $11M.

- Regular Foundation Board Meeting was held on November 10
  - During that meeting the Board agreed to reschedule the Annual Meeting to January 12.
The LEAN Value Stream Mapping to help with process improvement for receipts and disbursements continues – meetings were held on October 16, 31 and November 21. We hope to complete the process on December 12 and expect significant reduction in administrative tasks. We thank Trustee Susan Siegel for sharing a Lean Black Belt Training Manager from Albany to facilitate the sessions.

A subcommittee is also working on recommendations for mission, vision and bylaw revisions

D. Vice-Chancellor Search

Trustee Shields recognized Ron Rioux for his contributions as Vice-Chancellor.

VOTE: The Board, on motion of Ms. Shields, seconded by Ms. Stebbins, voted unanimously to approve the nomination of Ronald Rioux as Vice-Chancellor Emeritus.

Dr. Gittell added this thanks to Mr. Rioux. He has been an important mentor and partner for the past two years. A reception for him will be held on December 16 at DYN.

Dr. Gittell indicated that the Vice-Chancellor search committee held the first round of interviews. Trustees Siegel and Moy are serving on the committee. President Huard and Mr. Coladarci are co-chairs. It has been a very good process with strong finalists. In consultation with Chair Holloway, however, it was decided to put a hold on the final hiring based on FY15 fiscal constraints. He has reached out to the finalists and they have indicated they remain interested when the process reopens which we anticipate in mid spring for hiring in FY16.

VII Legislative & 2016-17 Operating and Capital Budget Update

Ms. Reid reported on the organization day held yesterday. Committee chairs are yet to be announced.

She will be emailing a list of legislators by county to each trustee. She requested that each trustee identify those legislators that they know well. A mailing to all legislative leaders will be sent from Chair Holloway. Colleges are planning legislative breakfasts/events and we are planning a CCSNH state house event. Trustees will be asked to attend these events and engage in promoting our budget request. Information/talking point will be provided.
VIII. Enrollment Development/Marketing Update

This was previously presented.

IX. Other

No other items

X. Non-Public Session

Not required.

NEXT MEETING: February 5, 2014 at NE Delta Dental

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor