COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
February 5, 2015


Regrets: Susan Siegel, Rafael Rojas, Mikhail Eule, Steve Guyer, Michael Power, and Governor Hassan (1 vacancy – Vice-Chancellor)

I. Call to Order

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

II. Approval of the Agenda

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

III. Approval of the December 4, 2014 and December 17, 2014 Meetings Minutes

VOTE: The Board, on motion of Mr. Heath, seconded by Mr. Hitchcock, voted unanimously to approve the minutes of the December 4, 2014 as presented and December 17, 2014 meetings as corrected.

Ms. Roy-Czyzowski recommended clarification on the 50 mile radius from the college.

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Mr. Ellis, voted unanimously to amend the December 4, 2017 minutes to clarify the vote on the 50 mile radius to read as follows: “Presidents shall have 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….”
IV. Audit Report

Trustee Shields indicated that the Audit Committee has reviewed and approved the year ending June 30, 2014 audit report as discussed with BerryDunn and is being brought forward to the full Board. Significant work has been done to correct findings from the last audit but a few findings remain from this audit that are being addressed.

Ms. Hartshorn and Ms. Van Ostern have developed a tracking log listing the audit findings and status update. Some findings have been completed. This sheet was circulated. Ms. Shields felt confident that plans are in place to correct the findings.

Mark LaPrade and Robert Smalley from BerryDunn circulated and presented the June 30, 2014 independent audit report. Discussion followed.

VOTE: The Board, on motion of Ms. Shields, seconded by Mr. Hitchcock, voted unanimously to accept and approve the year ending June 30, 2014, independent audit report prepared by BerryDunn, as recommended by the Audit Committee.

V. Nashua CC Advisory Committee Nomination

Dr. Gittell referred the NCC advisory committee nomination to President Jordan. She recommended former Senator Margaret Gilmour to serve on the Nashua CC advisory committee. Senator Gilmour is a longtime supporter and advocate of the college and will be an active and enthusiastic member of the committee.

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Ms. Lucas, voted unanimously to approve the nomination of Margaret Gilmour to the Nashua Community College Advisory Committee with a term ending June 30, 2018.

VI. Reports from Standing Committees

A. Personnel Committee

Trustee Trisciani reported that the January 26 meeting was cancelled. The next meeting will be held on March 30, 2015.

B. Facilities Committee
Trustee Heath reported on the January 13, 2015 meeting. He gave a brief update on construction projects at all the campuses. All were encouraged to read the meeting minutes. The committee heard presentations on the Manchester CC Front St. roadway entrance project and the Lakes Region CC automotive center building.

The next committee meeting is scheduled for March 24, 2015.

C. Finance Committee

Trustee Densmore reported on the January 13, 2015 meeting. The committee reviewed the first draft of the reserve fund request form, suggestions were made and another draft will be reviewed at the next meeting. One item comes before the board today.

Mr. Densmore brought forward the Early College dual enrollment program $250 tuition per course proposal. This dual enrollment program provides high school students the opportunity to earn a high school diploma and an associate degree simultaneously while continuing other high school courses and activities. Enrolled college classes replace high school classes but count toward high school graduation; courses are taught by college faculty at the college campus. This is for a two year pilot period which will enable the colleges to review the outcomes. Discussion followed.

VOTE: The Committee, on motion of Mr. Densmore, seconded by Mr. Calhoun, voted unanimously to approve of the tuition cost of $250.00 per Early College course for a two year pilot period, as determined by each college president, as recommended by the finance committee.

D. Audit Committee

Trustee Shields indicated that the December 17, 2014 meeting was mainly the BerryDunn audit report as presented today.

The next meeting is scheduled for March 24, 2015.

E. Academic and Student Affairs

Mr. Hitchcock reported on the December 10, 2014 meeting. Two items require Board approval.

As a result of work with the Vice-Presidents of Academic Affairs in reviewing the program approval process, he brought forward the revised Board policy 640. The
corresponding System policy and forms were approved by the System Leadership Team.
Mr. Hitchcock further noted that future program proposals will be presented in the newly approved format. Elements were added to the process and form to address collaboration among CTEs and system colleges. The new process/format addresses the role of faculty in the development of the proposed program, transferability and industry demands.

VOTE: The Board, on motion of Mr. Hitchcock, seconded by Ms. Shields, voted unanimously to approve the revision of Board policy 640 Programs, as recommended by the Academic & Student Affairs Committee, effective immediately, as follows:

640 Programs
Programs will be developed and/or distributed in a way that the CCSNH provides sufficient educational infrastructure to support all existing and future business and industry in a region. Furthermore, programs shall provide easily accessible education which meets the needs and desires of the student customer market. And, finally, programs will be developed in consideration of the social, economic, demographic and employment needs of the local region and community.

It is the position of the Board of Trustees of the CCSNH that each CCSNH college is an economic engine for the local community, and, therefore, each college has an obligation to respond to the community’s educational needs. The Board recognizes that a college may have a local need to start a new associate, diploma, professional certificate or certificate program that duplicates or approximates an existing program at another CCSNH college, and that such duplication may be both appropriate and beneficial. However, the Board also understands that some programs draw students from a very broad region, that some programs are much more expensive to initiate and develop than others, and that the System as a whole has an interest in avoiding the kind of duplication that increases costs without significantly expanding student access. The System can best serve the needs of the State by ensuring that all Colleges are academically strong and operationally efficient. Therefore, the Chancellor and the Colleges are charged with balancing these needs as defined above when bringing forward proposals for new programs.

To respond to the needs of business and industry for a better trained and skilled workforce to compete in an increasingly global economy, CCSNH is committed to providing global access to our students and in exposing them to issues affecting global economy. This shall be accomplished by the admission of international students, curricular and program development, study abroad opportunities for faculty, staff and students. The CCSNH also collaborates with state and local economic development agencies in the promotion of New Hampshire for international business opportunities.
While the Board recognizes and endorses CIHE/NEASC’s expectations regarding the substantive role of faculty in the development of new programs and maintenance of existing programs, all requests for new programs and/or the elimination of current programs must be approved by the CCSNH Board of Trustees. In each case, the decision to create or eliminate a program must be aligned with the comprehensive institutional plan which has the approval of the College’s President and internal leadership team.

Trustee Hitchcock brought forward the new program approved for NHTI. This is a program that grew out of certificate programs as well as the TAAACCT grant. VPAA Pam Langley spoke briefly on the program.

VOTE: The Board, on motion of Mr. Hitchcock, seconded by Mr. Heath, voted unanimously to approve the Industrial Design Technology Associate Degree at NHTI, Concord’s Community College beginning fall, 2015.

He announced that on April 2 the first Chancellor’s Faculty Academic Advisory Committee meeting will be held.

The next committee meeting will be held March 10, 2015.

F. Governance Committee

Chair Roy-Czyzowski reported that the committee had to reschedule their meeting and will be meeting on February 13, 2015.

G. Safety and Risk Management Committee

Mr. Paquette reported that the committee has not met since the last Board meeting. A meeting will be scheduled.

H. Marketing Committee

Mr. Calhoun reported that the committee had to cancel their scheduled meeting. He is working with Ms. Reid to reschedule.

VI. Other Reports
A. Chairperson’s Report

Chair Holloway noted that he and the chancellor have been attending many legislative hearings mainly to discuss our budgets.

He reported on the Ray Burton legacy fundraising event held last evening. This fund will offer scholarships to District 1 students. Trustee Mahar, Chancellor Gittell and Susan Proulx also attended. Ms. Mahar added that this was a very well attended event. We are working with them on how these funds will be channeled to our system.

B. Chancellor’s Report

Dr. Gittell deferred his report as he will be presenting later during the retreat.

C. Foundation Report

Ms. Mahar reported as follows:

- The market value of our account at the end of December was $14.4M. The Foundation’s account balance increased by $1.6M during calendar year 2014.

- Since July 1, the Foundation has received $740,000 for deposit into the UNIQUE Endowed fund, and almost $400,000 in donations to other Foundation accounts.

- During the same timeframe, $260,000 has been distributed in Foundation scholarships and over $750,000 in Unique Annual scholarships.


- The Raymond S. Burton Endowed Scholarship Fund is being established by Ray Burton’s estate and the Bath Historical Society to award scholarships to students attending any of the three District 1 Colleges -- White Mountains Community College, Lakes Region Community College and River Valley Community College. A fundraising event was held last night at Church Landing in Meredith.

- A regular Foundation Board Meeting was held on January 12, and the Annual Meeting will be held on March 9.
President Arvelo indicated that the Foundation is looking for new individuals willing to serve who are enthusiastic and can address the fund raising element. Suggestions should be passed along to him or Trustee Mahar.

Ms. Mahar added that many changes to the foundation are in process.

VII  Legislative & 2016-17 Operating and Capital Budget Update

Ms. Van Ostern said we are in the first milestone of the legislative process. Governor Hassan will be presenting her budget next Thursday. Ms. Reid recently emailed to trustees the list of all legislators by district. Once the budget is released, she will be reaching out to trustees to assist in contacting legislators or appearing at hearings.

Dr. Gittell added that Ms. Reid has been very engaged in legislative activities. College legislative breakfasts were well attended and positively received. We are also scheduling other activities including a legislative breakfast at the state house.

It will be a challenging budget cycle. Thank you was expressed to those who have attended hearings to date and participating in the legislative breakfasts.

Question was raised on the role of advisory committee members. Ms. Van Ostern indicated that Ms. Reid will be sharing talking points for all as well as asking for support when needed.

VIII  Other

Dr. Gittell noted a number of changes to the system office staff including the retirement of Ms. Mills. He asked Mr. Coladarci to share the transition plan for her position and changes in the chancellor’s office.

Mr. Coladarci indicated that the position has been advertised. The job function for this position includes a strong focus on board relations. Ms. Mills has agreed to work part-time to assist in the transition process and cross training. Ms. Mills will be missed after over 38 years with CCSNH.

There were 9 system office employees laid off due to the budget shortfall and transition plans for those functions are also being addressed both internally and with colleges.

IX  Non-Public Session

Not required.
NEXT MEETING: April 9, 2015 at Great Bay CC.

The business meeting adjourned at 11:25 a.m.

The Board retreat followed beginning at 11:35 a.m. Topics discussed included:

- 65 by 25 Plan (Chancellor Gittell and Kristyn Van Ostern)

How are we doing against the strategic plan that we set last year? Where are we making progress and where do we need additional focus and resources?

- Lunch Discussion: What does President Obama’s free college tuition proposal mean for New Hampshire? Led by Jeremy Hitchcock

- New Hampshire’s workforce in 2020 and beyond (Bruce DeMay, NH Department of Employment Security; Erica Dickinson and Stephen Lynch from Burning Glass)

What will New Hampshire’s workforce look like in 2020 and beyond? Where are the jobs today in New Hampshire?

- Panel Discussion: How are New Hampshire’s community colleges responding to workforce needs?

What are New Hampshire’s community colleges doing to ensure we are offering the programs and training that New Hampshire’s employers need today and in the future?

What is the future of educating and training software developers at New Hampshire’s community colleges? Will Arvelo, President, Great Bay Community College

What is the future of construction, energy and industrial technologies at New Hampshire’s community colleges? Susan Huard, President, Manchester Community College

What is the future of advanced manufacturing at New Hampshire’s community colleges? Lucille Jordan, President, Nashua Community College
• Panel Discussion: Where is New Hampshire’s talent gap? Panelists: 
  Sam Backus, VP Client Services, Robert Half Management Resources
  Patrick Dwyer, VP, Salaried Professional Services Group
  Tracey Madden, President and Founder, McIntosh Staffing Resources
  John Roller, Owner, Express Employment Professionals & Specialty Search Group

• Statewide Marketing Campaign Update presented by Shannon Reid and EVR.
  Jeff Eisenberg and Kristin Hagerman.

• The closing discussion focused on: Do we need to make any changes to our
  vision, goals, or strategic initiatives for 2015-2016? Do any strategic initiatives need
  more priority or less priority in the next academic year?

The retreat adjourned at 5:22 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor