February 6, 2014 Retreat


Regrets: Katharine Shields, David Paquette, Susan Siegel, Rafael Rojas, Steve Guyer, Jeremy Hitchcock, Madeline Maiorano, Virginia Barry, George Copadis, Nick Halias, and Governor Hassan.

Also in attendance from the Chancellor’s Office: Shannon Reid, Matt Moore, Amy Bourgault, Mike Marr, Jeanne Herrick, Sara Sawyer, Beth Doiron, Kristyn Van Ostern, Ann-Marie Hartshorn, and Marie Mills

I. Call to Order

The retreat was called to order at 11:11 a.m. at NE Delta Dental, 2 Delta Dr., Concord, NH.

Chair Holloway welcomed everyone and shared many accomplishments of CCSNH over the past few years.

New Trustee Steve Ellis was introduced.

Vice-Presidents of Academic Affairs Pam Langley, Paul Petriris, John Cook, and Tom Goulette were introduced and gave a presentation on the development of CCSNH Academic Affairs mission, vision and key priorities. Presentation and discussion followed.
Chancellor Ross Gittell presented his white paper on “Two New Hampshires” and rural strategy. Discussion followed.

Chair Holloway referred to the "Communities and Consequences” publication which is being sent to each Trustee and all were encouraged to read.

Paula Harbecke and Bruce Mallory from NEASC were introduced. They shared information on the NEASC CIHE accreditation standards and process. Question and answer session followed.

Dr. Kim Hunter Reed and Malia Sieve from HCM Strategists, supported by Lumina Foundation, were introduced. They presented information on strategy labs. Discussion followed.

This portion of the retreat adjourned at 4:35 p.m.

February 7, 2014 Business Meeting


Regrets: Robert Duhaime, Kristie Palestino, Kim Trisciani, Alison Stebbins, Katharine Shields, David Paquette, Susan Siegel, Rafael Rojas, Steve Guyer, Jeremy Hitchcock, Madeline Maiorano, Virginia Barry, George Copadis, Nick Halias, and Governor Hassan.

Also in attendance from the Chancellor’s Office: Shannon Reid, Matt Moore, Amy Bourgault, Mike Marr, Jeanne Herrick, Sara Sawyer, Beth Doiron, Kristyn Van Ostern, Ann-Marie Hartshorn, and Marie Mills.

I. Call to Order

The meeting was called to order at 8:48 a.m. at NE Delta Dental, 2 Delta Dr., Concord, NH.

II. Approval of the Agenda

The agenda was approved.
III. Adoption of Minutes

VOTE: The Board, on motion of Mr. Damren, seconded by Mr. Calhoun, voted unanimously to approve the minutes of the December 12, 2013 and January 10, 2014 meetings as presented.

IV. Appointments

Dr. Gittell requested approval of his nomination of Dr. Harvey-Smith to the Higher Education Commission. The board appoints two members to the Higher Education Commission pursuant to RSA 21-N:-8-a. Currently, Dr. Kalicki serves on the Commission. President Kilchenstein was the other president serving and Dr. Harvey-Smith would replace her.

VOTE: The Board, on motion of Mr. Calhoun, seconded by Mr. Damren, voted unanimously to appoint Dr. Alicia Harvey-Smith to the Higher Education Commission.

Interim President Caccia recommended approval of Mr. Christopher Emond to the NHTI Advisory Committee. Mr. Emond is the current executive director of Concord Boys and Girls Club and advocates for youth and the community.

VOTE: The Board, on motion of Mr. Heath, seconded by Ms. Mahar, voted unanimously to approve the nomination of Christopher Emond to the NHTI, Concord's Community College Advisory Committee for a term ending June 30, 2017.

V. Reports from Standing Committees

A. Governance Committee

Trustee Roy-Czyzowski reported no meeting has been held since October 28, 2013. She asked that all who have not completed the interest survey to submit as soon as possible.

The next meeting has not been scheduled.
B. Personnel Committee

Ms. Trisciani was not present to report. The next meeting is scheduled for March 3, 2014.

C. Facilities Committee and
D. Finance Committee

Since the last meetings were Joint Facilities/Capital Budget and Finance meetings, Mr. Heath and Mr. Densmore reported. More than a dozen contracts were approved.

A group was formed (Marr, Densmore, Shields, Rioux) to interview the cash management proposals received. The company would develop policies and procedures for cash management. The Finance Committee will review and approve the contract of the company selected.

Mr. Heath indicated that the FY16-17 capital budget has been reviewed and approved by both committees and requested Board approval.

VOTE: The Board, on motion of Mr. Damren, seconded by Ms. Mahar, voted unanimously to approve the FY16-17 capital budget request in the amount of $28.4 million as follows:

<table>
<thead>
<tr>
<th>System-wide</th>
<th>Critical Maintenance including Keene sprinkler system</th>
<th>$3.2 million</th>
</tr>
</thead>
<tbody>
<tr>
<td>System-wide</td>
<td>IT Infrastructure</td>
<td>$4.5 million</td>
</tr>
<tr>
<td>MCC</td>
<td>HVAC/Electrical Technology</td>
<td>$7.0 million</td>
</tr>
<tr>
<td>NHTI</td>
<td>IT/STEM/Student Success</td>
<td>$5.5 million</td>
</tr>
<tr>
<td>NCC</td>
<td>Phase I campus renovation</td>
<td>$1.7 million</td>
</tr>
<tr>
<td>NCC</td>
<td>Culinary</td>
<td>$.6 million</td>
</tr>
<tr>
<td>RVCC</td>
<td>Phase II IT and Science labs</td>
<td>$.4 million</td>
</tr>
<tr>
<td>WMCC</td>
<td>Library/Learning Commons</td>
<td>$.3 million</td>
</tr>
<tr>
<td>WMCC</td>
<td>Culinary upgrade</td>
<td>$.2 million</td>
</tr>
<tr>
<td>LRCC</td>
<td>Heavy Equipment/Marine/Small Engines</td>
<td>$5.0 million</td>
</tr>
</tbody>
</table>

**TOTAL** $28.4 million

These two committees are scheduled to meet separately on March 25, 2014.
E. Audit Committee

Ms. Shields was not in attendance to report. The committee will meet February 12.

F. Academic and Student Affairs

Dr. Gittell reported for Mr. Hitchcock that a meeting was held on December 19, 2013. The committee approved the Mathematics Associate in Science degree effective fall, 2014, at NHTI.

The VPAAs have been actively working on the credit transfer initiative and on yesterday’s board retreat presentation.

Mr. Caccia requested Board approval of the NHTI Mathematics AS degree. This is a very robust program and transfer agreements have been formed with several colleges.

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Mr. Damren, voted unanimously to approve the Mathematics Associate in Science degree at NHTI, as recommended by the Academic and Student Affairs Committee, effective fall, 2014.

VII. Other Reports

A. Chairperson’s Report

Chair Holloway reported as follows:

Invitation to the Education Summit scheduled for March 24 has been sent to all current and former CCSNH and USNH trustees. All were strongly encouraged to attend.

ACTION: A list of current USNH trustees will be sent to CCSNH trustees.

Work continues with UNH on the nursing bachelor degree pathways. We await a proposal from UNH. Discussion followed.

B. Chancellor’s Report

Chancellor Gittell reported as follows:

Innovation Fund: Final round of competition was held this past week. Two teams judged the 16 finalists. Team members were impressed with the finalists. Ten strong proposals were identified and will be formally announced next week. All the proposals
are in line with our strategic initiatives. $60,000 will be awarded through the Innovation Fund and the Strategic Initiatives Fund. It was suggested that a few winning proposals be presented at a Board meeting.

NHTI President Search: Met with the NHTI search committee and were given their charge.

Search Committee Co-chair Dr. Susan Huard added that an open meeting was held with the NHTI community and they shared their desired attributes for the next president. Following that meeting, the Search Committee met to review the Chancellor's charge of the committee. Following that, committee members received a draft of the profile and met to address and finalize it. The official announcement/application and profile are on the NHTI website and ads will appear on-line and published this weekend.

Dr. Gittell indicated that the search is now in the hands of the committee until finalists come to campus at the end of April.

Stratham property sale: Discussions and meetings continue between CCSNH and JMS regarding mold remediation and HVAC. Discussions include extending the due diligence period for a specified time period to address this specific area of concern. The JMS board will meet at the end of March. Mr. Sancoff continues to express his interest in this site. Discussion followed.

Retiree health care benefit: Staff completed the report and recommendations which were submitted to the Governor. Senate President, House Speaker, and the Chairs of House and Senate Finance committees. Ms. Sawyer, Attorney Herrick and Ms. Reid reported on this process.

The DAS/CCSNH task force ended up submitting two separate reports, one reflecting the DAS recommendation and one reflecting the CCSNH recommendation for future cost allocation of this retiree benefit which differ significantly. Ms. Sawyer circulated and explained the two reports.

Attorney Jeanne Herrick circulated and explained her memo of February 6 to the Trustees.

Discussion followed. Ms. Reid noted that the next step will be to meet with recipients of the reports.
C. Foundation Report

Ms. Mahar reported that the account value as of January 31, 2013 is $12,790,410

Account Activity

Between December and January, 3 new scholarship funds were added and the Foundation is meeting with donors about a new endowed scholarship fund for Fire Sciences at Lakes Region.

We are working on the Foundation’s Strategic Plan and will convene a group of Board members (both Foundation Board and CCSNH Board), and Presidents after the February 18 SLT meeting.

After that, the next regularly scheduled Foundation Board Meeting is March 31, 2014

D. NHTI President Search Report

Previously reported

VII. Other

No other items.

VITT. Non-Public Session

Not required

NEXT MEETING: April 10, 2014 at River Valley Community College, Claremont, NH.

The business meeting adjourned at 9:55 a.m.

Following the business meeting, the retreat resumed at 10:20 a.m.
This retreat session focused on updating the CCSNH vision.

Kristyn Van Ostern presented the SWOT results of each college, chancellor’s office, as well as other groups and the summary of all of them together.

Ann-Marie Hartshorn explained the audit planning process.

The following notes and follow-up from the retreat activities and discussions were prepared by Ms. Van Ostern:

**CCSNH’s Vision:**

Partner with DoE, USNH and industry partners to increase the proportion of adults 24 to 64 in New Hampshire with higher education degrees and certificates to 64% by the year 2025.

*Next Steps: Finalize the percentage with help from Lumina, work with partners on adopting the vision*

Become the best community college system in the Northeast on all measures: (completion or graduation rates, transfer rates, % of STEM degrees, tuition or student default rates)

*Next Steps: Finalize metrics with Presidents and collect baselines in a single dashboard*

**Strategies for Achieving our Vision:**

- Advance guaranteed/easy credit transfers and course equivalencies within our system to make it seamless for students to access courses and transfer credits between CCSNH colleges and for faculty to share courses and curriculum across CCSNH colleges.
- Address the unique needs of our rural colleges, including leveraging the strengths of metro-area colleges, to ensure we can reach our statewide attainment goal
- Serve as a strong bridge for seamless pathways from high schools to community colleges to 4 year institutions and employment including early college, 2+2, dual admissions, and guaranteed transfer programs
- Be recognized in NH, regionally, and nationally for data collection, analysis, and communication to track outcomes

*Next Steps: Finalize strategic initiatives with Presidents, assign or reassign teams, decide how to move forward with previous initiatives*
Dr. Gittell expressed his appreciation to all for this very informative and important retreat.

The retreat adjourned at 12:45 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor