
Regrets: Ronald Rioux, Kristie Palestino, David Paquette, Alison Stebbins, Rafael Rojas, Taylor Parent, Jack Calhoun, Tricia Lucas, Deane Ilukowicz, George Copadis, Lucille Jordan, Harvey Hill, and Governor Hassan.
(one member on leave of absence)

9:30
Prior to the start of the business meeting, the Board met with Richard Snowden, facilitator, for Board strategic planning – roles and responsibilities.

I. Call to Order

The business meeting was called to order at 10:38 a.m. at Great Bay CC, Portsmouth, NH.

President Arvelo welcomed the Board to Great Bay CC and acknowledged personnel present as well as Advisory Committee members.

Chair Holloway introduced and welcomed Trustees Angela Roussel-Roberge.

II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Heath, seconded by Ms. Shields, voted unanimously to approve the minutes of the February 7, March 20 and March 28, 2013 meetings as presented.
III. BerryDunn Audit Presentation

Mike Marr reported that the full audit report was reviewed by the Audit Committee and today’s information is a summary of that report. Mark LaPrade from BerryDunn was introduced. He circulated and explained the summary audit report. He noted that the next audit will include the review of the steps taken by management in addressing the audit recommendations. Questions were asked and answered.

Discussion followed on how we will address staffing needs. Chancellor Gittell indicated that we are looking at all of our internal processes first and that Mr. Rioux is working on this project. Ms. Shields, Audit Committee chair, expressed the committee’s approval of this approach as described.

IV. Advisory Committee Nominations

Chancellor Gittell presented six Advisory Committee nominations as submitted by presidents. Presidents Kalicki and Arvelo spoke on their nominations.

VOTE: The Board, on motion of Mr. Guyer, seconded by Mr. Heath, voted unanimously to approve the following Advisory Committee appointments as recommended, for term ending June 30, 2016.
  Gayle Price – Lakes Region CC
  Michael Harrahy – Nashua CC
  Susan Siegel, Great Bay CC
  Catalina Celentano, Great Bay CC
  Natalie Landry – Great Bay CC
  Timothy Spinney – Great Bay CC

V. Honorary Degree Nominations

VOTE: The Board, on motion of Mr. Hitchcock, seconded by Ms. Mahar, voted unanimously to approve the Honorary Degree nominations of Candidates A and B, as recommended.

Names of these recipients will be revealed at the discretion of the president.
VI. Reports from Standing Committees

A. Governance Committee

Trustee Roy-Czyzowski reported on the March 1, 2013 meeting.

She presented the 2013-14 Board slate of officers as recommended by the Governance Committee.

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Mr. Halias, voted unanimously on the Slate of Officers for 2013-14 as recommended by the Governance Committee as follows:

- Chairperson: Paul Holloway
- Vice-Chair: Kathy Shields
- Secretary: Kim Trisciani
- Treasurer: Ned Densmore
- Immediate Past-President: Claudie Mahar

Mr. Holloway thanked the Board for their confidence.

Thanks were expressed to all for completing the interest survey. Chair Holloway will review the surveys and make new standing committee assignments.

Ms. Roy-Czyzowski noted that the biennial Board Self-Evaluation Survey is being updated to include a few more questions and will be emailed to the Board by May 1. All were strongly encouraged to use the comment section and to respond to the survey in a timely manner.

B. Personnel Committee

Trustee Trisciani reported on the April 8, 2013 meeting. Matters discussed in non-public session will be reported on in non-public session today.

Next meeting: June 10, 2013.

C. Facilities Committee

Trustee Heath reported on the March 25, 2013 meeting as follows and referred to the minutes that were emailed:
Stratham property: CCSNH is going through the required approval process for the Purchase and Sale agreement. The Long Range Capital Planning and Utilization Committee will meet on April 16 to review the P&S and then the matter will be brought before the Governor and Council. We are working toward a G&C date of May 15.

Mr. Health acknowledged Mr. Rioux and all those who worked on this project.

The River Valley CC contracts for the college renovation project are in final stages.

Ms. Reid provided an update on the status of the FY14-15 capital budget and referred to the minutes for more information.

President Kalicki indicated that bids for the culinary arts facility were received, will be reviewed and a decision will be made within two months

Nashua CC is moving well toward reaching a settlement on the construction project issues.

The next meeting will be held June 4, 2013.

D. Finance Committee

Mr. Densmore reported on the March 25, 2013 meeting and referred to the minutes that were emailed.

There is one fee that requires the BOT approval – NHTI board. The food service provider, Chartwells, will increase the rates by 3% which will be reflected in the cost to students. This is the first such increase in two years.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Duhaime, voted unanimously on the NHTI Board fee for FY14 as follows as recommended by the Finance Committee:

- 19 meal plan $1,480 ($1380 + $100 flex) per semester
- 15 meal plan $1,360 ($1,260 + $100 flex) per semester

Mr. Densmore noted that the Finance Committee also approved the Manchester CC request to use excess revenue in the amount of $400,000 to replace the window wall.

Although we are currently at a deficit, this will be addressed and will be in the black by the end of the fiscal year.
The next meeting will be held June 4, 2013.

E. Audit Committee

Trustee Shields reported on the March 4, 2013 meeting. BerryDunn presented the audit report in greater detail.

The CCSNH internal auditor is currently working on a payroll audit which will be reviewed on June 19. A draft audit plan for the coming year will also be discussed.

Ms. Shields indicated that she and the committee are very pleased with CCSNH’s first external audit since separation from the state.

VOTE: The Board, on motion of Ms. Shields, seconded by Mrs. Guyer, voted unanimously to accept the BerryDunn audit report as presented.

F. Academic and Student Affairs

Mr. Hitchcock reported on the March 21, 2013 meeting.

Since then, however, three program proposals were submitted and a phone vote was conducted.

VOTE: The Board, on motion of Mr. Hitchcock, seconded by Mr. Halias voted unanimously to approve the following three program proposals as submitted by Manchester CC, effective Fall, 2013, as recommended by the Academic and Student Affairs Committee

- AAS Facilities Management
- AS Cyber Security Investigation
- AS Advanced Manufacturing Technologies

The next meeting will be held on June 13, 2013

VII. Other Reports

A. Chairperson’s Report

Chair Holloway reported as follows:
River Valley CC President Search: Feedback on the announcement of the appointment of Dr. Alicia Harvey-Smith is very positive. Trustee Bogle-Shields and President Kalicki were thanked for their leadership role. Ms. Shields noted it was an excellent working committee and is thrilled with the results. Dr. Kalicki complimented the chancellor for his engagement with the process. There is excitement on the campus.

Meeting with Governor Hassan: Chair Holloway and Ms. Roy-Czyzowski met with the Governor regarding future Board appointments. The previous administration was receptive to our recommendations for new Trustees and Governor Hassan indicated her desire to maintain a similar approach. Suggestions for new trustees should be emailed to Ms. Roy-Czyzowski.

NEASC letters: Board members were emailed the NEASC letters for Manchester CC and Great Bay CC – both positive.

Board and standing committee meeting dates: All were asked to try to clear calendars for these meetings. Request was also made to respond to emails regarding meeting availability in a timely manner.

Commencement dates: Board members were encouraged to attend as many as possible. Please contact Ms. Mills with your availability.

State Board Nursing scores: He has reviewed the scores which are very positive. Mr. Duhaime indicated that we are 10th in the country for best results.

President Arvelo announced that the Rochester center will be opening in May and the open house will be held July 11. The enrollment process is just beginning.

B. Chancellor’s Report

Chancellor Gittell welcomed Kristyn Van Ostern at our new Director of Strategic Planning and Programs. She has begun visiting colleges, has finalized a grant and is working on dashboard metrics.

Chancellor Gittell reported on the following activities:

STEM follow up: President Kilchenstein is working with the CCSNH/USNH committee. She indicated that the committee’s early activity includes the development of an inventory of current STEM programs – expected to be completed by the end of the month. A website will be created. Plans include the development of a core two year STEM program.
Discussions with Barbara Brittingham of NEASC concerning intra-system transfer were supportive. We will prepare a white paper for submission to the Commission for the September meeting.

Partners: Held meeting with the hospitality industry and will be meeting with the adult education center directors

RVCC: The transition from Mr. Hill to Mr. Rioux as interim President will take place on April 15. Dr. Harvey-Smith is being kept in the transition loop.

C. Foundation Report

Trustee Mahar reported that the Foundation’s account value has increased from $9.9 million on July 1, 2012 to $11.1 million as of the end of March 2013. The next Foundation Board Meeting will take place on Wednesday, May 8 at 8:30 a.m. The annual appeal letters will be mailed soon and all Trustees were asked to participate. In addition to supporting the Foundation, it is important to have 100% participation by the Board. The Foundation is updating its Strategic Plan and will be seeking feedback from the Presidents about past successes and future expectations.

She noted the need to meet with presidents on the distribution of donated funds. Criteria for the distribution of funds need to be established/discussed with donors.

D. Safety and Risk Management Ad Hoc Committee Report

Trustee Halias reported on the March 1, 2013 meeting. Discussions included: recommendations for standardized training for each campus to include Clery, Title IX and FERPA; and Campus SaVE act which significantly changes the Clery Act effective 2014. It was also recommended that one or two Vice-Presidents of Student Affairs be added to the committee.

Ms. Roy-Czyzowski suggested that presidents utilize safety videos from Mr. Halias to use in college training sessions.

E. Marketing Ad Hoc Committee

Tabled
F. Legislative Update – Shannon Reid

Ms. Reid reported that both the operating and capital budgets are out of the House and being addressed by the Senate. The operating budget was maintained as submitted by the Governor. The governor’s capital budget was increased from $7.5 million to $8 million. Senate hearings are being scheduled.

Dr. Gittell added that we continue to make our case and having a consistent message. All were encouraged to reach out to legislators.

VIII. Other

Chair Holloway and members thanked Ms. Rennie for her participation on the Board.

IX. Non-Public Session

VOTE: The Board, on motion of Ms. Trisciani, seconded by Mr. Duhaime, voted unanimously, by roll call vote, resolved to conduct a non-public session for the purpose of discussing personnel 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 12:05 p.m.

The meeting moved into regular session at 12:45 p.m.

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

NEXT MEETING: June 27, 2013 at NE Delta Dental, Concord, NH

The meeting adjourned at 12:55 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
April 11, 2013
Non-Public Session


The non-public session was called to order at 12:07 p.m.

Discussion followed on personnel issues.

The non-public session adjourned at 12:45 p.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Chancellor