
Regrets: Richard Heath, Ron Rioux, Angela Roussel-Roberge, Rafael Rojas, Claudie Mahar, Kristie Palestino, Ned Densmore, Susan Huard, Jeremy Hitchcock, Mikhaila Eule, Virginia Barry, George Copadis, and Governor Hassan (1 vacancy).

I. Call to Order

The meeting was called to order at 9:39 a.m. at Granite State College, Concord, NH.

II. Review of the Agenda

Ms. Stebbins indicated she has a conflict when discussing Fidelity Investments.

III. Adoption of February 6-7, 2014 Meeting Minutes

VOTE: The Board, on motion of Mr. Calhoun, seconded by Ms. Roy-Czyzowski, voted unanimously to approve the minutes of the February 6-7, 2014 meetings as presented.

IV BerryDunn Audit Presentation

Ms. Bogle Shields introduced Mr. Mark LaPrade from BerryDunn. He presented the summary of the FY2013 external audit. Two material weaknesses were identified and explained.
Ms. Hartshorn, CCSNH Internal Auditor, gave an update on progress made on payroll reconciliations as well as accounting reconciliations which have been addressed since the audit.

VOTE: The Board, on motion of Ms. Bogle Shields, seconded by Mr. Calhoun, voted unanimously to accept the 2013 external audit report as prepared by BerryDunn and approved by the Audit Committee.

V. Action Items

A. Honorary Degree Nominations

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Guyer, voted unanimously to approve the Honorary Degree nominations A&B as presented.

It was noted that the identity of the recipients will be protected until the president submitting the name wishes it to be announced.

B. Nashua CC Advisory Committee Nomination

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Damren, voted unanimously to approve the nomination of Mary Ann Picard to the Nashua CC Advisory Committee for a term ending 7/1/2017.

VI. Reports from Standing Committees

A. Governance Committee

Chair Roy-Czyzowski reported on the March 3 and March 31 meetings.

She brought forward the 2014-15 slate of officers as submitted by the Governance Committee.

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Mr. Paquette, voted unanimously to approve the following slate of officers for 2014-15:

- Chair: Paul Holloway
- Vice-Chair: Kathy Bogle Shields
- Secretary: Kim Trisciani
- Treasurer: Ned Densmore
Former Chair  Claudie Mahar

All applauded and thanked the officers for their commitment and dedication to CCSNH.

Mr. Holloway expressed that we have made significant progress this past year and will continue to do so. Priorities moving forward include addressing the needs of rural area colleges and providing well-prepared employees for NH businesses.

Chair Holloway will now be assigning trustees to standing committees based on their recently completed interest survey.

Mr. Calhoun thanked Mr. Holloway for sending each trustee a book on demography and economic impact.

Ms. Roy-Czyzowski noted the status of current Board vacancies. Trustee Palestino will not be requesting reappointment (public member). The law enforcement and vocational director vacancies are being addressed.

The committee is thoroughly reviewing the bylaws and will be submitting the recommended changes at the next board meeting.

A very successful board orientation was recently held.

Ms. Beth Doiron gave an update on high school initiative. All initial contacts have been made and the initiative is going very well. Thanks were expressed to those who participate. Running Start enrollments are up 8% this semester.

The next meeting is scheduled for June 2, 2014

B. Personnel Committee

Trustee Trisciani reported on the March 3, 2014 meeting and has one item to bring forward to the Board - the proposed recommended changes to BOT 300 Board policy sections 313, 331, 361 and 362.

VOTE: The Board, on motion of Ms. Trisciani, seconded by Mr. Guyer, voted unanimously to approve proposed changes to BOT 300, sections 313, 331, 361 and 362 as recommended by the Personnel Committee as follows: and amended.

| 313  | Content of Community College System Employment Policies |
The Chancellor, in consultation with the CCS Leadership Team, shall adopt Community College System employment policies as are necessary to meet the requirements of this policy and to provide a well-coordinated system of public community college education and to carry out the purpose for which the Community College System of New Hampshire has been created. Community College System employment policies shall establish an environment the terms and conditions of employment that ensures compliance with all applicable federal and state laws, provides a safe and healthy work environment, and promotes the effective and efficient utilization of CCSNH human resources. At a minimum those policies shall include the following topics: recruitment, selection, appointments, compensation, benefits, performance evaluation, conflicts of interest, discipline, termination and lay-off, attendance and leave, health and safety, personnel records, employee and labor relations, and professional development and training.

331 General Policy on Benefits

331.1 The CCSNH recognizes that employee benefits are part of an employee’s total compensation plan. The Community College System shall provide a cost-effective benefits program designed to attract and retain qualified administrators, faculty and staff.

361 Statement of Non-Discrimination

The Community College System shall comply with all federal and state laws prohibiting discrimination in the administration of its employment programs and practices.

The Community College System is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, the Community College System prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law. This statement is a reflection of the mission of the Community College System and its Colleges and refers to, but is not limited to, the provisions of the following laws, as amended:

- Equal Pay Act of 1963
- Title VI and VII of the Civil Rights Act of 1964
- Civil Rights Act of 1991
- The Age Discrimination in Employment Act of 1967
The Community College System seeks excellence through diversity among its administrators, faculty, staff, and students. The CCSNH shall provide equal opportunities to employees and applicants for employment without regard to race, color, religion, national or ethnic origin, age, sex, disability, genetic information, veteran status, marital status, sexual orientation, gender identity or expression, political affiliation, or lawful political activity.

She referred to the February 10 memo that was sent to board members regarding two newly created positions in the chancellor’s office (finance and HR).

Dr. Gittell added that we have advertised and applications received for the HR position. We are developing the job specifications for the finance position.

The employee engagement survey will begin April 16.

The next meeting is scheduled for June 2, 2014.

C. Facilities Committee

Trustee Heath was not present. It was noted that the minutes of the last meeting were included in the agenda information and one item will be addressed in non public session.

The next meeting is scheduled for May 5, 2014.
D. Finance Committee

Trustee Shields reported for Chair Densmore on the March 25, 2014 meeting.

Note. Trustee Stebbins left the room during the following discussion noting a conflict of interest.

It was noted that a committee was formed to review the cash management proposals. The committee included Mike Marr, Ned Densmore, Ron Rioux and Kathy Shields. Three proposals were received, companies interviewed and the committee recommended Fidelity Investments. The Finance Committee had a presentation by Fidelity and voted to approve the contract for their services. A recap report of the process and Fidelity information was circulated.

The main purpose is to invest surplus funds and no longer pay bank checking account fees. Monies would be invested in a conservative income bond fund.

VOTE: The Committee, on motion of Ms. Shields, seconded by Mr. Guyer, voted unanimously to approve starting an investment relationship with Fidelity Investments using money market and conservative bond fund investments as presented, as recommended by the Finance Committee.

Trustee Lucas acknowledged that there was an enormous amount of work that went into this project and thanked the committee.

Dr. Gittell added this is related to one of our strategic initiatives.

Note: Trustee Stebbins returned to the meeting.

Discussion followed on the proposed fees for Academic Year 2014-15.

Interim President Caccia indicated that the request to increase the board fee reflects the increase by the food service provider and is a pass-through charge to students. The CSSF increase addresses the increase in athletic department costs.

Dr. Gittell noted that he has had discussions with presidents regarding fees and all increases are scrutinized and discussed.

VOTE: The Committee, on motion of Mr. Damren, seconded by Mr. Paquette, voted unanimously to approved the following NHTI fee increases for AY 2014-15 as presented and recommended by the Finance Committee.
NHTI - COMPREHENSIVE STUDENT SERVICES FEE
NHTI $22.00 comprised of:
- $8.00 Wellness Ctr.
- $2.20 Athletics
- $2 health services
- $2.80 student senate
- $3 student center
- $3 Dining hall/Bistro bonding
- $1 Parking/Security

NHTI - BOARD FEE
- 19 meal plan - $1,525 ($1,425 + $100 flex) per semester
- 15 meal plan - $1,400 ($1,300 + 100 flex) per semester

President Arvelo explained the comprehensive student services fee which reflects the bond for the Stratham to Portsmouth facility and a new student success center to be built this year. The building is now in the concept stage and he anticipates a July ground breaking. We have an architect and are working on construction management contract which will come forward to the Finance and Facilities Committees.

VOTE: The Committee, on motion of Mr. Calhoun, seconded by Ms. Roy-Czyzowski, voted unanimously to approved the following Great Bay CC fee for AY 2014-15 as presented and recommended by the Finance Committee:

GREAT BAY CC – COMPREHENSIVE STUDENT SRVICES FEE
- $22 Administrative $3
- Student Activity $3
- Bonding $16

Four reserve fund requests were approved by the Finance Committee and presented for approval. Trustee Calhoun noted that the Finance Committee discussed these requests extensively.

VOTE: The Board, on motion of Mr. Calhoun, seconded by Ms. Lucas, voted unanimously to approve the following reserve fund requests:

- River Valley CC request of $43,000 for room renovation projects
- River Valley CC request for $164,200 for remaining furniture needs
- Great Bay CC request for $320,255 for two room/space renovations, website redesign, furniture for CAPS dept., marketing, legal expenses and two new vehicles.
River Valley CC request for $25,000 for an amendment to the Lavallee Bresinger contract

The next meeting is scheduled for May 5, 2014.

E. Audit Committee

Ms. Shields reported on the March 25, 2014 meeting. One item requires action.

Attorney Jeanne Herrick addressed the committee regarding risk management.

The committee reviewed the grants management audit. They recommended that we consider the future growth of this unit and future staffing needs.

BerryDunn’s current contract ends in July. When reviewing the contract, it was determined that we have the ability to extend the contract up to two years. The committee approved extending the contract one year. This requires Board approval.

VOTE: The Board, on motion of Ms. Shields, seconded by Mr. Damren, voted unanimously to approve extending the BerryDunn contract one additional year (ending July 2015).

The next meeting is scheduled for June 10, 2014.

F. Academic and Student Affairs

Steve Guyer reported for Mr. Hitchcock on the March 5, 2014 meeting.

The committee approved of two new associate degree programs: AS in Criminal Justice at Nashua CC and AS/AAS in Advanced Welding Technology at White Mountains CC.

Mr. McIntyre noted that there are currently 18 students in the certificate program. Articulation agreements will be developed upon approval of the program.

VOTE: The Committee, on motion of Mr. Damren, seconded by Mr. Ellis, voted unanimously to approve AS in Criminal Justice degree at Nashua CC and AS/AAS in Advanced Welding Technology degree at White Mountains CC.

President Eneguess added that the welding mobile lab is on the road. There are currently 22 students in the welding program. The demand for welding students is extremely high.
Other academic updates: The credit transfer website is now live. We are working on implementation details for the nursing program MOU with UNH. We have more 2+2 programs moving forward and more to come.

Discussion followed on automotive program opportunities.

The next meeting is scheduled for June 3, 2014.

VII. Strategic Plan Retreat Follow-up

Dr. Gittell indicated that the presentation on the strategic plan 2014-25 is a follow up from the Board retreat and asked Ms. Van Ostern to make the presentation. She announced that the transfer website has officially gone live as well as the 24 hour help and live chat line. She will email the link.

Ms. Van Ostern presented and explained the plan. Discussion followed.

VOTE: The Board, on motion of Ms. Stebbins, seconded by Mr. Calhoun, voted unanimously to approve the 2014-15 Strategic Plan vision and goals as presented.

Thanks were expressed to Ms. Van Ostern for all her work on this project.

VIII. Other Reports

A. Chairperson’s Report

Chair Holloway reported as follows:

- There was an excellent article about former trustee Bill Marcello who is now awaiting a bone marrow transplant. All were encouraged to drop him a note.

- The Public Higher Education Summit with CCSNH and USNH was a success. We will continue to communicate with this group as well as hold additional meetings twice a year. As trustees leave the board, we will continue to update you on our activities in hopes that you will continue to be involved.

- He, Dr. Gittell and Attorney Herrick met with Governor Hassan regarding the cost of retiree health benefits.

- Work on the Foundation Strategic plan has begun. There is need for a more active role/capacity for fundraising.
• He referred to many valuable articles.

B. Chancellor’s Report

Chancellor Gittell reported as follows:

• He recognized Susan Siegel and Safran for the company’s excellent grand opening event. It included many speakers and GBCC was recognized as a training partner. This is an excellent partnership model.

• The STEM summit event at UNH was held on Monday. Seventy faculty from both systems attended

• As announced recently, he will chair the Governor’s STEM Task Force.

• He reported on the National Governor's Association meeting he attended.

C. Foundation Report

Ms. Bourgault reported for Ms. Mahar.

The market value as of February 28, 2014 is $13,426,948

Strategic Planning SWOT analysis took place on April 24. The follow up session to the Foundation SWOT analysis will be May 6, 2014.

We had a board meeting on March 31 followed by a meeting with the Foundation’s Investment Managers.

The next regularly scheduled Foundation Board Meeting: May 12, 2014

D. NHTI President Search Report

Ms. Shields reported that three of the seven semi-finalists were interviewed last night and the other 4 today. The process is moving along nicely.
IX. Other

Trustee Roy-Czyzowski spoke of the recent NHPR discussion on student college debt which emphasized the importance of students understanding cost and affordability of college.

Ms. Reid responded that we are working with EVR on a statewide campaign which highlights affordability. This will be aired beginning next week into June. We are highlighting a common set of messages which will be part of a year long plan.

Trustee Paquette noted that in the recent Business NH Magazine there was an excellent segment on Lakes Region CC and Jeremy Hitchcock.

X. Non-Public Session

VOTE: The Board, on motion of Ms. Trisciani, seconded by Mr. Damren, voted unanimously, by roll call vote, resolved to go into non-public session pursuant to RSA 91-A:3, II(j) and RSA 91-A:5, IV, for the purposes of reviewing and discussing confidential commercial information concerning the results of proprietary research, and RSA 91-A:3, II (d) for consideration of the sale of real or personal property.

The meeting moved into non-public session 12:20 p.m.

The meeting moved into regular session at 1:37 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 26, 2014 at River Valley CC, Claremont, NH

The meeting adjourned at 1:38 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor

Also in attendance: Kelly Meyers from RKM Research & Communications and Jeff Eisenberg and Kristin Haggerman from EVR Advertising; Beth Doiron, Amy Bourgault, Shannon Reid, Ann Marie Hartshorn

The non-public session was called to order at 12:30 p.m.

Discussion followed on reviewing and discussing confidential commercial information concerning the results of proprietary research.

Mr. Meyer, Mr. Eisenberg and Ms. Hagerman left the meeting at 1:35 p.m.

Discussion followed on the sale of the Stratham property.

The non-public session adjourned at 1:37 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor