COMMUNITY COLLEGE BOARD OF TRUSTEES

June 26, 2014


Regrets: Kim Trisciani, Robert Duhaime, Alison Stebbins, Steve Guyer, Virginia Barry, and Governor Hassan.

Also in attendance were Matt Wood, Susan Dunton and Steve Rothenberg.

Prior to the state of the business meeting, President Harvey-Smith welcomed the Board to the newly renovated RVCC. Staff and advisory committee members were introduced.

Presentations: Bonnie Ackerman on pathways to STEM; Patricia Shin on pathways to nursing; Valerie Mahar on community/industry partners.

I. Call to Order

The business meeting was called to order at 10:07 a.m. at River Valley CC, 1 College Dr., Claremont, NH.

II. Approval of the Agenda

The agenda was approved. No conflict of interest was stated.
III. Introductions of New Trustees/Presidents
Nomination of President Emeritus

Chair Holloway thanked Steve Caccia for serving as Interim President at NHTI. Dr. Susan Dunton, new NHTI president, was introduced and welcomed. Matt Wood, WMCC interim president was also introduced and welcomed.

Thanks were expressed to Kathy Eneguess for her dedication and serving as WMCC president.

VOTE: The Board, on motion of Ms. Shields, seconded by Ms. Mahar, voted unanimously to approve the nomination of Katharine Eneguess as President Emeritus.

Two new trustees were introduced: John Stevens representing law enforcement and Steve Rothenberg representing career and technical education directors. Mikhala Eule, student representative, was also welcomed.

IV. Adoption of April 11, April 16, May 29, June 18, 2014 Meetings Minutes

VOTE: The Board, on motion of Mr. Paquette, seconded by Ms. Roy-Czyzowski, voted unanimously to approve the minutes of the April 11, April 16, May 29, and June 18, 2014 meetings as presented.

V. Advisory Committee Appointments and Reappointments

Dr. Gittell brought forward three appointments to college advisory committees.

VOTE: The Board, on motion of Mr. Damren, seconded by Mr. Paquette, voted unanimously to approve the following appointments for term ending 6/30/17, unless otherwise indicated:

**GBCC**

Jeni Mosca  
Superintendent of Schools, Somersworth, NH

**NCC**

Karen Ahern  
Former Academic Advisor, Rivier College
Dr. Gittell brought forward a list of reappointments.

**VOTE:** The Board, on motion of Mr. Paquette, seconded by Mr. Damren, voted unanimously to approve the following reappointments for term ending 6/30/17:

**NHTI**

Ken G. Lurvey
KG Lurvey Realty
Former Director, Business Development Coordinator, City of Concord

Helmut Koch, Chair
EXACOM, Inc.
President

David Luneau
ClassCo, Inc.
President

William A. Jones
Manager of Application Dept., Comcast, Manchester, NH

**White Mountains CC**

Carl Lindblade
President CEL Associates

Patrick McDermott
Client Relations, Hinkley, Allen, Snyder LLC

**Lakes Region CC**

Alan Robichaud
Granite United Way
Community Development Director
Manchester CC

Kathy Cook, Grant Manager
Bean Foundation

Nashua CC

Thomas Jenkins
Owner, T. J. Painting

David Moraros
President, Dave’s Quality Dry Cleaning

Mary E. Rhodes
Clinical Research Specialist, Yankee Alliance

Great Bay CC

Mark Galvin
Technology Entrepreneur

Dr. Mark R. Windt
Center for Asthma, Allergy and Respiratory Disease

Anne Jamieson
Portsmouth Regional Hospital
Chief Executive Officer

VI. Extension of Vice-Chancellor Appointment Term

Dr. Gittell indicated that the Board voted to appoint Ronald Rioux as Interim Vice-Chancellor on March 12, 2012 for a two year term beginning June 1, 2012. He requested extension of this term with no definite ending date. He acknowledged Mr. Rioux for his work.

VOTE: The Board, on motion of Mr. Calhoun, seconded by Mr. Hitchcock, voted unanimously to approve the extension of the term of Ronald Rioux as Interim Vice-Chancellor with no ending date.
VII. Reports from Standing Committees

A. Personnel Committee

Trustee Trisciani was not present but no meeting has been held.

The next meeting is scheduled for September 8, 2014.

B. Facilities Committee

Trustee Heath reported on the June 10 meeting. The committee approved contracts including the contract amendments for construction/renovations at the Rochester academic center expansion.

He asked Mr. Rioux to report on the status of the Stratham property. He stated that there continues to be a strong desire by Juliet Marine to close on the property and they are making progress towards this end. Dr. Gittell added that he meets regularly with Mr. Sancoff.

The next meeting is scheduled for September 18, 2014.

C. Finance Committee

Trustee Densmore reported on the June 10, 2014 meeting. The committee has also been acting on all the contracts as approved by the facilities committee. One item requires Board approval.

Manchester CC generated $2.5 million more in revenue in excess of budget for FY 14 and is requesting an increase in its operating budget by $515,000 to cover costs related to projects on campus. These projects include window wall, flooring replacements, opening of Elm Street location, parking lot addition, landscaping, welding hoist and contract changes. The additional appropriation will cover these costs. The college experienced a 6% enrollment increase – 3% more than predicted.

VOTE: The Committee, on motion of Mr. Densmore, seconded by Mr. Heath, voted unanimously to increase the Manchester CC FY14 operating budget by $515,000 to cover costs related to projects identified.

We anticipate that the overall FY13 budget will be balanced as of June 30 with possible surpluses.

The next meeting is scheduled for September 18, 2014.
D. Audit Committee

Ms. Shields reported on the June 10, 2014 meeting. A substantial part of the meeting was with BerryDunn auditors discussing the FY13 audit. The letter of engagement was signed. The audit and risk assessment plan for FY15 was reviewed and approved. At the next meeting, the capital projects audit will be reviewed.

The next meeting is scheduled for September 18, 2014.

E. Academic and Student Affairs

Mr. Hitchcock reported on the June 3, 2014 meeting. Six programs were approved and now require the approval of the Board. There was discussion on the approval process and a subcommittee has been formed to review the program approval and elimination process policy.

Questions on some programs were raised and addressed.

Mr. Goulette explained the background in developing the Health Information Technologies program and that a course will include HIPAA laws. The NHTI biology program is an AS degree; GBCC and NCC have AA liberal arts degrees with a concentration in biology.

Question was raised about the student affairs - a component of the committee responsibilities. Mr. Hitchcock indicated they do include student life and activities. CCSSE was on the agenda. Mr. Caccia added that the Vice Presidents of Student Affairs meet regularly and items requiring board approve flow through A&SA. Most student functions are on college level

VOTE: The Committee, on a motion by Mr. Hitchcock and seconded by Ms. Shields, voted unanimously to approve the following program proposals as recommended by the A&SA Committee:

AS degree in Health Information Technologies at LRCC, effective Fall 2014.

AS degree in Computer Science and Innovation at MCC, effective Fall 2014.

AS degree in Civil Engineering Technology at NHTI, effective Fall 2014

AS degree in Biology at NHTI, effective Fall 2014
AS in Advanced Manufacturing at NHTI, effective Fall 2014.

AS in Aviation Technology Helicopter degree at GBCC, effective Spring 2015.

The next meeting is scheduled for September 10, 2014

F. Governance Committee

Chair Roy-Czyzowski reported on the June 18, 2014 meeting. A Board orientation will be held in August or early September for new trustees/presidents but all are welcome to attend.

She circulated and explained the Trustee Professional Expertise and Background matrix. It will be used for recruiting new trustees in the future and mentoring. **All were asked to complete and return to Ms. Mills.**

The committee is working on by-laws and developed a new format (examples circulated). A member of the governance committee will be paired with a committee chair to work on each committee’s by-laws/responsibilities. The governance committee will then review all completed forms for possible gaps or overlaps.

Beth Doiron was introduced and asked to give a summary of the high school initiative partnership. A meeting was held with the principals and superintendents of the 16 high schools identified, as well as some school boards. Running Start enrollments are up 12% from last year but the 16 targeted high schools had a small increase. In the fall, dinners with parents at these schools are being planned to present what we have to offer.

The master’s requirement for faculty to teach RS courses was addressed. We require 12 graduate courses in the specific teaching area. We are working with Granite State College for a graduate program for high school faculty to meet our requirement at the undergraduate course rate

Ms. Doiron circulated the new Early College Opportunities brochure.

The next meeting is scheduled for September 8, 2014

VIII. Strategic Plan Follow-up

Dr. Gittell spoke on the 65 by 25 initiative and goal as adopted by the trustees. Many pathways need to be established in order to achieve this goal which include the early college initiative, addressing unique needs of our rural colleges, pathways from high
school to our colleges. We have established a scorecard that will show performance in key areas.

We are currently developing a media plan with a 1-2 page summary of the 65 by 25 initiative both internal and external document.

Ms. Van Ostern recapped the initiatives that were approved by the Board: use of technology to expand credit transfer; address the unique needs of our rural colleges; serve as a strong bridge for pathways from high school to college and then to employment; and enhance our data collection. An update on each will be reported at the August meeting.

She announced that a consortium of CCSNH, USNH, and DRED received a $170k grant from the Lumina Foundation through the NH Charitable Foundation to help support our goal of increasing STEM graduates by 50% by 2020. The team recently spent two days together at a grant conference scoping out our work over the next 2.5 years, which will include selecting targeted industry clusters, pathways, and occupations, as well as convening learning exchanges with businesses around these targeted areas. The grant will fund a consultant position to manage the project.

Dr. Gittell added that the Lumina grant will need businesses to contribute to the grant. Trustee Siegel indicated that Albany International is taking the lead role in that effort.

IX. Enrollment Management

Dr. Gittell indicated that our goal is to increase credits sold especially with the tuition reduction. To date, summer credits sold is up 4%. Fall enrollments are also up 4%.

Dr. Arvelo, Enrollment Management Initiative Lead, indicated that 17 people throughout the system are part of this committee. Their first task was to determine a definition and scope of enrollment management. The Working Committee Synopsis report was circulated.

Dr. Kate Guerdat, Associate VP of AA from Manchester CC and Committee Chair was introduced and recapped the report. Mr. Charles Kusselow, committee member, added that at every level we are involved in meeting enrollment goals. Across the system colleges are at different levels of enrollment management functionality. Dr. Arvelo added that we need to get both faculty and staff engaged in this culture change.

Dr. Gittell thanked Dr. Arvelo and Dr. Guerdat for all their efforts on this project and noted that statewide marketing is being discussed to support enrollment efforts.
XI. Other Reports

A. Chairperson’s Report

Mr. Holloway asked that Ms. Reid speak on the budget process – operating and capital.

She outlined the timetable for operating and capital budgets. The FY16-17 capital budget request as approved by the Board has been submitted. The operating budget is being developed. Presidents have met with Chancellor Gittell and other CO staff. This must be submitted by November.

Chair Holloway reported as follows:

The list of colleges who accept our running start courses is amazing. We still need to get the word out to parents.

He referred to an article about the Town of Northwood and Nashua CC repairing their SUV – a great example of community involvement.

All were encouraged to read the NEAS&C letters – recent ones are LRCC and NCC.

Committee assignments were made. If there are concerns, please call him.

Our 5% tuition reduction received significant positive publicity.

The nursing MOU with UNH is also another excellent partnership.

A thank you letter for the gift was received from Lynn Kilchenstein.

All those who attended graduations were thanked.

Trustee Adam Moy was acknowledged for his academic award as the top student at Manchester CC. He will continue attending MCC to obtain more credits toward his bachelor’s degree.

He recently met with Governor Hassan who is very supportive and was particularly pleased with tuition reduction and nursing MOU.

He expressed his hope that presidents will arrive at a plan for out-of-state tuition. Mr. Densmore indicated that this is being addressed by the Finance Committee but is not an easy task.

He expressed his concern with the energy problems we face now and by 2018.
B. Chancellor’s Report

Chancellor Gittell reported as follows:

A lot of time has been focused on the two presidential positions. It is not yet July 1 but both Dr. Dunton and Mr. Wood are working. He expressed thanks to Steve Caccia and Kathy Eneguess for the smooth leadership transition.

Closing of FY14 budget year, looking ahead at the FY15 budget and challenges have involved many hours. In addition, we are preparing for the FY16-17 budget.

The first capital budget presentation was recently held.

The USNH and CCNSH presidents and chancellors met last Friday to discuss our commitment to STEM, partner on STEM career academy, and early college programs. This fall, we will be launching the dual admission pilot program but many details remain to be addressed.

We are pursuing grant opportunities. NHTI is taking the lead on the TAACCCT IV proposal.

NH is hosting the National Council of State Directors of Community Colleges at the end of July. To date 25 states are represented. The new under secretary of education, Ted Mitchell, will be attending.

C. Foundation Report

Ms. Mahar reported as follows:

It is the end of the year so we are in the process of our annual financial audit, and summing up all of our activity for the year. With the newly restored UNIQUE funds this year, we gave out over 4,800 scholarships. About 1,000 or $400,000 were non-Unique. About $1,366,000 were UNIQUE funds.

The market value as of May 30, 2014 is $13,872,655.

The next regularly scheduled Foundation Board Meeting: July 7, 2014 --will be followed by a meeting with the Foundation’s Investment Managers.
D. High School Initiative

Ms. Doiron previously reported.

XI. Other

The Board acknowledged Kristie Palestino for her 6 years of dedication as trustee and chair of the marketing ad hoc committee and presented her with a clock.

XII. Non-Public Session

Not required

NEXT MEETING: August 7, 2014 at Nashua CC

The meeting adjourned at 11:59 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor