COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
June 27, 2013


Regrets: Alison Stebbins, Steve Guyer, Kim Trisciani, Harvey Hill, Taylor Parent, Robert Duhaime, Nick Halias, Deane Ilukowicz, Claudie Mahar, Jeremy Hitchcock, George Copadis, Virginia Barry, and Governor Hassan. (one vacancy, President RVCC)

Also in attendance was Allen Damren whose official term begins June 30, 2013.

I. Call to Order

The business meeting was called to order at 9:30 a.m. at NHTI, Grappone Hall, Concord, NH.

New trustees Maddie Maiorano and Allen Damren were introduced.

II. Adoption of Minutes

VOTE: The Board, on motion of Ms. Roy-Czyzowski, seconded by Mr. Paquette, voted unanimously to approve the minutes of the April 11, 2013 and June 6, 2013 meetings as presented.

I. Advisory Committee Appointments and Reappointments

Chancellor Gittell presented the list of advisory committee reappointments and appointments as recommended by presidents.
VOTE: The Board, on motion of Ms. Torr, seconded by Mr. Paquette, voted unanimously to approve the following Advisory Committee appointments and reappointments as recommended, for term ending June 30, 2016.

**White Mountains CC**

James Tibbetts  
First Colebrook Bank  
132 Main St.  
Colebrook, NH 03576  
...President/CEO

Donald Wharton  
257 Jim Noyes Hill Rd.  
Landaff, NH 03585  
...President Emeritus, PSU

**Lakes Region CC**

Thomas Garfield  
307 Bean Hill Rd.  
Belmont, NH 03220  
...Retired, Senior Vice President, Bank of NH

John Howe  
NH Business Sales  
PO Box 985  
1 High Street  
Meredith, NH 03253  
...NH Business Sales

Steve Carrier  
Gilford Fire-Rescue  
39 Cherry Valley Road  
Gilford, NH 03249  
...Fire Chief  
Jeff Hollinger  
EPTAM Plastics  
2 Riverside Business Park  
Northfield, NH 03276  
...President
Gail Batstone  
The Inn & Spa at Mill Falls  
312 Daniel Webster Highway  
Meredith, NH 03253  
... General Manager

Sally Minkow  
LRGHealthcare  
80 Highland St.  
Laconia, NH 03246  
.. Director of Education

**Manchester CC**

Michael Duncan, President  
North American Equipment Upfitters  
PO Box 1017, Londonderry, NH 03053  
6 Sutton Circle, Hooksett, NH 03106

Bill Wood  
37 Dearborn Rd.  
Auburn, NH 03032  
... Retired, Career & Technical Education Director, Pinkerton Academy

Lisa Hagemann  
66 Charlotte St.  
Nashua, NH 03064  
... Developer

Karen Van Der Beken  
Easter Seals  
555 Auburn St.  
Manchester, NH 03103  
... Senior Vice President, Development and Communications

Chris Norwood  
NAI Norwood Group  
116 South River Rd.  
Bedford, NH 03310  
... Vice President
**Nashua CC**

Mary Jordan  
Adult Learning Center  
4 Lake St.  
Nashua, NH 03060  
...Executive Director

Joan Bonnette  
22 Edson St.  
Nashua, NH 03064

Donnalee Lozeau  
City of Nashua  
229 Main St.  
Nashua, NH 03061  
...Mayor

**NHTI**

Jack L. Dearborn  
148 Gould Rd.  
Weare, NH 03281  
...Retired Vice President, Mission Success and Product Assurance, BAE Systems

James Snodgrass  
17 Knight St.  
Concord, NH 03301  
...Executive Director, Second Start

**Great Bay CC**

Christine Carberry  
235 Parsons Road  
Rye, NH 03870  
...VP, Program Alliance Management, EnVivo Pharmaceuticals

Nancy Pierce  
229 Pleasant St  
Portsmouth, NH 03801  
...Retired Principal, Seacoast School of Technology
Karen Pollard  
City of Rochester  
31 Wakefield St., Suite 203  
Rochester, NH 03867  
.Deputy City Manager - Director of Community Development

Rep. Norman Major  
12 Kingston Rd.  
Plaistow, NH 03865  
... Representative

Douglas Bates  
500 Market St.  
Portsmouth, NH 03801  
.. President, Greater Portsmouth Chamber of Commerce

Christine M. Strong  
283 Durham Point Rd.  
Durham, NH 03824  
... Strong Resource Group

Edward McDonough  
50 Clough Dr.  
Portsmouth, NH 03801  
... Superintendent of Schools, Portsmouth School District

Anthony Delyani, Esq., Vice-Chair  
100 Market St., Suite 301  
Portsmouth, NH 03801  
... Attorney, McLane, Grauf, Raulerson, and Middleton, P.A.

**River Valley CC**

Heather Minkler  
20 Foxwood Avenue  
Keene, NH 03431  
...CEO of Clark-Mortenson Agency, Keene, NH

Frank Sprague  
31 Lewis Place  
Claremont, NH 03743  
...Principal, Stevens High School School District
Claire Bowen
57 Ridge Ave.
Claremont, NH 03743
... President, Valley Regional Healthcare, Inc.

James Logan
19 Evergreen Avenue
Keene, NH 03431
... Director – Career and Technical Education, Cheshire Career Center

**APPOINTMENTS**

**Nashua CC**

John Cepatis
16 Shakespeare Rd.
Nashua, NH 03062
... Director, 21st Century After School Program, Nashua School District

**White Mountains CC**

Janet Valliere
Student Senate President (one year term)

**IV. Higher Education Commission Representation**

Chancellor Gittell recommended the appointment of Presidents Kilchenstein and Kalicki to serve on the Higher Education Commission. This requires Board approval.

The role of the Commission was explained.

**VOTE:** The Board, on motion of Mr. Calhoun, seconded by Ms. Palestino, voted unanimously to approve Lynn Kilchenstein and Scott Kalicki to the Higher Education Commission as authorized by RSA 21-N:8-a II, (2)

**V. Tuition – AY 2013-2014**

Trustee Densmore summarized the CCSNH appropriation request, the evolution of the State’s budget process, and the outcome of the committee of conference on the budget. The State of NH biennial budget for FY14-15 restores the funding cut in the FY12-13 budget and CCSNH stands by its commitment to freeze tuition.
Chair Holloway added the legislature was very supportive the governor’s budget for CCSNH and that the legislature took the step of restoring the Unique program.

VOTE: The Board, on motion of Mr. Densmore, seconded by Ms. Roy-Czyzowski, voted unanimously to approve the tuition for AY2013-2014 (FY14) at the current rate as follows:

- In-State: $210 per credit
- NERSP: $215 per credit
- Out-of-State: $478 per credit

VI. Strategic Planning: Update and Discussion

Dr. Gittell circulated and explained the CCSNH Strategic Initiatives Pipeline report developed by Ms. Van Ostern. This reflects the priorities established by the Board at the June meeting. The chart identifies the initiatives, the person responsible/team members; progress to date and the next steps. Kick-off meetings for each initiative have been held. While Ms. Van Ostern is on leave, the lead person for each initiative will coordinate meetings. All strategic planning information will continue to be updated and posted on the System Sysnet website for faculty and staff.

The fall symposium will focus on the strategic plan. Breakout workshops will be held for each initiative.

It was requested that deadline/target completion dates be added to the chart. Dr. Gittell noted that quantitative data will also be available. It was also suggested that the Board have an update at each board meeting.

VII. Reports from Standing Committees

A. Governance Committee

Trustee Roy-Czyzowski reported on the June 10, 2013 meeting. She thanked all trustees for participating in the Board Self-Evaluation survey. The Committee is looking at the results and will be comparing them to past surveys. The Committee will also review all standing committee responsibilities and how they relate to the four strategic initiatives.

Next meeting: July 22, 2013
B. Personnel Committee

Trustee Trisciani was not present but no meeting was held since the last Board meeting.

Next meeting: July 22, 2013.

C. Facilities Committee

Trustee Heath was not present but all were referred to the minutes that were emailed. Mr. Densmore indicated that two contracts will be emailed for phone vote.

The next meeting will be held July 23, 2013.

D. Finance Committee

Mr. Densmore reported on the June 4, 2013 meeting and referred to the minutes that were emailed. Four contracts votes were ratified and other contracts were voted at the meeting. Purchasing policies and contract thresholds that were approved by the System Leadership Team were explained. We will end the year in the black and our cash flow is healthy. This committee has addressed many items and asked that everyone stay current by reading the minutes.

The next meeting will be held July 23, 2013.

E. Audit Committee

Trustee Shields reported on the June 19, 2013 meeting. BerryDunn representatives were in attendance. They have begun the second year of the audit.

Audit reports were reviewed but not finalized for distribution. The risk matrix and audit plan were reviewed. The next audit areas were identified. There is need to review the past year reports to review the status of recommendations/responses. She complimented Ms. Hartshorn on her work.
F. Academic and Student Affairs

Mr. Hitchcock was not present. Chancellor Gittell indicated that three program proposals were submitted to the committee and approved by the Board via phone vote which now need to be ratified.

The Academic and Student Affairs Committee also approved the Cybersecurity and Healthcare IT Associate Degree program at River Valley CC by phone vote and now seeks the approval of the full Board.

VOTE: The Board, on motion of Ms. Lucas, seconded by Ms. Roy-Czyzowski, voted unanimously to ratify the Board phone vote to approve the following Associate Degree programs effective Fall, 2013

- AS Health Science – White Mountains CC
- AS Advanced Manufacturing, Lakes Region CC
- AS Robotics and Automation Engineering Technology – River Valley CC

AND to approve the Cybersecurity and Healthcare IT Associate Degree program at River Valley CC, effective fall, 2013.

Discussion followed on advertising these new programs. We continue to have the challenge to get our word out. There is untapped potential for student enrollment of all ages.

Discussion followed on holding a meeting for junior high and high school guidance counselors. It is felt the value of the community colleges is not adequately understood/conveyed. Student Trustee Maiorano shared her experience and that of her peers when exploring college options with guidance counselors where the focus was on four year colleges. Students do not realize the range of career programs offered at the community colleges or the fit of the community colleges for students of all academic backgrounds and abilities.

It was requested that trustees have a list of talking points including information about new programs to have available when speaking at events etc.

Dr. Gittell indicated that we are developing an “adopt a high school” approach, pairing trustees with a high school in their community. Trustees would visit the high school and meet with school boards in conjunction with college presidents.

The next meeting will be held on September 19, 2013.
VIII. Other Reports

A. Chairperson’s Report

Chair Holloway reported as follows:

As noted earlier, we are very pleased with the outcome of the budget process.

GBCC had a reception for the students who were awarded the Walter Peterson scholarships. Students spoke well and were very appreciative.

Standing Committee chairs can schedule their meeting times as long as needed (advise Ms. Mills). Trustees can attend any standing committee even if not assigned to the committee. All were also asked to respond to emails in a timely manner indicating attendance at meetings.

Fall Strategic Planning Symposium has been scheduled for October 22.

The final FY14-15 Capital Budget has been finalized with $8 million in general fund bonding for CSCNH as well as $5 million in student funded bonding for a student center. Plans are underway to begin the capital budget planning for FY16-17. Mr. Densmore noted that contracts for the FY14-15 projects are already underway.

B. Chancellor’s Report

Chancellor Gittell reported as follows:

The budget session went extremely well after extensive work with the legislature. He acknowledged the leadership of Shannon Reid as well as Presidents and the senior management team for their efforts.

Dr. Alicia Harvey-Smith is officially a resident of Claremont and will begin at RVCC on July 15.

Ron Rioux was acknowledged for his service as RVCC Acting President.

He visited the new Advanced Technology & Academic Center in Rochester and was very impressed. The first classes have started. The grand opening will be held on July 11. President Arvelo added that the first session began with a very technical program attended by a wide age range of students. GBCC is working with two companies to
build curriculum. There is collaboration with DRED, state and local businesses and government.

Work continues with USNH partners. Presidents of both systems met to discuss and address future needs of New Hampshire and our students.

Meeting was held in Montreal on the aerospace industry. This initiative is in partnership with UNH and DRED.

Work continues with DOE on math requirements under the coordination of Beth Doiron.

Meeting was held with hospitality and restaurant association members. Over 60 were in attendance.

Attended the NH Business Day in Washington DC last week coordinated by Senator Shaheen. He also had the opportunity to meet individually with our legislative delegation. We have good support and momentum from them with a lot to be proud of.

At the last G&C meeting, the MOU for the continuation of the WorkReady NH program for two years was approved. President Huard added that MCC has had great success with the program – 75% are either employed or continuing education. There was a great presentation in Manchester this past week by Dr. Huard and Beth Doiron.

Mr. Powers noted that the NH Works Partners held its staff training at NHTI discussing the importance of referring people for TAACCCT grant programs and the advanced manufacturing career path. He thanked Chancellor Gittell for his opening presentation.

C. Foundation Report

Amy Bourgault reported:

We began the fiscal year with $9.9 million. As of the end of May, we were at $11 million. The market has dipped since, so we are likely at approximately $10.5 million at this time. We had a good month of June for donations, receiving $87,600. In FY13, the Foundation added 4 new endowed funds, 11 new scholarship funds, and 3 other temporarily restricted funds. We awarded 538 scholarships, nearly a 9% increase over the previous year. The total dollars awarded was $493,870. We now hold 125 different scholarship funds – 32 of those are endowed, along with an additional 10 program funds, and 3 capital funds.
D. Safety and Risk Management Ad Hoc Committee Report

Trustee Halias was not in attendance. Mr. Paquette reported that they discussed Clery Act changes and disaster reporting. Mr. Halias is visiting colleges and providing assistance. Concern was expressed that the risk management position is still vacant.

All were referred to the minutes.

E. Marketing Ad Hoc Committee

Trustee Palestino reported on the June 20 meeting. The Committee is in an information-gathering stage which included/will include a presentation from Ms. Reid, a meeting with representatives from EVR, the system-wide marketing team, and the presidents as it develops recommendations and a report.

Ms. Reid briefly outlined the evolution of the coordinated marketing effort since rebranding.

F. Legislative Update – Shannon Reid

Ms. Reid noted the outcome of the operating budget process was due to a very broad effort including presidents, marketing directors, advisory committees, Trustees and the leadership of the Chancellor with his presence at hearings, answering questions and providing information. We were able to provide effective data and build a case around the alignment of our priorities with industry and student needs. The fact that 95% of our students are NH residents was important to legislators.

IX Other

Trustee Roussel-Roberge shared that as part of her business, she discusses company needs with constituents. At the end of the conversation, she mentions her Trustee role and asks what CCSNH can do for them. She asked if that was appropriate. All strongly noted that whenever there is an opportunity, trustees should advocate for and spread the word about what CCSNH can do for the variety of stakeholders in NH.
X. Non-Public Session

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Calhoun, 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 11:20 a.m.

The meeting moved into regular session at 11:54 a.m.

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

NEXT MEETING: August 1, 2013 at Lakes Region CC, Laconia, NH

The meeting adjourned at 11:55 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
June 27, 2013
Non-Public Session


Also in attendance: Sara Sawyer

The non-public session was called to order at 11:21 a.m.

Discussion followed on personnel issues.

The non-public session adjourned at 11:54 a.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Chancellor