COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
August 1, 2013


I. Call to Order

The meeting was called to order at 9:35 a.m. at Lakes Region CC Culinary and Pastry Arts Center at Shaker Village, Canterbury, NH.

II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Calhoun, seconded by Ms. Mahar, voted unanimously to approve the minutes of the June 27, 2013 meeting as presented.

Chair Holloway asked Mr. Rioux to explain a new procedure that the Board will follow, as recommended by the Governance Committee, to address conflicts of interest.

At the start of each meeting, Chair will ask for approval of the agenda and whether there are other items to add. At this time trustees should indicate any conflict of interest with an agenda item. Any trustee with a conflict can refrain from discussion of such item or leave the meeting during the discussion. Chair Holloway added that Trustees can contact him prior to the meeting to recommend or request agenda items.
Trustee Damren noted that he periodically teaches at RVCC and would have to recuse himself from votes and matters pertaining to adjunct faculty. Trustee Shields will recuse herself from votes on the purchase and sale agreement for the Stratham site due to her agency’s affiliation with the project.

Chair Holloway thanked the Governance Committee for addressing this matter.

**III Strategic Planning: Update and Discussion**

Dr. Gittell outlined the four strategic priorities/initiatives identified by the board. Teams have been identified for each initiative, chaired by a president, staffed by chancellor’s office personnel, and are currently very active. Each team has identified goals and objectives and target dates. In addition to the four is the STEM initiative which is also a priority.

The October 22 Strategic Planning Symposium will focus completely on these initiatives. Board members are invited.

Ms. Roy-Czyzowski added that the Governance Committee, in addressing its role and responsibilities, has reviewed the Board by-laws and will be developing language to reflect the strategic plan. Each committee chair is asked to review their committee’s responsibilities to be sure they align appropriately with the strategic plan. Chairs are asked to complete this review by October 22.

**LRCC Welcome**

President Kalicki welcomed the Board to the new culinary and pastry arts facility. The lease with Shaker Village was signed last week. He provided historical information about the building and the former Shaker Table restaurant. All are very excited about this arrangement. Currently, 44 freshmen are registered for this fall.

Dr. Kalicki introduced VPAA Tom Goulette and acknowledged Tom for his work securing this facility. Mr. Goulette provided background on the reason for the move and the RFP process that resulted in the signing of a 3-year lease with Shaker Village. Shaker Village offers a unique opportunity to partner and blend the activities of the programs and restaurant with Shaker Village’s programming. Students will become members of the village/community. LRCC staff had an orientation on the history of the village. He acknowledged Mike Marr and Kelly Chapman for assisting with the RFP. He also applauded Naomi Butterfield for working on the lease in such a short timeframe.
Dr. Kalicki added that the college is developing marketing plans with Shaker Village. A signing/media session on this project will be held on August 8.

President Kalicki added that the new Health and Science building on campus will be ready for fall classes – furniture is being delivered next week. The ribbon cutting ceremony will be scheduled for the beginning of September. New college CFO John Harrington was introduced.

President Alicia Harvey-Smith was introduced and welcomed. Commissioner Virginia Barry was also acknowledged.

IV. Reports from Standing Committees

A. Governance Committee

Trustee Roy-Czyzowski reported on the July 22, 2013 meeting. She noted that the minutes have detailed information.

The Committee is reviewing the self-evaluation results and identifying areas for improvement which include:

Orientation of new board members: the next orientation will be held August 15 and is open to all trustees. A section will include governance items.

Board development: the retreat will focus on development as well as address a specific topic at each Board meeting.

Mentor opportunities: we will develop a matrix identifying the expertise areas of each board member.

Dashboard metrics: board members will need a ccsnh.edu email address in order to view the Sysnet website. This is in process.

Dr. Gittell noted that his presentation/institutional research is updated on a weekly basis. Question was raised as to why some of the summary metrics do not appear on the ccsnh website.

The Board/High School Partner Initiative is moving forward. Beth Doiron, Director of DOE and College Access Programs, was introduced. She circulated information and explained the initiative, the purpose of which is to increase post-secondary matriculation in targeted NH high schools that are below the expected matriculation rates to higher
education, and for CCSNH to form partnerships with targeted high schools. The 2012 high school to postsecondary college matriculation rates were reviewed.

Commissioner Virginia Barry noted that the schools which are identified are priority high schools and that NH Dept of Education will support this initiative in any way. Guidance counselors have their own organization and they meet yearly. Arrangements can be made to invite trustee participation.

Dr. Gittell noted that presidents are supportive of this initiative and are working on this project with Ms. Doiron. Discussion followed.

An orientation will be held for participating trustees. Please contact the chancellor if you would like to participate.

Next meeting: August 12, 2013

B. Personnel Committee

Trustee Palestino reported that the committee met on July 22 and proceedings will be discussed further in non-public session. Board action will be required.

Next meeting: October 28, 2013  (The August 12 meeting cancelled)

C. Facilities Committee

Trustee Heath reported on the July 23 meeting.

He expressed his enthusiasm with the Rochester Center and the grand opening event. It is a very impressive facility.

He asked Mr. Rioux to provide an update on the sale of the Stratham property. Mr. Rioux reported that the buyer requested an extension to the due diligence date through the end of 2013, in order to address upgrades to the building which will be more extensive than initially anticipated. The Board Executive Committee approved this request which also requires approval by the Long Range Capital and Utilization Committee and the Executive Council.

Maintenance and remediation issues in the building will need to be addressed by CCSNH.
Dr. Harvey-Smith was asked to give an update on the RVCC building rehab. The
construction manager, MacMillan, experienced low sub-contractor interest. It is
anticipated that renovations will begin September 9 with a May completion.

Mr. Moore again thanked the Board for supporting the construction management
concept. This allows flexibility to address issues such as those encountered at RVCC.

Sarah Diversi, CFO at Manchester CC, expressed thanks to Mr. Moore, Mr. Marr, Ms.
Morrone, and Ms. Chapman for their extensive work and support for the major
renovation/building projects at MCC.

The next meeting will be held September 24, 2013.

D. Finance Committee

Mr. Densmore reported on the July 23, 2013 meeting

The committee reviewed the credits sold and enrollments data as of that date. As a
system, we are down 1% as compared to the same date last year. Each campus has
upcoming events to increase enrollments. The goal is a 4% increase.

The committee approved 3 contracts: a marketing firm for the TAACCCT grant at
GBCC; cleaning contract amendment for GBCC; and parking lot engineering/planning
for Manchester CC.

Also discussed at this meeting was: FY13 closing process, FY14 operating and capital
budgets.

The next meeting will be held September 24, 2013.

E. Audit Committee

Trustee Shields reported no meeting has been held since the last Board meeting.

The next meeting will be held September 18, 2013

F. Academic and Student Affairs

Mr. Hitchcock reported that no meeting has been held since the last BOT meeting. The
Academic and Student Affairs Committee did conduct a phone vote on the Electro-
Mechanical Technologies program for Lakes Region CC. Approval is needed from the full Board.

Mr. Goulette explained that this is the second program created under the TAACCCT grant. This program will prepare students for employment in manufacturing. Several existing courses were bundled to create this program. Mr. Hitchcock noted that the Committee will be reviewing the program proposal form.

VOTE: The Board, on motion of Mr. Damren, seconded by Mr. Calhoun, voted unanimously to approve the Electro-Mechanical Technologies Associate Degree program at Lakes Region CC effective fall, 2013 as recommended by the Academic & Student Affairs Committee.

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

VIII. Other Reports

A. Chairperson’s Report

Chair Holloway reported as follows:

He recommended all trustees read the risk publication entitled Owning Up, shared by Trustee Roy-Czyzowski.

He will coordinate a meeting with mobile diesel industry partner company Caterpillar and President Eneguess.

He recently spoke to Manchester Mayor Gatsas regarding issues at Manchester West High School addressing multiple languages. We have offered assistance.

He referred to the informational publications provided for elected officials and the one listing degree and certificate programs. Ms. Reid indicated that the program grid is updated annually; the publication showing 2013-14 academic year programs will be out later this month. The 2012-13 grid only reflects programs offered in that year. The publication for elected officials describes initiatives and programs we are developing.

He referred to the NH Coalition for Business & Education. Fred Kocher and Tom Raffio are active members of this group.
B. Chancellor's Report

Chancellor Gittell reported as follows:

He attended the National Council of State Directors of Community Colleges. Thirty states were represented. The theme was “disrupt the universe” and focused on how community colleges are the “emergency room” of higher education. There was very valuable information-sharing and discussion, including both new ideas and validation of current best practices within CCSNH presently.

The council discussed the Affordable Care Act and its challenges. Other topics included the importance of professional development, continuous improvement, focusing on re-engineering, foundation/fundraising. He also noted programs in some states that offer constant CC tuition rates for 2+2 pathways.

He noted that this month’s Business NH Magazine highlights Manchester CC. Upcoming issues with focus on other community colleges.

C. Foundation Report

Ms. Mahar reported as follows:

We began the last fiscal year with $9 million in assets and ended it at $10.8. We had $22,215 in donations in July, $40,285 in disbursements.

A Foundation Board meeting was held July 29. Two new directors were nominated to fill vacancies: Nicholas Halias and Jan Phelps, formerly MCC’s Marketing Director. We now have 19 directors, including the seven Presidents and the Chancellor. We also had a Finance and Investment meeting, on Monday, with our portfolio managers. We will be doing our annual review of the Foundation’s Investment and Spending Policy prior to the September 16 meeting; with a recommendation coming forward at that meeting.

The Legislature this past session voted to restore the UNIQUE Annual Allocation Scholarship program for CCSNH and the University System of New Hampshire. The UNIQUE Advisory Commission approved initial criteria which will enable several thousand of the System’s neediest New Hampshire students, those with zero EFC, to receive some amount of scholarship assistance this fall. The Advisory Commission, which the Chancellor sits on, is meeting again on August 19 to finalize the amount of the individual awards to students. The last year we awarded the UNIQUE annual scholarships, in FY 2011, 3,410 students received the scholarships.
D. Safety and Risk Management Ad Hoc Committee Report

The committee has not met.

E. Marketing Ad Hoc Committee

Trustee Palestino reported on the July 23 meeting. The Committee met with all the college marketing directors (SWIM Team). The committee is gathering very helpful information.

The next meeting will be held on August 22 at NE Delta Dental. This meeting will focus on the preparation of the report. That will be followed by a meeting with presidents. It is anticipated that a report will be presented in November.

VI Other

CCSNH/SEA Collective Bargaining Agreement

VOTE: The Board, on motion of Ms. Palestino, seconded by Mr. Paquette, voted unanimously to approve the 2013-15 CCSNH/SEA Collective Bargaining Agreement for Covered Employees which shall become effective upon the signing of the agreement by both parties.

VOTE: The Board, on motion of Ms. Palestino, seconded by Mr. Paquette, voted Unanimously to approve the benefit program and employee contributions to such plans for benefit eligible executive officers and confidential employees as applicable.

VII Non-Public Session

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Heath, voted unanimously, by roll call vote, resolved to conduct a non-public session for the purpose of discussing personnel and compensation 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 11:47 a.m.

The meeting moved into regular session at 12:29 p.m.

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

NEXT MEETING: October 3, 2013 at White Mountains CC, Berlin, NH

The meeting adjourned at 12:30 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
August 1, 2013
Non-Public Session


Also in attendance: Sara Sawyer

The non-public session was called to order at 11:57 a.m.

Discussion followed on personnel/compensation issues.

At 12:15 Trustee Damren left the meeting.

Discussion followed on personnel/compensation issues.

The non-public session adjourned at 12:28 p.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Chancellor