I. Call to Order

The business meeting was called to order at 11:03 a.m. at NHTI, Grappone Hall, Concord, NH

II. Approval of the FY16-17 Operating Budget

Trustee Densmore presented the FY16-17 operating budget request noting that it was reviewed, discussed and unanimously approved by the Finance Committee. He asked Ms. Van Ostern to present the request.

Ms. Van Ostern explained that the operating fund request of $45.7 million for FY16 and $46,975,000 for FY17 will support CCSNH’s work toward achieving our vision of doubling the number of workforce-aligned degrees and certificated awarded by 2025 by: enabling CCSNH to reduce tuition to $190 per credit for both years; using innovation and technology to broaden access to pathways, programs, and courses across NH; and addressing the unique needs of our rural community colleges.
Discussion followed.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Heath, voted unanimously to approve the operating fund request of $45.7 million for FY16 and $46,975,000 for FY17 as recommended by the Finance Committee.

Chancellor Gittell thanked the board for its support and approval of the FY16-17 operating budget request which will improve access and affordability for our students. As we move forward through the budget process, Board support and involvement will be very extremely important.

III Vice-Chancellor Position Description

Dr. Gittell requested approval of the Vice-Chancellor position description (amendment to Board Policy 240, 241, 242) to reflect an increased focus on coordination of academic and student affairs.

He recognized Ron Rioux, Interim Vice-Chancellor, for his strong leadership in the operations area during his interim appointment and thanked him for his willingness to serve for the past 2 years. The present changes to the position description were developed in consultation with Mr. Rioux, as he brings his interim appointment to a close, and are designed to support future needs related to strategic goals tied to academic and student affairs.

Chancellor Gittell said that upon approval of the changes to the position description, we will begin the vice-chancellor search process. The organizational chart will be revised to reflect new reporting structure related to the focus of this position.

It was noted that the job description requires the approval of the Board because it is a Board policy.

VOTE: The Board, on motion of Mr. Damren, seconded by Mr. Hitchcock, voted unanimously to approve the vice-chancellor position description (Board policy 240, 214, 242) as presented as follows:

240 The Vice-Chancellor

State law (RSA 188-F:6 III b) provides that the Board of Trustees shall approve the nomination by the Chancellor, and fix the compensation of a Vice-Chancellor who shall be qualified by education and experience and who shall serve at the pleasure of the Chancellor.”
241 Job Description

The Vice-Chancellor serves as the Chief Academic and Student Affairs Officer, overseeing all academic and student affairs functions within the Community College System while assuring alignment with CCSNH’s mission, vision and strategic plan. The Vice-Chancellor also provides executive oversight of the operational areas of enrollment management including financial aid and scholarships, grants and gift fund administration, technology, legal, risk management, audit and compliance.

The Vice-Chancellor works under the direction of the Chancellor, and acts on behalf of the Chancellor in his/her absence. He/she serves as an ex-officio member of the Board of Trustees and an integral member of the System Leadership Team.

Accountabilities:

- Serves as a trusted advisor to the Chancellor, Board of Trustees, College Presidents and other CCS administrators on strategic, organizational, and planning issues that impact the academic and student affairs programs, policies, and services and administrative operations of the CCSNH.

- Provides direction to the college’s academic programs. Ensures academic quality and integrity of academic programs and curriculum and that the system meets the current and emerging needs of the students and the business community.

- Guides effective enrollment management strategies for all the community colleges towards expanded recruitment reach and sustained enrollment growth.

- Provides leadership and supervision to admissions, marketing, financial aid, scholarship programs, grants and gift fund administration, and fundraising.

- Oversees the operational areas of Compliance, Information Technology, Legal, and Risk Management, and Library Services.

- Works collaboratively with the college and system administrators and personnel to ensure the seamless integration of academic and administrative policies, procedures, outcomes across the System.

- Facilitates a number of System Teams including Vice Presidents of Academic Affairs, Vice Presidents of Student Affairs Team, Running Start Coordinators, and the Distance Learning Committee. Keeps the College Presidents informed about activities and courses of actions related to these assigned areas.
Reviews current operational processes and procedures and helps to guide long-term planning within the scope of the CCSNH's mission, vision and emerging strategic plan. Helps to assure that sufficient short and long term operations and capital financial resources are available and used appropriately to further the mission of the CCSNH. Facilitates a culture of continuous improvement and transparency.

Identifies opportunities for program development and assists in the development of those programs.

Meets with key business leaders in the state to determine their needs and concerns.

Represents the System (as assigned by the Chancellor) on inter-agency statewide teams such as school-to-work, workforce development and job training.

Creates opportunities that foster innovative and alternative teaching and learning methods.

Reviews and evaluates existing academic programs and recommends expansion or retention. Assesses the need for and evaluates new program proposals.

Creates and utilizes appropriate data to understand the program performance of each college and recommends appropriate action.

Works with the State Department of Education to ensure smooth transition and pathways for secondary students into the Community College System.

Qualifications:

Master’s degree (earned Doctorate preferred) with at least ten years overseeing academic programs and/or services. Excellent analytical, organizational, project management, problem-solving, verbal and written communication/presentation skills, along with a high level of diplomacy and discretion. Proven effectiveness in a consultative role to senior leadership and ability to develop strong, collaborative relationships with a diverse group of internal and external constituents. High level of leadership, management, and supervisory skills, including the ability to build and lead a cohesive team, as well as assessing and leading administrative and operational processes and procedures. The Chancellor and Board of Trustees may consider additional or alternative experience and/or education as it considers appropriate in filling the position.
Performance Evaluations

By December of each year, the Vice-Chancellor will develop a management letter detailing accomplishments of the past year and strategies for the coming year that will enable the System to accomplish the strategic goals as established by the CCSNH Board of Trustees. It will also address the performance of administrative responsibilities as detailed in the Vice-Chancellor job description. This management letter will be provided to the Chancellor who will be responsible for evaluating annually the performance of the Vice-Chancellor. The Chancellor will meet with the Vice-Chancellor to discuss the management letter and present a summary report to the Executive Committee of the Board of Trustees.

Dr. Gittell said that the changes to the position description and search team members will be announced tomorrow. This will be an accelerated search process with the goal of having an individual identified by the end of December.

IV. Other

No other items.

NEXT MEETING: October 2, 2014 at NHTI

The meeting adjourned at 11:28 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor