
Regrets: Jeremy Hitchcock, Robert Duhaime, Kim Trisciani, Tara Reardon, and Governor Lynch.

President Budd welcomed the Board to River Valley CC. He introduced Claire Bowen, CEO of Valley Regional Hospital and a member of the College Advisory Committee, who spoke about the value of RVCC to the community.

Presentation: Professor Henry Collier spoke about the National Science Foundation $400,000 grant the college received to develop a cyber security certificate program. Dartmouth is a partner in the grant, and RVCC will translate its research into certificate programs that will meet emerging employer needs, particularly in the field of health care information.

Dr. Budd gave an update on other RVCC opportunities including the machine tool lab at the Keene Academic Center, and a $40,000 donation from Timken Corporation for equipment.

I. Call to Order

The business meeting was called to order at 10:02 a.m. at River Valley CC, Claremont, NH.
Chair Holloway welcomed and introduced Deane Ilukowicz, Vice President of Human Resources at Hypertherm and a new Board member representing Business and Industry. Also welcomed was Dr. Joseph Miller, Director, Division of Instruction, Department of Education, designee for Dr. Virginia Barry.

II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Lawler, voted unanimously to approve the minutes of the August 11, 2011, meeting as presented.

III. Reports from Standing Committees

A. Academic & Student Affairs Committee

Trustee Hill reported on the September 22 meeting. The Committee addressed the letter from President Eneguess outlining recommendations for closure of the Woodsville Academic Center.

VOTE: The Board, on motion of Mr. Hill, seconded by Mr. Mallat, voted unanimously to approve the closing the Woodsville Academic Center effective December 31, 2011.

President Eneguess explained that the college has reached out through local employers, the chamber of commerce, community educational leaders and civic organizations in attempts to bring in students. There was increased presence and activity of college personnel working in the Woodsville region and increased marketing. Despite all efforts, enrollments have continued to decrease. From 2006 to 2010, enrollment declined by 62%. This fall there are only 10 students enrolling in one course. Due to significant State budget cuts and increasing financial challenges, the college can no longer sustain a presence in Woodsville. The Littleton center will serve the region. The college will also continue to outreach within Woodsville area through the business training center.

Mr. Hill referred to the dashboard metrics circulated and asked Dr. Annal to elaborate on these figures.

Dr. Annal noted a decline in the level of credits sold and in FTE. He noted that revenue is up slightly but only because of the tuition increase. Revenue projections, however, have not been met and we continue to face budgetary challenges. Distance Learning
continues to be a high growth area. Running Start enrollment figures are not in at this point in the semester. eStart, the online version of Running Start, currently has 110 students enrolled. More than half are home schoolers.

Trustee Guyer noted that some high school students are taking eStart courses if they could not fit a required course into their regular schedule. He also noted the importance of the college Running Start coordinators in generating enrollments.

B. Personnel Committee

Kristie Palestino reported that the Committee met on September 26. They received a report on the ADP implementation and risk management. A payroll manager has been hired and it is anticipated that the ADP implementation will be self-sustaining by March 2012. Negotiations for adjunct faculty contract will begin October 11. The status of the contract negotiations/mediation will be reported in non-public session. The next Personnel meeting is November 14.

C. Facilities Committee

Trustee Heath indicated that a meeting was held September 27.

Mr. Osgood introduced Kate Morrone, Engineering Technician, who was recently hired to assist with capital projects. Bill Gabler has been retained on contract to coordinate multiple projects at Manchester CC.

Mr. Heath reported that there are 75-80 projects in process through the System. He referred to the September 20 report included with the agenda showing the status of each project. He meets monthly with Mr. Osgood for updates.

Discussion followed on the Nashua CC building. There are significant warranty issues remaining. We are working on legal resolution of outstanding issues.

Discussion followed on a recent article in the Union Leader regarding a TLT contract being addressed by the Executive Council and the references made about the Nashua CC project.

Chancellor Newman reported on the status of the Stratham property. She recently discussed the status of this site with representatives of the Long Range Capital Planning and Utilization Committee. They suggested we explore whether the State
may have an interest in the property. Staff from Administrative Services toured the property/building and will follow up with us shortly. Should the State not have a current need for the site, we will re-market it. We are currently paying for utilities and maintenance to keep the building secure, in addition to the bond payment for the Portsmouth building renovation.

Chancellor Newman clarified the status of the MOU between Nashua CC and Granite State College as recently discussed at the Facilities Committee meeting. Potential co-location has been in the discussion stages involving President Jordan, Chancellor MacKay and former Chancellor Gustafson. Should this process move forward to include an addition to the NCC campus to host GSC, the building plan would go before the Facilities Committee.

President Jordan explained that Granite State College approached us with the possibility of co-locating on our campus. GSC would offer courses for baccalaureate completion. Currently, there are no public institutions offering a baccalaureate program serving the southern part of state.

It was felt that this concept is part of a broader strategic discussion relating to partnering with other entities to create additional pathways for our students, and should be a matter of discussion by the Board.

Dr. Annal added that we have recently signed a System agreement for block transfer of the AA degree to GSC. GSC has requested increased opportunities to come to our campuses to promote this pathway and recruit our students.

D. Finance Committee

Trustee Rioux reported on the September 27 meeting. There are no items to bring forward. The Committee approved three contracts:

- Contract with Lavalle Brensinger Architects in the amount of $129,550 for the design of the Manchester CC automotive training center additions
- Contract with Sullivan Construction in the amount of $151,412 for the design/build project for renovations to the Metallurgy Lab at Manchester CC
- CCSNH contract amendment with Executive Alliance in the amount not to exceed $315,000 for the project management of the ADP implementation.

Mr. Marr noted that since SB194 has taken effect, we now own our equipment. He referred to the FY2011 Equipment Inventory report. Currently, every item valued over $100 is declared/tagged/inventoried. There are over 50,000 items to track, which is impossible to effectively manage. The System Leadership Team voted to move to a $3,000 threshold per item, for fiscal year 2012. We will retag items that exceed the new threshold.

A question was raised about laptops. Laptops will fall under the equipment threshold; however, individuals who receive a laptop are required to sign a form taking responsibility for them. This, along with reviewing purchasing patterns should provide the necessary level of internal control over these items.

E. Governance Committee

Trustee Roy-Czyzowski reported on the September 21 meeting.

Plans for the December 1 retreat are underway. This event is being planned as a Board development day.

Speakers identified: Joseph McCool, author of *Deciding Who Leads*, which focuses on recruitment and management succession.

Chris Pope, Director of Homeland Security, will be the luncheon speaker

Anthony Carnevale, Research Professor and Director of the Georgetown University center on Education and the Workforce, the afternoon speaker

The Committee is also working on board orientation including a mentor program.

F. Audit Committee

Trustee Shields reported that no meeting has been held.

Mr. Marr indicated that a RFP for financial statements audit and single audit of federal funds was issued. On September 19, a bidders conference was held and 4 vendors attended. Bids are due October 17.
Sarah Wicklund set up an internal audit structure but has since accepted a position as Chief Financial Officer at Manchester CC.

The urgency to fill this position was expressed.

G. Executive Committee

Chair Holloway indicated that the Committee met for a special meeting on September 27. There was a non-public session and no votes were taken.

IV. Other Reports

Chair Holloway requested Trustee Lawyer report on his college meeting with students.

Mr. Lawler circulated his report. He met with students at River Valley, Littleton center, White Mountains CC and Lakes Region CC. Recap: better communication between student and financial aid office, especially regarding missing information; students who have been out of school for a while need more help; would like more teleconferencing.

President Eneguess indicated that the information he shared concerning WMCC and Littleton is being addressed.

Mr. Lawler added that more visits are scheduled. Many students asked about the role of the Trustees.

A. Chairperson’s Report

Mr. Holloway reported as follows:

We requested that Trustees please respond to emails concerning attendance at meetings. This is important for determining if there will be a quorum.

Governor Lynch recently invited the Executive Committee to lunch at his office. There was no specific agenda. He thanked the board for its work on the transition to self-governance and requested general updates.

Chair Holloway expressed appreciation for colleges assisting outside agencies. He cited the example of Manchester CC and Nashua CC assisting Troop G by extending facilities for training. The Director of Motor Vehicles praised our community colleges.
The CIHE letter concerning the NHTI accreditation visit was emailed to Trustees. Chair Holloway congratulated President Kilchenstein on its favorable outcome.

He will be meeting with the Whittemore School/UNH Dean next week to discuss articulation with Great Bay CC.

B. Chancellor's Report

Chancellor Newman expressed the honor of serving the CCSNH and thanked the Board for its confidence. She reported as follows:

Things are moving forward impressively; senior team and presidents are making significant accomplishments. She has visited each campus, meeting with faculty/staff and some student groups, advisory committee members, and the press.

The WorkReady NH program was launched at Great Bay CC. This program, which assists the unemployed, is now being offered at MCC, RVCC, WMCC and GBCC. Dr. Annal was thanked for his leadership on this program. Through WorkReady NH, job-seekers are assessed in key workplace skills areas, undertake online skill-building training, and earn a certificate which indicates to employers that they have mastered key work-related skills. The kick-off event was attended by Governor Lynch.

Chancellor Newman announced the TAACCT $19.9 million grant awarded this week. This will be transformative in supporting NH's economy in the advanced manufacturing sector.

Manchester CC received a $5 million Department of Labor, H1B grant to support the training and upgrading of the allied health workforce. The grant is a partnership with several NH hospitals.

Dr. Annal is working on an articulation agreement with USNH and SNHU to create articulation for Bachelor’s degree completion and advanced degrees from our nursing programs.

She has met with Commissioner Barry and Chancellor to discuss K-20 education and will continue to meet periodically.

We face significant challenges: affordbility/cost of education, continuing to develop a strategic vision including a sustainable financial mechanism, finding innovative ways to deliver our services.
Dr. Annal mentioned that work is underway for another NSF grant which would prepare individuals at the secondary school level for advanced manufacturing fields, creating a pipeline from elementary school through baccalaureate. Dr. Budd added that this grant is being developed by the Dept. of Education with RVCC. If successful, the first year would be a pilot of three local schools to look at the math and science curricula specifically, including curriculum reform efforts to infuse more hands on learning and work with business and industry.

Discussion followed on high school math requirements as well as how math education is delivered. The community colleges have taken a lead in having these discussions within the secondary school community.

Mr. Power added that a $30 million federal grant for a Job Corps Center in Manchester is in process. When completed, the Center will engage in building partnerships which will include the community colleges as a major partner. The grant included emphasis on advanced manufacturing along with health care and IT. This aligns well with the focus of our two recent grant awards.

C. Foundation Report

Chair Mahar reported as follows:

Account Activity as of August 31, 2011:

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<tr>
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<th>August 2011</th>
<th>September 2011</th>
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<tr>
<td><strong>Beginning Market Value</strong></td>
<td>$10,099,331</td>
<td>$9,636,369</td>
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<tr>
<td><strong>Contributions to accounts &amp; income</strong></td>
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<td><strong>Change in Market Value</strong></td>
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<tr>
<td><strong>Disbursements</strong></td>
<td>(113,136)</td>
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<tr>
<td><strong>Ending Market Value</strong></td>
<td>$9,636,369</td>
<td>$8,857,607</td>
</tr>
</tbody>
</table>

We are feeling the pain of the loss of Unique Funds.

**Annual Reception** The Foundation’s Annual Reception will be held November 10 at the Radisson in Manchester, from 4:30-6:30. Invitations will be going out very soon.
There are many fund raising activities on campuses. Presidents were asked to report:
NHTI: Plans underway for the second Dancing with the Stars event. Goal is $30,000 and NHTI has secured Merrimack County Savings Bank as a sponsor.
NCC: Golf tournament raised approximately $32,000
MCC: Corporate spelling bee is being planned for October 20
WMCC: Mystery dinner by the culinary club raised $6,000
GBCC: Silent auction/ dinner being planned for April 27, 2012 at Wentworth by the Sea
RVCC: Today received a $40,000 donation from Timken
LRCC: No plans to report

V. Nashua CC Advisory Committee Nominations

VOTE: The Board, on motion of Mr. Guyer, seconded by Mr. Lawler, voted unanimously to approve the appointment of Mary Rhodes and David Moraros to the Nashua CC Advisory Committee for a term ending 6/30/14.

VI. Other

No other items

VII. Non-Public Session

VOTE: The Board, on motion of Mr. Mallat, seconded by Mr. Paquette, voted unanimously, by roll call vote, resolved to conduct a non-public session for the purpose of discussing personnel and legal matters and noting that such a non-public session is authorized by RSA 91-A:3, II a. and e., 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 12:40 p.m. Lunch followed prior to conducting the non-public session. The actual session began at 1:12 p.m.

The Board meeting reconvened at 1:47 p.m.

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

NEXT MEETING: December 1, 2011
The meeting adjourned at 1:47 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
October 6, 2011
Non-Public Session

Also in attendance: Naomi Butterfield

The non-public session was called to order at 1:12 p.m.

A discussion followed on legal matters.

A discussion of personnel matters followed

The non-public session adjourned at 1:47 p.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Chancellor