
(2 Vacancies   RVCC President; B&I)

The college presentation began at 9:35 a.m.

President Jordan welcomed the Board to Nashua CC. She spoke on the background of the Bachelor Pathways Program – partnership with Granite State College. An MOU has been signed with GSC.

Dr. Todd Leach, President, Granite State College was introduced and welcomed. He spoke on the recent changes at GSC and its partnership with NCC.

I. Call to Order

The business meeting was called to order at 10:07 a.m. at Nashua CC, Nashua, NH.

Ashley Rennie, the new student trustee from Great Bay CC, was introduced. She spoke briefly on her background.

II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Paquette, seconded by Ms. Mahar, voted unanimously to approve the minutes of the May 28 and June 11, 2012, meetings as presented.
III. Nomination – River Valley CC Interim President

Mr. Hill excused himself from the meeting.

The Chancellor placed in nomination Harvey Hill as Interim President of River Valley CC.

VOTE: The Board, on motion of Mr. Halias, seconded by Ms. Mahar, voted unanimously to approve the nomination of Harvey Hill as Interim President of River Valley CC beginning June 28, 2012, at a salary of $117,052, as recommended by Chancellor Gittell.

Mr. Hill returned to the meeting and was congratulated. He will be taking a leave of absence from his appointed position on the CCSNH Board of Trustees.

IV. Nomination – Board Treasurer

Chair Holloway noted that under Board By-Laws Article III, section 1. A. Election of Officers, he has authority to fill officer positions on a pro-tem basis, subject to the approval of the Board at a subsequent meeting. With the resignation of Ron Rioux, he appointed Ned Densmore as Treasurer.

VOTE: The Board, on motion of Mr. Paquette, seconded by Mrs. Levesque, voted unanimously to approve the nomination of Ned Densmore as Treasurer.

Mr. Densmore was recently approved by Governor and Council for another term on the Board. As Treasurer, Mr. Densmore will also chair the Finance Committee. Mr. Densmore was thanked.

V. Advisory Committee Appointments and Reappointments

Chair Holloway noted that he is in the process of finalizing the Standing Committee assignments.

Dr. Gittell added that he is working on developing a list of names of College Advisory Committee members who may be willing to serve on a Board Standing Committee.

VOTE: The Board, on motion of Mr. Heath, seconded by Mr. Paquette, voted unanimously to approve the following Advisor Committee Appointments and Reappointments as recommended as follows for a term ending June 30, 2015.
Reappointments

NHTI

Diane Wood Allen, RN, MS, NEA-BC
Concord Hospital
250 Pleasant St.
Concord, NH 03301
Vice President, Operations and Chief Nursing Officer

James W. Pratt
52 Joffre St.
Concord, NH 03301
Vice President/Commercial Lending, First Colebrook Bank, NHTI Alumni

Michael Tutko
Bank of New Hampshire
11 Triangle Park Drive
Concord, NH 03301
230-4263
Vice President, Commercial Loan, Bank of New Hampshire, Alumni

MANCHESTER CC

Thomas Champagne
St. Mary’s Bank
200 McGregor St.
Manchester, NH 03104
Vice President, Director of Community Outreach

Cynthia A. Gray, RN, BSN, MBA, CNAA
Elliot Hospital
4 Adams Shore Road
Derry, NH 03038
Clinical Nurse Educator

Karen White
Manchester School of Technology
530 Porter St.
Manchester, NH 03103
Principal
David Bellman, President
Bellman Jewelers, Inc.
1650 Elm Street
Manchester, NH 03101
President/CEO, Bellman Jewelers

NASHUA CC

Kenneth Goodsell CHAIR
9 Pope Circle
Nashua, NH 03060
Manager Flight Standards Division of FAA, NE Region

Ralph Daniels
Daniels Equipment Company
45 Priscilla Lane
Auburn, NH 03032
Founder and CEO, Daniels Equipment Company

Leonard Vigeant
10 Lilac Court
Litchfield, NH 03052
Home builder, land developer, property manager

Mary Nelson
18 Stanley Lane
Nashua, NH 03062
City of Nashua, Division Director of Public Health and Community Services

Rich Valley
8 Pope Circle
Nashua, NH 03063
Vice President of Engineering, Star RF

RIVER VALLEY CC

Paul Boucher
Greater Lebanon C of C
PO Box 97
Lebanon, NH 03766
President
Anita Porter, Chair
364 Elm St.
Claremont, NH 03743
Human Resources Manager, Thermadyne

Guy Santagate
8 Southbrook Dr.
Claremont, NH 03743
City Manager, Claremont

LAKES REGION CC

Michael Persson
379 South Main Street / PO Box 712
Laconia, NH 03247-0712
Managing Director, Lawson & Persson, P.C.

Donald Lasell
Winnisquam Regional school District, SAU 59
433 W. Main St.
Tilton, NH 03276
Director of Facilities

Thomas Cantin
623 Union Avenue
Laconia, NH 03246
President, Cantin Chevrolet Cadillac, Inc.

Stephen Weeks, Jr.
350 Court St.
Laconia, NH 03246
Owner, Coldwell Banker Commercial Weeks Assoc.

John Thomas
68 Arlene Dr.
Belmont, NH 03220
Former State Legislator
**WHITE MOUNTAINS CC**

Corinne Cascadden  
Bartlett & Brown Elementary Schools  
190 Norway St.  
Berlin, NH 03570  
Principal

Lori Lane  
White Mountain Regional High School  
Route 3  
Whitefield, NH 03598  
Career and Technical Education Director

Kevin Shyne  
39 Chandler Ledges Rd.  
Milan, NH 03581  
Regional Director, N.C. Tech Prep Regional Partnership

Student Senate President  
White Mountains Community College  
Berlin, NH 03570

**Appointments**

**NASHUA CC**

Mariam Noronha  
PO Box 830  
Barrington, NH 03825  
Chair, President of TURBOCAM International

**WHITE MOUNTAINS CC**

Cathy Conway, Vice President  
Northern Community Investment Corp.  
1 Middle St.  
Lancaster, NH 03582
VI. Reports from Standing Committees

   A. Academic & Student Affairs Committee

Mr. Hill noted that the committee met prior to this meeting and has two program approvals for Board vote.

President Kalicki said that Pastry Arts is currently offered as a certificate program and continues to grow. Student requests and business demands support the associate degree.

**VOTE:** The Board, on motion of Mr. Hill, seconded by Ms Levesque, voted unanimously to approve the Pastry Arts Associate Degree program at Lakes Region CC, as recommended by the Academic & Student Affairs Committee, effective fall, 2012.

President Kilchenstein indicated that the Orthopaedic Technology certificate was highly successful and there is a student demand for the associate degree program.

**VOTE** The Board, on motion of Mr. Hill, seconded by Mr. Paquette, voted unanimously to approve the Orthopaedic Technology Associate Degree program at NHTI, as recommended by the Academic & Student Affairs Committee, effective fall, 2012.

Trustee Mahar applauded both program proposals as they are well written and provided valuable information to support the need.

There was discussion on credits taught by faculty and adjunct faculty and increasing online enrollment. The Vice Presidents of Academic Affairs will be doing a presentation on faculty work load at the A&SA September meeting.

Dr. Gittell added that he has met with the Distance Learning Coordinators working to increase enrollments, as well as discussing issues such NEASC accreditation guidelines, academic quality and financial aid availability.
B. Personnel Committee

Ms. Trisciani reported that the committee met on June 18, 2012 and approved the Handbook for Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process. This was developed by the team of Presidents Kilchenstein and Kalicki, Trustees Mahar and Roy-Czyzowski, Sara Sawyer and Mr. Rioux.

VOTE: The Board, on motion of Ms. Trisciani, seconded by Ms. Mahar, voted unanimously to approve the Handbook for Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process, as recommended by the Personnel Committee, as presented.

Ms. Sawyer and Mr. Rioux will now meet with all the employees covered under this handbook. A question and answer document will also be prepared. This handbook will be available on line.

The next Personnel Committee meeting will be held August 20 at 1:00.

C. Facilities Committee

Trustee Heath thanked Dr. Gittell, Mr. Rioux and Matt Moore for bringing focus on the facilities projects. A meeting was held June 12, 2012 at Lakes Region CC. Contracts were ratified and status report of all projects was given as reflected in the minutes all received.

Mr. Heath reported as follows:

- HB137 has been signed by the Governor. This legislation included language to return CCSNH within the jurisdiction of the State Fire Marshall for inspection and occupancy permits. We will, however, continue to be responsive to local entities.

- We are in the stages of finalizing the contract for the Rochester Center and will begin renovations.
• The amount approved for the White Mountains transportation building in Berlin is insufficient to complete this project. Equipment will be purchased and used in the current facility and then moved when the building can be occupied.

President Eneguess explained the structural problems with the building. The steel integrity report has not been received. She will be presenting a more detailed report at the next Facilities Committee meeting. The driving range for tractor trailer program is also part of the project.

Presidents Arvelo asked for an update on the Stratham property. The System is putting together a proposal but moving slowly. Dr. Gittell reported that he has been discussing this project with Mr. Roux and he has been working on it since his arrival. We are scheduling a meeting with a local developer for advice on the market etc. We still have the requirement to remit to the State the first $3 million from the sale of the property. Any change to this requirement would require legislative action. Discussion followed.

**ACTION:** Chair Holloway stated that we need to fast track this project and requested a plan of action for the August 2 Board meeting.

The next Facilities meeting will be held July 24.

D. Finance Committee

Mr. Densmore indicated that the committee met June 12, 2012. Board action is not required.

He reported as follows:

• Previewed the new reporting format which is being developed.

• Year end work continues and appears that we will end breaking even. This is a major achievement based on all the work of Presidents and CFOs addressing appropriation decreases and reduced Unique funding.

• The FY13 budget will be reviewed on July 24. Changes are being made based on projected enrollments and credits sold. It will be presented to the Board on August 2.
E. Governance Committee

Trustee Mahar reported for Ms. Roy-Czyzowski that the committee met on June 7 and reported as follows:

- Potential Board members have been contacted to fill the three vacancies. They must submit their name/application to the Governor.

- An ad hoc Safety and Risk Management committee has been formed and colleges will be submitting their safety audit report by August 1.

- Board retreat topics were discussed including clarification of separation from the state – what has happened; CCSSE results, NEASC accreditation standards. Mr. Rioux added that they are also considering strategic planning.

- Board orientation and Committee orientation and materials being available on line.

- Next meeting will include review of the Committee’s responsibilities which will be held on August 2.

Trustee Halias reported on the Safety and Risk Management committee’s inaugural meeting. Agenda items included: develop intended role of the committee; mission statement; hot button issues – Clery act and Title IX mandates of DOE on investigations for harassment.

The next meeting is August 20 at 11:00.

F. Audit Committee

Trustee Densmore reported for Ms. Shields that the committee met June 6 and reported as follows:

- Ann Marie Hartshorn presented and explained the audit plan and schedule.

- She is developing a risk assessment plan and explained her initial matrix.
• BerryDunn, external auditors, presented their audit plan, schedule and activities.

• The Capital Projects audit was reviewed and discussed.

The next meeting will be held July 18, 2012

VII. Other Reports

A. Chairperson’s Report

Chair Holloway noted that a list of all Board and Standing Committee dates have been established and were emailed. Recent NEASC letters for Great Bay CC and Nashua CC were also recently emailed.

He asked that College Advisory Committee minutes be submitted to the System Office in a timely manner even though they are not yet approved. Local Trustees should be invited to these meetings.

He read the last two paragraphs of the June 15 Kiplinger Letter.

B. Chancellor’s Report

Chancellor Gittell reported on the following activities:

Capital Budget presentation was held presenting our $26 million request. We will be aggressively promoting our value to the state and its economic future.

The System Leadership Team held a full day retreat. Dick Snowdon was the facilitator. It was felt that everyone walked away understanding our top priorities – focus is on students/student success and our economic relevance to the State. A follow up meeting will be held to develop a list of future priorities. It has been suggested that we develop a similar session for the Board on strategic planning.

Fundraising: Working with the Foundation to establish CCSNH Innovations Fund which has reached $50,000 of the $100,000 goal and will be launched in the fall. Bonnie Newman is excited about the scholarship fund established in her name. An event will be held September 13 hosted by the Holloways. This will be an endowment fund granting a one year full tuition scholarship each year.
Dr. Arvelo circulated the brochure for the 2012 Walter R. Peterson Award, honoring Governor Lynch, scheduled for October 28. Their goal is to raise $300,000. The program will include student success stories.

Other efforts - increasing partnerships with higher education: double enrollments in STEM programs with USNH; grant proposal submitted to Lumina Foundation for the reverse transfer program

A media conference call was held with Senator Shaheen regarding the prospective Stafford loan program interest rate increase. CCSNH awarded $22 million in Stafford loans this past year.

Industry partnerships: Mr. Rioux and Ms. Sawyer accompanied him to the Hypertherm Lebanon facility. We are revisiting the agreement. A more detailed report will be provided at the next meeting.

General Counsel: Mr. Rioux will work on establishing priorities for the legal department.

C. Foundation Report

Chair Mahar reported that the end of the month portfolio market value for May was $10,065,496. June to-date is down to $9.8 due to a large scholarship disbursement and the market. The Foundation Board’s next meeting is July 17 at 1:00. There are two fundraising events coming up, the Walter Peterson award dinner being put together by Great Bay on October 28, and the fundraiser for the Bonnie Newman Scholarship fund on September 13.

VIII. TAAACCCCT Grant Update

President Arvelo indicated that we continue to make progress. He meets with the Chancellor and Grant Manager on a routine basis.

We are approaching the ninth month and getting the infrastructure in place has been challenging, particularly addressing misalignment of grant positions with the CCSNH job classification and pay scale.

We are in the stages of finalizing the contract for the Rochester Center and will begin renovations.
Ms. Sawyer noted that the grant has 22 positions some of which have not been established by the colleges. Some positions are being reevaluated.

Dr. Gittell added that he has been meeting with John Randolph and the Dept. of Labor representative and they are satisfied with our progress to date and have established a good relationship. This is a very ambitious project and we need to have a good infrastructure. The momentum continues.

It was noted that the lease agreement for the Rochester center has been approved by our legal counsel and will be emailed to the Finance Committee for phone vote.

IX. Other

Outgoing Trustees: Mr. Holloway indicated that he presented Trustee Lopez with a “NH: First in the Nation” book and letter in appreciation for his service to the Board. He is returning to Ecuador with his family. The same will be mailed to Trustee Marcello.

X. Non-Public Session

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Halias, 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 11:53 a.m.

The meeting moved into regular session at 12:26 p.m.

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

NEXT MEETING: August 2, 2012 at River Valley CC, Keene Academic Center.

The meeting adjourned at 12:27 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
June 28, 2012
Non-Public Session


Sara Sawyer was also in attendance.

The non-public session was called to order at 11:56 a.m.

A discussion of personnel issues followed.

The non-public session adjourned at 12:26 p.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Chancellor