COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES
August 5, 2010


I. Call to Order

The business meeting was called to order at 9:20 a.m. at NE Delta Dental, 2 Delta Dr., Concord, NH.

Senator D’Allesandro attended and was given the opportunity to address the Board. He noted the good work of the Chancellor, the Board and the Colleges. He asked that the Board support continued operations in Woodsville, an academic center of WMCC.

Superintendent Bruce Labs and Representative Rick Ladd were also present with the purpose of discussing the Woodsville center.

Dr. Gustafson recapped that enrollment in courses offered in Woodsville has been in decline. He noted that President Eneguess attended a meeting with Woodsville leaders and we continue looking at various models to deliver our educational services. We currently run an array of courses in Littleton in addition to those we offer in Woodsville. We are committed to serving the region, but need to balance demands from across the System as well as address the $1M general fund cut to CCSNH made late in the 2010 budget process. We will continue to work with Woodsville leaders to find ways to provide educational services.
Chair Holloway elaborated on the impact of the $1M decrease in general funds for FY11.

President Eneguess indicated that discussions have not yet been held to address a reduction in rental costs.

Ten courses are being offered for Woodsville for the Fall semester. To date, 14 students are registered. President Eneguess indicated that the college continues to market the center’s offerings and will seek additional enrollment in the weeks leading up to the fall semester. WMCC has been working with Woodsville High School on Running Start courses, but it has been difficult certifying faculty to teach.

Superintendent Labs indicated his understanding that the high school plans to offer English, US history and science Running Start courses. He concurred that faculty certification is an issue. Many faculty do not have a master’s degree. He noted this is a very economically challenged region. He offered to ask his Board to reduce the rent the college currently pays for the Woodsville space.

Representative Ladd added that he would find space in another building if necessary. He feels that people continue to request courses. Affordability is a key impediment. People in the region may also be reluctant to enroll if they believe the academic center is being phased out. Messages heard by the community from the college have been inconsistent.

Discussion ensued. Community leaders have spoken about the local demand and need for a college presence; WMCC works with local businesses to offer courses that data indicate are desired; yet enrollment in Woodsville has not materialized. The program coordinator has scheduled time at Grafton County and Glencliff and other larger facilities to recruit students and promote the courses.

Trustee Hill indicated that at the Academic and Student Affairs meeting we have said that we will take courses anywhere and at any facility as long as there is sufficient enrollment to make it feasible. Chair Holloway mentioned that WMCC is the most subsidized of the community colleges college due to the nature of the area. Now we are facing a further decrease in general funds for FY11. Hard decisions need to be made. We need support of the community to continue providing educational services in Woodsville.

Trustee Densmore added that enrollments have decreased over the past 4-5 years. We need to relaunch with community support and investigate grants and/or other funding possibilities.

**ACTION:** Chair Holloway indicated that the Chancellor and President Eneguess will respond to the concerns expressed at the meeting and will provide a report by September 15, 2010.
Chair Holloway welcomed and introduced Michael Power, representing the Department of Resources and Economic Development, and Marie Bailinson, representing the Department of Employment Security. Both have been assigned as designees by their Commissioners.

II. Adoption of Minutes

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Mallat, voted unanimously to approve the minutes of the June 22, 2010 meeting as presented.

III. Reports from Standing Committees

It was noted that the agenda packet included all the meeting minutes as referred to by the Committee Chairs as part of their reports.

A. Governance Committee

Ms Roy-Czyzowski indicated no meeting has been held since the last Board meeting. Work begins for the Board retreat and she will be scheduling a meeting in September.

B. Personnel Committee

Ms. Trisciani reported on the meeting which was held earlier this morning. The ADP transition for payroll services is moving ahead. The Committee is reviewing the Board policy on compensation and proposed revisions will be brought forward at the next Board meeting.

The next Personnel meeting is scheduled for October 4 from 2-4 p.m.

Chair Holloway referred to a report from Commissioner Linda Hodgdon regarding the total benefit package for our employees. The percentage of benefits vs. salary continues to rise. This needs to be addressed.

C. Facilities & Capital Budget

Mr. Mallat reported on the July 15 meeting. The facilities report was included in the agenda packet. No Board action is required. Mr. Mallat requested President Jordan
update the Board on the proposed bid for parking and water line. Mr. Jordan explained that the present contractor cannot do the water line or parking project; therefore it is being bid separately. The anticipated cost is $850,000. There is an approximate balance of $970,000 remaining from the capital appropriation.

The building will be open in time for the Fall semester. The auditorium will not be completed until December. The Grand Opening will be held in December upon completion of the auditorium.

President Budd reported that the Keene Center is moving along well. However, it will not open on August 30. The current goal is September 13. Classes will begin at the old site and will move the weekend of September 10.

MacRury Hall construction is going very well. All the high-tech equipment is in and the move is scheduled for August 16.

The next meeting of the committee will be held on September 23, 2010 at 9:00 a.m.

D. Finance & Audit committee

Trustee Densmore reported on the July 15 meeting and noted that Board action is required.

The Committee approved the non-lapse request from Great Bay CC.

Mr. Densmore explained that Great Bay CC has requested a total of $555,000 for spring and summer projects which includes $188,000 for the demolition of an existing structure on the 6.07 acre parcel that was approved to lease from the Pease Development Authority. The cost of the demolition will offset the $18,000 per year lease agreement. The balance of $367,000 will be used for parking, front entry contingency, site work, bathrooms, wall leaks, demolition and advising center.

VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat, voted unanimously to approve a transfer $550,000 from the non-lapse account to Great Bay CC to complete the front entry project including site work, parking bathrooms, repair wall leak, demolition and advising center as recommended by the Finance and Audit Committee.

Mr. Densmore explained that NHTI's Visual Arts program has moved location due to increase in the size of the program. NHTI requested that the first two months rent be taken from the non-lapse account.
VOTE: The Board, on motion of Mr. Densmore, seconded by Mr. Mallat, voted unanimously to approve the transfer of $14,300 from the non-lapse account to NHTI for the first two months of lease space for the visual arts program, as recommended by the Finance and Audit Committee.

President Kilchenstein explained the reason for the move. The long term plan is to bring the program back to the campus.

Trustee Densmore referred to the 2010-11 Audit Plan as well as the Manchester CC student activity audit. This audit resulted in a number of substantive observations and recommendations. The Finance & Audit Committee feels that the areas of concern noted in the Executive Summary are in need of immediate attention and expect that policies and procedures at each college will be discussed at the System Leadership Team level. Discussion followed. Dr. Gustafson noted that the other campuses are being audited. Some findings may be college specific but we will review all the commonalities and will reexamine the policies and procedures.

Mr. Densmore was pleased to report that we have reached a resolution to the 2004-05 financial aid audit. After a lengthy process and challenging negotiations, we have reached an agreement with the US Department of Education on the assessment for the 2004-05 audit. We have a five-year payment plan with a 1% interest rate starting on the decision date. He referred to the liability report dated 6/21/10.

Ms. Proulx added that DOE has accepted the payment plan. Resolution of this matter enables movement forward in several important areas, notably program approval requests that have been pending. She is working with the Boston office to ensure that all program requests are in place for Fall.

VOTE: The Board, on motion of Mr. Hitchcock, seconded by Mr. Paquette, voted unanimously to accept the financial resolution of the 2004-05 Financial Aid audit liability as presented.

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Lawler, voted unanimously to enter into a ten year agreement between Pease Development Authority and Great Bay CC for use of 6.107 acres.

The Committee also previewed some 2012-13 operating budget building blocks and concurred with the Chancellor’s recommendation that we proceed with a 4% model general fund increase and a possible 4% increase with cautiously focused enrollment numbers.

The next meeting will be held on September 23, 2010 at 10:00 a.m.
E. Academic and Student Affairs Committee

Mr. Hill reopened discussion of Woodsville. It was noted that the nearby academic center in Littleton is experiencing strong enrollment. Our data indicate that students do travel to Littleton from the Woodsville area, although Rep. Ladd and Superintendent Labs shared their perspective that travel is an impediment for many students. Eligible businesses in the area are not taking advantage of Job Training funds, which would provide up to a 50% match for employee training and could increase enrollment in community college courses. The economy was cited as a likely reason for this. It was also noted that maintaining services in Woodsville must be a shared effort. Without community involvement to help the college change the very low enrollment patterns of the last several years, WMCC does not have a sustainable operation as currently construed. Although we cannot run a course with 2-3 students in the class, we can look at delivery methods which aggregate students through multi-site course delivery using online tools.

The Chancellor summarized by saying that in the eyes of the community, we have not met the needs of the Woodsville area. He will work with President Eneguess and the Chairman and will report to the Board by September 15.

Dr. Annal reported on the summer dashboard metrics. Distance Learning enrollment continues to be on the rise. This is mainly due to the quality of the courses we offer as well as the faculty on campus who develop the courses.

Dr. Annal requested approval to report business training metrics on an annual rather than semester basis. The offerings, timelines, length of contracts and rolling enrollments make it difficult to draw report conclusions on a semester schedule. It is also difficult to draw down reporting data based on the way it is entered into Banner Finance.

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Hitchcock, voted unanimously to move the Business Training reporting from a semester to annual data reporting to the Board.

IV. Other Reports

A. Chairperson’s Report

Chair Holloway reported as follows:
Standing Committee assignments: Assignments have been finalized. Each committee now includes a vice-chair. This will assist in future assignments. All Chairs were asked to involve Vice-Chairs.

Trustee Amy Rice is resigning from the Board due to work responsibilities. She has been an excellent trustee while a student and during her tenure as an alumnus. We will need to provide the name of a new alumni representative to the Governor. Recommendations should be sent to Ms. Mills.

The “Building Support for Capital Budget” plan was referenced. Talking points will be prepared and all will be encouraged to talk to legislators and community leaders to promote this 8 year program. This will be discussed further by the System Leadership Team.

B. Chancellor's Report

Chancellor Gustafson reported as follows:

Meetings on the capital plan have been held with Senator Janeway, Representative Bouchard, and Senator D’Allesandro. We will continue to meet with other legislators. This will take significant efforts in the upcoming months.

We are developing timelines for the FY12-13 budget preparation.

Banking has been transitioned. We are cutting checks. Special thanks were expressed to Mike Marr and his staff for all their work on this major project.

Self-governance reports to the legislature will be updated this fall as required.

The UNIQUE Allocation program report was circulated and explained. This year we received $2,229,825 in comparison to $400,000 two years ago. Currently, the NH 529 plan is the third largest plan in the country. $12.5 million comes to the state each year being part of the 529 plan. These funds are disbursed and managed through the Foundation. Total cumulative disbursements to date to our students are over $10 million.

C. Foundation Report

Claudie Mahar reported as follows:

As of July 30, 2010, the ending Market Value with accrued income in the account is $7,048,433.
Fall reception: November 16, 2010 4:30 p.m. Curriers Restaurant at the Radisson, Manchester. Honoree: Ron Rioux and student recipients of the John & Mary Williams scholarships.

New Board Member to take Tom Garfield’s open spot: Dick Pendergast of Meredith, CPA in Concord.

Steve Norton, Executive Director of the New Hampshire Center for Public Policy Studies was guest speaker at the July 12 meeting. The September 13 meeting will feature the new director of Charitable Trusts from the Attorney General’s office, Anne Edwards.

New Funds/Activities:

Central New Hampshire Chapter of APICS (Advanced Productivity, Innovation and Competitive Success) is dissolving and transferring 100% of their assets to the Foundation to administer scholarships at Lakes Region Community College for students studying Business Administration. That account holds approximately $11,000.

The John and Mary Williams Memorial Fund. The entire estate of John and Mary Williams, approximately $332,676 was left to Manchester Community College to be used for scholarships for nursing or physical therapy students. TD Bank is named as the Trustee. The Foundation is administering the fund for MCC. The first round of scholarships, 20 x $545 were disbursed to 20 very happy and surprised nursing students. We will be recognizing those students at the fall reception.

Nashua Community College: Golf Fund. Tournament October 6 Proceeds to be used for scholarships.

Ms. Mahar noted that she attended the July 28 meeting of the Alumni Development Directors. Five of the seven colleges were represented. Lots of good ideas were shared. Building an alumni base is very challenging. Surveys were mailed with little response. The Directors, however, have great enthusiasm.

D. Fundraising Task Force Report

Ms. Palestino indicated there is no update. A report is planned for the October meeting.
V. Consent Agenda

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Lawler, voted unanimously to approve the following consent items:

- Grant in the amount of $115,000 from NH Postsecondary Education Commission to CCSNH for Mathematics Learning Communities.
- Grant in the amount of $75,000 from NH Department of Education to CCSNH for Mathematics Learning Communities.
- Mr. Wildolfo Arvelo to serve a five year term on the Postsecondary Education Commission beginning immediately.

Thanks were expressed to Trustee Densmore for his exemplary leadership on the Finance and Audit Committee.

Trustee Halias announced that the Clery Act amendments go into effect October 1. Presidents needing more information may call him directly.

VI. Non-Public Session

The meeting moved to non-public session at 11:47 a.m.

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 Board meeting reconvened at 1:34 p.m.

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

VII. Other

VOTE: The Board, on motion of Ms. Trisciani, seconded by Ms. Mahar, voted unanimously that Chancellor Richard Gustafson’s compensation package remain at the same level for FY11 as it was in FY10.
NEXT MEETING: October 6 at Manchester CC

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor
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August 5, 2010
Non-Public Session


Also attending: Naomi Butterfield and Sara Sawyer

The non-public session was called to order at 11:47 a.m.
Discussion followed on legal and personnel issues.

At 12:08 p.m. the seven Presidents, Sara Sawyer and Naomi Butterfield left the meeting.
Discussion followed on a personnel issue.

At 12:58 p.m., Chancellor Gustafson left the meeting.
Discussion followed on a personnel issue.

At 1:25 p.m., the Chancellor returned to the meeting.
Discussion continued on a personnel issue.

No votes were taken.
The non-public session adjourned at 1:34 p.m.

Respectfully submitted,

Marie Anne Mills,
Assistant to the Chancellor