COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
BOARD OF TRUSTEES

EXECUTIVE COMMITTEE
November 15, 2010


Member Absent: Robert Mallat and William Marcello

Also present: Marie Mills, Naomi Butterfield, Shannon Reid, and Sara Sawyer

The meeting was called to order at 9:09 a.m. at NHTI, Student Senate Conference Room, Concord, NH.

AGENDA ITEM #1 – Approval of the September 10, 2010 Meeting Minutes

VOTE: The Board, on motion of Mr. Paquette, seconded by Mr. Rioux, voted unanimously to approve the minutes of the September 10, 2010 meeting as presented.

AGENDA ITEM #2– Finance and Audit Committee Separation

Chair Holloway noted that the separation of the Finance and Audit Committee functions was recommended by Mr. Rioux.

Mr. Rioux explained that the current structure of the Finance and Audit Committee is not defective. It is, however, a best practice model to separate these two functions. Currently, the audit reports do not get enough time at meetings to appropriately cover subject areas. This change would enable the function to have an independent committee providing oversight. The current trustee membership on the F&A Committee would be the same on both of the separated committees at least until next April.

Mr. Holloway noted that audits are management tools and give us an opportunity to correct issues before they grow and prior to our outside audits.
Dr. Gustafson explained that this separation will be addressed by the Governance Committee as this is a by-law change. We will be bidding out the external audit service soon.

Current practice will continue for Presidents to be given an opportunity to address audit report issues prior to the final report being submitted to the Audit Committee.

The Executive Committee endorsed this separation. Formal vote by this Committee is not required.

**AGENDA ITEM #3– Update on Sale of Stratham Campus**

The Chancellor reported on the status of the Purchase and Sales agreement for the Stratham campus with Webster Care. The $100,000 payment due October 1 has not been received. He explained that Webster would like to restructure the agreement, but we have not agreed to a restructuring. Webster indicated that it has put the $100,000 in escrow with its law firm. However, the P&S is now null and void.

The property has been shown to the National Guard as well as to another continuing care center.

We will be reporting the current status of this agreement to the Long Range Capital Utilization Committee.

The current sale price is $5.5 million of which $3 million would be returned to the State and $2.5 would pay down the GBCC bond of $5 million. Currently, we are spending between $100,000 - $120,000 a year to maintain utilities, security, plowing etc. To date, we have received $125,000 to secure the agreement and $100,000 received in April, 2010.

Chair Holloway indicated that a formal letter will be sent to Webster Care. Attorney Butterfield will prepare the letter.

All felt that we should begin to market the property aggressively now.

**AGENDA ITEM #4- Status of SEA Organization of Adjunct Faculty**

Dr. Gustafson reported that SEIU/SEA is aggressively on campus attempting to organize adjunct faculty. They are not reporting their presence on campus in compliance with our policies, and in one instance the local police were called to remove organizers from campus. We have received several reports indicating the organizers are very disruptive.
Law requires us to provide employee names and campus locations when requested by SEA. In response to a request, we provided around 400 names of adjunct faculty. Union organizers researched home addresses and email addresses and have appeared at the homes of individuals. This has not been well received by many adjunct faculty. We have also received complaints from students as these individuals are disrupting class. We have sent our employees emails as well as sharing our letter to SEA as prepared by Attorney McConnell. We will continue to communicate.

AGENDA ITEM #5 – Status of SEA Ratification of new CBA

Currently, the ballots are out and are due by the close of business today. SEA will then tally them. Union membership is around 400-450. It is hoped to have the formal results prior to Thanksgiving.

Question was raised if there is an independent person observing the counting of votes.

If the agreement is ratified, the agreement will go to the Personnel Committee and then the full Board hopefully for the December 9 meeting.

AGENDA ITEM #6 - Discussion of Outcomes of Midterm Elections

Ms. Reid noted that the FY12-13 operating budget will be a challenge this session. We will continue our conversations with the governor and legislators for the capital budget plan.

Legislative breakfasts are being planned at each college. This is a key event. Those scheduled to date: December 13 at NCC; NHTI January 14. Trustees will be invited and are encouraged to attend.

It was recommended that we get student involvement at the legislative breakfasts and at public hearings on the budget.

We will be mailing CCSNH packets to elected officials by mid-December which will include strategic goals documents, system video, program grid etc. Trustees will also receive this packet. It was requested that Trustees also receive a memo on their role when speaking with legislators. The Chancellor and Ms. Reid will develop planning documents and talking points.

Our operating budget hearing before the Governor’s budget staff is scheduled for November 22 at 11:30.
AGENDA ITEM #7- Other

The Chancellor search will begin. The scope is completed and a timeline will be developed. The committee has been established.

The Chancellor and Chair will be meeting with Governor tomorrow to discuss our capital budget request and current operating budget.

Dr. Gustafson reported that we are in the process of pursuing alternative health and dental care plans and a timetable has been established. It is hoped to have a recommendation to the Board for the April meeting. A contract with Executive Alliance will be brought to the Finance Committee in November. This company will provide data conversion/mapping for the payroll function, assisting ADP. Major activities are taking place between now and June 30.

Chair Holloway referred to two NEASC letters he received regarding the accreditation status of NHTI and GBCC.

AGENDA ITEM #8 - Non-Public Session

Not required

The meeting adjourned at 10:52 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor