GOVERNANCE COMMITTEE
February 13, 2015

Members present: Connie Roy-Czyzowski, Claudie Mahar, Susan Siegel, Angela Roussel-Roberge, Susan Dunton, and Allen Damren.

Regrets: Will Arvelo and Steve Ellis

Also in attendance: Jeanne Herrick

The meeting was called to order at 11:08 a.m. at Northeast Delta Dental, 2 Delta Dr., Concord, NH.

1. Approval of the September 8, 2014 Meeting Minutes

VOTE: The Committee, on a motion by Ms. Roberge, seconded by Mr. Damren, voted unanimously to approve the minutes of the September 8, 2014 meeting as presented.

2. Succession Planning
3. Slate of Officers for 2015

The board interest surveys were circulated and discussed. When the chair is elected in April, they will be reviewed and committee assignments made. Ms. Roy-Czyzowski will email the surveys for further review.

The current slate of officers was reviewed in line with the board terms. Ms. Roy-Czyzowski will contact current officers.

Five Board members have terms ending June 30, 2015 (Stevens, Roy-Czyzowski, Trisciani, Stebbins, and Calhoun). If they want to be reappointed, they must complete the application form and submit to the Governor. Ms. Mills will send these 5 an email regarding this need, including the form.
Discussion followed on a board individual evaluation (evaluating each other’s performance) process and whether or not it is needed. **Ms. Roy-Czyzowski will share the documents currently used by her employer for discussion at a future meeting.**

**President Dunton will also provide other samples.** Board meeting attendance for 2014 was circulated and discussed.

The American Association of Community College Trustees was discussed. We were members but currently are not. Cost was an issue.

4. **Standing Committees By-Laws Update**

Attorney Herrick indicated we now have a common format. She worked on the Safety and Risk Management Committee and Audit Committee. They are completed. Each committee should also align its responsibilities with the strategic initiatives. She is also developing a policy on how to prepare/submit a policy.

The status of the other by-laws follows:

A&SA: Not complete – presidents had concerns with some verbiage. Ms. Herrick and President Dunton are working with presidents to complete.
Marketing: not developed
Facilities: Ms. Roberge has not heard from Mr. Heath to discuss.
Personnel: Awaiting conversation with Ms. Trisciani
Finance: Mr. Damren will reach out to Mr. Densmore
Governance and Executive: Ms. Roy-Czyzowski is working on them

**All were asked to complete ASAP.** Once developed, they will have to be reviewed by the respective committee for approval.

5. **Discussion of Proposed Annual Meeting with Committee Chairs and System Staff/College Presidents**

Tabled.

6. **Board Self-Evaluation Survey – April, 2015**

The self-evaluation survey used in 2013 was circulated. Question was raised if there was anything that NEASC would require that is not currently in the existing survey. Dr. Dunton explained that NEASC refers in general about a board having a self-evaluation instrument but no specific requirements. **She will, however, review this further.**

It is planned to deploy this self-evaluation after the April board meeting.
All were asked to review and make recommended changes/additions and email to Ms. Roy-Czyzowski along with committee members.

7. **Board Development**

Discussion followed on available development opportunities for Board members.

Ms. Roy-Czyzowski shared the development information/ideas she compiled with Ron Rioux.

Currently, trustees receive invitations to all college legislative events as well as dates when the college advisory committees meet.

An update of the high school initiative was requested. Presidents should be reminded to reach out to trustees for this project.

What publications are available, do we have access to CC Journal, are there free webinars available?

**Ms. Roy-Czyzowski will update the list developed and will resend to the committee as well as Chair Holloway and Dr. Gittell.**

Question was raised as to which organizations we currently subscribe to as well as other potential organizational resources.

It was noted that Inside Higher Education is free online.

8. **Other**

No other item.

Next meeting: March 30, 2015 at 11:00 a.m. at Northeast Delta Dental.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor