GOVERNANCE COMMITTEE
June 18, 2014

Members present: Connie Roy-Czyzowski, Ron Rioux, Angela Roussel-Roberge, Claudie Mahar, Susan Siegel, Steve Ellis (via phone), Will Arvelo, Kathy Eneguess, and Allen Damren.

Regrets: Chris Hodgdon

Also in attendance: Beth Doiron

The meeting was called to order at 9:02 a.m. at NE Delta Dental, 2 Delta Dr., Concord, NH.

1. Approval of the March 31, 2014 Meeting Minutes

VOTE: The Committee, on a motion by Mr. Damren, seconded by Ms. Siegel, voted unanimously to approve the minutes of the March 31, 2014 meeting as presented.

Question was raised regarding the March 3 which were previously approved.

2. New Trustee Update

It was noted that Trustees Hitchcock, Duhaime and Hitchcock were reappointed. John Stevens replaces Nick Halias representing law enforcement. Steve Rothenberg replaces Steve Guyer representing vocational directors on June 30. Steve Guyer replaces Kristie Palestino as a public member.

Discussion followed regarding the Trustee Professional Expertise and Background document that was previously developed but not finalized. Revisions were suggested including adding a column with the board member’s current representation. This document can be used for mentoring, future development and recruiting. Once finalized, it will be circulated to each trustee to complete.
3. **High School Initiative Update**

Beth Doiron was welcomed. She has been the coordinator of the high school initiative involving Board members.

Last year, 16 high schools, 2 per college campus, were identified for this initiative based on potential to impact postsecondary matriculation rates to the community colleges. A kick off meeting was held last October and was well attended. Presentations were given to schools boards and other activities were conducted in the high schools promoting the running start program to students and their parents. Board members were involved.

It is hoped that in the fall we will receive a grant which would fund dinners for parents promoting the value of community college education.

She shared the CCSNH program grid which indicates all the degree and certificate programs we offer from all colleges. We are looking at converting this document to posters for presentations.

She circulated and explained the Comparison of Partner High School Matriculation Rates, Running Start and Applications report.

We currently have more than 6000 running start student course registrations. SNHU also offers a dual enrollment program. Credentialing of faculty (masters required) was discussed. We have developed a partnership with Granite State College to assist high school faculty to obtain their masters. In a survey of high school faculty, more than 200 expressed interest in the program which would be mainly online and at a cost of the undergraduate rate.

Ms. Roy-Czyzowski suggested that we develop a Power Point which would include success stories and quotes from running start students.

The draft of the Early College Opportunities brochure was shared which is currently in production.

4. **By-Laws and Committee Responsibilities Review**

Ms. Roy-Czyzowski provided background on where we are now on the by-law review. She opened discussion on the current format of all committee by-laws. She circulated a sample format that she and Trustee Shields developed (audit committee sample). In conjunction with this proposed format, there would be a charter, a sample of which was also circulated.

Although not stated in the by-laws, all standing committee members vote, even ex-officio and advisory committee/external members.
It was felt that this suggested format should be presented to each committee chair. Each governance committee member was assigned one/two committee(s) to assist in the process as follows:

Finance Committee and Facilities Committee: Mr. Damren A&SA and Safety/Risk Management: Ms. Siegel
Governance: Ms. Roy-Czyzowski
Human Resources: Mr. Rioux
Audit: Ms. Roy-Czyzowski and Ms. Shields
Marketing: Mr. Ellis, Mr. Arvelo and Shannon Reid

Each will work directly with the committee at their regular meeting to develop this document. Once all committees have completed the process, there will be a meeting of the committee chairs to review them to eliminate any duplication etc.

Chair Roy-Czyzowski indicated that she would email each committee chair explaining the new template as well as the assignment to incorporate the current by-laws into the suggested format. This memo will be drafted and sent to committee members prior to sending to committee chairs.

5. Legislation/by-law Changes

The current language of RSA 188-F identifies one board member representing vocational directors. They are now called Career and Technical Education Directors by their institutions.

In order to change the reference in NH statute, legislation would be required. Ms. Reid had advised that we not initiate that change at this time as it does not affect us substantively and to introduce a bill opens up our RSA to other amendments.

It was agreed to put this item in the “parking lot” for such time when other changes to the RSAs are being considered.

Internally, however, we will be using the term career and technical education director.

6. Board Orientation Feedback

Mr. Rioux indicated that we have hired the Associate Vice-Chancellor for Human Resources who will begin August 4

Mr. Ellis and Ms. Siegel indicated the orientation was very well done and informative. Ms. Siegel suggested that orientation be held sooner after becoming a trustee.
We will hold another orientation late summer for the two new trustees as well as the two presidents.

7. Other

No other items.

Next meeting: September 8, 2014 at 9:00 a.m. at NE Delta Dental

The meeting adjourned at 10:58 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor