



Assets and Resources Committee

CCSNH BOARD OF TRUSTEES

Meeting of March 21, 2019

Present: Trustee Kathy Shields (Chair), Trustee Richard Killion, Trustee Darrin Daniels, Trustee Richard Heath, President Larissa Baia, CCSNH CHRO Richard Coladarci, CCSNH COO Charles Ansell, CCSNH Director of Facilities Matt Moore, CCSNH Director of Human Resources Sara Sawyer

Regrets: Trustee Kim Trisciani, GBCC President Pelema Morrice, CCSNH Executive Director of Government Affairs and Communications Shannon Reid

Others in Attendance: CCSNH Chair Jeremy Hitchcock, CCSNH Chancellor Ross Gittel, NCC President Lucille Jordan, MCC President Susan Huard, CFO Kelly Chapman (MCC), CCSNH Legal Counsel Jeanne Herrick, CCSNH Chief Development Officer Tim Allison

Chair Shields called the meeting to order at 11:10 am in the Chancellor's Office Conference Room, NHTI, Concord, NH.

Contract Approval

Mr. Moore presented the following contracts for the committee's approval:

College	Project	Estimate	Advertising Date	Bid Date
GBCC	Boiler Replacement	\$150,000	Feb-29	19-Mar
GBCC	Mechanical Equip Controls Replacement	\$150,000	Feb-29	19-Mar
LRCC	Main Building Boiler Replacement	\$930,000	25-Mar	16-Apr
MCC	Industry Lab Renovations	\$340,000	11-Apr	2-May
MCC	Mechanical Equipment Replacement	\$325,000	16-May	6-Jun
NCC	Parking Lot Improvements	\$260,000	11-Apr	2-May
NHTI	College Drive Renovations	\$550,000	16-May	6-Jun
NHTI	Institute Drive Improvements	\$450,000	25-Feb	18-Mar
RVCC	Parking Lot Improvements	\$277,300	11-Apr	2-May
WMCC	Culinary Hood & Cooler	\$150,000	11-Apr	2-May

With the exception of the proposal for the boiler replacement at Lakes Region CC, all projects presented were included in the capital budget approved previously by the board.

Mr. Killion suggested that additional contextual information be included in future project proposals, including in context of the FY20 budgetary requests. Mr. Ansell will provide a document that includes this information at future meetings.



VOTE: The Committee, on motion of Mr. Heath and seconded by Mr. Killion, voted unanimously to approve the projects as presented.

CCSNH Facility Security Tracker

Mr. Moore provided an update on the progress of facility security projects at each college.

Review of Meeting Minutes

Committee members reviewed the meetings minutes of committees within the former CCSNH committee structure, and no corrections were reported.

Revised Board Bylaws

Ms. Herrick presented the revised board bylaws, which propose moving the annual meeting of the Board of Trustees from April to October and moving the area of safety and security to the new audit committee. Ms. Herrick asked that committee members submit feedback on the bylaws by next week so that edits can be included in the final version that will be sent to the full board for approval at the meeting in April.

Review of the Committee Charter

The committee discussed the proposed committee charter, which will be reviewed and updated annually. Mr. Coladarci, Mr. Ansell, and Mr. Moore will present on KPIs and committee work for the coming year at the next meeting.

- Human Resources: The committee discussed the need for high-level HR KPIs, which will be presented and further discussed at the next committee meeting. Ms. Herrick noted that discussion on collective bargaining will take place in the Assets and Resources Committee.
- Enterprise IT: Mr. Ansell will present a work plan for Enterprise IT at the next committee meeting.
- Facilities: Mr. Ansell will present on master plans at the committee meeting in September.
- Communications: The committee will continue discussion on a plan for internal communication at the next committee meeting.

No further business was stated. The meeting adjourned at 1:10 pm.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees