



## **Assets and Resources Committee**

### **CCSNH BOARD OF TRUSTEES**

**Meeting of March 19, 2020**

**Present:** Trustee Kathy Shields (Chair), Trustee Tiler Eaton, Trustee Richard Heath LRCC President Larissa Baia, GBCC Interim President Cathryn Addy, CCSNH COO Charles Ansell, CCSNH Director of Facilities Matt Moore, CCSNH Director of HR Sara Sawyer, CCSNH Executive Director of Government Affairs and Communications Shannon Reid

**Regrets:** Trustee Darrin Daniels

**Others in Attendance:** CCSNH Legal Counsel Jeanne Herrick, CCSNH Chief Advancement Officer Tim Allison

Chair Shields called the meeting to order at 11:18 am in the Chancellor's Office Conference Room, NHTI, Concord, NH. The chair declared an emergency meeting in order to follow social distancing guidelines related to the current public health crisis, pursuant to RSA 91-A: 2 (III)(b).

#### Full-Time Faculty Bargaining Unit: Proposed CBA Agreement

**VOTE:** The Committee, on motion of Mr. Eaton and seconded by President Addy, voted unanimously by roll call to recommend to the full Board of Trustees acceptance of the full-time faculty collective bargaining agreement as presented by Ms. Sawyer.

Ms. Sawyer left the meeting at 11:22 am and Mr. Moore joined the meeting at 11:23 am.

#### Approval of February 20, 2020 Minutes

**VOTE:** The Committee, on motion of President Addy and seconded by Mr. Eaton, voted unanimously by roll call to approve the minutes of the February 20, 2020 meeting as written.

#### Brookstone Builders Contract

Mr. Moore provided an overview of a contract for Manchester CC with Brookstone Builders. This project was approved for the FY 2018/2019 State Capital Budget, Industrial Pathway Lab Renovations for MCC Lab Renovations. The project will not exceed \$511,280.00, with \$331,380 taken from FY 2018/2019 State Capital Budget/Industrial Pathway Lab Renovations and \$180,000 taken from Manchester CC operating funds. This project will renovate a section of the building that was previously used for the Building Construction program, which MCC no longer offers. Once renovated, the space will accommodate the college's growing Electrical Technology Program, the Line Worker Program, and the newly added Power Sports Program.

CCSNH does not require a vote to approve the contract, as it is under \$500,000, and the committee expressed appreciation of being kept apprised of this plan. Mr. Eaton noted his support of further investing in the much-needed Line Worker program.

#### Committee Focus Areas for 2020

The committee must identify areas to take action on or track closely in meetings.



Mr. Ansell provided an update on the objectives within the area of facilities, including protecting existing assets, creating/ adapting student learning, support, and activity spaces to reflect the needs and interests of students in 2030, and stabilize or reduce ongoing cost of operating. Mr. Moore suggests including the topic of sustainable energy in the objective of stabilizing/ reducing ongoing operating costs. CCSNH will provide an inventory of opportunity from Mr. Moore and will incorporate students in plans to complete these projects.

Mr. Ansell provided an update on the objectives within the area of information technology, including service and asset management, data and reporting, enterprise systems, and IT security. Mr. Ansell noted these items are also updates that are provided to NECHE.

Ms. Herrick provided an update on the objectives within the area of human resources, including compensation planning, workforce and succession planning, leadership development, and culture and engagement. Ms. Shields and the presidents agree that it is important to hire a consultant to assess and make recommendations on job classification and compensation planning at CCSNH. CCSNH will continue inventories of workforce leadership and culture and engagement, including creating structures that would enhance consistency across the colleges.

Mr. Heath joined the meeting at 11:50 am.

**VOTE:** The Committee, on motion of President Baia and seconded by Mr. Eaton, voted unanimously by roll call to recommend to the full Board of Trustees the hiring of a consultant for a job classification and compensation study of CCSNH.

President Baia left the meeting at 11:52 am.

The committee expressed agreement with the priorities and items as outlined in the committee focus areas presented. Ms. Herrick and Mr. Ansell were asked to review timelines and calendaring for their respective focus areas.

**VOTE:** The Committee, on motion of Ms. Shields and seconded by President Addy, voted unanimously by roll call to approve the committee goals as a template for reporting and updating for the next 12 months.

#### COVID-19 Updates

In the area of academic technology, CCSNH has used and adopted best practices for moving to remote learning. Zoom has been integrated into the Canvas learning management system to make the move to online learning as seamless as possible. Asynchronous learning is strongly encouraged, to provide more flexibility for students and faculty and to be prepared for potential connectivity issues for internet service providers.

For on-going operations, staff are utilizing VPN from home to access Banner and payroll. Most staff are working remotely, using tools such as EAB Navigate to check in on students from an advising standpoint.

President Addy provided an update on college efforts, including challenges facing programs that require clinical and lab classes.



Ms. Herrick provided an overview of CCSNH efforts promoting employee health and economic wellbeing. The CCSNH practices and policies that have been adopted to support these efforts have been well-received by the union.

Mr. Allison provided an update on emergency aid and tuition assistance efforts for students.

No further business was stated. The meeting adjourned at 12:31 pm.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees