



**Board of Trustees**  
COMMUNITY COLLEGE SYSTEM OF NH  
Meeting of March 13, 2020

**Present (teleconference):** Trustee Paul Holloway (Past Chair), Trustee Alison Stebbins (Treasurer), Trustee Edwin Smith (Secretary), Trustee Steve Rothenberg, Trustee Tricia Lucas, Trustee Jack Calhoun, Trustee John Stevens, Trustee Richard Heath, Trustee Richard Killion, Trustee Sharon Harris, Trustee Tiler Eaton, Trustee Megan Elwell, Chancellor Ross Gittell, Interim President Brian Bicknell (MCC), President Lucille Jordan (NCC), President Gretchen Mullin-Sawicki (NHTI), President Alfred Williams (RVCC)

**Regrets:** Trustee Jeremy Hitchcock (Chair), Trustee Kathy Bogle Shields (Vice Chair), Trustee Cheryl Kahn, Trustee Darrin Daniels, Trustee Steve Ellis, Trustee Steven Slovenski, Trustee Kenneth Stanley, President Larissa Baia (LRCC), Governor Christopher Sununu, Commissioner Frank Edelblut, Commissioner Taylor Caswell, Commissioner George Copadis

**Others Presenting to the Board:** Shannon Reid (CCSNH), Jeanne Herrick (CCSNH), Charles Ansell (CCSNH), Tim Allison (CCSNH), Jason Bishop (CCSNH)

The meeting was called to order at 9:02 am in the Chancellor's Office conference room, NHTI campus, 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).

Update on COVID-19

CCSNH provided an update to the board on measures being taken related to COVID-19. Ms. Reid noted that CCSNH has planned to rely more heavily on online learning where feasible, within an environment that is continually changing. A communication was sent last night to all CCSNH regarding these plans, and presidents are following up with their campuses regarding their expectations for faculty and staff. Mr. Ansell has been managing IT planning, allowing for business continuity in an environment of significantly increased distance learning, bandwidth, and technology. Ms. Herrick and Ms. Sawyer are managing HR issues, and Mr. Bishop is managing security operations at the campuses.

The mixed modal approach that colleges have adopted allows CCSNH to recognize the different needs of each course, instructor, and college. Using data on who is most compatible to remote instruction, CCSNH is able to maintain an agile and flexible approach, while also taking into strong consideration the health and safety of students, faculty, and staff.

Currently CCSNH is evaluating events on an individual basis, with attention to social distancing, but not yet adopting a blanket rule for all events. President Mullen-Sawicki noted that most event organizers are deciding to cancel events. Mr. Heath suggested airing on the side of being too cautious. Each president has done their due diligence, stocking every campus with cleaning supplies and providing cleaning service regularly throughout the day. At Nashua CC, President Jordan made a decision to close the campus due to a significant presumptive case. President Williams discussed the college's experience moving all classes at Keene State online. Each class required distinct needs to be able to adjust, but it went very smoothly. The mixed-modal message was introduced to faculty last night, and they have been working together to do this.



For classes with lab components, Manchester CC is front-loading theory to buy time for in-person lab work later in the semester. At Nashua CC, classes that must be held in-person will be conducted in smaller groups, with some lab work done at dealers instead of at college.

Each college has been asked to keep track of all concerns and incidents in a log, along with steps taken to resolve incidents.

Mr. Ansell noted that CCSNH has been tracking LMC/ Canvas adoption over the last year and can use this information to identify faculty who are not comfortable with the technology, to ensure they have adequate support to be able to move and conduct their classes online. Discussion followed regarding the students who will be challenged by a lack of internet or hardware to be able to participate remotely, and the different approaches colleges are taking to identify students who need this support.

Chancellor Gittell has been keeping the Governor's Office informed of CCSNH's plans. CCSNH will continue discussing impacts of COVID-19 on expenses and other areas at the upcoming committee meetings, and Ms. Reid will continue updating the system and the board as the situation evolves. All enquiries should be referred to Ms. Reid.

Trustees will be invited to join upcoming committee meetings by teleconference/ videoconference.

No further business was brought forward. The meeting adjourned at 9:55 am.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees