



**Executive Committee**  
CCSNH BOARD OF TRUSTEES  
Meeting of December 20, 2019

**Present:** Trustee Jeremy Hitchcock, Trustee Paul Holloway, Trustee Richard Killion, Trustee Edwin Smith, Trustee Alison Stebbins, Trustee Tricia Lucas, Trustee Steve Rothenberg, Trustee Robert Baines

**Not Present:** Trustee Kathy Bogle Shields, Chancellor Ross Gittell

**Other Presenting to the Committee:** CCSNH Legal Counsel Jeanne Herrick

Chair Hitchcock called the meeting to order at 10:05 am in room 267 at Manchester CC in Manchester, NH.

Approval of September 26, 2019 Meeting Minutes

**VOTE:** The Committee, on motion of Mr. Holloway and seconded by Mr. Smith, voted unanimously to approve the minutes of the September 26, 2019 meetings as written.

Presidential Search Updates

Mr. Hitchcock provided an update on the search for the Manchester CC president. The search committee will be chaired by Trustee Shields and LRCC President Baia. Discussion followed regarding the timeline for the search and membership of the search committee, which will be finalized in early January. MCC VPAA Brian Bicknell will serve as Interim President starting January 1, 2020.

Interim President of Great Bay CC, Dr. Cathryn Addy, will serve as Interim President for an addition year or until a permanent president is hired. The presidential search at Great Bay CC will commence in late summer. Discussion followed regarding the potential candidate pool for the permanent presidency.

The committee discussed the status of presidential contracts among the CCSNH presidents.

Committee Updates

Ms. Stebbins noted that good progress is being made by the Finance Committee, with more conversation expected at future meetings on childcare centers.

Ms. Lucas provided an update on the Audit Committee. Fred C. Church provided an overview on insurance at CCSNH to the committee, and the committee discussed the open Risk Management position.

Board Retreat

The focus of the board retreat in 2019 was internal, regarding operational and organizational system and college practices and processes. The focus of the retreat this year will be external, regarding the traditional and non-traditional populations that CCSNH serves, and how CCSNH can continue to be relevant in service to those populations. The trustees will also have time for a focused discussion on



marketing. Discussion followed regarding the importance of enhancing CCSNH marketing efforts, and the progress that a small workgroup or subcommittee might be able to make in this area. Mr. Baines noted the success that USNH has had in their shift from a college to a joint/ system marketing strategy. Marketing oversight is a function of the Student Success committee.

The Committee discussed the need to develop a theme and essential questions for the retreat, and they suggested taking time to acknowledge progress made on the items covered at the last retreat.

#### Non-Public Session

**VOTE:** The Committee, on motion of Mr. Hitchcock and seconded by Ms. Stebbins voted unanimously by roll call to enter a non-public session according to the provisions in RSA 91-A:3, II (a), in order to discuss personnel matters.

The Committee entered a non-public session at 11:32 am and returned at 11:38 am. One vote was taken in the non-public session.

**VOTE:** The Board, on motion of Mr. Hitchcock and seconded by Ms. Stebbins, voted unanimously by roll call to seal the minutes, as divulgence of the information presented would render the proposed action ineffective and adversely affect the reputation of a person, under RSA 91-A:3, III, until such time the aforesaid circumstances no longer apply.

No further business was brought forward. The meeting was adjourned at 11:38 am.

Respectively Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees