



**Board of Trustees**  
COMMUNITY COLLEGE SYSTEM OF NH  
Meeting of July 16, 2020

**Present (teleconference):** Trustee Jeremy Hitchcock (Chair), Trustee Paul Holloway (Past Chair), Trustee Alison Stebbins (Treasurer), Trustee Edwin Smith (Secretary), Trustee Jack Calhoun, Trustee Steve Rothenberg, Trustee Sharon Harris, Trustee Stephen Freeborn, Trustee Tricia Lucas, Trustee Darrin Daniels, Trustee Richard Heath, Trustee Tiler Eaton, Trustee Megan Elwell, Trustee John Stevens, Trustee Steven Slovenski, Trustee Robert Baines, Trustee Jeff Cozzens, Trustee Alexander Johnson, Trustee Stephen Ellis, Trustee Todd Emmons, Trustee Hollie Noveletsky, Interim Chancellor Susan Huard, Christopher Way (NH Department of Business and Economic Affairs), Commissioner Frank Edelblut (Department of Education), Marie-Helene Bailinson (NH Department of Employment Security), President Brian Bicknell (MCC), President Lucille Jordan (NCC), President Larissa Baia (LRCC), President Gretchen Mullin-Sawicki (NHTI), President Charles Lloyd (WMCC), President Alfred Williams (RVCC), Interim President Cathryn Addy (GBCC)

**Regrets:** Trustee Kathy Bogle Shields (Vice Chair), Governor Christopher Sununu

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

Chair Hitchcock called the meeting to order at 10:02 am and called the roll. Regarding the conduct of a telephonic meeting and counting all members toward the quorum requirement whether or not physically present in the meeting location, 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). No conflicts of interest were expressed.

Welcome

The Chair welcomed new trustees Alexander Johnson, Todd Emmons, and Hollie Noveletsky to the board.

Consent Agenda

**VOTE:** The Board, on motion of Mr. Holloway and seconded by Mr. Smith, voted unanimously by roll call to approve the following consent agenda items:

- Approval of the Agenda
- Approval of the April 23, 2020 Meeting Minutes
- Approval of the Revised WMCC Mission Statement
- Approval of the Appointment of Cheryl Kahn to the RVCC Advisory Board

System Updates

Chancellor Huard reported that CCSNH has been working closely with national and local experts, DHHS, and the Governor's Office on planning efforts for re-opening campuses for in-person classes. No significant COVID-related incidents occurred over the summer semester, and Chancellor Huard recognized the presidents and their teams for their planning and work; as well as Jeanne Herrick, Jason



Bishop, and Charles Ansell for their system-level work, including coordinating the purchasing of personal protective equipment (PPE) and other items to make the workplace safe.

Chancellor Huard provided an update on the CCSNH-USNH synergies work, which focuses on how the two systems can keep students in the state by streamlining pathways and procurement efforts.

The Chief Human Resources Officer (CHRO) position will be filled by an interim candidate, as the finalist for the permanent position declined the offer. The interim role will focus on completing the classification and compensation study.

CCSNH has renewed its efforts in the area of diversity, equity, and inclusion (DEI), as individual colleges and as a system. The CHRO will further review hiring practices so that staffing and students better reflect the communities that CCSNH serves.

A new \$1 million fundraising goal has been established to help meet the needs of students and communities.

#### Legislative & Budget Update

Mr. Ansell reported that at the system level, CCSNH is balancing emergency demands with the need to make strategic moves. The Coronavirus Aid, Relief and Economic Security (CARES) Act provided \$6M in aid to CCSNH from the federal government - \$3M for institutional support purposes, and \$3M for emergency grant aid. The Governor's Office for Emergency Relief and Recovery (GOFERR) granted \$5m to CCSNH for institutional support. These funds will be used to cover expenses related to COVID-19 such as personal protective equipment (PPE), supplemental instruction, and technology. Tuition assistance is still needed, as likely half of CCSNH students are unemployed, and the Governor is expected to make an announcement soon regarding tuition support for NH residents. Enrollment decreased only slightly in the spring semester. As most students who registered for summer courses also registered for the fall, it is expected that enrollment for fall will increase towards the end of the summer. CCSNH is working with the NH Department of Employment Security on outreach to misplaced workers.

Ms. Reid reported that the majority of efforts have focused on GOFERR and CARES funding, tuition assistance, and potential additional federal funding. She is following bills concerning students who are veterans as well as new policies and procedures related to how CCSNH addressed sexual assault and violence on campus. The capital budget request has been sent to the state.

#### Board Committee Updates

- Mr. Baines reported that the Governance Committee is interested in hearing from fellow CSSNH board members about their interest in serving on board committees or in leadership positions as the committee prepares the slate of Board officers, to be presented for approval by the full board at the meeting in October. Mr. Baines provided an update on board membership and welcomed new trustees Todd Emmons, Hollie Noveletsky, and Zander Johnson to the board.
- On behalf of the Assets and Resources Committee, Mr. Heath provided an update on the classification and compensation study and on facilities, and the impact of COVID-19 on projects and future funding. Master planning is still underway. Strategic plans form the foundation for master planning and the committee will be asking for updates on college strategic planning progress at its next meeting.



- On behalf of the Audit Committee, Ms. Lucas welcomed Mr. Emmons to the committee. The external audit process is ongoing and continues to move forward.
- On behalf of the Finance Committee, Ms. Stebbins provided an update on the successful RFP process for the NHTI childcare center, which resulted in a positive outcome for the community, parents and children of the center, as well as early childhood education (ECE) students at NHTI. Review of the terms of the lease, starting August 1 for Sept 1 opening. The childcare center previously cost NHTI \$283,000 annually; while the proposed lease includes a monthly rent of \$4,000 to cover all expenses related to maintaining the building.
  - **VOTE:** The Board, on motion of Mr. Holloway and seconded by Mr. Smith, voted unanimously by roll call to approve the NHTI lease with the Boys and Girls Clubs of Central NH, as presented.

Ms. Stebbins presented the proposed FY21 budget for board approval. The finance committee will meet later in the summer to readdress the budget and make any adjustments that may be necessary due to enrollment, and federal funding and its potential impact on state appropriations. All colleges have prepared for three scenarios and will need to adjust their budgets based on these factors. The budgets presented assume full state funding, and they reflect the limited information currently available.

- **VOTE:** The Board, on motion of Mr. Smith and seconded by Mr. Holloway, voted unanimously by roll call to approve the FY21 budget as recommended by the Finance Committee.
- Mr. Hitchcock reported that the Executive Committee reviewed campus re-opening at the last committee meeting, and he presented a proposal to the board by President Mullin-Sawicki for a faculty emeritus program to recognize faculty who have provided long and distinguished service to their college.
  - **VOTE:** The Board, on motion of Mr. Smith and seconded by Mr. Calhoun, voted unanimously by roll call to approve the faculty emeritus program as presented.
- The board reviewed the academic proposals for the NHTI Associate's Degree in Communications, the NHTI Associate's Degree in Child and Family Studies, and the elimination of the WMCC Office Management Medical Program, as recommended by the Student Success Committee.
  - **VOTE:** The Board, on motion of Mr. Calhoun and seconded by Mr. Freeborn, voted unanimously by roll call to approve the NHTI Associate's Degree in Communications, the NHTI Associate's Degree in Child and Family Studies, and the elimination of the WMCC Office Management Medical Program, as recommended by the Student Success Committee.

#### Updates from the Presidents: Returning to Campus

- President Addy reported that Great Bay CC has decided to operate in a remote mode for as long as is necessary, with only certain labs associated with vet tech, surgical tech, and nursing offered on campus, as well as lower-level English and Math where in-person instruction is critical to student success. The college has staggered schedules to decrease the number of people in the



building at one time and to ensure that at least one member of staff in student support is on-site each day.

- President Baia reported that LRCC conducted a “drive-through” commencement. As there has not been a significant increase in transmission of the virus in the region, students completed lab courses in-person over the summer. In the fall, the college will follow protocols established by the college and by industry partners to continue the on-campus courses.
- President Bicknell reported that MCC is hosting lab courses over the summer to test the best way to deliver in-person classes in the fall.
- President Jordan reported that at NCC, everyone on campus was trained on protocols to ensure social distancing. The college has begun to cap some classes meeting on-campus and will publish their fall reopening plan once the schedule is finalized.
- President Lloyd reported that much of WMCC’s reopening planning was a collaboration. A tiered staffing plan will be implemented in August to bring staff and faculty back to campus. The North Conway campus was closed for summer, the Littleton campus continued to deliver the truck driving and massage therapy programs, and the Berlin campus continued to hold welding and industrial mechanics courses.
- President Mullin-Sawicki reported that she formed a steering committee at NHTI to help develop reopening plans. 29% of courses at NHTI will be conducted as hybrid, and residence halls will operate at 47% capacity.
- President Williams reported that RVCC faculty came together as a group to help plan the fall semester, noting their duty to graduate allied health students. Liberal arts classes were moved online to provide additional classroom space for allied health courses. The college developed a plan to shift all classes online if the region faces a second wave of the pandemic.

Mr. Rothenberg joined the meeting at 11:45 am.

#### Other Business

The CCSNH Symposium scheduled for August 21, 2020 has been postponed. Mr. Stevens invited the board to attend the Halias Symposium on August 10-12, which will be conducted as a series of webinars on telehealth, behavioral intervention, and supporting veterans.

#### Non-Public Session I

**VOTE:** The Board, on motion of Mr. Smith and seconded by Mr. Holloway, voted unanimously by roll call to conduct a non-public session according to the provisions in RSA 91-A: 3, II (a), in order to discuss a personnel matter.

The Board entered non-public session at 12:15 pm. and returned to public session at 12:21 pm. No votes were taken in the non-public session.

**VOTE:** The Board, on motion of Mr. Smith and seconded by Ms. Lucas, voted unanimously by roll call to seal the minutes based upon RSA 91- A : 3, III, in that divulgence of the information may affect adversely the reputation of persons other than CCSNH voting trustees.

**VOTE:** The Board, on motion of Mr. Smith and seconded by Mr. Holloway, voted unanimously by roll call to extend the appointment of Cathryn Addy as Interim President at Great Bay Community College at a monthly wage rate of \$13,333.33 (\$160,000 annualized) plus a housing allowance of approximately \$1,600 per month and assignment of a fleet vehicle for business and commuting purposes, from December 18, 2020 to May 23, 2021. The appointment may be extended up to



three months at the discretion of the Chancellor, contingent on the time of a new President's selection and start date.

Non-Public Session II

**VOTE:** The Board, on motion of Mr. Smith and seconded by Mr. Holloway, voted unanimously by roll call to conduct a non-public session according to the provisions in RSA 91-A:3, II (d), in order to discuss an acquisition matter.

The Board entered non-public session at 12:25 pm. and returned to public session at 12:29 pm. No votes were taken in the non-public session.

**VOTE:** The Board, on motion of Mr. Holloway and seconded by Mr. Smith, voted unanimously by roll call to seal the minutes based upon RSA 91-A:3, III that divulgence of the information likely would render the proposed action ineffective. Mr. Slovenski abstained.

Other Business

No further business was brought forward. The meeting adjourned at 12:34 pm.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees