



**Board of Trustees**  
COMMUNITY COLLEGE SYSTEM OF NH  
Meeting of October 15, 2020

**Present (teleconference):** Trustee Jeremy Hitchcock (Chair), Trustee Paul Holloway (Past Chair), Trustee Kathy Bogle Shields (Vice Chair), Trustee Alison Stebbins (Treasurer), Trustee Edwin Smith (Secretary), Trustee Steve Rothenberg, Trustee Robert Baines, Trustee Jack Calhoun, Trustee Sharon Harris, Trustee Stephen Freeborn, Trustee Tricia Lucas, Trustee Tiler Eaton, Trustee John Stevens, Trustee Steven Slovenski, Trustee Richard Heath, 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 Darrin Daniels, Trustee Megan Elwell, Governor Christopher Sununu

**Others Presenting to the Board (teleconference):** Shannon Reid (CCSNH), Jeanne Herrick (CCSNH), Monica Bradley (CCSNH), Tim Allison (CCSNH), Deputy Commissioner Richard Lavers (NH Department of Employment Security)

Chair Hitchcock called the meeting to order at 10:01 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

Chair Hitchcock congratulated President Jordan and President Lloyd for holding successful and safe in-person commencement ceremonies last month.

Consent Agenda

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

- Approval of the Agenda
- Approval of the July 16, 2020 Meeting Minutes
- Appointment of Mr. Ellis to the Foundation's Board
- NHTI Mission Statement

System Updates

Ms. Bradley, Interim CCSNH Chief Human Resources Officer, reported that the Great Bay presidential search committee will officially launch the search tomorrow. The Chief Operating Officer search is underway, and a decision will be made shortly regarding an executive search firm for the chancellor's search. The search for the Chief Human Resources Officer position will commence later in the fall.



Mr. Alison provided an update on the Foundation's board membership and on the upcoming annual appeal. Mr. Alison welcomed Mr. Ellis to the foundation board, and he thanked Ms. Stebbins for her service and contributions.

Chancellor Huard reported that USNH and CCSNH continue to review current contracts and look for additional procurement opportunities, including IT and Canvas, which has now been adopted by K-12 and the university system to increase opportunities for collaboration between all systems. Presidents Jordan and Williams and Keene State College President Melinda Treadwell continue to make progress on pathways. Mr. Baines provided an update on the university system's proposal for shared governance and leadership for the two systems, but the current focus of the synergies work will continue to be procurement and pathways opportunities only.

Deputy Commissioner Rich Lavers joined the meeting at 10:30 am.

#### State of the NH Workforce

Mr. Richard Lavers, Deputy Commissioner of the NH Department of Employment Security, presented to the board on the current state of the NH workforce. New claim numbers are decreasing, and the unemployment rate has decreased from a peak of 18 percent to 3.8 percent. Mr. Lavers presented on workforce performance across the sectors, all of which continue to improve. To meet the demands of the changing workforce and respond nimbly, it is important that community colleges continue to follow training applications that are being submitted.

#### 65x25 Goal Review

Chancellor Huard provided an update on 65x25 goals for CCSNH. The three-year graduation rate, the most common public success measure, continues to increase over time, from 23 percent in 2015 to 33 percent in 2020. Total graduates is a metric that has decreased, and the credits activity decline reflects demographic challenges and declining high school populations. Enrollment is down 12 percent, compared to the national average decline of 23 percent. Current median earnings for graduates are \$36,600.

Mr. Johnson joined the meeting at 11:46 am.

#### Board Committee Updates

On behalf of the Governance Committee, Mr. Baines provided an update on board membership and presented the 2020-2021 slate of officers for board approval. The committee and board thanked Steve Freeborn for his service as employee trustee. The committee will move forward with a self-assessment administered again by ACCT, which will allow for benchmarking. Ms. Herrick presented the strategic planning policy for approval by the board.

**VOTE:** The Board, on motion of Mr. Baines and seconded by Mr. Holloway, voted unanimously by roll call to approve the following slate of officers for 2020-2021, as recommended by the Governance Committee:

- Chair: Jeremy Hitchcock
- Vice Chair: Kathy Bogle Shields
- Treasurer: Alison Stebbins
- Secretary: Edwin Smith



**VOTE:** The Board, on motion of Ms. Shields and seconded by Mr. Calhoun, voted unanimously by roll call to approve the strategic planning board policy as presented.

On behalf of the Student Success Committee, Mr. Rothenberg discussed progress on shared resources for academic efforts and marketing. He presented for board approval a policy granting veterans academic credit for courses completed for military training for service, which is a practice already employed at CCSNH colleges.

**VOTE:** The Board, on motion of Mr. Calhoun and seconded by Mr. Hitchcock, voted unanimously by roll call to approve the strategic planning board policy as presented.

Ms. Shields reported that the Assets and Resources Committee has been working on the classification and compensation study, facilities updates, enterprise IT progress, and collaboration between college campuses.

On behalf of the Audit Committee, Ms. Lucas called for a special board meeting on November 19, 2020 to present for board approval the 2020 financial audit, including a presentation by Berry Dunn to the board on the balance sheet.

On behalf of the Finance Committee, Ms. Stebbins reported that the committee adopted a reserves policy regarding college use of reserves this year. The committee recommended for board approval the CCSNH proposal for a classification and compensation study to analyze all staff positions in the system, which will be used to create a system that better serves the needs of CCSNH and CCSNH staff. Chancellor Huard noted that CCSNH has been working on this project for the last three years, as it is a key component of the Employer of Choice strategic initiative. Ms. Herrick provided an overview of the Segal Group's proposal, selected by the RFP selection committee. Chancellor Huard discussed the communications plan to system employees; and it was noted that all college presidents support the initiative as a mechanism that will allow people to advance and be promoted in a way that is difficult to do within the current compensation and classification system.

**VOTE:** The Board, on motion of Mr. Smith and seconded by Mr. Holloway, voted unanimously by roll call to approve CCSNH to negotiate a contract not to exceed \$225,000 with the selected vendor and funded in 2 parts 1) \$75,000 from FY2021 budgeted for this purpose and 2) by a transfer of \$150,000 from the strategic initiatives fund (as aligned with the Employer of Choice strategic initiative), as recommended by the Finance Committee. The final vendor will not be selected until all references have been checked, and funding will be released in monthly installments and may be withheld pending completion of work which has not been completed in accordance with the vendor's project timeline or has not been satisfactorily completed in accordance with the terms and conditions of the agreement.

Mr. Hitchcock reported that the Executive Committee has been making progress on planning for the Chancellor's search.



#### Non-Public Session I

**VOTE:** The Board, on motion of Mr. Smith and seconded by Mr. Calhoun, 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.

The Board entered non-public session at 12:15 pm and returned to public session at 12:25 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 render proposed action ineffective

#### Executive Session

**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 collective bargaining.

The Board entered executive session at 12:27 pm. and returned to public session at 12:30 pm. No votes were taken in the executive 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