



Assets and Resources Committee

CCSNH BOARD OF TRUSTEES

Meeting of December 17, 2020

Present: Trustee Kathy Shields (Chair), Trustee Tiler Eaton, Trustee Richard Heath, Trustee Darrin Daniels, LRCC President Larissa Baia, WMCC Chief Business Affairs Officer Scott Fields, CCSNH Director of Facilities Matt Moore, CCSNH Director of HR Sara Sawyer, CCSNH Interim CHRO Monica Bradley

Regrets: GBCC Interim President Cathryn Addy

Others in Attendance: CCSNH Interim Chancellor Susan Huard, CCSNH Chief Advancement Officer Tim Allison, CCSNH Director of Academic Technology Alisa Kadenic-Newman

Chair Shields called the meeting to order at 11:01 am. 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).

Approval of September 17, 2020 Minutes

VOTE: The Committee, on motion of President Baia and seconded by Mr. Eaton, voted unanimously by roll call to approve the minutes of the September 17, 2020 meeting as written.

Enterprise Information Technology Update

Ms. Kadenic-Newman provided an update on enterprise IT at CCSNH. This year has been marked by a heavy reliance on technology, including the Canvas learning management system, Zoom for synchronous learning, Kaltura for asynchronous learning and lecture capture, Turnitin, and technology for online tutoring, proctoring, counseling, advising, and registration, among other services. The focuses for Winter 2021 and Spring 2021 will be training for faculty and staff, as well as data and reporting. In order to utilize the state's GOFERR funding to purchase additional products, the new products had to be purchased and implemented by the end of the year.

Human Resources Update

Ms. Bradley provided an update on open searches and the classification and compensation study. Scott Fields has been hired as Chief Operating Officer, starting January 2021. An executive search firm, RPA, has been hired to lead the CCSNH Chancellor search. The Great Bay CC presidential search committee has posted the position and is currently accepting applications through February 2021. The classification and compensation study is on track; stakeholder listening sessions are currently being conducted. The Chief Human Resources Officer search will be launched next, and the Workforce Development Coordinator position is being built into the biennial budget, with the potential to move forward sooner should federal funding be made available. A search for a new Chief Information Officer may be launched in 2021, with more information to be made available in the new year.



Facilities Update

Mr. Moore provided an update on key areas from capital development and accounting. The pandemic has unpredictably affected consultant and contractor availability, delaying progress on many projects. Discussion followed regarding the committee's concerns surrounding the delay of critical maintenance such as roof repairs.

Non-Public Session

VOTE: The Committee, on motion of Ms. Shields and seconded by President Baia, 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 committee entered non-public session at 11:37 am and returned to public session at 12:28 pm. No votes were taken in the non-public session.

VOTE: The Committee, on motion of Ms. Shields and seconded by Mr. Eaton, voted unanimously by roll call to seal the minutes based upon RSA 91- A: 3, III, in that divulgence of the information may render the proposed action ineffective

VOTE: The Committee, on motion of President Baia and seconded by Mr. Eaton, voted unanimously by roll call to recommend the purchase of the property at 646 Union Street in Littleton by White Mountains CC.

VOTE: The Committee, on motion of Mr. Heath and seconded by Mr. Eaton, voted unanimously by roll call to recommend the construction of an Advanced Technology Lab on the site of 646 Union Street in Littleton.

Other Business

No further business was stated. The meeting adjourned at 12:35 pm.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees