



Executive Committee
CCSNH BOARD OF TRUSTEES
Meeting of December 18, 2020

Present (teleconference): Trustee Jeremy Hitchcock, Trustee Paul Holloway, Trustee Kathy Bogle Shields, Trustee Robert Baines, Trustee Edwin Smith, Trustee Alison Stebbins, Trustee Tricia Lucas, Trustee Steve Rothenberg, Interim Chancellor Susan Huard

Others Attending (teleconference): Trustee Sharon Harris, Trustee Richard Heath, CCSNH Executive Director of Government Affairs and Communications Shannon Reid, CCSNH Chief Advancement Officer Tim Allison, CCSNH Interim CHRO Monica Bradley, Melissa Hewey (Drummond Woodsum)

Chair Hitchcock called the telephonic meeting to order at 10:04 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).

Approval of the Meeting Minutes

VOTE: The Committee, on motion of Ms. Shields and seconded by Mr. Holloway, voted unanimously by roll call to approve the minutes of the meetings on September 24, 2020.

CCSNH Chancellor's Search

Ms. Shields reported that the search committee's work is moving quickly. At the last meeting, the committee engaged RPA, the executive search firm, in a final edit of the position description, which will be posted shortly. Discussion followed regarding the composition of the search committee, and Mr. Hitchcock asked trustees to encourage anyone they feel would be a good candidate to apply.

Committee Updates

- Mr. Baines reported on behalf of the Governance Committee that the new employee trustee from Manchester CC, Bryant Abbott, attended his first Student Success Committee meeting yesterday; there are currently two vacancies (representing the healthcare sector and a public seat). There is a new NECHE requirement to develop diversity goals for board membership. The committee reviewed the 2020 workplan and discussed new objectives for the 2021 workplan, including developing diversity goals for the board and improving board engagement. Going forward, all trustees will receive calendar invites to all committee meetings. Regarding self-assessment, the committee recommends moving forward again with the ACCT self-assessment tool to allow for benchmarking. Discussion followed regarding the need for additional education for trustees on board finance and on the higher education landscape, and for increasing college advisory board engagement.
- Mr. Rothenberg reported that President Lloyd presented to the Student Success Committee the White Mountains CC proposal to expand operations in Littleton, which the committee approved and recommends from a student success perspective. The committee engaged in a conversation about the greatest challenges facing CCSNH, including transferability, to develop the committee's focus going forward. Mr. Rothenberg suggested this discussion be continued at the upcoming



retreat, as an exercise that can provide further direction to the committee. Discussion followed regarding identifying metrics for strategic initiatives such as OER, as well as increased marketing efforts highlighting pathways.

- Ms. Stebbins reported that the Finance Committee recently met and reviewed the colleges' current financial position. The committee completed its annual review of college reserves, confirming that each college has at least 5% of the prior year's revenue on-hand, in accordance with the reserves policy. The committee commended the colleges for their management of expenses, reporting that FY21 financials will be better than expected. The committee reviewed 2020 goals and will continue to review auxiliary expenses in 2021. Significant progress has been made on shared services between colleges and system office, with more progress to be made on developing structured schedules and space utilization. New goals for 2021 include deferred maintenance management, metrics, and increased transparency on annual maintenance for IT software. The proposed Littleton expansion requires more thorough vetting on finances. Ms. Stebbins suggested that similar efforts start first at the executive committee level with a general presentation followed by a discussion on the plan for committees, a presentation to the committees and ideally a vote/ formal decision at the following meetings.

Ms. Stebbins left the meeting at 11:23 am.

- Ms. Lucas reported that the Audit Committee commended Ms. Hartshorn for the clean annual audit, as presented to and approved by the board in November. Ms. Hartshorn, CCSNH Director of Internal Audit, and Mr. Bishop, CCSNH Director of Risk Management, presented updates on their respective work and responsibilities in the coming year. Chancellor Huard noted her appreciation of board support for the work of the Director of Internal Audit and of the Director of Risk Management, and discussion followed regarding developing a culture that values continual process improvement. Ms. Hewey noted the importance of delivering these messages in a way this is respectful and maintains dignity.
- On behalf of the Assets and Resources Committee, Ms. Shields provided an update on the work of system enterprise IT, which will next focus on ensuring faculty and staff have adequate training for the new technology implemented this year. The committee received updates from Ms. Bradley on current searches and the classification and compensation study. Mr. Moore provided an update on facilities, noting that vendors and contractors have been significantly delayed due to COVID. Discussion followed regarding deferred critical maintenance. From a facilities and HR perspective, the committee recommended the White Mountains CC proposal to expand operations in Littleton.

Legislative Update

Ms. Reid announced that she is organizing a series of legislative events on workforce development, starting in January through the end of the legislative session. College advisory board members are welcome to attend these events.

The proposed NH Workforce Pathways Program will bring support to students who are displaced/ underserved to take credentials that will lead to high-demand jobs, partnering with BEA, the Department of Employment Security, and CTEs. Senator Kahn is currently looking for co-sponsors.



Draft Board Retreat Agenda

The committee reviewed the draft board retreat agenda. The committee discussed the difficulty of orchestrating productive and engaging strategic conversations and working sessions via zoom. Trustees were asked to send feedback and suggestions.

Other Business

Mr. Allison provided an update on the annual appeal.

No further business was brought forward. The meeting was adjourned at 12:08 pm.

Respectively Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees