



Board of Trustees
COMMUNITY COLLEGE SYSTEM OF NH
Meeting of July 15, 2021

Present: Trustee Kathy Bogle Shields (Acting Chair), Trustee Robert Baines (Vice Chair), Trustee Paul Holloway (Past Chair, teleconference), Trustee Alison Stebbins (Treasurer), Trustee Edwin Smith (Secretary), Trustee Jack Calhoun, Trustee Sharon Harris, Trustee Tricia Lucas, Trustee Richard Heath, Trustee Todd Emmons, Trustee Jeff Cozzens, , Trustee Hollie Noveletsky, Trustee John Stevens, Trustee Steve Rothenberg, Trustee Steven Slovinski, Trustee Tiler Eaton, Trustee Bryant Abbott (teleconference), 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), Interim Chancellor Susan Huard

Regrets: Trustee Darrin Daniels, Trustee Stephen Ellis, President Brian Bicknell (MCC), Governor Christopher Sununu, Commissioner Frank Edelblut (Department of Education), Commissioner Taylor Caswell (NH Department of Business and Economic Affairs), Commissioner George Copadis (NH Department of Employment Security)

Others Presenting to the Board: Scott Fields (CCSNH), Shannon Reid (CCSNH), Becky Lewis (CCSNH), Matt Moore (CCSNH), Mark Rubinstein (Granite State College)

Chair Shields called the meeting to order at 9:36 am in the Multi-Purpose Room at Manchester Community College, in Manchester, NH. No conflicts of interest were expressed.

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 April 15, 2021, April 21, 2021, and June 30, 2021 Meeting Minutes
- RVCC Advisory Board Nomination: M. Tempesta

Welcome

Chair Shields welcomed Dr. Rubinstein, who will join the system as next CCSNH Chancellor on September 1, 2021, and Ms. Lewis, who started as CCSNH Workforce Development Director last week.

System Updates

Chancellor Huard congratulated President Baia for being named Volunteer of the Year by Granite United Way, President Jordan from the honorary degree that Keene State College granted her, and President Lloyd for receiving an Institute for Citizens and Scholars Higher Education Policy Fellowship, funded by the Woodrow Wilson Foundation.

The Chancellor gave an update on Fall 2021 enrollment & covid planning. While 2021 credits sold and headcount continue to lag behind 2019 numbers, CCSNH continues to build momentum in these areas and expects to exceed projections for FY21. The colleges are prepared to switch immediately to remote operation if the state experiences a covid surge in the fall.

CCSNH has received nearly \$44mm in total aid from the three rounds of Higher Education Emergency Relief Fund (HEERF) federal stimulus packages. To-date, nearly \$12mm has been spent in support of the



institutions through the acquisition of personal protective equipment (PPE), academic software and hardware technologies for synchronous and asynchronous classes, and HVAC system upgrades. CCSNH students have also received \$6mm in aid over the last 12 months and currently have access to over \$12.3mm more in emergency financial aid that can be used over the next academic year.

CCSNH is currently finalizing the third creative iteration of the successful “Choose Community” marketing campaign.

The search for Great Bay CC president will be managed by RPA, an executive search firm. The position is expected to be filled by the end of 2021, with a start date of January 2022.

The chancellor provided an update on the 2021 graduation gift. Currently, CCSNH colleges have accepted 1521 high school graduates from the Class of 2021.

CCSNH Mission: Where We Are Now & Next Steps

The CCSNH presidents led a discussion on short-term and long-term goals, including marketing, outreach, admissions, and advising strategies implemented at the colleges to boost Fall 2021 enrollment and retention. Short-term strategies that have been implemented include renewed focus on efforts that will increase the colleges’ standing in their respective communities, partnering closely with high schools on career readiness, increased outreach to business communities. Longer-term strategies include efforts focusing on adult learners and the population that has some college/ no degree, including the implementation of software that allows CCSNH to issue microcredentials (Badgr), the implementation of TargetX for faster and more effective communication with students, hybrid access for students who unexpectedly cannot make it to campus, scheduling around full-time jobs, and enhanced K-12 outreach.

The chair called a meeting break at 11:00 am and the board reconvened at 11:10 am.

Board Committee Updates

- **Governance Committee:** Ms. Noveletsky reported that the annual board interest questionnaire will be sent to voting trustees following the meeting, and the slate of officers for 2021-2022 will be presented for approval at the October board meeting.
- **Student Success Committee:** Mr. Rothenberg reported that the committee recently discussed shared resources across colleges, such as the expanded LPN program, the complexity of K-12 relationships, and serving the adult learner population. Presidents Baia and Lloyd presented their respective academic program proposals to the board for approval.
 - **VOTE:** The Board, on motion of Mr. Calhoun and seconded by Ms. Stebbins, voted unanimously by roll call to approve the following academic program proposals as presented:
 - LRCC - Computer Information Systems - New Degree
 - LRCC - Computer Technologies Degree - Elimination
 - WMCC - Diesel Parts Service Management Degree - Elimination
 - WMCC - Resort Recreation Management Degree & Certificate - Elimination
- **Assets & Resources Committee:** Per Ms. Shields, the committee considered capital projects at LRCC and WMCC, the compensation and classification study, the chancellor and GBCC president searches, and the employer of choice initiative.
- **Audit Committee:** Ms. Lucas provided an overview of the responsibilities of the audit committee, an update on internal audit efforts, and the timeline of the annual external audit. The audit for 2020 federal funding was delayed and will be completed in conjunction with the



2021 audit of federal funds this year. The committee and CCSNH must find a way to ensure compliance is adequately managed in the absence of in-house legal counsel. Mr. Bishop and Ms. Hartshorn are reviewing compliance issues with respect to a statute change in RSA 188-H dealing with sexual harassment in higher education.

- **Finance Committee:** Ms. Stebbins reported that the committee added two new goals for this year—the development of metrics to share with the board and of a comprehensive plan on deferred maintenance. At the last meeting, the committee approved the recommendation of the proposed FY22 budget for full board approval. While CCSNH’s FY21 financial position was stronger than projected due to federal funding, a loss is projected in the FY22 budget and colleges have been asked to submit plans at the next meeting for break-even budgets in FY23. At the next meeting, the committee will review federal funding and updated FY22 budgets. Ms. Stebbins provided an update on reserves and capital project funding, and discussion followed regarding the significant progress on reserves that CCSNH has made in the last five years—a reflection of the presidents’ strong stewardship and management of reserves.
 - **VOTE:** The Board, on motion of Mr. Smith and seconded by Mr. Heath, voted unanimously by roll call to approve the FY22 budget, as recommended by the Finance Committee.
 - **VOTE:** The Board, on motion of Mr. Heath and seconded by Mr. Smith, voted unanimously by roll call to freeze tuition for FY22, as recommended by the Finance Committee.
- **Executive Committee:** Ms. Shields reported that the executive committee has been focused on the chancellor search and transition processes, and at the last meeting the committee reviewed performance reviews of the senior leadership team.

Non-Public Session

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 (b), in order to discuss a personnel matter.

The Board entered non-public session at 11:54 am and returned to public session at 12:22 pm. No votes were taken in the non-public session.

VOTE: The Board, on motion of Mr. Smith and seconded by Ms. Noveletsky, 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 Ms. Stebbins, 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 \$3,000 per month for the months of June-September and \$2,000 per month for the months of October-December, and assignment of a fleet vehicle for business and commuting purposes, through December 30, 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.

Other Business

Mr. Stevens invited all trustees to attend the virtual annual Halias Symposium, taking place August 9-11. This year’s event will focus on the impact of COVID on our educational community.



The board will next meet on August 19 at Manchester CC.

No further business was brought forward. The meeting adjourned at 12:25 pm.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees