



**Executive Committee**  
**CCSNH BOARD OF TRUSTEES**  
**Meeting of June 30, 2021**

**Present (videoconference):** Trustee Kathy Bogle Shields (Chair), Trustee Paul Holloway, Trustee Edwin Smith, Trustee Alison Stebbins, Trustee Tricia Lucas, Trustee Steve Rothenberg, Interim Chancellor Susan Huard

**Regrets:** Trustee Robert Baines

**Others Attending (videoconference):** Trustee Hollie Noveletsky, Trustee John Stevens, Trustee Todd Emmons, President Brian Bicknell (MCC), President Lucille Jordan (NCC), President Alfred Williams (RVCC), Interim President Cathryn Addy (GBCC), CCSNH Interim CHRO Monica Bradley, CCSNH Chief Advancement Officer Tim Allison, Mark Broth (Drummond Woodsum)

Chair Shields called the telephonic meeting to order at 11:32 am. With respect to (1) the sudden expiration of the prolonged state of emergency, (2) the expectation that the upcoming board committee meetings would be held as remote meetings, (3) the inability of most trustees to attend in-person for reasons related to travel and other scheduling conflicts, and (4) the need to conduct committee business that cannot be further delayed by rescheduling to a later date when all members are available to attend in-person, the Chair declared an emergency meeting, pursuant to RSA 91-A:2, III, to allow the conduct of a telephonic meeting counting all members toward the quorum requirement whether or not physically present in the meeting location.

Non-Public Session

**VOTE:** The Committee, on motion of Ms. Shields 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 Committee entered non-public session at 11:35 am and returned to public session at 11:59 am. Two votes were taken in the non-public session.

**VOTE:** The Committee, on motion of Mr. Smith and seconded by Ms. Stebbins, voted unanimously by roll call to seal the minutes until 12 p.m. on Thursday, July 1, as divulgence of the information may affect adversely the reputation of persons other than CCSNH voting trustees, under RSA 91-A:3, III.

Other Business

No further business was brought forward. The meeting was adjourned at 12:00 p.m.

Respectively Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees



**Executive Committee**  
CCSNH BOARD OF TRUSTEES  
Meeting of June 30, 2021

**NON-PUBLIC SESSION**  
*(Minutes Sealed on June 30/ Unsealed on July 1)*

**Present (videoconference):** Trustee Kathy Bogle Shields (Chair), Trustee Paul Holloway, Trustee Edwin Smith, Trustee Alison Stebbins, Trustee Tricia Lucas, Trustee Steve Rothenberg, Interim Chancellor Susan Huard, Trustee Hollie Noveletsky, Trustee John Stevens, Trustee Todd Emmons, President Brian Bicknell (MCC), President Lucille Jordan (NCC), President Alfred Williams (RVCC), Interim President Cathryn Addy (GBCC), CCSNH Interim CHRO Monica Bradley, CCSNH Chief Advancement Officer Tim Allison, Mark Broth (Drummond Woodsum)

The non-public session was called to order at 11:35 am by videoconference.

**CCSNH Chancellor Nomination**

Based on feedback and the recommendation from the CCSNH Chancellor search committee, Ms. Shields presented the candidacy of Dr. Mark Rubinstein as CCSN Chancellor, for recommendation to the full CCSNH Board of Trustees.

Mr. Baines and Ms. Stebbins expressed enthusiastic support for Dr. Rubinstein's nomination, based on prior work with Dr. Rubinstein in his current role as President of Granite State College.

The draft offer letter referenced in the motion includes additional details on benefits, and any subsequent contract will be brought back to the board for approval.

The committee agreed to hold the vote in this non-public session, so that the details of the motion are not made publicly available until Shannon has had sufficient time to inform legislators. The minutes of this non-public session will be sealed through Thursday, July 1, 2021, at 12 p.m.

**VOTE:** The Committee, on motion of Ms. Shields and seconded by Mr. Baines, voted unanimously by roll call to recommend to the full board the nomination of Dr. Rubinstein as Chancellor of the Community College System of NH at a salary of \$330,000 together with usual and customary benefits generally consistent with those described in the draft offer letter; for a three-year term commencing on or about September 1, 2021, with the option to extend two additional years by mutual agreement; said approvals subject to a satisfactory background check as determined by the Trustees.

Chancellor Huard left the meeting at 11:45 am.

**Interim Chancellor Contract**

Ms. Shields proposed the extension of Susan Huard's contract and retention incentive. Discussion followed regarding the committee's desire to increase the retention incentive to \$10,000.



A motion was made and subsequently withdrawn by Mr. Baines and seconded by Mr. Holloway to recommend to the full board the extension of Interim Chancellor Susan Huard's appointment through August 31, 2021, at the same bi-weekly wage rate of \$9,038.46 (\$235,000 annualized) plus a retention incentive of \$8,000 to be paid in two equal installments on July 30<sup>th</sup> and September 1<sup>st</sup>, effective July 1, 2021.

Mr. Rothenberg left the meeting at 11:55 am.

Discussion followed and there was consensus among all committee members to move forward with an increased salary and retention incentive that would be better aligned with Dr. Huard's exceptional performance throughout her tenure as Interim Chancellor.

**VOTE:** The Committee, on motion of Mr. Baines and seconded by Mr. Holloway, voted unanimously by roll call to recommend the extension of Interim Chancellor Susan Huard's appointment through August 31, 2021 at a bi-weekly wage rate of \$11,885 plus a retention incentive of \$10,000 to be paid in two equal installments on July 30<sup>th</sup> and September 1<sup>st</sup>, effective July 1, 2021. The appointment may be extended up to three months at the discretion of the Chair, contingent on the timing of the new Chancellor's appointment and start date.

The non-public session adjourned at 11:59 am.

Respectively Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees