



Assets and Resources Committee

CCSNH BOARD OF TRUSTEES

Meeting of November 18, 2021

Present: Trustee Edwin Smith (Chair), Trustee Tiler Eaton, Trustee Richard Heath, Trustee Darrin Daniels, LRCC President Larissa Baia (*videoconference*), GBCC Interim President Cathryn Addy (*videoconference*), CCSNH COO Scott Fields, CCSNH Director of Facilities Matt Moore (*videoconference*), CCSNH Director of HR Sara Sawyer (*videoconference*), CCSNH Interim CHRO Monica Bradley (*videoconference*)

Others in Attendance: CCSNH Chancellor Mark Rubinstein, WMCC President Chuck Lloyd, CCSNH Chief Advancement Officer Tim Allison

Chair Shields called the meeting to order at 10:03 am in 217 Grappone Hall, NHTI, Concord, NH.

Approval of June 17, 2021 and September 17, 2021 Minutes

VOTE: The Committee, on motion of Mr. Eaton and seconded by Mr. Daniels, voted unanimously to approve the minutes of the June 17, 2021 and September 17, 2021 meetings.

Human Resources Update

Ms. Bradley reported that the search for the next president of Great Bay CC is on schedule, with the final fourth candidate visiting campus this week. The search for Chief Information Officer is also on schedule, with the final candidate scheduled to interview this month, and the compensation and classification study is moving forward as planned. Mr. Fields reported that there are a number of current vacant positions in the system office finance department, prompting a reconfiguring of the staffing structure in the department.

Ms. Sawyer provided an update on collective bargaining. The adjunct faculty unit is proceeding with bargaining, and CCSNH anticipates that full-time faculty unit will commence bargaining in January 2022. The staff bargaining unit is likely awaiting the outcome of the compensation and classification study before initiating bargaining.

Facilities Update

Mr. Fields provided an update on the possibility of scheduling an informational session around New Market Tax Credits – as they relate to the WMCC Littleton project. The discussion was to keep this topic on the Committee's radar for future planning purposes.

Mr. Fields presented the timeline for the next capital budget request, which must be submitted to the state by the end of March. A joint Assets & Resource Committee- Finance Committee meeting will be held in January for an initial review of the capital budget requests from the colleges. The committees will meet again in February for the purpose of voting to recommend the proposed capital budget request for full board approval at the March meeting.

IT Update

A third-party contractor has completed an assessment of the System IT infrastructure and will present their findings by the end of the week. This will be followed up by a presentation from the contractor to answer any questions.



CCSNH has been working to identify and develop an approach to mitigate fraudulent financial aid applications submitted via TargetX. Incidents of fraudulent applications have decreased as a result of the significant work of system and college staff in this area, as CCSNH is now able to control the flow of data in a way that is successfully mitigating this risk. Discussion followed regarding concern for the capacity of staff to continue managing these efforts.

Unfunded Liabilities

Discussion followed regarding deferred maintenance needs of the colleges and the funds allotted to deferred maintenance in the budget. The committee suggested CCSNH develop an annual maintenance program for the colleges and research technology available that would help to facilitate automation of that process.

CCSNH must also develop and implement a plan to offset increasing expenses related to the NH Retirement System pension and health plans. Mr. Smith noted that the legislature should also be made aware of this effort.

A joint meeting of the Assets & Resources and Finance Committees will be held in January to continue discussion on unfunded liabilities and on the capital budget.

Other Business

No further business was stated. The meeting adjourned at 11:02 am.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees