



Board of Trustees

COMMUNITY COLLEGE SYSTEM OF NH

Meeting of October 18, 2018

Present: Trustee Jeremy Hitchcock (Chair), Trustee Kathy Bogle Shields (Vice Chair), Trustee Paul Holloway (Past Chair), Trustee Alison Stebbins (Treasurer), Trustee Rebecca Clerkin, Trustee Stephen Ellis, Trustee Tricia Lucas, Trustee Darrin Daniels, Trustee Richard Killion, Trustee Edwin Smith, Trustee Cheryl Kahn, Trustee John Stevens, Trustee Richard Heath, Trustee Steven Hattamer, Trustee Steve Rothenberg, Trustee Diane Symonds, Trustee Brian Baril, Commissioner Frank Edelblut (Department of Education), Marie-Helene Bailinson (NH Employment Security), Chancellor Ross Gittell, President Susan Huard (MCC), President Pelema Morrice (GBCC), President Lucille Jordan (NCC), President Larissa Baia (LRCC), Interim President Cathryn Addy (NHTI), President Alfred Williams (RVCC)

Regrets: Trustee Kim Trisciani (Secretary), Trustee Allen Damren, Trustee Connie Roy-Czyzowski, Trustee Jack Calhoun, Trustee Sharon Harris, Trustee Steven Slovenski, Trustee Tiffiney Poirier, President Charles Lloyd (WMCC), Commissioner Caswell, Governor Christopher Sununu

Others Presenting to the Board: Charles Ansell, Shannon Reid, Richie Coladarci, Jeanne Herrick, John Harrington, Suzanne Brouillet, Jason Strong (MCC Electrical Lineworker Program), Norman Carignan (MCC Electrical Technologies Department), and Eddie Curran (MCC HVAC Department).

College Presentation

MCC Vice President of Student Affairs Brian Bicknell invited trustees to tour the new Advanced Technologies Building facilities with Department Chairs Jason Strong (Electrical Lineworker Program), Norman Carignan (Electrical Technologies), and Eddie Curran (HVAC).

MCC English Faculty Members Colleen Sasso and Diane Hebert presented the new English co-requisite model, which has effectively increased completion rates. The current model, which replaced remedial courses in the department, effectively supports students who are most at risk of not completing, including ELL students, underprepared high school graduates, and non-traditional students. Discussion followed regarding additional benefits of the co-requisite model, including increased student engagement, motivation, confidence, and attendance.

Chair Hitchcock called the meeting to order at 10:07 a.m. in room 220-221 of the Advanced Technologies Building at Manchester Community College in Manchester, NH. No conflicts of interest were expressed.

Chancellor Gittell introduced new Presidents Alfred Williams (River Valley CC), Pelema Morrice (Great Bay CC), and Cathryn Addy (NHTI Interim President).

Chair Hitchcock welcomed new trustees Mr. Killion, Ms. Symonds, and Mr. Baril to the board.



Updates

Chancellor Gittell encouraged all trustees to attend the Governance Institute for Student Success conference, hosted by Nashua Community College on November 29-30. Ms. Eckner will re-send the invitation to all trustees. Chair Hitchcock asked all trustees to mark their calendars for the next board retreat on January 17-18, 2019.

President Huard and Chancellor Gittell briefed Trustees on a new partnership between CCSNH and Goldman Sachs 10,000 Small Businesses. This initiative is a training program to help entrepreneurs create jobs and economic opportunity by providing greater access to education, capital, and business support services. The program, provided at no cost with support from the Goldman Sachs Foundation, is offered in partnership between New Hampshire's community colleges and Babson College. The curriculum is designed by Babson College and used in training community college faculty in delivering the program.

Consent Agenda

VOTE: The Board, on motion of Mr. Holloway and seconded by Mr. Heath, voted unanimously to approve the following consent agenda items:

- Approval of the Agenda
- Approval of the June 14, 2018 & August 30, 2018 Meeting Minutes as written
- Appointment of Mr. McNamara to the LRCC Advisory Board
- Appointment of Mr. Boudreau to the LRCC Advisory Board
- Appointment of President Williams to the Higher Education Commission
- Reappointment of Ms. Stebbins & Appointment of Mr. Holloway to the CCNH Foundation Board

CCSNH Board of Trustees-Advisory Board Convening

Chair Hitchcock provided a summary of the Board of Trustees- Advisory Boards convening, held on September 20th at Manchester CC. Mr. Holloway discussed the need to engage advisory boards to support CCSNH and state initiatives. Discussion followed regarding the importance of connecting the CCSNH Board of Trustees with college advisory boards by regularly sharing meeting minutes and communications. Ms. Reid discussed the importance of connecting advisory board members with their legislators. The board will revisit this topic at this time next year. Chair Hitchcock and Chancellor Gittell will continue discussing next steps and will provide an update to the board once more information is available.

Board Committee Updates

Finance Committee

Ms. Stebbins presented for approval by the board the proposed dormitory fees for Manchester CC, as approved by the Finance Committee. Manchester CC has an agreement with USNH to provide student housing and meal plans in partnership with the University of New Hampshire Manchester, using the rooms at 1000 Elm Street in Manchester. Presently, seven students are served by the agreement, primarily in automotive and line work programs, though the partnership with UNH-Manchester is not exclusive to these programs.



VOTE: The Board, on motion of Ms. Lucas and seconded by Ms. Shields, voted unanimously to approve the fees as described below and in the contract reviewed by the board, for the spring semester starting January 2019, allowing for the charges to be placed on the student's account and for Manchester CC to collect and submit to UNH.

- Room Rates for 2018/2019
 - Double Room (32 week plan)* \$3,610.00
 - Double Room (38 week plan)* \$4,287.00

- Meal Plan Rates for 2018/2019
 - 32 week plan (10 meals per week) \$1,740.00
 - 32 week plan (19 meals per week) \$1,990.00
 - 38 week plan (10 meals per week) \$2,250.00
 - 38 week plan (19 meals per week) \$2,500.00

*No occupancy during college break periods.

Task Force on Board Standing Committee Structure

Chair Hitchcock presented a revised committee structure, which would replace the current structure, built at a time when the system had different needs. The proposed structure contains modifications that encourage more strategic and less transactional conversations, as well as space for work on more strategic issues.

Discussion followed regarding the process of amending the by-laws and the role of ex-officio trustees from each of the three departments on standing committees.

The board discussed the proposed restructuring of the Safety & Risk Management Committee and the need for CCSNH to prioritize safety, security, and risk management work. Ms. Herrick reviewed the system's safety and security policy with the board, highlighting items in the policy that have been integrated into standard college operations.

Chair Hitchcock asked trustees to submit feedback on the proposed structure and the most effective ways for committees to engage with the organization. Trustee feedback will be incorporated into the final proposal that will be presented for board approval at the next meeting in December.

Financial Sustainability and Student Success

Mr. Ansell presented student success measures and critical metrics, noting that spring to fall retention, a driver of student completion, has increased, along with graduation rates and awarding of credentials of economic and educational value. All colleges are progressing toward a co-requisite remediation model, leading to improvements in student success and completion rates. Transfer rates have also improved, due to increased pathways and articulation with the state's university system. Chancellor Gittell noted that a focus on student retention and success bolsters financial sustainability efforts and progress in mission.

CCSNH continues to see declines in enrollment characteristic of the New England region. Both credits activity and enrollment headcount have decreased by 7%. There is no immediate impact to student



success efforts, and financial impact to fiscal years 2019 and 2020 is largely offset by the increase to tuition and conservative budgeting.

Mr. Ansell provided an update on financial sustainability efforts and options, including cost accounting and shared services, and managing expenses and diversifying revenue streams. More information will be provided in advance of the FY20 budget.

Chancellor Gittell briefed the board on the last meeting of CCSNH Presidents with USNH Presidents. Conversation at this meeting focused on the need to increase transfers to all university system institutions, a topic that could be further discussed at the board retreat in January.

Other Business

As Ms. Clerkin's term ends in November, Chair Hitchcock thanked Ms. Clerkin for her service as the first employee trustee on the board.

Non-Public Session

VOTE: The Board, on motion of Ms. Shields and seconded by Mr. Heath, 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 consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Mr. Killion and Mr. Ellis recused themselves.

The Board entered non-public session at 12:02 pm and returned to public session at 12:17 pm. No votes were taken in the non-public session.

VOTE: The Board, on motion of Ms. Shields and seconded by Mr. Smith, voted by roll call to seal the minutes, as divulgence of the information presented would render the proposed action ineffective, under RSA 91-A:3, III.

Executive Session

VOTE: The Board, on motion of Ms. Shields and seconded by Mr. Heath, voted unanimously by roll call to conduct an executive session according to the provisions in RSA 91-A:2, I (a) to discuss strategy with respect to collective bargaining.

The Board entered executive session at 12:19 pm and returned to public session at 12:36 pm. No votes were taken in the executive session.

No further business was brought forward. The meeting adjourned at 12:37 pm.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees