



Assets and Resources Committee

CCSNH BOARD OF TRUSTEES

Meeting of February 17, 2022

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

Others in Attendance: CCSNH Chancellor Mark Rubinstein, WMCC President Chuck Lloyd (*videoconference*), NCC President Lucille Jordan, CCSNH Chief Advancement Officer Tim Allison (*videoconference*), Dr. Susan Huard (*videoconference*)

Chair Smith called the meeting to order at 10:10 am in 301 Grappone Hall, NHTI, Concord, NH.

Approval of the November 18, 2021 Minutes

VOTE: The Committee, on motion of Mr. Heath and seconded by President Baia, voted unanimously to approve the minutes of the November 18, 2021 meeting.

Update on Strategic Planning

President Lloyd and Dr. Huard provided an update on strategic planning. Pillars have been aligned to trustee committees, and the Assets & Resources Committee will focus on the employer of choice strategic pillar. Plan implementation will be further discussed at the board retreat this summer. Pillar co-leads, President Jordan and Ms. Sawyer, will continue to provide updates to the committee on this work. The next step for further developing the pillars is to identify metrics to track progress.

Ms. Sawyer provided an update on the classification and compensation study.

FY 24/25 Capital Budget Presentation

Ms. Reid provided an overview of the capital budget process, timeline, and various external and internal considerations. Historically over the past several capital budgets, CCSNH has received \$7-\$20M from the state, and critical maintenance is historically the top priority for CCSNH.

Mr. Moore presented the priority critical maintenance items and projects included in the proposed budget, and the projects that are being proposed for FY 2024-2029.

Mr. Smith provided an update on the wall that needs to be repaired at the CCSNH property in Keene—currently CCSNH is working with the city of Keene on this issue.

Mr. Fields presented the information technology infrastructure items included in the budget, hardware upgrades, moving servers to the cloud, and lifecycle replacement of switches, network gear, and UPS to enhance network security.

VOTE: The Committee, on motion of Mr. Heath and seconded by Mr. Daniels, voted unanimously to approve the capital request for FY24-25 as presented.

HR Update



Ms. Sawyer reported that participation in the Great Colleges to Work For employee engagement survey, currently underway, has increased 8% compared to the last time it was administered in 2019.

The Segal Group has completed the final phase of the Classification and Compensation study, and their recommendations are currently under review by the senior leadership team. Recommendations will be brought to the Assets & Resources committee before they are shared with the full board at the meeting in March.

The Chief Information Officer position has been filled, and Barbara Spader will be join CCSNH in March.

Regarding collective bargaining, CCSNH is currently engaged with the adjunct faculty bargaining units. CCSNH anticipates bargaining with full-time faculty unit will start in March, and the staff unit has notified CCSNH that it would like to begin bargaining in the spring.

Facilities/ Informational Technology Update

Mr. Fields and Mr. Moore provided an update on key projects. Finalization of contracts for construction managers is under way, and architects have been identified and are under contract. All projects are currently on track to be completed this biennium. CCSNH has contracted with Minuteman for several projects related to access control and safety features.

Regarding deferred maintenance, CCSNH is currently aggregating data from across the system that will help to identify the areas that most need to be addressed to ensure the proper upkeep and operations of building infrastructure. Two areas that need to be further researched – building infrastructure and water systems— will be reviewed during the site visits that will be scheduled as part of the master planning process. Architects and engineers will visit each college over the summer/ fall to continue the strategic planning work that is currently underway. Deliverables from the architects and engineers will articulate the structural needs of the buildings on each campus, and cost estimates will provide details for the work that will have been identified through a series of inspections.

Colleges are working on their master plans, defined in Board Policy 571 as “a comprehensive long-range plan that will guide the physical development of an institution for 10 or more years.” Plans are expected to be finalized this spring, at which point architects and engineers will be contracted to begin the next phase of master planning. The 10-year plans inform CCSNH’s long-range plans with the multi-biennium roadmap submitted to the State of New Hampshire.

Unfunded Liabilities

CCSNH is currently addressing unfunded liabilities, including retirements and the pension system and deferred maintenance items. Conversations with the State’s Controller revealed the actuarial firm under currently under contract, Mr. Fields will investigate the potential of CCSNH utilizing the firm. If / when employees leave, the liability associated with the employee transfers to the new employer. CCSNH is working with a consultant to determine the annualized cost to the system over the next 20-30 years.

Other Business

No further business was stated. The meeting adjourned at 11:23 am.

Respectfully Submitted,

Meghan Eckner

Chief of Staff; Executive Assistant to the Chancellor & Board of Trustees