



Board of Trustees Assets and Resources Committee

Thursday, March 16, 2023, 12:00pm – 1:30pm
NHTI – Concord's Community College, Grappone Hall 301

Attendees: Trustee Edwin O. Smith, Trustee Gregory C. Eastman (Zoom), Chief Information Officer Barbara Spada, Trustee Richard Ackerman, LRCC Interim President Patrick Cate, NHTI President Patrick Tompkins

Regrets: Trustee Darrin Daniels, Trustee Richard Heath, Trustee Tiler Eaton, Trustee Steve Slovenski

Guests: Trustee Alison Stebbins, RVCC President Alfred Williams IV, MCC President Brian Bicknell, WMCC President Charles Lloyd, GBCC President Cheryl Lesser, Trustee Christopher Dodge, Trustee Deanna Juris (Dee), Trustee Donnalee M. Lozeau, Trustee Heather Burwell, Trustee John C. Calhoun, Trustee John T. Stevens, Trustee Joseph Doiron, Trustee Katharine Bogle Shields, Trustee Kimberly Eckenrode, NCC President Lucille Jordan, Chancellor Mark Rubinstein, Trustee Nick Toumpas, Trustee Sharon D. Harris, Trustee Stephen Appleby, Trustee Stephen J. Ellis, Trustee Tricia H. Lucas, Trustee Will Cunningham, Director Ann-Marie Hartshorn, Director Beth Doiron, Director Jason Bishop, WMCC Vice President of Academic Affairs Kristen Miller, Director Matt Moore, Director Sara Sawyer, Chief Operating Officer Scott Fields, Executive Director Shannon Reid, Executive Director Tim Allison

Meeting Minutes:

Chair Smith opened the meeting by noting that he likes the inclusive and open format of the meetings today.

Approval Items:

1. Approval of December 15, 2022 minutes (Chair Smith)
 - a. Trustee Ackerman motioned to accept the minutes as presented, Trustee Lucas seconded the motion. Motion passed unanimously.
2. Approval of non-public minutes for the record
 - a. Trustee Ackerman motioned to accept the minutes as presented, Trustee Eckenrode seconded the motion. Motion passed unanimously.

Update Items:

1. House Keeping Updates (Mr. Fields)
 - a. Chief Operating Officer (COO) Fields gave an update on the joint HVAC request with the University System of New Hampshire and the Congressionally Directed spending requests made by the System Office. He also gave updates on the Lakes Region Community College siding claim, the Manchester Community and White Mountains Community Colleges realtor RFP progress,



and the sale of the Washington Street property at River Valley Community College.

2. Facilities Update (Mr. Moore)

- a. Director Moore gave an update on the Capital Project budget and where those projects currently stand. He also gave an update on the security project that is currently underway.

We are currently looking into finding a reasonably priced solution to track all the data of our physical facilities including ongoing projects, spending, and the expected useful lifespan of physical assets and mechanical systems. This system will allow us to better project replacement timelines and costs and what funds we will need in the coming years to maintain our physical plants. Currently these things are being tracked manually in the form of various spreadsheets.

3. Information Technology Update (Ms. Spada)

- a. As of 3/6/2023 all the IT Managers in the system, and the IT staff for four colleges have been transferred to the System Office. Chief Information Officer (CIO) Spada stressed that the purpose of the transition is not focused on cost reduction but about creating capacity through identification and adoption of best practices and standardization to improve the services on all campuses. She will be updating the Senior Leadership Team and the Board of Trustees regularly with their progress.

Chancellor Rubinstein thanked CIO Spada and reiterated that this isn't a pre-built plan being disseminated in a top-down manner, but an effort to enlist the talent and expertise from across the system to develop the most effective strategies and practices to support the work of the colleges. This requires accepting a measure of uncertainty as we test and implement what works as we figure out how to make best use of our resources.

4. Human Resources Update (Ms. Sawyer)

The System will be transitioning to a new iteration of ADP (the automated time and attendance system) as the current version is being eliminated. The new ADP Workforce Manager is a more robust platform and will have many new and useful features. This is scheduled to be up and operational for 4/21/2023.

CCSNH is now a registered employer in all the New England states. This is complementary to our remote work policy.

All three collective bargaining agreements are up for negotiation. The Adjunct and Full Time Faculty contracts expire on 6/30/2023, and the Staff contract expires on 9/30/2023.



CCSNH partnered with LinkedIn Learning for professional development. There have been approximately 625 CCSNH employees who have accessed courses and 431 of courses have been completed.

CCSNH will be using HireRight for background checks during the hiring process. They are in the process of finalizing the integration with Clear Company, our recruiting platform. The Human Resources staff within the system have been trained and are familiarizing themselves with the product and reporting structure. The integration is projected to be completed by 3/17/2023.

Director Sawyer let the Board know that we are preparing to go to bid for a new benefits broker. Our existing relationship has been ongoing for more than 15 years and has served us well, but that brokerage has been acquired by another company and this creates the catalyst to revisit that service.

There was a brief discussion about the language in HB2 that will remove new CCSNH employees from being able to participate in the New Hampshire Employee Retirement System (NHERS) if they are hired after 1/1/2024 and if they are not already eligible to participate in the NHERS. We currently offer the option for covered staff employees covered under the collective bargain agreement to choose between the NHERS or a 403(b) plan through Fidelity. Full-time faculty who are covered under the collective bargaining agreement are only able to participate in the NHERS and confidential staff are only eligible to participate in the 403(b) plan through Fidelity.

5. COO Fields gave an update on the overstatement of the unfunded liability for retiree healthcare and where we are in the process of getting that corrected. This was a significant matter resulting from a calculation that included some employees whose retiree healthcare benefits are actually the responsibility of the State of New Hampshire, with that obligation pre-dating the creation of CCSNH as a separate entity.

Discussion Items:

1. Strategic Plan Pillars
 - a. Chancellor Rubinstein invited President Lloyd to describe the five pillars; Student Success; Employer of Choice; Diversity, Equity, Inclusion, and Belonging (DEIB); Workforce Development; and Financial Sustainability and Stewardship. He went on to describe that each pillar is working on their goals, and they are tracking information and progress made. While the groups were doing this, they realized that it might be more sensible that attention to DEIB be incorporated into each of the other four pillars.

This is the recommendation of the DEIB pillar team. The thought is that all the pillars need to incorporate DEIB on a substantive level to meet the goals.



Trustee Ackerman suggested that the pillar graphic changes the DEIB pillar into a DEIB foundation below the other pillars, so it is still visually represented.

2. Trustee Appleby wanted to know if CCSNH was looking into using Workday based on the synergies between the CCSNH and the USNH systems. USNH has just made a decision to move from Ellucian ERP software platforms to Workday platforms.
 - a. Chancellor Rubinstein noted that currently the USNH system is using three different instances of Ellucian's Banner product as well as a fourth Ellucian-supported product for their Student Information System as well as for their Human Resources and Finance Systems. The logic for USNH to move to a single, shared platform makes sense for USNH, but it will be a costly and prolonged undertaking. There might be some benefit to CCSNH and USNH finding a common platform, particularly for creating degree planning pathways for students, but given the cost and complexity of replacing an ERP (enterprise) system, evaluating that possibility will be a serious undertaking and not one that we are currently planning. Separately, while CCSNH is only using one instance of Ellucian's Banner product, each campus uses it differently and has different policies and practices, and we can make more progress for now by bringing those into closer alignment or standardization. CCSNH also has Degree Works, but we aren't using it to the best of its capabilities.

Respectfully submitted,

Cassandra Hoefs

Executive Assistant to the Chancellor and the Board of Trustees

