



Board of Trustees
COMMUNITY COLLEGE SYSTEM OF NH
Meeting of May 19, 2022

Present: Trustee Kathy Bogle Shields (Chair), Trustee Robert Baines (Vice Chair), Trustee Paul Holloway (Past Chair, teleconference), Trustee Edwin Smith (Secretary), Trustee Alison Stebbins (Treasurer), Trustee Steve Rothenberg, Trustee Richard Heath, Trustee Stephen Ellis (teleconference), Trustee Tricia Lucas, Trustee Steven Slovenski, Trustee Kelly Pilotte, Trustee Loretta Blackwell, Trustee Donnalee Lozeau, Trustee Richard Ackerman, Trustee Greg Eastman, Trustee Nick Toumpas, President Alfred Williams (RVCC), President Cheryl Lesser (GBCC), President Charles Lloyd (WMCC), President Lucille Jordan (NCC, teleconference), President Brian Bicknell (MCC), President Larissa Baia (LRCC), Chancellor Mark Rubinstein, Stephen Appleby (Department of Education)

Regrets: Trustee Sharon Harris, Trustee Jack Calhoun, Trustee John Stevens, Trustee Todd Emmons, Trustee Bryant Abbott, Trustee Hollie Noveletsky, Trustee Tiler Eaton, Trustee Darrin Daniels, Jonathan Melanson (Governor's Office), Marie-Helene Bailinson (NH Department of Employment Security), Joseph Doiron (NH Department of Business and Economic Affairs)

Others Presenting to the Board: Scott Fields (CCSNH), Shannon Reid (CCSNH), Sara Sawyer (CCSNH), Tim Allison (CCSNH), Beth Doiron (CCSNH), Matt Moore (CCSNH), Heather Kazemi (Segal Group)

Chair Shields called the meeting to order at 9:04 a.m. in Room 220, Susan D. Huard Advanced Technologies Building at Manchester CC in Manchester, NH. No conflicts of interest were expressed.

The Chair welcomed GBCC President Cheryl Lesser, DOE Commissioner Designee Stephen Appleby, Trustee Greg Eastman, and Trustee Nick Toumpas to the board. The Chair expressed appreciation for the many contributions of student trustees Kelly Pilotte and Loretta Blackwell, whose terms as student trustees will conclude at the end of the month.

Board Resolution of Appreciation to Mr. & Mrs. Paul Holloway

Chair Shields presented the following resolution of appreciation from the Community College System of New Hampshire to Paul and Anna Grace Holloway, in recognition of their historic donation of a \$1 million scholarship fund for New Hampshire community college students:

WHEREAS, Paul Holloway of Rye, New Hampshire, was appointed to the Board of Trustees of the New Hampshire Community Technical College System (Community College System of NH) by the Governor of the State of New Hampshire, The Honorable Craig Benson, in 2003 as a representative of Business and Industry for the state; and

WHEREAS, Mr. Holloway served as chair of the Board of Trustees from 2005-2018; and

WHEREAS, Mr. and Mrs. Holloway, as steadfast advocates and champions for CCSNH students and families, have planned, hosted, and participated in numerous CCSNH events and functions during Mr. Holloway's tenure to promote awareness and understanding of the critical role that CCSNH plays in building a bright future for all residents of the state of New Hampshire; and

WHEREAS, Mr. and Mrs. Holloway have inspired and built strong, lasting, and genuine relationships with students and alumni, community college faculty and staff, business and



industry, government, and residents of communities across the state that continue to benefit CCSNH profoundly; and

WHEREAS, Mr. and Mrs. Holloway have advocated tirelessly and given immeasurably for the well-being of the students, faculty, staff, stakeholders, and all institutions of the Community College System of New Hampshire during Mr. Holloway's nearly 20 years of board service; and

WHEREAS, Mr. and Mrs. Holloway have provided unprecedented financial support to New Hampshire's community college students at a critical time in the history of the state and of the system through the creation of a one-million-dollar scholarship fund that will transform the lives of New Hampshire residents for years to come.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Community College System of New Hampshire does hereby extend its sincere appreciation and gratitude to Mr. Paul Holloway and Mrs. Anna Grace Holloway for their extraordinary investment in the future of community college students across the State of New Hampshire.

VOTE: The Board, on motion of Ms. Shields and seconded by Mr. Baines, voted unanimously by roll call to approve the resolution of appreciation for Mr. & Mrs. Paul Holloway as presented.

Chancellor's Report

The Chancellor reported on the commencements taking place across the colleges this month and provided an update on enrollment, which reflects how well CCSNH students are served.

Mr. Smith joined the meeting at 9:59 am.

Committee Updates

- Finance Committee: Ms. Stebbins reported that the committee is reviewing FY23 budgets, which will be brought to the board for approval at the next board meeting. To more accurately reflect expenses, this year the budgets will include staff vacancy rates at the colleges and system office. The committee continues to discuss the need for CCSNH to manage reserves more strategically, and discussion followed regarding the legislature's perspective on reserves and CCSNH communications to the governor's office and legislature on the matter. Ms. Stebbins presented Manchester CC's proposal to implement food plans in an effort to address food insecurity at the college.
 - **VOTE:** The Board, on motion of Ms. Stebbins and seconded by Ms. Lozeau, voted unanimously by roll call to approve the food plan proposal from Manchester CC as presented.
- Governance Committee: Ms. Lozeau reported that the board self-assessment will launch in May.
- Executive Committee: Ms. Shields and Mr. Emmons continue to research tools to facilitate the chancellor performance evaluation process.
- Student Success Committee: Mr. Rothenberg reported that the committee discussed the proposal from the New Hampshire Career Academy (NHCA) to significantly increase enrollment in the program through the investment of additional staff and resources. On behalf of the Student Success Committee, Mr. Rothenberg presented the academic program proposals for board approval. Discussion followed regarding the process and procedures the committee follows regarding academic program proposals.
 - **VOTE:** The Board, on motion of Mr. Heath and seconded by Mr. Eastman, voted



unanimously by roll call to approve the following academic program proposals as recommended by the Student Success Committee:

- GBCC - Homeland Security and Emergency Management - New Degree
- NHTI - Advanced Manufacturing Engineering Technology Degree - Elimination
- RVCC - Criminal Justice Degree - Elimination
- RVCC - Healthcare Management Degree - Elimination
- WMCC - Baking and Pastry Arts Degree - Elimination
- WMCC - Baking and Pastry Arts Degree - New Associate in Applied Science
- WMCC - Culinary Arts Degree - Elimination
- WMCC - Culinary Arts Degree - New Associate in Applied Science
- WMCC - Automotive Service Management Degree – Elimination
- Assets & Resources Committee: At their last meeting, Mr. Smith reported that the committee received updates on the allocation of reserve funds, capital projects, collective bargaining, and CCSNH's proposal to add the Juneteenth holiday to the CCSNH calendar of observed holidays. The committee welcomed the new CCSNH CIO, Barbara Spader.
 - **VOTE:** The Board, on motion of Mr. Baines and seconded by Mr. Heath, voted unanimously by roll call to accept Juneteenth as an observed holiday for CCSNH, effective immediately.

Classification & Compensation Study Update

Beginning in December of 2020, CCSNH contracted the Segal Group to complete a classification and compensation study. As the current system reflected a governmental structure and not a structure more conducive to the needs of an institution of higher education, the purpose of the study was to develop a workforce design that is more flexible and responsive to the higher ed landscape, better supports student success, and provides effective operations and administration.

Ms. Kazemi (Segal Group) provided an overview of the study results and recommendations, including the compensation philosophy, market study findings, the proposed new job classification structure, and the recommended pay scales. Segal recommends re-evaluating market salary data every three years and adjusting salary schedules based on market data. Discussion followed regarding the higher education institutions that were included in the study to provide market salary data. Ms. Kazemi responded that of the institutions that were included in the analysis, 80% were public institutions in NH and 20% were private institutions in NH. The study does not include benefits/ total compensation, and it does not include compensation for the presidents.

Segal's analysis revealed below-market compensation levels for both confidential and covered employees, with confidential employees' salaries at 86% of the market median and covered employees' salaries at 95% of the market median. The recommendations from the study include: (1) the establishment of a classification structure that more appropriately reflects higher education, provides pathways for career growth, and allows for differences in staffing levels and organizational structures among CCSNH institutions, (2) the addition of two additional steps to each labor grade for covered staff compensation within the salary matrices and expand number salary/labor grades to allow for the consolidations of salary schedules, and (3) the establishment of a new salary structure design for confidential staff compensation that encompasses 18 salary grades instead of 42 salary grades and consolidates hourly and exempt staff salary schedules into single salary matrix.



Segal estimated that the first-year cost of implementing both new pay scales will be approximately \$290,000, resulting in average pay increases of 1.1%.

The recommended board actions from the classification and compensation study include:

- Address the recommended compensation structure for covered staff through the collective bargaining process, including mapping current staff positions to the new classification structure at a projected cost of \$215,000 and negotiating a new classification & compensation structure.
- Add two additional steps for each salary/labor grade for covered employees, at a projected cost of \$135,000.
- Accept the recommended classification and compensation structure for confidential staff, including mapping the current confidential staff positions to a new classification at a projected cost of \$55,000 and implementing a new classification and compensation structure in July 2022.

Discussion followed regarding the internal communications plan for implementation of the study's recommendations. The cost of the recommended implementations have been built into all of the budgets, and the proposed changes for confidential staff are supported by the presidents as they will support recruitment, retention, and equity efforts at the colleges.

- **VOTE:** The Board, on motion of Mr. Baines and seconded by Ms. Lucas, voted unanimously by roll call to accept the recommended classification structure for confidential employees and the recommended classification structure for covered employees as presented.
- **VOTE:** The Board, on motion of Mr. Baines and seconded by Mr. Smith, voted unanimously by roll call to approve the implementation of additional steps as recommended in the classification structure for covered employees and to address the recommended compensation structure for covered employees, subject to the collective bargaining process.
- **VOTE:** The Board, on motion of Mr. Baines and seconded by Ms. Stebbins, voted unanimously by roll call to approve the implementation of the recommended compensation structure for confidential employees.

The board thanked Chair Shields for her leadership of this initiative.

Consent Agenda

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

- Approval of the Agenda
- Approval of the March 17, 2022 Meeting Minutes

Non-Public Session

VOTE: The Board, on motion of Mr. Smith and seconded by Mr. Baines, 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 Board entered non-public session at 11:24 am and returned to public session at 11:53 am. No votes were held in the non-public session.



VOTE: The Board, on motion of Mr. Smith and seconded by Ms. Lucas, voted unanimously by roll call to seal the minutes seal the minutes based upon RSA 91- A : 3, III in that divulgence of the information may affect adversely the reputation of persons other than CCSNH voting trustees.

VOTE: The Board, on motion of Mr. Baines and seconded by Mr. Smith, voted unanimously by roll call to approve the chancellor's recommendation to address equity issues with respect to compensation of CCSNH presidents.

Executive Session

VOTE: The Board, on motion of Mr. Smith and seconded by Mr. Baines, voted unanimously by roll call to conduct an executive session pursuant to RSA 91-A:2, I (a) to discuss strategy with respect to collective bargaining.

The Board entered executive session at 11:57 am and returned to public session at 12:05 pm. Two votes were held in the executive session.

VOTE: The Board, on motion of Mr. Smith and seconded by Ms. Lucas, voted unanimously by roll call to seal the minutes based upon RSA 91-A:3, III that divulgence of the information likely would render the proposed action ineffective.

Strategic Planning Update

President Lloyd provided an overview of the strategic planning process. Senior leadership team members are leading the development of the strategic pillars within the plan, and each strategic pillar plan under development was presented to the board.

Manchester CC Presentation

President Bicknell provided an update on the college's master planning, which includes moving the nearby highway exit.

Other Business

No further business was brought forward. The meeting adjourned at 1:09 pm.

Respectfully Submitted,

Meghan Eckner
Chief of Staff; Executive Assistant to the Chancellor and Board of Trustees



CCSNH BOARD OF TRUSTEES

Meeting of May 19, 2022

NON-PUBLIC SESSION

(Minutes Sealed)

Present: Trustee Kathy Bogle Shields (Chair), Trustee Robert Baines (Vice Chair), Trustee Paul Holloway (Past Chair, teleconference), Trustee Edwin Smith (Secretary), Trustee Alison Stebbins (Treasurer), Trustee Steve Rothenberg, Trustee Richard Heath, Trustee Stephen Ellis (teleconference), Trustee Tricia Lucas, Trustee Steven Slovenski, Trustee Kelly Pilotte, Trustee Loretta Blackwell, Trustee Donnalee Lozeau, Trustee Richard Ackerman, Trustee Greg Eastman, Trustee Nick Toumpas, Chancellor Mark Rubinstein, Stephen Appleby (Department of Education), Scott Fields (CCSNH), Shannon Reid (CCSNH), Sara Sawyer (CCSNH), Tim Allison (CCSNH)

The non-public session was called to order at 11:24 am in Room 220, Susan D. Huard Advanced Technologies Building at Manchester CC in Manchester, NH

Chancellor Rubinstein led a discussion on equity with respect to compensation of the presidents. The classification and compensation study did not include an analysis of the president position, and the current structure—that differentiates presidents according to the size of their respective college—has led to inequity in presidential compensation across the system. The chancellor noted that an appropriate level of compensation would more equitably address the responsibility that presidents have to make contributions and facilitate collaboration between the colleges on behalf of the system.

To address this equity issue, the chancellor proposed a 12% increase for the presidents of River Valley CC, White Mountains CC, Lakes Region CC, and Manchester CC. An analysis of available data indicates that \$200,000 is the midpoint; and after the 12% increase, additional increases based on performance evaluations will further enhance equity in compensation of presidents across the colleges. The approximate cost for this proposed salary increase is \$90,000.

Discussion followed regarding implementing a salary range for the president position that is based on experience, using a process that is consistent and transparent. The board expressed support for this proposal and suggested engaging the Segal Group to ensure presidential compensation is managed appropriately and strategically in the future.

The non-public session adjourned at 11:53 am.

Respectfully Submitted,

Meghan Eckner

Executive Assistant to the Chancellor and Board of Trustees



CCSNH BOARD OF TRUSTEES

Meeting of May 19, 2022

EXECUTIVE SESSION

(Minutes Sealed)

Present: Trustee Kathy Bogle Shields (Chair), Trustee Robert Baines (Vice Chair), Trustee Paul Holloway (Past Chair, teleconference), Trustee Edwin Smith (Secretary), Trustee Alison Stebbins (Treasurer), Trustee Steve Rothenberg, Trustee Richard Heath, Trustee Stephen Ellis (teleconference), Trustee Tricia Lucas, Trustee Steven Slovenski, Trustee Kelly Pilotte, Trustee Loretta Blackwell, Trustee Donnalee Lozeau, Trustee Richard Ackerman, Trustee Greg Eastman, Trustee Nick Toumpas, President Alfred Williams (RVCC), President Cheryl Lesser (GBCC), President Charles Lloyd (WMCC), President Lucille Jordan (NCC, teleconference), President Brian Bicknell (MCC), President Larissa Baia (LRCC), Chancellor Mark Rubinstein, Stephen Appleby (Department of Education), Scott Fields (CCSNH), Shannon Reid (CCSNH), Sara Sawyer (CCSNH), Tim Allison (CCSNH)

The executive session was called to order at 11:57 am in Room 220, Susan D. Huard Advanced Technologies Building at Manchester CC in Manchester, NH

Ms. Sawyer presented the tentative extension of the current CCSNH full-time faculty collective bargaining agreement (CBA) and memorandum of understanding. The tentative agreement proposes that the current full-time faculty CBA shall be extended through June 30, 2023 and all terms and conditions of employment contained in the CBA shall remain in full force and effect, with the exception of the following:

- The MOU provides for a 3% salary increase effective August 12, 2022, the start of the 2022-2023 academic year.
- The MOU provides for a 2-workday reduction for 10M and 11M full-time faculty, including one workday reduction for the Fall semester and one workday reduction for the Spring semester.

The one-year MOU will provide time to plan for next biennium.

VOTE: The Board, on motion of Mr. Smith and seconded by Mr. Heath, voted unanimously by roll call to approve the one-year extension of the current full-time faculty collective bargaining agreement as presented.

Ms. Sawyer presented the tentative one-year CCSNH adjunct faculty collective bargaining agreement (CBA) for the 2022-23 academic year. The tentative agreement includes a 3% salary increase, consideration of internal candidates in the hiring process for faculty and staff positions across CCSNH, and one-time longevity payments for adjunct faculty who have served for 20 semesters or more.

VOTE: The Board, on motion of Mr. Heath and seconded by Ms. Stebbins, voted unanimously by roll call to approve the one-year adjunct faculty collective bargaining agreement as presented.

The non-public session adjourned at 12:05 pm.

Respectfully Submitted,

Meghan Eckner

Executive Assistant to the Chancellor and Board of Trustees