



Board of Trustees Assets and Resources Committee
Thursday, June 15, 2023, 12:00pm - 1:30pm
NHTI - Concord's Community College, Grappone Hall 301

Attendees: Committee Chair Trustee Edwin O. Smith, Committee Vice-Chair Trustee Gregory C. Eastman, Chief Information Officer Barbara Spada, Trustee Jack Calhoun, Trustee Richard Ackerman, NHTI President Patrick Tompkins

Regrets: Trustee Darrin Daniels, Trustee Richard Heath, Trustee Tiler Eaton, Trustee Steve Slovenski
LRCC Interim President Patrick Cate

Guests: Trustee Alison Stebbins, RVCC President Alfred Williams IV, WMCC President Charles Lloyd, GBCC President Cheryl Lesser, Trustee Christopher Dodge, Trustee Deanna Jurius (Dee), Trustee Donnalee M. Lozeau, Trustee Joseph Doiron, Board Chair Katharine Bogle Shields, Trustee Kimberly Eckenrode, NCC President Lucille Jordan, Chancellor Mark Rubinstein, Trustee Nick Toumpas, Trustee Sharon D. Harris, Trustee Stephen Appleby, Trustee Tiffany Eddy, 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:

Board Chair Shields opened the meeting by announcing that Trustee Calhoun has been temporarily appointed to the Assets and Resources Committee. She also reiterated the reasoning for the new Committee Meeting structure to ensure that all Trustees had the opportunity to listen and ask questions as things were being brought forward.

Chair Shields thanked Executive Director Reid and Chancellor Rubinstein for their hard work in the budget that was passed and is being signed by the Governor on June 20, 2023.

Executive Director Reid spoke with the group about the new approach to the budget process. She also gave a brief update on what was included in the budget that was passed.

Chair Shields announced that the Executive Council had approved the re-appointment of Trustee Stebbins and Trustee Stevens. Trustee Cunningham will be transitioning from representing students to representing Alumni. She also announced that Trustee Baines, Trustee Calhoun, and Trustee Heath would be leaving the board. The Trustees who are leaving the Board were invited to lunch on July 20, 2023.

Chair Shields introduced a new Trustee, Tiffany Eddy, to the room. She joined us in April of this year. The meeting was then turned over to the Assets and Resources Committee Chair Edwin Smith. Committee Chair Smith let the room know that he would recognize anyone who wished to speak on any of the agenda items being presented today.

Requests for Approval:

1. Approval request for October 20, 2022, and March 16, 2023 minutes.
 - a. Trustee Akerman motioned to accept the minutes as presented, Trustee Eastman seconded the motion. Motion passed unanimously.

2. Approval request to award system-wide contracts architectural and engineering services (*not to exceed \$250,000.00*).
 - a. President Tompkins motioned to recommend the awarding of 3-year contracts to selected firms from the RFP submissions to the Finance Committee, not to exceed \$250,000.00, Trustee Calhoun seconded the motion. Motion passed unanimously.
 - b. There was a brief discussion about this saving time and money moving forward as waiting on hiring consultants can result in cost changes and project delays. Director of Capital Planning and Development, Mr. Matt Moore, has worked hard to get this set up, and having these contracts in place will be instrumental in creating an accurate inventory to better plan critical maintenance.
3. Approval request to use RVCC reserves to rebuild the retaining wall at the Washington Street School location.
 - a. President Tompkins motioned to recommend the use of reserves to the Finance Committee, not to exceed \$200,000.00, to hire a contractor to rebuild the retaining wall at the Keene property, Trustee Eastman seconded the motion. Motion passed unanimously.

Update Items:

1. Information Technology Update (Chief Information Officer (CIO) Barbara Spada)
 - a. CIO Spada gave an update on the merging of all Information Technology employees who now report to the System Office. There have been some great discussions as well as the discovery of some challenges. Currently, two of the most prominent challenges are that the campuses are busy, and being so busy means they aren't able move forward with implementation of best practices to get everyone on the same page.
 - b. The main focus of the upcoming Academic Year is to work on standardizing processes and existing services. They will also be working on a larger scale shared helpdesk pilot as the first one produced promising results with no marketing.
 - c. CIO Spada discussed the increase in cyberattacks that are happening. We have taken some steps to decrease our risk by starting to use MFA (*multi factor authentication*) last year and starting to do weekly scans. We are looking into managed endpoint detection and response options. While these options are expensive, without it our insurance is going to go up approximately \$40,000.00.
 - d. The IT Acceptable Use Policy is being revised to disallow the use of TikTok on the administrative network. People will still be able to access it on personal devices.
 - e. CIO Spada is working on an IT governance structure to allow the Senior Leadership Team to set priorities. The goal is to prioritize projects and stay current with our technologies given the limited resources available.
2. Facilities Update (Chief Operating Officer (COO) Scott Fields, and Director of Capital Planning and Development Matt Moore)
 - a. COO Fields discussed the need to understand and inventory the current state of CCSNH's physical plant. Over the next few months, they will be working with the new contractors to get that information built into the new software program. The software will allow them to better track lifespans and routine maintenance schedules, and to plan the budget more accurately.
 - b. COO Fields discussed the need to revisit the master planning process and for the colleges to consider refreshing them in light of being past the pandemic. This will allow for all plans to consider relevant student and labor market needs across the state.

- c. COO Fields discussed the deferred/capital budget process which led to a brief discussion about project management that includes detailed timelines.
- d. Director Moore gave an update on the current funding for capital projects that are underway.
 - i. There was a question about what happens to the money in the capital budget that is at risk of lapsing. Director Moore explained that he is able to request an extension and at this time there is nothing at risk of lapsing.
- 3. Housekeeping Update (Chief Operating Officer Fields)
 - a. COO Fields let the group know that they are currently waiting to get on the agenda with the Long-Range Planning (DAS) to garner the State's right of first refusal before listing the two properties at WMCC and one property at MCC.
 - i. The state has the first right of refusal on any property CCSNH brought with them when they separated from the state before it can be listed. They do not have to go through this process for property acquired after the separation.
- 4. Human Resources Update (Director Sara Sawyer)
 - a. Currently all three collective bargaining agreements are being negotiated. Director Sawyer discussed some themes they are seeing in all three groups, economies, job security, and working conditions.
 - i. One challenge to the process is the state employees are getting a 10% increase in 2024, and a 2% increase in 2025.
 - b. Director Sawyer discussed the usage of LinkedIn Learning.
 - i. There was a discussion as to if it is required, currently it is not, however, it can be tied to performance evaluations. Nashua Community College currently does that and gives employees time each week to dedicate to completion of LinkedIn courses.
 - c. The system recently switched their time and attendance software to a more robust platform, ADP Workforce Manager.

Trustee Lucas noted she was impressed by the level of detail in all the updates and the ability of the staff to answer questions.

No further business was brought forward.

Meeting Adjourned 10:16am.

Respectfully submitted,

Cassandra Hoefs
Executive Assistant to the Chancellor and the Board of Trustees