



## Board of Trustees Executive Committee

Thursday, March 30, 2023, 9:00am - 10:30am  
NHTI - Concord's Community College, Grappone Hall 301

**Attendees:** Chair Kathy Bogle-Shields, Chancellor Mark Rubinstein, Trustee Robert Baines, Trustee Jack Calhoun, Trustee Tricia Lucas, Trustee Edwin O. Smith

**Regrets:** Trustee Alison Stebbins

**Guests:** Executive Director Shannon Reid, Executive Director Tim Allison

### Meeting Minutes:

Chair Shields opened the meeting at approximately 9:10am.

### Approval Items:

1. Meeting Minutes, December 16, 2022
  - a. Trustee Smith motion to approve the minutes as presented, Trustee Baines seconded the motion. Motion passed unanimously.

### Update Items:

1. Updates from Committee Chairs
  - a. Finance
    - i. The proposal for putting \$10mm into a reserve to fund the increases in retiree health care costs in 10 years will be presented to the Board in April.
    - ii. There was a discussion about deferred maintenance and how it affects operating and reserve budgets. This is likely a topic for the Assets and Resources Committee, and they will want to know the status of the master plans and the deferred maintenance expenses system wide.
    - iii. A comprehensive system wide master plan was discussed. Projecting lifespans and tracking depreciation would be helpful in projecting maintenance costs.
    - iv. There is also a need to look ahead to what instruction will look like in 10-15 years so that the footprint of each campus can be evaluated and used appropriately.
  - b. Student Success
    - i. Trustee Calhoun noted that currently there are no action items for the April Board meeting.
  - c. Assets and Resources
    - i. The request was made to give the Board the option to opt out of the New Hampshire Public Employee Retirement System (NHRS), however, the way the RSA is being revised CCSNH will no longer be an eligible employer as of 1/1/2024.
    - ii. Currently the Board has no control over the percentage of contributions with the NHRS, whereas they can control the contribution for the Fidelity 403b plan.

NHRS is currently approximately 14% whereas the 403b through Fidelity is 7% with another 1% into Emeriti.

- iii. This led to a discussion about looking at total compensation, and working with Director Sara Sawyer to figure out what would be reasonable regarding employer contributions into retirement plans. The recent class and compensation study that was done was focused on salary as opposed to total compensation, so they are currently looking to update that information.
- d. Audit and Risk
  - i. Trustee Lucas noted that nothing will be going to the full Board in April from her committee.
- e. Governance
  - i. Trustee Baines and Trustee Calhoun have submitted the paperwork to renew their appointment to the CCSNH Board of Trustees.

**Discussion Items:**

- 1. New Committee Meeting Day Format
  - a. There was positive feedback about the energy of the day in general. Trustees appreciated the ability to reference earlier discussions as relevant, the ability for trustees to become more acquainted with one another, and for newer Trustees to learn about all the Committees.
  - b. Some things that need to be adjusted or changed: The seating arrangement got confusing and chaotic; plan the timing of meetings more accurately to avoid long breaks between meetings or meetings running over; we may need microphones, it was hard to hear at times; and PowerPoint presentations should be visual aids, people had a hard time reading the small words on the slides.
  - c. The new format was well received overall.
  - d. It was also noted that due to the length of the day a second infusion of coffee and snacks in the afternoon would be a good idea!
- 2. Ideas for the April Board meeting presentations
  - a. It would be nice for newer members to hear about things like why the Diesel program was moved from Berlin to Littleton, that Eversource goes to Manchester Community College for training, that the Police Standards Academy is located on the NHTI campus (*though they are a separate entity*), and about other local and statewide partnerships, etc.
  - b. Updates on what is trending within Community Colleges nationally and regionally.
  - c. How are we addressing the changing demographics in our areas?
  - d. The Board could pick a topic or theme for each President to speak on at the meeting in addition to the presentation from the hosting campus.

**Report:**

- 1. State House - Status of Bills Related to or Affecting CCSNH
  - a. Director Reid reported out on the status of HB1 and HB2. The amount that was originally proposed has been increased and includes funding for dual and concurrent enrollment, early childhood care, workforce development, math learning communities, and the Promise Program. She noted that we tried a different strategy this year and

had targeted asks that were tied back to specific initiatives. The new strategy appears to have worked out well this year.

- i. The Executive Committee wanted to know if the success of those programs was going to be tracked, and it will be. They are working on creating policies for the specifically directed funding and will have that framework completed before they testify before the Senate Finance Committee.
    - ii. Director Reid, while optimistic about where we stand, reminded the Committee that the budget still needs to be passed by the Senate and while it is with them the Governor can request adjustments.
  - b. Director Reid wanted to mention SB 104, a bill that would allow a portion of funds from online gaming to be directed to CCSNH. The language has been kept broad so we would have more flexibility in the use of those funds. The bill will be going to the House, and it will be close if it passes. It is expected that NH Charitable organizations are going to not be in favor of this bill.
  - c. Director Reid briefly mentioned the bill on expressive speech, it was tabled with the promise that we would work with him on updating the language to minimize liability on our campuses.
2. Chancellor's Update
  - a. Chancellor Rubinstein updated the Committee on the search process for a Vice Chancellor. Trustee Toumpas will be leading the search and representing the Board of Trustees. The search committee will be accepting applications until May 5, 2023, and hope to present a recommendation at the June Committee Meeting Day.
  - b. The Chancellor would like to discuss the state appropriation at the April meeting. He would like to look at a more equitable formula to disburse funds to the campuses.
    - i. The current model was phased in from FY18-FY22. While there is a minimum operating allowance the additional funding dollars are inversely correlated to the share of enrollment.
    - ii. The Executive Committee asked if this was reflected in the campus reserves, and it is. When the formula was changed it didn't consider the footprint of a campus, or the cost of running programs that while vital to the NH economy are expensive and run at a deficit each year.
    - iii. As a precursor to change Chancellor Rubinstein asked each college to set aside 1% of their budget to allocate towards transitioning to a new formula. The System needs to start working more collaboratively and figure devise a plan will work for everyone.
3. The Executive Committee, on motion of Trustee Smith and seconded by Trustee Baines, voted unanimously by role call to move to a non-public session according to the provisions in RSA 91-A:3, 11a, in order to discuss a personnel matter.
  - a. Director Allison and Director Reid left the meeting room, and the Executive Committee entered a non-public session at approximately 10:15am and re-entered into a public session at 11:30am.
4. The Executive Committee, on motion of Trustee Smith and seconded by Trustee Calhoun, voted unanimously by role call to seal the non-public session minutes, as divulgence of the information presented would adversely affect the reputation of any person other than a



member of the public body, under RSA 91-A:3, III, until such time the aforesaid circumstances no longer apply.

No further business was brought forward, meeting adjourned at 11:31am.

Respectfully submitted,

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