



Board of Trustees Executive Committee

March 27, 2025 | 10:00am - 12:00pm

NHTI - Concord's Community College, Grappone Hall 301 | Zoom

Attendees: Chair Kathy Bogle Shields, Vice-Chair Edwin O. Smith (Zoom), Chancellor Mark Rubinstein, Trustee Richard Ackerman (Zoom), Trustee Gregory Eastman (Zoom), Trustee Tricia Lucas, Trustee Alison Stebbins (Zoom), Trustee Donnalee Lozeau (arrived at 10:30am), Trustee Sharon Harris

Meeting Minutes:

Chair Shields opened the meeting at 10:06am with an overview of the meeting. Attendance for the meeting was taken by roll call.

Approval Items:

1. Trustee Lucas motioned to approve the 8/22/2024 Executive Committee meeting minutes as presented, Trustee Stebbins seconded the motion. Motion carried unanimously via roll call.

Update Items:

1. Updates from Committee Chairs
 - a. Student Success: Didn't have quorum for the last meeting, no update
 - b. Assets and Resources: No Update
 - c. Finance: No Update
 - d. Audit and Risk: Director Bishop notes that he is still working on insurance follow ups still. It was also noted that fake applications have also been a continuing issue. They are looking into getting software to help minimize the amount of fraud slipping through.
 - e. Governance: No update

Discussion Items:

1. NCHEMS (*National Center for Higher Education Management Systems*) Report
 - a. Chancellor Rubinstein went over the recommendations from the report with the Executive Committee and outlined the current process for getting feedback from the campuses and System Office.
 - b. The Chancellor discussed his belief in the need to create a system wide academic governance structure that gave faculty a substantive voice, as is required by the accreditation, in order to resolve cross-campus issues involving curriculum. He offered examples including the Course Access Project and ONE-NHCC where the absence of such a structure has caused difficulty in resolving issues. He also expressed a belief that this structure would be important for making progress on collaborative efforts, regardless of the specific outcome of the Board's deliberations on the various recommendations within the NCHEMS report.
2. Board of Trustees Retreat
 - a. Chair Shields and Chancellor Rubinstein led a discussion about retreat planning. One of the things identified was the need to have a clear direction and to identify policies that would need to be updated in order to prevent barriers to progress in

implementation. There also needs to be a timeline created for deliverables and tie those deliverables to a Board Committee to help with accountability.

- b. The Trustees would like the Presidents to present their thoughts and ideas deliverables and direction during the 1st day of the retreat. When asked the Presidents felt this was something they could accomplish and were willing to do.

Trustee Lozeau motioned to enter a non-public session according to the provisions in RSA 91-A:3, II(a), in order to discuss a personnel matter, Trustee Lucas. Motion carried unanimously via roll call.

Entered Non-Public Session at 10:57am

1 vote was taken

Exited Non-Public Session at 11:04am

Trustee Lozeau motioned to seal the non-public meeting minutes for 1-year from today, Trustee Harris seconded the motion. Motion carried unanimously via roll call.

3. Follow-up Regarding Previous Legal Discussion

- a. Chancellor Rubinstein wanted to clear up any ambiguity from the legal consultation based on the executive orders coming from the White House. He noted that they are sustaining their values while navigating the compliance responsibilities associated with the executive orders. Review of websites is being conducted to identify appropriate adaptations to move forward. They are working closely with legal counsel during this time.

With no further business, the meeting was adjourned at 11:22pm.

Respectfully submitted,

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