



Board of Trustees Assets and Resources Committee
NHTI – Concord’s Community College, Grappone Hall 106

Attendees: Committee Chair Trustee Gregory C. Eastman, Trustee Richard Ackerman, Trustee Chris Dodge, Trustee Geoffrey Kennedy, Trustee Matt Mayberry, LRCC President Patrick Cate, and Chief Information Officer Barbara Spada

Meeting Minutes:

Committee Chair Eastman called the meeting to order at 10:25am.

Approval Items:

1. Trustee Dodge motioned to approve the 3/12/2026 committee meeting minutes as presented. Trustee Ackerman seconded the motion. Motion carried unanimously
2. Trustee Mayberry motioned to recommend the Board of Trustees approve the policy changes to Board of Trustees policy 500 as presented by Director Thibodeau Carter. Trustee Tappin seconded the motion. Motion carried unanimously.
 - a. There was a brief discussion about the rationale for the requested changes. These changes were made to update language, align with current practices, and ensure compliance.

Discussion Items:

1. Real Estate Foundation
 - a. The committee briefly discussed the Real Estate Foundation. Chancellor Rubinstein noted that CCSNH is exploring this opportunity in conjunction with the University System of New Hampshire.
2. Business System Transformation
 - a. The committee discussed the CASP (*College Alignment and Support Project*) group’s role in aligning procedures across the system and preparing for a phased migration to the cloud. Ellucian remains the preferred platform if it can meet CCSNH’s needs, with potential advantages including reduced duplicate costs, less intensive training, and access to expanded features.
 - b. The CASP group is engaged in the work, but the migration is expected to take several years. Members also noted that if Ellucian does not move quickly enough, additional support may be needed, and funding for the project will require consultation with the Assets and Resources and Finance Committees.
 - c. Trustee Mayberry asked whether the Assets and Resources Committee could help remove barriers. At this point, no barriers were identified; however, funding approval will be required once the project is ready to move forward.
3. Human Resources Updates
 - a. Benefits broker RFP
 - i. The benefits broker contract was put out to bid for the first time in 14 years, following several buyouts, and seven bids were received. CCSNH is expecting an estimated 15% increase in healthcare costs.

CCSNH currently absorbs 94% of employee premium costs, as negotiated through the collective bargaining agreement, and pays the first half of employee deductibles.

- ii. Chancellor Rubinstein noted that while the premium contribution percentage cannot be changed under the CBA, plan design may be adjusted carefully, with attention to employee impact.
- iii. Healthcare costs currently represent nearly 10% of the operating budget and were noted as unsustainable over the long term. Trustee Mayberry expressed concern that the current cost of approximately \$26,513 per employee is not sustainable and shared that his company provides employees with a stipend to purchase insurance through the exchange. Chancellor Rubinstein noted that the health benefit has been longstanding and that employees have previously forgone raises to maintain it.

b. Leadership Academy for Student Success

- i. The Leadership Academy for Student Success is a year-long professional development program designed for mid-level faculty and focused on implementing evidence-based strategies to improve student success.
- ii. CCSNH will partner with the Maine Community College System and share program costs. The content will be tailored to each state and taught by local state leaders. The program is expected to launch in fall 2027. Presidents have generally agreed to participate, with approximately 20 faculty members expected from New Hampshire.
- iii. CCSNH and Maine presidents will meet to discuss the program model and implementation process. A small committee will be formed to coordinate planning and support long-term sustainability.
- iv. CCSNH is also exploring opportunities for two to three staff members to participate in NLL with UNH.

c. Workforce Vacancies

- i. Employment and Compensation Management - a candidate has been selected and will begin on 7/13/2026.
- ii. Director of Sponsored Programs (manages all CCSNH grants) - Controller Harrington is reviewing applicants and working toward filling the position.
- iii. General Counsel - the position is currently posted, and applications are under review.

d. Labor Relations

- i. All three of the CCSNH Collective Bargaining Agreements will be expiring next year. Director Graham has been actively engaging with the Union representatives to build relationships.

4. Assets and Resources survey

- a. The committee developed a survey for Trustees, including ex officio Presidents, to identify areas of focus for the upcoming fiscal year. Ten responses have been received to date.

5. Facilities Update



- a. Director Thibodeau Carter provided an update on ongoing campus projects and reminded the committee that most projects are funded through more than capital funding alone. She also provided a brief update on deferred maintenance and explained that some project delays caused funding to overlap fiscal years.
- b. President Cate thanked Director Thibodeau Carter for her hard work and the speed with which she is able to complete projects.
- c. Trustee Stebbins thanked Director Thibodeau Carter for her discipline and focus. She also suggested revisiting the phrase "deferred maintenance" to ensure the language reflects CCSNH's intent to reserve funding for larger, longer-lived items.

With no further business the meeting was adjourned at 11:18am

Respectfully submitted,

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

