

INSTITUTE ADVISORY BOARD MEETING MINUTES

NHTI, Concord's Community College
31 College Drive
Concord, NH 03301

Meeting Date: March 4, 2015

Location: NHTI, Little Hall, Capital Commons Conference Room

I. Meeting Purpose: Regular scheduled meeting

II. Present:

Hal Koch, Chair	Susan B. Dunton, President
Diane Allen	Alan Blake, Director of Communications
Heather Brown	Steve Caccia, VP Student Affairs
Joe Fitzgerald	Melanie Kirby, Chief Financial Officer
Bill Jones	Pam Langley, VP Academic Affairs
Simon Keeling	Lee Ann Lewis, Director of Institutional & Alumni Dev.
Ken Lurvey	Chuck Lloyd, Associate VP Student Affairs

Regrets:

Jack Dearborn, Chris Emond, Dave Luneau, Jim Pratt, Jim Snodgrass

III. Agenda

A. Old Business:

- Welcome
- Minutes for February 4, 2015
- 50th Anniversary Committee Report
 - Business After Hours March 10th
 - Concord 250th time capsule opening June 7th (tentative)

B. New Business

- New Board Member Candidates
 - Tim Sink, President of Greater Concord Chamber of Commerce
 - Chris Rath, Superintendent Concord Public Schools
- Bonnie Newman Scholarship Fundraising
- Enrollment and Retention Strategies - Susan Dunton
- Next meeting: Wednesday, April 1, 2015

A. Old Business:

1. Welcome

Hal Koch welcomed everyone.

2. Approval of Minutes

The minutes of the February 4, 2015 meeting were approved.

3. 50th Anniversary Committee Report

Alan updated the Advisory Board about two upcoming events related to NHTI's 50th Anniversary. The Chamber Business After Hours will be held at NHTI, co-hosted by the Rotary Club of Concord, on March 10th. Also, NHTI is the potential location of the opening of City's time capsule on June 7th, part of the City's 250th Anniversary celebrations. The City of Concord is also creating a new time capsule and has asked NHTI to submit items. The Student Senate will coordinate items ideas / items for consideration to include in the new capsule on behalf of NHTI. Lee Ann reported that fundraising for the 50th Anniversary stands at roughly \$23,000, with a goal of raising \$50,000 for the October 3rd event.

B. New Business:

1. New Board Member Candidates

Tim Sink is the President of the Greater Concord Chamber of Commerce. After a short discussion, Ken Lurvey made a motion to approve Tim Sink for the Board, seconded by Joe Fitzgerald. The motion passed unanimously. The nomination must be approved by the CCSNH Board of Trustees.

Steve Caccia reported that Jim Snodgrass had approached Chris Rath, current Superintendent of the Concord School District, about joining the Advisory Board. She expressed interest and is retiring at the end of this school year. Steve Caccia and Jim Snodgrass will follow up with Ms. Rath to further gage interest.

2. Bonnie Newman Scholarship Fundraising

President Susan B. Dunton introduced the topic of the Bonnie Newman Scholarship, which was established in 2013 by the Honorable Judd and Kathy Gregg and the Honorable John and Dr. Susan Lynch in honor of Ms. Newman's commitment to leadership, education and public service. Ms. Newman served as the Interim Chancellor for the Community College System of New Hampshire. Seven students from across NH were awarded the first Bonnie Newman Scholarships last fall. The Bonnie Newman Scholarship is a one-year full tuition scholarship for one student at each of the seven Community Colleges.

Chancellor Ross Gittell has asked the College Presidents to raise the \$6,000 Bonnie Newman Scholarship annually. President Dunton presented as a fundraising opportunity for the Advisory Board.

Hal Koch asked for clarification about how scholarships are administered at CCSNH and specifically at NHTI. Lee Ann Lewis will prepare a summary report for the April meeting.

Board member Heather Brown agreed to approach Northeast Delta Dental President/CEO Tom Raffio to gauge his interest in supporting the scholarship.

3. Enrollment and Retention Strategies

President Dunton provided a summary of the College's enrollment trends from 2011 – 2014, which compared head counts and credits sold by academic categories including Allied Health, Business, Early Childhood Education, General Studies / Liberal Arts, Information Technology, Other (AC, CJ, HS, PS, LD), Technical, Undeclared and Running / E-Start. While there has been an overall decrease in credits sold of about 3%, head count has remained steady. The decrease in credits sold has been spread out among academic programs, with a few programs showing growth, such as IT and Allied Health.

President Dunton identified opportunities to increase enrollment:

- grow the 8-week format, a desirable pathway for working students;
- market the 3+1 nursing program to NHTI's nursing alumni;
- grow IT programs and new certificates related to the TAACCCT IV grant;
- develop an aggressive early alert advising program to formalize admissions / retention strategies and remove barriers to matriculation; and
- investigate viability of growing Allied Health with clinical programs.

4. Next meeting: Wednesday, April 1, 2015

IV. Adjourn:

The meeting adjourned at 7:05 pm.

/lal