

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, January 6, 2016

Location: NHTI, Little Hall, Capital Commons Conference Room

I. Meeting Purpose: Regular scheduled meeting

II. Present:

Hal Koch, Chair	Susan B. Dunton, President
Heather Brown	Alan Blake, Director of Communications
Chris Emond	Steve Caccia, VP Student Affairs
Bill Jones	Melanie Kirby, Chief Financial Officer
Jim Pratt	Pam Langley, VP Academic Affairs
Tim Sink	Lee Ann Lewis, Dir. of Institutional & Alumni Dev.
Jim Snodgrass	
Anna-Marie Sparks	
Chris Rath	
Simon Keeling	

Regrets:

Jack Dearborn, Joe Fitzgerald, Dave Luneau, Ken Lurvey

III. Agenda

A. Old Business:

- Welcome
- Review Minutes of December 2, 2015
- Enrollment update
- Budget update
- Winter Fling 2016
- Final Thoughts: is NHTI "Concord's Best Kept Secret?"

B. New Business

- Role of the NHTI Advisory Board
 - Best areas to focus expertise and guidance
 - Freedom to be constructive—and disruptive!
 - Frequency and best times to meet
- Annual Legislative Breakfast, Friday, Jan. 8, 2016, 8-9:30 a.m.
- Next meeting: March 2, 2016

A. Old Business:

1. Welcome

Chair Hal Koch welcomed everyone.

2. Approval of Minutes

The minutes for the December 2, 2015 meeting were approved.

3. Enrollment Update – Steve Caccia, VP for Student Affairs

Steve reported that enrollment for the spring 2016 is down roughly 4.5% over this same time last year. He noted that the downtrend in community college enrollment is occurring nationally. NHTI welcomed 95 new students and their families at today's spring orientation day. NHTI also

hosted an open house this evening. The department head for General Studies at NHTI noted that many more students are taking 1 or 2 classes at a time – not a full-time course load.

4. Budget Update – Melanie Kirby, CFO

Melanie presented a projected FY 2016 budget with an estimated net surplus of \$104,794. She noted that this number will likely change based on the final spring enrollment. Melanie said she should be able to more accurately report on the projected FY budget in February when the add/drop period has passed.

5. Winter Fling 2016 – Lee Ann Lewis, Alumni Development Director

The 6th annual Winter Fling will be held on Saturday, January 30, 2016. Lee Ann reported the event has sold out again. Corporate sponsorships for the event are down this year, currently at \$24,500. It was noted that the 50th Anniversary fundraising campaign likely had an impact on WF fundraising.

B. New Business:

1. Role of the NHTI Advisory Board – Board Chair Hal Koch initiated a conversation about the role of the advisory board and its meeting schedule. He noted that the Board has recently acquired several new members and it seemed appropriate to discuss how the current makeup of the Board could best serve the College.

Tim Sink noted that it was important for the Advisory Board to be practical in terms of what it recommends to staff, suggesting that well-intentioned “pie-in-the-sky thinking” can sometimes exceed staff’s capacity and resources. Chris Rath added that keeping expectations in line with staff resources and the College’s mission/goals was important.

Jim Snodgrass added that he felt the College administration should let the Board know in what areas it was in greatest need of help in order to direct the Board’s participate. Alan Blake observed that the most productive Advisory Board participation occurred when the College was able to identify specific tasks with which it needed help, recent examples including legislative support, letters to the editor on current issues, fundraising, and serving on the Winter Fling and 50th Anniversary committees.

The Board agreed that meeting every 2 months, and as necessary as determined by the College President, should suffice. Hal suggested discreet tasks could be completed by subcommittees and reported back to the full board. President Dunton suggested that topics that had come up during the meeting, i.e., corporate sponsorships and fundraising, would be an area that the College is in need and committee work might be appropriate. Thus, a subcommittee was formed comprised of Hal, Tim Sink and Chris Emond, with staff members Alan Blake, Lee Ann Lewis and President Dunton.

2. Annual Legislative Breakfast – President Dunton reminded everyone that the annual event is Friday, Jan. 8, 2016, 8-9:30 a.m. and to please RSVP. On the agenda are Hal Koch, President Dunton and CCSNH Chancellor Dr. Ross Gittell, to discuss the College’s future plans.

3. Next meeting: Wednesday, March 2, 2016 – 5:15 pm

IV. Adjourn:

The meeting adjourned at 7:15 pm.

lal/akb