

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, October 4, 2017

Location: NHTI, Grappone Hall, Trulson Conference Room

I. **Meeting Purpose:** Regular scheduled meeting

II. **Present:**

Dave Luneau, Chair

Hal Koch

Anna-Marie Sparks

Simon Keeling

Jim Snodgrass

Dave Luneau

Tim Sink

Christa Keddie

Alan Blake, Director of Communications

Steve Caccia, VP Student Affairs

Melanie Kirby, Chief Financial Officer

Fiona McDonnell, VP Academic Affairs

Lee Ann Lewis, Director of Alumni Development

Denis Normandin, Associate VP, Academic Affairs

Amy Proctor, Assistant to the President

Karen Welch, NHTI Alumna/Potential Advisory Board Member

Shannon Reid, CCSNH Marketing Director/Legislative Liaison

Regrets:

Chris Rath, Bill Jones, Jack Dearborn, Ken Lurvey, Jim Pratt

III. **Agenda**

A. **Old Business:**

- Welcome, Introductions, Return of Alex Herzog
- Enrollment & Budget Update – Susan Dunton, Steve Caccia, Alex Herzog
- Review of Minutes of September 6, 2017
- Nomination of Karen Welch to Advisory Board

B. **New Business**

- Status of Legislative Performance Audit – Shannon Reid
- De-Brief of Response on September 14, 2017 to incident
- Vote on Karen Welch

C. **Other**

- Next Meeting: November 1, 2017

A. **Old Business:**

1. **Welcome, Introductions and Membership**

Chair Dave Luneau welcomed everyone and introduced Alex Herzog, Interim Associate VP for Student Affairs, who had returned to campus after being involved in a car accident. Karen Welch, a NHTI alumna, was introduced as a potential new Advisory Board Member.

2. **Report on Enrollment & Budget Update**

Susan Dunton suggested that a thorough budget report, including a discussion on cash reserves, be presented to the Advisory Board at the November meeting and that the CCSNH Board of Trustees Finance Committee would be meeting next week and that would help inform the report and provide more clarification.

Alex Herzog and Steve Caccia reported on all the activity happening with the Admissions team in recruiting new students. Steve also reported that NHTI is nearing the beginning of the eight-week sessions, and that this is the time in the semester when NHTI's Early Alert system begins. Students who may be struggling whether academically or personally are contacted by someone on the Early Alert team to inquire about issues and to encourage and provide resources so that the student gets back on track and stays on track.

Karen Welch was unanimously voted in as an Advisory Board Member.

3. Approval of Minutes

The minutes of the September 6, 2017 meeting were approved as written.

B. New Business

1. Legislative Performance Audit – Major Findings

Shannon Reid provided some history around how the audit came about and gave the group an overview of both their audit process and finding. The audit was focused on business processes and provided recommendations on putting policies and procedures in place to mitigate inefficiencies. Shannon reported that the System Office has been very proactive in putting recommended measures in place. She provided a matrix for all so they could see the progress happening in each area and who the point person(s) are. Shannon reiterated that many issues were already being addressed, while progress on others will be reviewed and monitored by a new task force, chaired by a member of the CCSNH Board of Trustees. She asked the members to be mindful of their conversations out in the community and to provide context when necessary and offered to answer any questions at any time.

IV. Other

A short discussion on the potential of exploring a baccalaureate degree in Radiology followed. Susan Dunton stressed the importance of following institutional and System protocol for this exploration.

Lee Ann Lewis announced that Winter Fling 2018 planning is well underway and that NHTI is hosting the annual Winter Fling Kickoff luncheon tomorrow. She reminded all that it is their 8th year and that tickets sell out very quickly.

Adjourn: The meeting adjourned at 7:00 pm

/ap