

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, October 7, 2015

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
Jack Dearborn	Steve Caccia, VP Student Affairs
Jim Pratt	Melanie Kirby, Chief Financial Officer
Tim Sink	Pam Langley, VP Academic Affairs
Jim Snodgrass	Lee Ann Lewis, Director of Institutional & Alumni Dev.
Anna-Marie Sparks	Rebecca Dean, Director Academic Center for Excellence

Regrets:

Chris Emond, Joe Fitzgerald, Bill Jones, Simon Keeling, Dave Luneau, Ken Lurvey, Chris Rath

III. Agenda

A. Old Business:

- Welcome
- Minutes for September 2, 2015
- President's Inauguration
- 50th Anniversary Event

B. New Business

- Enrollment and Retention Initiatives – Steve Caccia
- Budget update / Tuition Freeze – Susan Dunton
- Next meeting: November 4, 2015

A. Old Business:

1. Welcome

Susan Dunton welcomed everyone.

2. Approval of Minutes

The minutes of the September 2, 2015 meeting were approved.

3. Inauguration for President Susan B. Dunton – Alan Blake

Alan Blake reported that the level of community participation for Susan Dunton's Inauguration ceremony in September was excellent. He noted the Presidential Medallion presented to Susan was designed and approved by faculty and staff. It includes the names of all 5 NHTI Presidents. The Medallion is the property of the College, and will be presented to the 6th College president when the day arrives. For those folks who were not able to attend, you can view the 30-minute ceremony on YouTube. Tim Sink noted that all the speakers were succinct and well-spoken and that the audience attendance was wonderful to see.

4. 50th Anniversary - Alan Blake

Alan Blake noted that two committees were formed to help commemorate NHTI's 50th Anniversary. The first, an Editorial Committee working on the 50th Anniversary book and video, met for the first time in May 2014. The 50th Anniversary Planning Committee (focused on the

day's events and the Anniversary Gala) began meeting in September of 2014. It was with this level of planning and volunteer commitment / hard work that the book and all the 50th events were extremely successful. Hal Koch said it was amazing to see the reactions of College alumni from the 1960's – their astonishment at how the campus / college has grown and flourished. Many professors spent a few hours in their classroom and labs talking to alumni and community members about their programs. There has been excellent feedback about the 50th Anniversary video that was shown prior to the Gala, and the Anniversary book. Overall, the 50th Anniversary was a great success, with help from many people.

Board Members reviewed the estimated final budget for the 50th Anniversary. Successful fundraising and substantial in-kind services for the printing and binding the 50th Anniversary book helped NHTI realize a \$10,000 net profit for the event.

B. New Business:

1. Enrollment and Retention Initiatives – Steve Caccia

Steve Caccia noted that enrollment is down slightly this year over the same time last year, although the 8-week online courses are running ahead of last year. Steve said that the NHTI Admissions Office visits every High School in the state, as well as visiting High Schools in Massachusetts, Vermont and Maine. Admissions counselors are constantly calling prospective students. This year, NHTI returned to Concord's Market Days (a 3-day community fair on Main Street), which attracted 100 potential students with 18 applications received.

Rebecca Dean, the director of NHTI's Academic Center for Excellence (formerly The Learning Center) presented the Enrollment and Retention Strategic Plan. It plan stresses NHTI's commitment to students, the institution and the community. It outlines the Enrollment and Retention mission statement, philosophies, success indicators (both quantitative and qualitative), and specific strategies. Rebecca spoke about some of these strategies including the new Early Alert System, the Summer Lynx College Math Summer Bridge program (a 4-week development course offered for the first time this past summer), curriculum mapping and guided pathways as related to career goals.

She noted that the Enrollment and Retention Team Members are all full-time Faculty members to maintain confidentiality for students. The Enrollment and Retention Strategic Plan and its work by team members are directly related to the CCSNH 65 by 25 Initiative (to ensure that 65 percent of adults 25 and older in New Hampshire will have some form of post-secondary education, from certificates to advanced degrees, by 2025).

2. Budget Update / Tuition Freeze – Susan Dunton

With the passing of New Hampshire's state budget, CCSNH will receive \$42.4 million in 2016 and \$43.8 million in 2017 from the General Fund. With this allocation, CCSNH Board of Trustees announced a tuition freeze for FY 2016 and most likely for FY 2017 as well.

3. Next meeting: Wednesday, November 4, 2015 – 5:15 pm

IV. Adjourn:

The meeting adjourned at 7:05 pm.

/lal