

## **INSTITUTE ADVISORY BOARD MEETING MINUTES**

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

**Meeting Date:** Wednesday, December 7, 2016

**Location:** NHTI, Little Hall, Capital Commons Conference Room

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

**II. Present:**

Hal Koch, Chair	Susan B. Dunton, President
Jack Dearborn	Alan Blake, Director of Communications
Chris Emond	Steve Caccia, VP Student Affairs
Chris Rath	Melanie Kirby, Chief Financial Officer
Jim Snodgrass	Pam Langley, VP Academic Affairs
	Lee Ann Lewis, Dir. of Institutional & Alumni Dev.
	Chuck Lloyd, AVP Student Affairs

**Regrets:**

Heather Brown, Bill Jones, Simon Keeling, Dave Luneau, Ken Lurvey, Jim Pratt, Tim Sink, and Anna-Marie Sparks

**III. Agenda**

**A. Old Business:**

- Welcome
- Review Minutes of October 5, 2016
- Report on Subcommittee on Fundraising
- Winter Fling 2017 Update

**B. New Business**

- Legislative Breakfast
- NEASC Report
- Budget
- Next meeting: February 8, 2017

**A. Old Business:**

**1. Welcome**

Chair Hal Koch welcomed everyone. He noted that meeting at breakfast time is new for the Advisory Board.

**2. Approval of Minutes**

The minutes for the October 5, 2016 meeting were approved.

**3. Report on Subcommittee on Fundraising – Alan Blake**

Alan reported that the October 13<sup>th</sup> estate planning educational seminar with Tina Annis was well attended. The fundraising subcommittee sent a follow-up survey to attendees to the event, as well as people who were invited but unable to attend. The response to the survey was also excellent. Alumni and friends of the College want to keep in touch, and appreciate that we offer educational sessions free of charge.

Susan Dunton noted that many of the student clubs and organizations at NHTI are fundraising throughout the academic year for various purposes such as attending student leadership

conferences, and funding the Alternative Spring Break service trip in March. We will provide a list of club / organization fundraising opportunities at the next Board meeting.

**4. Winter Fling 2017 Update – Lee Ann Lewis**

Winter Fling will be held on Saturday, January 28, 2017. We have 11 couples competing in “Dancing with the Concord Stars.” The sponsorship total for WF 2017 is \$28,500 and tickets for Winter Fling sold-out again (7<sup>th</sup> year in a row). For the Concord-by-the-Bite reception prior to the dance competition, we have 13 participating restaurants and specialty shops.

**B. New Business:**

**1. Legislative Breakfast – Susan Dunton**

Susan Dunton noted the annual Legislative Breakfast will be held on Friday, January 6, 2017. She explained our need to be strategic when providing information to the Merrimack County delegation. Steve Caccia noted that Chancellor Ross Gittell attends the legislative meetings for all 7 colleges in CCSNH, and that he must be strategic in trying to obtain statewide support for CCSNH. Chris Rath suggested that NHTI provide elected officials with facts so that they can then advocate on behalf of the College. It was noted that the trend in demographics will continue to negatively impact enrollment at NHTI, but that this is a national trend and not unique to New Hampshire. Jim Snodgrass suggested we highlight graduates including information about where they are working, do they stay in state, etc.

**2. NEASC Report – Susan Dunton**

Susan Dunton referenced the October 11, 2016 letter and report from NEASC which indicated continued accreditation for NHTI. The report recommends that NHTI give emphasis to 1) implementing a comprehensive process for the assessment of student learning outcomes and using the results for improvement; and 2) improving the success rates of its students as measured by traditional retention and graduation rates and other institutional measures of success.

Susan recognized Pam Langley for her outstanding work on the NEASC accreditation process, noting that it was more than a 2-year process for Pam and colleagues.

**3. Budget – Melanie Kirby**

Melanie noted that NHTI expects to end FY 2017 with a surplus of \$48,488.83. This is good news given that the fall enrollment declined by roughly 1.7%. As part of the NEASC findings, Melanie explained how she is now providing department heads with automated monthly budget reports to be more transparent with the budgeting process for the College.

**4. Sustainable Agriculture – Pam Langley**

Pam asked the Advisory Board to sign a letter of support for a new associate degree program in Sustainable Agriculture headed by the Natural Sciences Department at NHTI. She referenced a memo written on September 19<sup>th</sup> and outlined the 2-year course of study for the program.

**5. Next meeting: Wednesday, February 8, 2017**

**IV. Adjourn:**

The meeting adjourned at 9:10 am

/lal