

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, February 8, 2017

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
Anna-Marie Sparks	Steve Caccia, VP Student Affairs
Chris Rath	Melanie Kirby, Chief Financial Officer
Jim Snodgrass	Pam Langley, VP Academic Affairs
Dave Luneau	Lee Ann Lewis, Dir. of Institutional & Alumni Dev.
Jim Pratt	Amy Proctor, Assistant to the President & PIO

Regrets:

Heather Brown, Bill Jones, Simon Keeling, Ken Lurvey, Tim Sink

III. Agenda

A. Old Business:

- Welcome
- Review Minutes of December 7, 2016
- Enrollment & Budget Update

B. New Business

- Debrief Legislative Breakfast
- 2017 Winter Fling Wrap-Up
- Next Phase for Legacy Society
- Chair of Advisory Board Succession Plan
- Next meeting: February 8, 2017

A. Old Business:

1. Welcome

Chair Hal Koch welcomed everyone.

2. Approval of Minutes

The minutes for the December 7, 2016 meeting were approved.

3. Report on Enrollment & Budget Update– Steve Caccia/Susan Dunton

Steve reported that credits sold is down 4.5% compared to this time last year and that there are 6% less students enrolled compared to this time last year. NHTI has more new students enrolled this year. Steve explained the various efforts underway to increase enrollment including the Early College pilot program with Merrimack Valley High School and the Running Start program at local high schools. Guided Pathways and Proactive Advising Team is working hard at early alerts and retention of students with the goal of finishing a certificate program or associates degree. It was noted that the employment rate is very low and that affects enrollment numbers. Most, if not all, students work in addition to taking classes. Pam Langley

noted that enrollment is driven by geography more than any other factor. The convenience of NHTI location is a major factor in a student's decision to enroll.

B. New Business:

1. Legislative Breakfast – Susan Dunton/Hal Koch

Susan Dunton reported the annual Legislative Breakfast was held on Friday, January 6, 2017 and asked Hal to speak about his conversations with legislators. Hal stated that once again the legislators that attended were already holding a high regard for NHTI. Hal also spoke about his desire to see NHTI offer bachelor's degrees.

2. Winter Fling 2017 Wrap-Up – Lee Ann Lewis

Winter Fling was held on Saturday, January 28, 2017 raising the second highest net (approximately \$51,739) for the President's Fund for Excellence. This was the seventh year for this event bringing the total raised for all years to a little over \$307,000. Lee Ann reported she had received positive feedback from attendees with regard to food from participating restaurants, the Master of Ceremonies and the dancers noting it was especially effective having entertainment during the Judges' Panel decision meeting which was provided by the NHTI Dance Divas and dancers from Vibes of Style NH. Lee Ann already has a list of potential dancers for next year.

3. Next Phase for Legacy Society – Hal Koch

On behalf of the fundraising sub-committee (Hal Koch, Chris Emond, Tim Sink, Susan Dunton, Alan Blake, Lee Ann Lewis), Hal reported the successful launch of the Legacy Society last fall. Friends of the College can join the Legacy Society simply by informing us of their intention to include NHTI in their estate plans. The Committee finalized a brochure and enrollment form, and team members began visiting key NHTI constituents including Lynn Kilchenstein, Bill Simonton, Chuck Annal, Nadine Strout and Carolyn Andrews. Carolyn Andrews, former longtime nursing faculty member, signed on as the first member of the Legacy Society. Lee Ann will schedule the next fundraising sub-committee meeting. The Committee's goal is to visit as many former faculty / staff and alumni / donors as possible to sign people up for the Legacy Society in its inaugural year.

4. Chair of Advisory Board Succession Plan – Hal Koch

Hal announced the next Chair for the Advisory Board will be Dave Luneau.

IV. Other

1. Pam Langley announced that she will be retiring at the end of July 2017.
2. Susan announced the Sustainable Agriculture program had just been approved by the Board.
3. **Next meeting: Wednesday, April 5, 2017, breakfast at 7:30 am**

Adjourn:

The meeting adjourned at 6:50 pm

/ap