

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, March 2, 2016

Location: NHTI, Little Hall, Capital Commons Conference Room

I. Meeting Purpose: Regular scheduled meeting

II. Present:

Hal Koch, Chair
Simon Keeling
Chris Rath
Jim Snodgrass

Susan B. Dunton, President
Alan Blake, Director of Communications
Steve Caccia, VP Student Affairs
Melanie Kirby, Chief Financial Officer
Pam Langley, VP Academic Affairs
Lee Ann Lewis, Dir. of Institutional & Alumni Dev.
Chuck Lloyd, AVP Student Affairs

Regrets:

Heather Brown, Jack Dearborn, Chris Emond, Joe Fitzgerald, Bill Jones, Ken Lurvey, Jim Pratt, Tim Sink, Anna-Marie Sparks

III. Agenda

A. Old Business:

- Welcome
- Review Minutes of January 6, 2016
- Enrollment update
- Budget update
- Role of the NHTI Advisory Board

B. New Business

- NEASC CIHE Accreditation Team Visit, April 3 – 6
 - Welcome Dinner April 3, 2016 at 5:00 pm
 - Exit Presentation, April 6, 2016 at 12:00 noon
- Winter Fling 2016 / Dancing with the Concord Stars debrief
- Next meeting: May 4, 2016

A. Old Business:

1. Welcome

Chair Hal Koch welcomed everyone.

2. Approval of Minutes

The minutes for the January 6, 2016 meeting were approved.

3. Enrollment Update – Chuck Lloyd, Associate Vice President Student Affairs

Chuck Lloyd reported that overall enrollment last summer was down 3%. The fall 2016 semester saw a 2.6% decrease in enrollment. Chuck stated that final numbers for the spring semester will be ready in a few weeks, once the next round of 8-week classes begins, but he anticipates it will be roughly a 3.5 – 4% decrease. It was noted that the overall decrease in college enrollment is happening across the country; it is not unique to NHTI or New Hampshire.

Chuck reported that the Admissions staff attend every college fair in the state, as well as visiting other New England states to recruit potential students. March 15 is Girls Technology Day; there

are more than 300 girls registered to attend, coming from all over New Hampshire. With secured funding from Dartmouth, we are able to expand the Parent / Student dinner on March 24th to include Merrimack Valley High School (new this year) in addition to Concord High and Kearsarge High School.

In addition to the traditional admissions recruiting, Chuck noted that he and his staff do some unconventional outreach to potential students. For example, Chuck served as a judge for senior projects at Merrimack Valley High School last year. Admissions is partnering with Student Life and the spring comedy show to promote NHTI. This spring, all of the Division I and Division II athletic directors from across the state are meeting at NHTI.

4. Budget Update – Melanie Kirby, CFO

Melanie reported that NHTI's annual operating budget is projected to end the fiscal year with a surplus of roughly \$229,262.00. It was noted that the College is down about 20 faculty positions from two years ago, the result of attrition and workforce reduction.

5. Role of the NHTI Advisory Board – Hal Koch, Chair

The role of the NHTI Advisory Board was well covered at the January meeting. A goal is to have more consistent attendance at the every other month meetings, so as not to miss opportunities for discussion.

B. New Business:

1. NEASC CIHE Accreditation Team Visit, April 3 – 6 – Pam Langley, VP Academic Affairs

The NEASC CIHE Accreditation Team visit is scheduled for April 3 – 6, 2016. The team of 8 includes representatives from other community colleges from across New England. The welcome dinner will be held on Sunday, April 3rd at 5:00 pm in Capital Commons. Pam requested that 8 Advisory Board members attend the welcome dinner. Each board member will be assigned to sit at a specific table. During the visit, the Accreditation Team will meet with representatives from across campus, and they may want to meet with some CCSNH Trustees and the Chancellor. NHTI will hear their findings during an exit presentation on Wednesday, April 6th at noon. This is not a question and answer session. Pam asked that Advisory Board members plan to attend the exit presentation as well. The request for public comments has been posted online and in the newspapers.

In November, Susan Dunton will attend the Commission's meeting in Burlington to learn the final results. The best case scenario would be a 10-year reaccreditation with a 5-year interim report. Pam predicts that NHTI will earn the 10-year reaccreditation, but with an interim report due somewhere between years 1 and 5 due to a weakness around systemic measurement of outcomes.

2. Winter Fling / Dancing with the Concord Stars debrief – Lee Ann Lewis, Alumni Dev. Dir.

Lee Ann reported that the 6th annual Winter Fling held in January was sold out. More than 500 people watched 10 couples compete for "Best Overall" and the "People's Choice Award." While final numbers are still to be determined, Winter Fling net proceeds will be roughly \$47,823 for The President's Fund for Excellence.

For Winter Fling 2017, Lee Ann noted two areas in need of improvement: outreach to new companies to meet the sponsorship goal and outreach to new restaurants and specialty vendors to ensure there is enough food for 500 people at the Concord-by-the-Bite reception.

3. Report of the Sub-committee on Fundraising – Alan Blake, Director of Communications

The fundraising sub-committee includes Hal Koch, Chris Emond, Tim Sink, Susan Dunton, Alan Blake and Lee Ann Lewis. At the first meeting in February, they focused on three areas of interest: an annual fund acquisition mailing to alumni; planned giving outreach to alumni who

graduated in the 60s, 70s and 80s; and a corporate sponsorship program, possibly focused on naming rights to existing programs and buildings on campus. Having just celebrated the College's 50th Anniversary with many alumni and former faculty, there is a lot of opportunity and potential for the College. Chris Emond is reaching out to Tom Cook at Concord Litho to begin exploring the annual fund acquisition mailing at the next meeting on March 16th.

4. Next meeting: Wednesday, May 4, 2016 - 5:15 pm

IV. Adjourn:

The meeting adjourned at 7:00 pm.

/lal