

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, April 5, 2017

Location: NHTI, Little Hall, Capital Commons Conference Room

I. Meeting Purpose: Regular scheduled meeting

II. Present:

Hal Koch, Chair	Susan B. Dunton, President
Bill Jones	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	Amy Proctor, Assistant to the President & PIO
Tim Sink	Denis Normandin, Associate VP, Academic Affairs
Jim Pratt	Tom Towle, Director, IT
	Todd Bedell, Network Engineer
	Chuck Lloyd, Associate VP, Student Affairs

Regrets:

Heather Brown, Simon Keeling, Ken Lurvey, Lee Ann Lewis

III. Agenda

A. Old Business:

- Welcome
- Enrollment & Budget Update
- Review of Minutes of February 8, 2017

B. New Business

- Plans for NHTI allocation of State of NH Capital Budget
- IT 3-Year Plan

C. Other

Curriculum/Program Request for Approval – Associates Degree in Recreation and Wellness
Commencement
Passing of the Gavel

A. Old Business:

1. Welcome

Chair Hal Koch welcomed everyone.

- 2. Report on Enrollment & Budget Update–** Chuck Lloyd provided an update on admissions activities, enrollment and the recent College Access Conference which was funded by Campus Compact and the NH College and University Council.

Susan Dunton reported that VP Council is reviewing every budget on campus at the department level. Susan also reported on the Capital Budget for 2018-2019 including the goal to bring the Visual Arts program back on campus. It is currently located at Smoke Stack but faculty in that program believe their enrollment and retention numbers would be much greater if they were located on campus. She stated a plan to add space onto Grappone Hall to move the Information

Technology program there and renovate Farnum Hall for the Visual Arts program. The System is supportive of this multi-year plan.

Steve Caccia reported that the Capital Budget also includes plans for infrastructure and critical maintenance areas such as roadways and parking areas being improved with paving.

3. Approval of Minutes

The minutes for the February 8, 2017 meeting were approved.

B. New Business:

1. 3-Year IT Plan – Tom Towle/Todd Bedell

Tom and Todd presented the IT 3-Year Plan was developed from the Strategic Plan which involved the community and helped inform a strategic directions document which they used to create a strategic document for technology initiatives and what would be needed for the College to get/maintain the best possible technology for students. The current technology is quite old – some even 6 – 9 years old. The IT Department has been making do but many things are at the end of their life requiring significant investment.

The plan is not realistically doable in any one-year period and must be distributed over 3 years. They are repurposing existing equipment and operate very frugally and practically. They require some redundancies to be available in case of outages and downtime.

Improved wireless coverage is extremely important. IT is basing their decisions on what the students expect to have on campus. Students often use multiple devices at any one time and require a good wireless system.

IT is also working on improving the appearance and simplification of existing computer labs. They are currently quite dated and not streamlined or set up for optimal efficient use. The Power Point slides Tom and Todd utilized illustrated a phased approach to provide understanding of the significant needs and investment dollars required to upgrade the systems, including the behind-the-scenes infrastructure or “back end” systems. Without these systems the College would experience significant disruptions.

Preliminary estimates include a total of \$635,000 over 3 years. The first year estimate is at \$215,000, the second is \$245,000 and the third year is \$175,000. Multiple funding sources will be used including Perkins federal grants and residence hall funds where appropriate.

IV. Other

- 1.** Pam Langley provided information and requested approval on a Recreation and Wellness Associates Degree. There were no objections, several people asked questions and all were in agreement with moving forward on the approval. Pam requested signature by Hal Koch to that effect.
- 2.** Susan announced the Board of Directors had approved Hal Koch for an Honorary Degree at Commencement.
- 3.** Passing of the gavel was deferred to next meeting as Dave Luneau had to leave the meeting early.
- 4. Next meeting: TBD**

Adjourn:

The meeting adjourned at 9 am. /ap