

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, May 4, 2016

Location: NHTI, Little Hall, Capital Commons Conference Room

I. Meeting Purpose: Regular scheduled meeting

II. Present:

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

Regrets:

Heather Brown, Joe Fitzgerald, Jim Pratt, and Tim Sink

III. Agenda

A. Old Business:

- Welcome
- Review Minutes of March 2, 2016
- Enrollment update
- Budget update

B. New Business

- NEASC CIHE Accreditation Team Exit Report
- Report of the Subcommittee on Fundraising
- Commencement, May 20, 2016 at 10:00 am
- Next meeting: October 5, 2016

A. Old Business:

1. Welcome

Chair Hal Koch welcomed everyone.

2. Approval of Minutes

The minutes for the March 2, 2016 meeting were approved.

3. Enrollment Update – Chuck Lloyd

Chuck indicated that enrollment for summer is up 12% over this time last year. He indicated that Admissions staff and academic Department Heads have been working hard to reach out personally to students to get them enrolled for the summer and fall semesters. Online enrollment is up roughly 20%+ over this time last year.

Early indications for the fall enrollment show an increase of 6 – 7% over this time last year. The Admissions office is working diligently to develop personal relationships with the students, faculty and staff of Merrimack Valley High School, Concord High and Kearsarge High School. This year, Admissions ran a “register by this date and get free tickets to the spring Comedy

Show at NHTI” program that resulted in 93 deposits. NHTI was also represented at the annual Concord Young Professionals Network (CYPN) / Stay Work Play event highlighting local non-profit organizations. Susan Dunton commended Chuck Lloyd and his staff for their hard work.

4. Budget Update – Melanie Kirby

For fiscal year 2016 ending on June 30th, Melanie reported an expected surplus of \$291,681, allowing the College to pay back its deficit from two years ago. The summer enrollment increase of 12% translates roughly to \$158,000 in revenue. NHTI has been holding off on some facilities maintenance items this year, resulting in that line item being significantly under budget. We will, however, be working on some maintenance projects this summer including a new electric load for Farnum Hall, and roadwork / paving on campus.

Steve Caccia suggested putting the master plan on the September meeting agenda. There has been a lot of work done so far on a new master plan for the College, looking at everything from the HVAC systems, plumbing, boilers, roofs, roadways, structures, and walls of every building on campus.

B. New Business:

1. NEASC CIHE Accreditation Team Exit Report - Susan Dunton

Susan presented a summary report about the key concerns and commendations from the Accreditation visit in April. There were no surprises regarding the key concerns. It was noted that NHTI students have an average \$19,000 in loan debt which is significantly higher than the national average. This is attributed to our high tuition rates, as compared to other states.

Commendations included active student engagement both academically and socially. Faculty were commended for their clear and strong passion for teaching students and their dedication to student success. Areas to address included academic assessment and budget transparency.

2. Report of the Sub-committee on Fundraising – Chris Emond

Chris Emond reported that Tina Annis of Annis & Zellers law firm joined us at the April meeting of the fundraising subcommittee to discuss establishing a planned giving program at NHTI, with a specific focus on bequests. Ms. Annis spoke about the importance of educating prospective donors about the different ways people can leave money or other assets such as 401(K)s and life insurance policies to NHTI in their wills. Chris spoke about The Heritage Club at the Boys & Girls Club of Central New Hampshire, a society for donors who have indicated they have included the Boys & Girls Club in their wills.

Alan Blake noted that Ms. Annis suggested that NHTI identify a fund that money would go to so that it would be clear to donors where the money is going and how it will be used to benefit the College. Ms. Annis is willing to give an educational talk about bequests to NHTI’s potential donors. We would invite retired faculty and alumni. Next steps are to develop a bequests gift kit for potential donors, coordinate policies with the Community College of NH Foundation and identify a fund for such donations, potentially endowing the President’s Fund for Excellence for this purpose.

The next meeting of the fundraising subcommittee is Tuesday, May 17th at 8:00 am.

3. Commencement, May 20, 2016 at 10:00 am – Steve Caccia

Steve Caccia noted that Commencement will be held on May 20th. The College expects 582 graduates this year, although this number may fluctuate over the next couple of weeks. Steve personally invited NHTI Advisory Board members to attend Commencement. He asked Board members to RSVP if they are attending, so we can be sure to get their regalia in time. NHTI Advisory Board members and CCSNH Board of Trustee members will gather in the Capital Commons Conference Room at 9:30 am to prepare. Susan Dunton indicated that CCSNH

Trustees have been encouraged to mingle and greet the faculty, and she asked that NHTI Advisory Board members do the same.

4. **NHTI Advisory Board Reappointments** – Susan Dunton

Susan Dunton indicated that six current Advisory Board members (Jack Dearborn, James Snodgrass, James Pratt, Simon Keeling, Joseph Fitzgerald and Heather Brown) have term expirations as of July 1, 2016. Susan asked these members to consider continued service to NHTI by accepting another 3-year term.

5. **Next meeting: Wednesday, October 5, 2016**

IV. Adjourn:

The meeting adjourned at 6:35 pm.

/lal