

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, May 6, 2015

Location: NHTI, Little Hall, Capital Commons Conference Room

I. Meeting Purpose: Regular scheduled meeting

II. Present:

Diane Wood Allen	Susan B. Dunton, President
Jack Dearborn	Alan Blake, Director of Communications
Joe Fitzgerald	Steve Caccia, VP Student Affairs
Bill Jones	Melanie Kirby, Chief Financial Officer
Simon Keeling	Pam Langley, VP Academic Affairs
Jim Pratt	Lee Ann Lewis, Director of Institutional & Alumni Dev.
Jim Snodgrass	Chuck Lloyd, Associate VP Student Affairs
Anna-Marie Sparks	

Regrets:

Hal Koch, Chair, Heather Brown, Chris Emond, Dave Luneau, Ken Lurvey, Tim Sink

III. Agenda

A. Old Business:

- Welcome
- Minutes for March 4, 2015 and April 1, 2015
- 50th Anniversary Committee Report – Lee Ann Lewis
- New Board Member Candidates
 - Chris Rath, Superintendent Concord Public Schools
 - Anna-Marie Sparks, Sparks Employment Group

B. New Business

- Commencement 2015 – Steve Caccia
 - Plan for the day
 - Advisory Board members planning to attend / walk
- Recap of Hilary Clinton visit – Susan Dunton
- Thank You Gifts to Retiring Board Members
 - Diane Allen and Mike Tutko
- Recap of Northeast Delta Dental 5K race at NHTI – Chuck Lloyd
- Admissions update – Chuck Lloyd
- Budget Update – Susan Dunton
- Next meeting: Wednesday, September 2, 2015

A. Old Business:

1. Welcome

Susan Dunton welcomed everyone.

2. Approval of Minutes

The minutes of the March 4th and April 1st meetings were approved.

3. 50th Anniversary Committee report

Lee Ann Lewis gave a summary of 50th Anniversary-related activities including honoring “Founding Folks” – faculty, staff, students and advisory board members who were here the day

the College opened in 1965 – at Commencement, and partnering with Concord 250 on August 15th to promote our event on October 3rd. Sponsorships for the 50th Anniversary amount to \$27,850 from 24 companies and individuals to date. NHTI will be hosting a Concord Chats event on Thursday, September 17th in conjunction with Concord 250.

4. New Board Member Candidates

Susan Dunton reported that Christine Rath and Anna-Marie Sparks have both agreed to join the NHTI Advisory Board and that approval from the CCSNH Board of Trustees is forthcoming. It is expected that our newest members – Chris Rath, Anna-Marie Sparks and Tim Sink – will join us for the September 2nd meeting of the Advisory Board.

B. New Business:

1. Commencement 2015

Steve Caccia reported that NHTI expects more than 600 students to graduate in May 2015. He asked which Board members were planning to attend and walk at Commencement and gave details on slight changes to this year's format.

Susan Dunton reported that Marie Mills, who recently retired from CCSNH after nearly 40 years, will be given a Honorary Degree at this year's commencement ceremony.

2. Recap of Hilary Clinton Visit

Susan Dunton said the April visit from Presidential candidate Hilary Clinton was a great success, both in terms of the visit itself and the press coverage following. Board members were given copies of articles that appeared in the *Concord Monitor*, the *Union Leader* and the *New York Times*. It was especially gratifying to see Mrs. Clinton interacting directly with NHTI students.

3. Thank You Gifts for Retiring Board Members

Susan Dunton announced that Diane Wood-Allen is stepping down from her role on the Advisory Board after 9 years. In her role as Chief Nursing Officer for Concord Hospital, Diane has been instrumental in cultivating the ongoing, productive partnership between Concord Hospital and NHTI. Diane spoke briefly about her appreciation for the College and her great enjoyment of her time serving on NHTI's Board.

The Board briefly discussed potential thank you gifts for retiring members including Diane and Mike Tutko, who left the board earlier in the academic year.

4. Recap of Northeast Delta Dental 5K at NHTI

Chuck Lloyd and Alan Blake reported the great success of the Northeast Delta Dental 5K race held on campus in April. Now in its 11th year, there were more than 400 runners and walkers at the race. The Northeast Delta Dental 5K is part of the Capital Area Race Series (C.A.R.S.) and is a fundraiser for the Jen Kemp Memorial Scholarship at NHTI.

5. Admissions Update

Chuck Lloyd reported that admissions were 2.4% up over the same time period last year. He reported on various recruiting activities of the Admissions Department, including that he and Tom Warner had recently judged senior projects at Merrimack Valley High School.

6. Budget Update

Susan Dunton shared a request from Shannon Reid, asking CCSNH College Presidents and Advisory Board members to reach out to elected officials to advocate for funding for the upcoming biennium. Board members reviewed a May 6th email from Shannon, outlining the key talking points. Bill Jones said he would contact Jeb Bradley and Jack Dearborn will reach out to Gerry Little.

President Dunton alerted Board members about expected upcoming workforce reductions at 4 of the 7 CCSNH Colleges (NHTI is not one of them). Diane Allen commended the President and VP Council on their careful and considerate leadership during the past year amid very challenging circumstances.

Alan Blake invited Board members to attend the Inauguration of Susan Dunton, to be held on Thursday, September 10th at NHTI and to RSVP to Terry Lee Covey.

IV. Adjourn:

The meeting adjourned at 6:50 pm.

/lal