

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, September 6, 2017

Location: NHTI, Little Hall, Capital Commons Conference Room

I. **Meeting Purpose:** Regular scheduled meeting

II. **Present:**

Dave Luneau, Chair

Hal Koch

Anna-Marie Sparks

Jack Dearborn

Jim Snodgrass

Dave Luneau

Tim Sink

Jim Pratt

Ken Lurvey

Christa Keddie

Simon Keeling

Alan Blake, Director of Communications

Steve Caccia, VP Student Affairs

Melanie Kirby, Chief Financial Officer

Fiona McDonnell, VP Academic Affairs

Lee Ann Lewis, Director of Alumni Development

Denis Normandin, Associate VP, Academic Affairs

Amy Proctor, Assistant to the President

Regrets:

Susan Dunton, Bill Jones, Chris Rath, Chris Emond, Alex Herzog

III. **Agenda**

A. **Old Business:**

- Welcome, Introductions, Membership Status Updates
- Enrollment & Budget Update
- Review of Minutes of April 5, 2017

B. **New Business**

- Legislative Performance Audit – Major Findings
- 2017-2018 Objectives
 - Capital Budget Plans

C. **Other**

Langley Hall

Convocation, Tuesday, September 12

Calendar of Events

Additional candidate for Advisory Board

A. **Old Business:**

1. **Welcome, Introductions and Membership Status Updates**

Chair Dave Luneau welcomed everyone and introduced NHTI's new VP for Academic Affairs, Fiona McDonnell and new NHTI Advisory Board Member, Christa Keddie who is with NE Delta Dental. Steve Caccia provided an introduction of Alex Herzog, NHTI's Interim AVP for Enrollment, and explained Alex's absence due to a serious automobile accident. Alex is in place while Chuck Lloyd is in the interim position of President at White Mountains Community College. Advisory Board member Chris Rath, is taking a temporary leave of absence to serve as interim Superintendent of SAU16.

2. **Report on Enrollment & Budget Update**

Steve Caccia presented on fall enrollment, which is down about 3.5% over last fall. This is consistent with the 5-year trend at NHTI, as well as trends within CCSNH and community colleges nationwide.

Steve also noted the work of the enrollment and retention teams. NHTI has brought on five new staff members to serve as Success Mentors. Success Mentors will monitor a student's progress, help students set goals and timelines, and assist students in making connections with instructors, advisors and other campus resources as needed.

3. Approval of Minutes

The minutes for the April 5, 2017 meeting were approved pending removal of the date listed as “next meeting.”

B. New Business

1. Legislative Performance Audit – Major Findings

The Office of the Legislative Budget Assistant recently completed a performance audit for CCSNH covering fiscal years 2012 to 2016. It was noted that the performance audit was designed to identify weaknesses and areas of actual or potential risk, not to be a comprehensive review of organizational performance. The focus was on business process. The final report consists of 29 observations and recommendations primarily focused on improving internal processes. Many of these are already being addressed, while progress on others will be reviewed and monitored by a new task force, chaired by a member of the CCSNH Board of Trustees.

2. 2017 – 2018 Capital Budget Objectives

CCSNH received a capital budget of \$3.7 million for the FY 2018 – 2019 biennium. Of that, \$1.4 million is allocated to NHTI for critical maintenance projects such as the Little Hall/Farnum road project, repair of the roof at the Child and Family Development Center at NHTI, and for parking lot maintenance. \$800,000 of our \$2 million for CCSNH has been designated for lab renovations and upgrades at NHTI. Finally, NHTI has \$400,000 out of \$700,000 for safety upgrades including locks/door handles in Sweeney Hall and additional video surveillance.

IV. Other

1. Langley Hall

Alan announced that the renaming of North Hall to Langley Hall was recently approved by the CCSNH Board of Trustees. This transition will likely take until summer of 2018 as there are many printed materials and signs that will need updating. The naming is in recognition of recently retired Vice President for Academic Affairs Pam Langley’s thirty plus years of dedication to and accomplishment at NHTI.

2. Convocation, Tuesday, September 12

The Advisory Board was invited to attend the annual convocation, which will be held next Tuesday, and given an overview of the speaker and campus barbeque and student organization fair to follow.

3. Calendar of Events

A listing of the events booked to date were provided in the Board’s packets. Additional events will continue to be booked and the Wings of Knowledge series was pointed out as something Board members might particularly enjoy attending.

4. Additional Candidate for NHTI Advisory Board

Lee Ann Lewis recommended Karen Welch as a potential Advisory Board member. Karen is a NHTI Business Administration alumna, a member of NHTI’s 50th anniversary planning committee and a former employee of NE Delta Dental. She will provide Karen’s resume to Chair Dave Luneau and arrange for her to meet with Dave and any other Advisory Board member to explore the possibility of her joining the Board.

5. Next meeting

The frequency of meetings was discussed and the Chair stated he prefers monthly meetings. A vote was taken and unanimously approved to be held first Wednesday evenings of each month making the next meeting October 4, 2017.

Adjourn: The meeting adjourned at 7:05 pm

/ap