DRAFT

Meeting Minutes

**College Council**

**May 6, 2022, 9:00 – 10:30 a.m., L114**

**Online option:** [via Zoom](https://ccsnh.zoom.us/j/98137025603)

**Call to Order**: The meeting was called to order by Chair Lindsay at 9:10 a.m.

1. **Roll call**

|  |  |
| --- | --- |
| **In Person Attendees:** | **Virtual Attendees:** |
| Dr. Paula DelBonis-Platt | Mr. Todd Bedell |
| Ms. Trish Dionne | Ms. Christie Cho |
| Dr. Jennifer Eggers  | Prof. Sue Diener |
| Dr. Andrew Fisher | Ms. Sheri Gonthier  |
| Ms. Amber Gavriluk | Prof. Chad Johnson |
| Mrs. Cassandra Hoefs | Prof. Debbie Remillard |
| Dr. Alan Lindsay |  |
| Prof. Cynthia Lucero |  |
| Prof. Melanie Martel |  |
| Prof. Diana Menard |  |
| Mr. Rovanee Nickerson |  |
| Ms. Laura Scott |  |

|  |  |
| --- | --- |
|  |  |

**Absent:** Mr. Rob Bowen, Dr. Rebecca Dean, Ms. Kaitlin Moody, Ms. Abby Sullivan

1. **Approval of April 4, 2022 Minutes**

**Motion:** Chair Lindsay asked for a motion to approve the April 4 minutes. Motion was made by Ms. Scott, seconded by Professor Lucero. Vote taken, motion passed.

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Todd Bedell  | approve | Mrs. Cassandra Hoefs | approve |
| Ms. Christie Cho | approve | Prof. Chad Johnson | approve |
| Dr. DelBonis-Platt | approve | Dr. Alan Lindsay | approve  |
| Prof. Sue Diener  | approve | Prof. Cynthia Lucero  | approve |
| Ms. Trisha Dionne | approve | Prof. Melanie Martel  | approve |
| Dr. Jennifer Eggers  | approve | Prof. Diana Menard | approve |
| Dr. Andrew Fisher | approve | Mr. Rovanee Nickerson  | approve |
| Ms. Amber Gavriluk | approve | Prof. Debbie Remillard  | approve |
| Ms. Sheri Gonthier | approve | Ms. Laura Scott  | approve |

 Motion passed. Approved 18 Opposed 0 Abstain 0

1. **Subcommittee Bylaws review and approval**
	1. **DEIB**

Comments:

* In Agenda Sections C and D Part 1 Notices note the bulletin board in Little Hall is not near Capital Commons.
* It says h*ave to post agenda 24 hours in advance*.
* No. 2 says g*et posted in 5 business days.* There is no State requirement for posting.
* Decisions section says *will be provided to proposer within 5 business days.*
* In the Recording section make sure minutes say *approved or draft.*
* In No. 2 under Amendments take out Community College.
* In No. 7 change the wording to say *renotices,* if changes are substantial in nature.

Also subcommittee meetings do not have to operate within Roberts Rules.

**Discussion:** Posting submittals have to happen on the same time frame. Change the public comment period to match what IRES is doing. Written comments are 24 hours. Posting is being done 24 hours in advance. Also additional amendment minimum and adding language under *renoticing*.

Amendment of comments provided and agenda posted 24 hours in advance and substantial motion to bylaws, 4th amendment about Robert Rules.

**Motion:** Approve changes as they have been proposed with all amendments discussed made by Ms. Gavriluk and seconded by Mr. Nickerson.

Motion passed. Approved 18 Opposed 0 Abstain 0

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Todd Bedell  | approve | Mrs. Cassandra Hoefs | approve |
| Ms. Christie Cho | approve | Prof. Chad Johnson | approve |
| Dr. DelBonis-Platt | approve | Dr. Alan Lindsay | approve  |
| Prof. Sue Diener  | approve | Prof. Cynthia Lucero  | approve |
| Ms. Trisha Dionne | approve | Prof. Melanie Martel  | approve |
| Dr. Jennifer Eggers  | approve | Prof. Diana Menard | approve |
| Dr. Andrew Fisher | approve | Mr. Rovanee Nickerson  | approve |
| Ms. Amber Gavriluk | approve | Prof. Debbie Remillard  | approve |
| Ms. Sheri Gonthier | approve | Ms. Laura Scott  | approve |

**IRES**

The floor was opened to questions.

**Motion:**  Approve the bylaws as presented made by Ms. Gavriluk and seconded by Ms. Dionne.

Motion passed. Approved 18 Opposed 0 Abstain 0

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Todd Bedell  | approve | Mrs. Cassandra Hoefs | approve |
| Ms. Christie Cho | approve | Prof. Chad Johnson | approve |
| Dr. DelBonis-Platt | approve | Dr. Alan Lindsay | approve  |
| Prof. Sue Diener  | approve | Prof. Cynthia Lucero  | approve |
| Ms. Trisha Dionne | approve | Prof. Melanie Martel  | approve |
| Dr. Jennifer Eggers  | approve | Prof. Diana Menard | approve |
| Dr. Andrew Fisher | approve | Mr. Rovanee Nickerson  | approve |
| Ms. Amber Gavriluk | approve | Prof. Debbie Remillard  | approve |
| Ms. Sheri Gonthier | approve | Ms. Laura Scott  | approve |

1. **Proposal review and approval**
	1. **Campus events with fires**

**Discussion:** There is a policy proposal in place for fires on campus in designated areas for designated purposes. There needs to be a process for this. The tone should be an intent to keep people safe. Add this to the function request form and make this a practice and not a policy. It is for compliance and safety.

**Motion:** Decline the proposal as written, rewrite it using a checklist, and resubmit it in the fall made by Ms. Dionne and seconded by Ms. Gavriluk. A vote was taken.

Motion passed. Approved 14 Opposed 3 Abstain 0

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Todd Bedell  | approve | Mrs. Cassandra Hoefs | approve |
| Ms. Christie Cho | approve | Prof. Chad Johnson | approve |
| Dr. DelBonis-Platt | approve | Dr. Alan Lindsay | oppose  |
| Prof. Sue Diener  | approve | Prof. Cynthia Lucero  | approve |
| Ms. Trisha Dionne | approve | Prof. Melanie Martel  | approve |
| Dr. Jennifer Eggers  | oppose | Prof. Diana Menard | approve |
| Dr. Andrew Fisher | approve | Mr. Rovanee Nickerson  |  |
| Ms. Amber Gavriluk | approve | Prof. Debbie Remillard  | approve |
| Ms. Sheri Gonthier | approve | Ms. Laura Scott  | oppose |

* 1. **Parking and traffic policy**

**Discussion:** Rearrange the policy for more clarity. Signage will also be added. The policy needs to be proofread.

**Motion**: Approve with change to *electric vehicles* and a full proof read made by Ms. Scott and seconded by Ms. Gavriluk.

Motion passed. Approved 16 Opposed 0 Abstain 1

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Todd Bedell  | approve | Mrs. Cassandra Hoefs | approve |
| Ms. Christie Cho | approve | Prof. Chad Johnson | approve |
| Dr. DelBonis-Platt | approve | Dr. Alan Lindsay | approve  |
| Prof. Sue Diener  | approve | Prof. Cynthia Lucero  | approve |
| Ms. Trisha Dionne | approve | Prof. Melanie Martel  | approve |
| Dr. Jennifer Eggers  | abstain | Prof. Diana Menard | approve |
| Dr. Andrew Fisher | approve | Mr. Rovanee Nickerson  | approve |
| Ms. Amber Gavriluk | approve | Prof. Debbie Remillard  |  |
| Ms. Sheri Gonthier | approve | Ms. Laura Scott  | approve |

* 1. **Unmanned aerial vehicle policy**

The existing policy was updated although most of the language is from FAA policy.

**Discussion:** The tone is of concern and should not exceed academia. One must be certified with the FAA to fly or have a commercial flyer’s license for business use. Create guidelines for bringing proposals to subcommittee.

**Motion**: Approve with full updates made by Ms. Scott, seconded by Dr. Eggers.

Motion passed. Approved 14 Opposed 1 Abstain 1

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Todd Bedell  |  | Mrs. Cassandra Hoefs | approve |
| Ms. Christie Cho | approve | Prof. Chad Johnson | approve |
| Dr. DelBonis-Platt | approve | Dr. Alan Lindsay | approve  |
| Prof. Sue Diener  | approve | Prof. Cynthia Lucero  | approve |
| Ms. Trisha Dionne | oppose | Prof. Melanie Martel  | abstain |
| Dr. Jennifer Eggers  | approve | Prof. Diana Menard | approve |
| Dr. Andrew Fisher | approve | Mr. Rovanee Nickerson  | approve |
| Ms. Amber Gavriluk | approve | Prof. Debbie Remillard  |  |
| Ms. Sheri Gonthier | approve | Ms. Laura Scott  | approve |

* 1. **Campus pride index membership**

Discussion to recommend NHTI pay the fee for Campus Pride Index Membership to be continued.

**Motion**: To Approve made by Ms. Dionne, seconded by Mr. Nickerson.

Motion passed. Approved 15 Opposed 0 Abstain 1

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Todd Bedell  |  | Mrs. Cassandra Hoefs | approve |
| Ms. Christie Cho | approve | Prof. Chad Johnson | approve |
| Dr. DelBonis-Platt | approve | Dr. Alan Lindsay | approve  |
| Prof. Sue Diener  | approve | Prof. Cynthia Lucero  | approve |
| Ms. Trisha Dionne | approve | Prof. Melanie Martel  | approve |
| Dr. Jennifer Eggers  | approve | Prof. Diana Menard | approve |
| Dr. Andrew Fisher | approve | Mr. Rovanee Nickerson  | approve |
| Ms. Amber Gavriluk | abstain | Prof. Debbie Remillard  |  |
| Ms. Sheri Gonthier | approve | Ms. Laura Scott  | approve |

1. **Subcommittee Updates**
	1. **Student Success and Assessment of Student Learning**

Tabled until everyone has a chance to read it.

* 1. **Institutional Research, Effectiveness, and Sustainability**

Professor Shaunna Babcock is the new faculty co- chair. The group is getting a new faculty member.

* 1. **Curriculum, Pedagogy, and Faculty Scholarship**

This group has 3 proposals coming. Tuesday is the last meeting.

* 1. **Diversity, Equity, Inclusion, and Belonging**

The group is working on its bylaws and updates to the campus pride index.

* 1. **Campus Community Development, and Support**

Try to have one more meeting to complete bylaws.

1. **General Announcements**
	1. **Update on Presidential search**

The following update provided by Chancellor Dr. Mark Rubinstein was read aloud for the group by Dr. Andrew Fisher.

The NHTI Presidential Search is underway.

We have contracted with RPA, an executive search firm that has supported other recent searches for CCSNH including Great Bay’s recent search.

I am still finalizing a couple of seats on the search committee, but have drawn from recommendations from Faculty Council, Staff Council, and from Kaitlyn Moody to identify members of this committee. The effort will be co-chaired by NCC President Lucille Jordan and Trustee Jack Calhoun, consistent with the Board’s approach to presidential search processes.

Next week, RPA will be on campus—Monday and Tuesday—to host listening sessions with various constituencies. Through the good graces of Cassandra Hoefs, we will have the schedule posted and invitations out to various constituencies later today.  Sessions will be held in Little Hall and Macrury Hall and will be in hyflex classrooms to allow for remote participation.  A couple of subsequent sessions will be held further out with the advisory board.

The purpose of these sessions is to better inform the candidate profile and also the search firm’s ability to speak to prospective candidates about the opportunity.

We will use the summer to build the pool with the search committee doing some initial work to refine the pool and to identify top candidates. The plan is to hold the final stages of the process in late August/September to allow broader participation by the NHTI community to engage with the finalists and to inform the decision-making process.  We would hope to have a candidate selected by the end of September, with an actual transition dependent on the availability of the candidate to assume responsibilities, but no later than January 2, 2023.

Also, unrelated to the search, but a note of appreciation to Sheri Gonthier as well as Gary Gonthier and others whom Sheri might note, who have been working like crazy to complete the HEERF reporting that we need to provide to the Department of Education.

Thank you.

**Mark Rubinstein**

Chancellor

Community College System

of New Hampshire

**Other Announcements:**

Monday NHTI Cares raffle tickets are $1 each. The winners will be decided on Tuesday morning.

The Student Senate accepted new basketball court finance project and is also accepting recommendations for student reps.

1. **College Council Meeting Adjourns**

**Motion**: To adjourn the meeting was made by Ms. Dionne, seconded by Mr. Nickerson, and unanimously accepted. Therefore, the meeting adjourned at 10:44 AM.

Respectfully submitted by,

Ms. Lynn M. Tilton

Academic Affairs

Administrative Assistant

College Council Scribe