

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, April 4, 2018

Location: NHTI, Little Hall, Capital Commons Conference Room

I. Meeting Purpose: Regular scheduled meeting

II. Present:

Dave Luneau, Chair	Susan Dunton, President
Hal Koch	Alan Blake, Director of Communications
Jack Dearborn	Steve Caccia, VP Student Affairs
Simon Keeling	Melanie Kirby, Chief Financial Officer
Bill Jones	Fiona McDonnell, VP Academic Affairs
Jim Snodgrass	Alex Herzog, Assoc. VP Enrollment
Anna-Marie Spark	Denis Normandin, Assoc. VP Academic Affairs
Karen Welch	Amy Proctor, Administrative Assistant to the President

Regrets:

Ken Lurvey, Chris Emond

III. Agenda

A. Old Business:

- Welcome
- Review Minutes of December 6, 2017

B. New Business

- Partnerships with High School Programs – Beth Doiron, CCSNH
- Report on Legislative Breakfast – Dave Luneau; Alan Blake
- Report on Winter Fling – Alan Blake
- Spring Events – Steve Caccia

A. Old Business:

1. Welcome

Chair Dave Luneau welcomed everyone and started the meeting at 5:35 pm. Susan Dunton announced the retirement of VP for Student Affairs, Steve Caccia.

2. Approval of Minutes

The minutes for the December 6, 2017 meeting were reviewed and a motion to accept was put forward by Anna-Marie Sparks, seconded by Jack Dearborn and passed unanimously.

3. Partnership Programs with High Schools – Beth Dorian, CCSNH

Beth Doiran presented information on High School and Workforce Development and CCSNH's various high school to college programs such as Running Start, Project Lead The Way, Early College on Campus and Early College at high schools where curriculum is college level work and they receive college credits. Running Start is a program at all high schools where for \$150 per course, students can take a college course and receive 3 credits that are transferrable to over 200 colleges in the U.S. There is also a program called e-Start that is completely online that can provide the same thing. Early College on campus is a change to be on campus to earn credits at half the cost while getting the feel for a college campus. Early College in the high school is very popular especially in rural areas. Courses that are offered in STEM can potentially provide free

courses under the Governor's STEM Scholarship Program. Apprenticeship USA is a federally funded US Department of Labor grant program of 1.2 million dollars. WorkReady NH is part of the Apprenticeship program and is a tuition-free workforce development program tailored to meet the needs of job seekers and career builders, and provide training in the skills employers are seeking in their current and future employees

4. Legislative Breakfast Recap – Dave Luneau and Alan Blake

The legislative breakfast in January was well attended and Dave Luneau stated that of all the breakfasts the legislators attend, the one at NHTI is especially enjoyed.

B. New Business:

1. Winter Fling 2018 – Alan Blake

Winter Fling was successful and raised close to \$50,000 despite having some unsold tickets.

2. Spring Events – Steve Caccia

Upcoming Spring events were highlighted and listed by Steve Caccia who noted the big event to keep on the calendar is, of course, Commencement on May 18.

3. Next meeting: Wednesday, May 2, 2018

IV. Adjourn:

Having no further business to discuss, the meeting adjourned at 7:00 pm.

/alp