

INSTITUTE ADVISORY BOARD MEETING MINUTES

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

Meeting Date: Wednesday, September 2, 2015

Location: NHTI, Little Hall, Capital Commons Conference Room

I. Meeting Purpose: Regular scheduled meeting

II. Present:

Hal Koch, Chair	Susan B. Dunton, President
Chris Emond	Alan Blake, Director of Communications
Simon Keeling	Steve Caccia, VP Student Affairs
Dave Luneau	Melanie Kirby, Chief Financial Officer
Tim Sink	Pam Langley, VP Academic Affairs
Jim Snodgrass	Lee Ann Lewis, Director of Institutional & Alumni Dev.
Anna-Marie Sparks	Chuck Lloyd, Associate VP Student Affairs

Regrets:

Heather Brown, Jack Dearborn, Joe Fitzgerald, Bill Jones, Ken Lurvey, Jim Pratt, Chris Rath

III. Agenda

A. Old Business:

- Welcome
- Minutes for May 6, 2015
- Important Upcoming Events
 - Inauguration of President Susan B. Dunton on September 10th at 7:00 pm
 - 50th Anniversary Celebration on October 3, 2015

B. New Business

- 10-year Accreditation – New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education – Pam Langley
 - Process and Timeline
 - Advisory Board Role
 - Important Dates
- Kick-off to New Semester – NHTI Administration
- Budget Update – Susan Dunton
- Next meeting: Wednesday, October 7, 2015

A. Old Business:

1. Welcome

Susan Dunton welcomed everyone.

2. Approval of Minutes

The minutes of the May 6, 2015 meeting were approved.

3. Inauguration for President Susan B. Dunton – Alan Blake

Alan Blake reported that more than 200 people will be in attendance at the Inauguration for Susan Dunton on Sept. 10th. Attendees include dignitaries, NHTI faculty / staff, the Chancellor and many friends and family of Susan's. He explained the "call and response" format of the event with Susan responding to the calls of action from various constituencies such as faculty/staff, students, alumni, and the business community. The Inauguration will be catered

by Granite Restaurant. NHTI raised more than \$5,500 to support the Inauguration and major sponsors included Follett Higher Education Group and Sugar River Bank.

4. 50th Anniversary Committee report

Lee Ann Lewis gave a summary of 50th Anniversary-related items including the commemorative 50th Anniversary book and video and ticket sales to the Anniversary Gala. Sponsorships for the 50th Anniversary stand at \$48,365 from 46 companies and individuals towards the goal of \$50,000 from 50 companies. NHTI will be hosting a Concord Chats event on Thursday, September 17th in conjunction with Concord 250.

B. New Business:

1. 10-Year Accreditation – NEASC

Pam Langley explained the 10-year accreditation process including timeline, the role of Advisory Board members and important upcoming dates. Pam briefly described the 11 standards by which NHTI will be evaluated. She also reviewed the 5 units of the report including descriptions, appraisals, projections, data first forms and E & S forms.

Pam asked Advisory Board members to 1) read the full report upon its release; and 2) attend the welcome dinner on Sunday, April 3, 2016 with Dr. Barbara Finkelstein and the rest of the visiting review team. Board members may also be needed during the April 4th and 5th interviews with team members.

2. Kick-off to New Semester

Chuck Lloyd reported that College enrollment is down approximately 4% over last year at the same time (the equivalent of 200 headcount). The Admissions department has adopted additional recruiting strategies such as Drop In Tuesdays and Walk In Wednesday. Steve Caccia reported that 5 very successful orientations were held over the summer, with more than 1,000 students attending with their families. This year's Lynx to Leadership program attracted 45 new student leaders. This semester, we welcome two new AmeriCorps Vistas: Marissa O'Shea is working in Student Life and Ryan Acuna is working in the Office of Cross Cultural Education. NHTI will be enhancing some of the lighting around campus with capital funds held by the Chancellor's office. The residence halls are full, with 50 men and 10 women on waiting lists.

3. Budget Update

Susan Dunton described the budget as being in limbo due to three critical factors: 1) the level of support from the State's General Fund has not yet been determined because the state budget has not yet been passed; 2) we won't know the fall enrollment revenue figures until November; and 3) the collective bargaining agreement will have an impact on the annual operating budget due to the expected massive increase in health care insurance. Susan will keep the Board informed as progress is made in each of these areas.

4. Next meeting: Wednesday, October 7, 2015 – 5:15 pm

IV. Adjourn:

The meeting adjourned at 7:25 pm.

/lal