



**Meeting Minutes**  
 May 23, 2019  
 3:00-5:00PM  
 VLACS Conference Room  
 30 Linden Street, Exeter, NH 03833

**Attendees**

Trustees in attendance: Dr. Kent Chamberlin, Mr. Joseph Lovejoy, Dr. Mark Joyce (remote), Mr. Matt Treamer, Mr. Jerome Frew

Administration: Dr. Stephen Kossakoski, Mr. Larry White, Mr. Tony Baldasaro

Apologies: Ms. Kimberley Casey

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:04PM	
2. New board member update	Mr. Lovejoy reported that the search for a board candidate continues. The last candidate was honored to be asked but was unable to commit to serve on the board. Dr. Kossakoski will contact the next candidate.	
3. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of March 21, 2019	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the March 21, 2019 meeting as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
4. Public Comment	None	
5. Items Requiring Approval		
5.1. Policy Update	Dr. Kossakoski presented policy JRA – Student Records, FERPA, to the board for review. He reported that the school’s attorney has reviewed the policy and recommends expanding the directory list and revising the language regarding institutions who can access student records.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy JRA – Student Records, FERPA as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion

5.2. New Policy	Dr. Kossakoski presented EHAB, Data Security and Privacy, to the board for review. Policy EHAB governs the implementation of RSA189:66 Data Inventory and Policies which requires every New Hampshire schools to adopt a data security and privacy plan by June 30, 2019.	Motion: Mr. Frew Text: To adopt policy EHAB, Data Security and Privacy as presented. Second: Mr. Treamer Vote: All members voted in favor of the motion
5.3. Approval of Data Privacy & Governance Plan	Dr. Kossakoski reviewed the Data Privacy and Governance Plan. The plan details the implementation of security measures and practices required to comply with RSA189:66 Data Inventory and Policies. The policy will be reviewed, updated, and presented to the board for approval on an annual basis. Dr. Kossakoski thanked Tara Emmett and the technology team for their work on the plan.	Motion: Mr. Frew Text: To approve the Data Privacy and Governance Plan as presented. Second: Dr. Joyce Vote: All members voted in favor of the motion
5.4. Approval of the 2019-2020 Budget and Benefits Package	<ul style="list-style-type: none"> <li>• The proposed budget was presented to the board at the March meeting. Board members reviewed the budget line items between the March and May meetings.</li> <li>• Dr. Kossakoski and Mr. White reviewed the proposed 2019-2020 budget including one-time projects and the employee benefits package. Changes to the benefits package include the addition of vision insurance for full-time employees and a 5% retirement contribution for non-certified employees. The overall budget assumes a revenue increase of 4%. Employees will receive a 2.5% salary increase. Board members posed questions and discussed the funding for one-time projects. Board members also discussed the possibility of requiring non-certified employees to match VLACS 457 fund contributions that exceed 5% if the school's contribution is raised in the future.</li> </ul>	Motion: Dr. Joyce Text: To approve the 2019-2020 budget of \$10,999,634 Second: Dr. Chamberlin Vote: All members voted in favor of the motion
5.5. Tuition Rates for National Studentd	Dr. Kossakoski reviewed the new tuition rates for national students. The rates have been adjusted and remain two-percent higher than in-state rates.	Motion: Mr. Frew Text: To adopt adopt the 2019-2020 national tuition rates as follows: \$999 per credit, \$499 per half-credit, \$599 per college credit. Second: Dr. Joyce Vote: All members voted in favor of the motion
5.6. CEO Contract	Mr. Lovejoy asked for a motion to enter non-public session to discuss the CEO's annual contract.	<u>Motion to enter non-public session:</u> Mr. Frew <u>Text:</u> To enter non-public session under 91-A:3- II, section (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and

(2) requests that the meeting be open, in which case the request shall be granted.

Time: 4:09

Second: Dr. Chamberlin

Roll Call Vote: All members voted in favor of entering non-public session.

Attendance: Dr. Joyce Dr. Chamberlin, Mr. Treameer, Mr. Lovejoy, Mr. Frew

Discussion: Mr. Lovejoy reviewed the salary, benefit history, and performance of the CEO.

Motion: Mr. Lovejoy

Text: To increase the CEO's base salary, extra days, and medical stipend by 5% for the 2019-2020 fiscal year. The CEO may also access the new vision insurance benefit available to full-time VLACS employees.

Second: Mr. Frew

Vote: All members voted in favor of the motion.

Motion to leave non-public session: Mr. Frew

Second: Dr. Chamberlin

Roll Call Vote: All members voted in favor of leaving non-public session.

Time: 4:14

## 6. Finance

### 6.1 Financial Reports

The Trustees reviewed all financial reports. General ledger reports for the months of March and April were available for review and signature. Mr. White reviewed the financial statements and reported that the school is in good financial standing.

### 6.2 Endowments

Board members discussed the opinion provided by the school's attorney regarding endowments. The attorney did not recommend that the board pursue the creation of an endowment given the cost and complexity of such a project when compared to the limited number of donations received by the school at this time. Mr. White reported that the NH Charitable Foundation can provide the services that the board would require should the school receive a major donation.

## 7. Legislative News

Dr. Kossakoski reported that the funding rate will increase from \$5,758 to \$5,873, an increase of two-percent. It's possible, but unlikely that the rate will change before the new state budget is approved.

8. Administrative Reports

Dr. Kossakoski reported on the following topics

- Enrollment: July 1 to date, up .06%; and, January 1 to March 20, 2019, up 2%.
- The meeting with business leaders on May 7<sup>th</sup> was successful. There were 103 registrants representing business in New Hampshire. School staff will follow-up with the attendees to schedule live video visits with professionals, job shadows, internships, and other work-based learning activities.
- Almost 100 educators representing over fifty schools have registered for the May 29 meeting.
- During the next year, the leadership team will be taking a look at the effectiveness of final exams as a measure of learning in a competency-based environment.

Mr. Baldasaro reported that the process for hiring a new cohort of instructors will begin in June.

10. Board of Trustees Meeting Dates

- Graduation: June 7, 2018, 4:00PM, Capitol Center for the Arts, Concord, NH
- Proposed meeting dates for 2019-2020: September 12, 2019; November 14, 2018; January 9, 2020; March 19, 2020; May 21, 2020

13. Adjournment

Motion Mr. Frew

Text: To adjourn at 4:45PM

Second: Dr. Chamberlin

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski