



MAY 20 13 AM 8:14 DAS

122 OAW

STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
OFFICE OF THE COMMISSIONER

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

May 9, 2013

*Sole Source*

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Resource and Economic Development, Office of Workforce Opportunity to enter into a **Sole Source** Memorandum of Understanding (MOU) with the Community College System of New Hampshire (CCSNH) (VC #216952), 26 College Drive, Concord, NH in an amount not to exceed \$1,800,000 for the implementation and delivery of a Job Readiness Certificate program for unemployed NH citizens; upon Governor and Council approval, effective July 1, 2013 through June 30, 2015. This contract is 100% Other Funds – Job Training Program.

Funding is available in account titled, Job Training Program, as follows and pending budget approval for Fiscal Years 2014 and 2015:

	<u>FY 14</u>	<u>FY15</u>
03-35-35-350510-54200000-102-500731 Contract for Program Services	\$900,000	\$900,000

**EXPLANATION**

This is a **Sole Source** MOU for the purpose of delivering a Job Readiness Certificate program to address the under-preparedness of unemployed individuals and others who are seeking to enter the NH labor market. This is a continuation of the program originally developed by CCSNH in consultation with state partners concerned with the delivery of workforce development services. The project, piloted at four Community Colleges: White Mountain Community College (Berlin); Great Bay Community College (Portsmouth); Manchester Community College; and River Valley Community College (Claremont) has been successful in delivering services to over 1,000 individuals over the last two years.

The project was originally developed in response to concerns expressed by business owners throughout New Hampshire that entry-level workers and other new hires often do not possess the basic skills needed to perform successfully in the workplace. Business leaders asked for a project designed to enhance basic skills of job-seekers and indicated they would be willing to hire applicants who underwent training and educational classes to enhance work-readiness. Consistent with the mission of CCSNH to better prepare citizens for work, CCSNH is best suited to continue to deliver the program they developed to address basic skills in math, reading, communication, and workplace behaviors. CSNH colleges will work collaboratively with local NH Works (one-stop) offices to provide these services to workers seeking employment services.

The Attorney General's Office has reviewed and approved this MOU as to form, substance and execution.

Respectfully submitted, *JM*

*Jeffrey J. Rose*

Jeffrey J. Rose  
Commissioner

## Memorandum of Understanding (MOU)

Between

New Hampshire Department of Resources & Economic Development (DRED)  
Concord, NH 03301

And

The Community College System of NH (CCSNH)  
26 College Drive  
Concord, NH 03301

---

### Section I. Parties and Purpose

The New Hampshire Department of Resources and Economic Development (DRED), agrees to contract with the Community College System of New Hampshire (CCSNH) for the delivery of a Job Readiness Certificate (WorkReadyNH) program to address the under-preparedness of New Hampshire residents who are seeking to enter or advance in the NH labor market. The CCSNH will operate a program that addresses basic skills in math, reading, communication, and workplace behaviors at four of its colleges: White Mountains Community College (Berlin); Great Bay Community College (Portsmouth); Manchester Community College; and River Valley Community College (Claremont). CCSNH colleges will work collaboratively with local NH Works (one-stop) offices and other appropriate social services agencies to identify likely candidates for the program. The effective date of this MOU is July 1, 2013 or upon Governor and Executive Council approval, whichever is the latest, through June 30, 2015.

Funding for this initiative is contingent upon the continued availability of sufficient Job Training funds. DRED will reimburse CCSNH for costs associated with the delivery of the services specified in this MOU not to exceed \$ 900,000 in each of 2013-14 and 2014-15. CCSNH will work with staff from DRED to ensure that CCSNH meets the reporting requirements of DRED.

Nothing contained in this MOU shall be deemed to constitute a waiver of sovereign immunity of the State of New Hampshire, which hereby reserved to the State, its agencies and officials.

### Section II. Scope of Function and Responsibilities

#### CCSNH Agrees to:

1. Provide a comprehensive work readiness program focusing on addressing gaps in worker readiness in the areas of math, reading, and problem solving, as well as workplace behaviors: self- discipline, teamwork, communication, and ethical behavior.
2. Offer the program at four sites: White Mountains Community College; River Valley Community College; Great Bay Community College; and Manchester Community College. Expanding the program to other sites must be approved in writing by the

Commissioner of DRED, and based on successful implementation of the existing sites as determined by the NH Works One-Stop Operator Consortium.

3. Purchase only the equipment, software, furniture, etc. necessary to adequately maintain classrooms/a lab facility at each site for PY13 and PY14.
4. Use as the basis of the program the National Career Readiness Certificate issued by ACT (American Council Testing program), a portable, evidence-based credential that measures essential workplace skills and is a reliable predictor of workplace success.
5. Contract with WorkKeys (ACT) to provide assessment and curriculum materials that will lead to four certificate levels of attainment: Bronze, Silver, Gold, and Platinum.
6. Issue a CCSNH certificate credential to successful completers of both the WorkKeys program and the CCSNH Workplace Behaviors curriculum.
7. Hire curriculum developers and faculty to teach the Workplace Behaviors curriculum.
8. Hire a Manager and Administrative Assistant at each of the four designated sites.
9. Hire a state-wide coordinator to act as liaison between the colleges and businesses, state agencies and other stakeholders.
10. Market the program both locally and state-wide; all outreach and marketing activities shall acknowledge NH Works sponsorship.
11. Conduct annual customer satisfaction surveys, and share results with the NH Works One Stop Operator Consortium.
12. Compile an annual report whose elements would be designed by the Office of Workforce Opportunity (OWO) and submit the report to the OWO by no later than May 31st of each program year. [This report shall be included in the required comprehensive Job Training Fund annual report to the NH Legislature.]
13. Offer the program at no cost to New Hampshire residents 18 years of age or older,
14. Collaborate with NH Works staff and appropriate local social services agencies to identify potential participants for the program.
15. Recruit and enroll sufficient numbers of individuals consistent with the agreed to enrollment plan for this project, for each program year.

DRED agrees to:

1. Fund the program for two cycles ( July 1, 2013 - June 20, 2014 and July 1, 2014 – June 30, 2015) at a cost not to exceed \$ \$900,000 per cycle; *contingent upon the ongoing availability of the NH Job Training Funds not allocated for direct business training purposes.*

2. Facilitate the referral of clients to the CCSNH through NH Works and other appropriate social services agencies.
3. Assist CCSNH in the ongoing development and evaluation of the WorkReadyNH program.
4. Provide a contract (MOU) manager through the Office of Workforce Opportunity.

Both Parties Jointly Agree to:

1. Collaborate and update the Inter-Agency Director Group (IDG) that will provide input and advice as the program evolves, and act as advocates for the program both state-wide and locally.
2. Work as a partner with the Governor's Office in the development, dissemination, publicizing, and evaluation of the program.

### **Section III. Pricing / Payments**

CCSNH agrees to provide DRED with the services indicated in Section II of this MOU within the limitations of this MOU as shown below.

Services to be provided are based on estimated costs (see budget in Section IV) associated with the services. Should the approved funding be insufficient to cover the actual costs associated with the services, both parties can amend the MOU to provide sufficient funding or CCSNH shall cease to provide the services beyond the period of available funding.

The conditions and responsibilities outlined in this MOU are further subject to the availability of resources. Any party may, after thirty (30) days written notification, suspend this MOU if funds become unavailable to carry out this MOU or if the DRED is no longer willing to carry out the MOU. Upon termination, all allowable expenses incurred and paid by CCSNH prior to the termination date will be reimbursed.

**Total MOU not to exceed: \$ 1,800,000**

**FY 2013/2014 expenses not to exceed: \$ 900,000**

**FY 2014/2015 expenses not to exceed: \$ 900,000**

For services performed between July 1, 2013 and June 30, 2014, CCSNH shall be paid on a cost reimbursement basis based on monthly invoices of actual cost, not to exceed Nine Hundred Thousand Dollars (\$900,000).

For Services performed between July 1, 2014 and June 30, 2015, CCSNH shall be paid on a cost reimbursement basis based on monthly invoices of actual costs, not to exceed Nine Hundred Thousand Dollars (\$ 900,000).

Upon presentation of any invoice for such services and related expenses, which shall be billed monthly, the amount of the invoice shall be immediately due and payable to CCSNH.

**Invoices shall be sent to:**

NH DRED  
Office of Workforce Opportunity  
Attn: Tammy Moore  
172 Pembroke Rd.  
Concord, NH 03301

**Payment shall be made to:**

Community College System of NH  
Attn: Michael Marr  
26 College Drive  
Concord, NH 03301

### Section IV. Approved Line Item Budget

<b>Contract Period: July 1, 2013 - June 30, 2015</b>			
<b>Total Funds: \$1,800,000</b>			
budget costs are the same for each year of the MOU			
<b>EXPENSE ITEM</b>	<b>State System</b>	<b>Local Colleges</b>	<b>Total</b>
<i>Staff Salaries &amp; Benefits</i>			
One Full-Time Center Manager @\$70,000 (inc. benefits) x 4 colleges = \$280,000		\$280,000	
Center Student Support (Admin. Asst.) @ \$60,000 (inc. benefits) X 4 colleges = \$240,000		\$240,000	
One Part-Time State-Wide Liaison = \$38,000	\$38,000		
<b>STAFF SALARIES &amp; BENEFITS</b>	<b>\$38,000</b>	<b>\$520,000</b>	<b>\$558,000</b>
<i>Consultants - Instruction</i>			
Instruction @ \$30,000 per college -- \$120,000 for 4 colleges		\$120,000	
<b>CONSULTANT COSTS</b>		<b>\$120,000</b>	<b>\$120,000</b>
<i>Staff Travel</i>			
Travel @ \$6,000per college -- \$24,000 for 4 colleges		\$24,000	
Travel-System-Wide -\$ \$4,500	\$4,500		
<b>TRAVEL COSTS</b>	<b>\$4,500</b>	<b>\$24,000</b>	<b>\$28,500</b>
<i>Staff Training</i>			
Training@ \$2,000per college -- \$8,000 for 4 colleges		\$8,000	
Training-System-\$2,000	\$2,000		
<b>STAFF TRAINING COSTS</b>	<b>\$2,000</b>	<b>\$8,000</b>	<b>\$10,000</b>
<i>Communications</i>			
Phone and Rent-System-\$0 \$0.00		\$0	
	\$0		
<b>COMMUNICATION COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i>Supplies</i>			
Supplies-@ \$ \$3,600per college -- \$ 14,400 for 4 colleges		\$14,400	

Supplies-System-\$ \$1,000	\$1,000		
<b>SUPPLY COSTS</b>	<b>\$1,000</b>	<b>\$14,400</b>	<b>\$15,400</b>
<i>Assessment &amp; Testing/Licenses</i>			
Software Licenses-@ \$2,000per college -- \$8,000 for 4		\$8,000	
Software Licenses-System-\$10,500	\$10,500		
Tests and Certificates-\$12,000		\$30,000	
<b>TESTING &amp; ASSOCIATED COSTS</b>	<b>\$10,500</b>	<b>\$38,000</b>	<b>\$48,500</b>
<i>Equipment</i>			
Computer Equipment-@ \$1,000 per college - \$4,000 for 4 colleges		\$4,000	
Computer Equipment- System-\$1,000	\$1,000		
<b>EQUIPMENT COSTS</b>	<b>\$1,000</b>	<b>\$4,000</b>	<b>\$5,000</b>
<i>Outreach/Marketing</i>			
Marketing @ \$4,000per college -- \$16,000 for 4 colleges		\$16,000	
Marketing @ System-Wide \$4,000	\$4,000		
<b>MARKETING COSTS</b>	<b>\$4,000</b>	<b>\$16,000</b>	<b>\$20,000</b>
<b>TOTAL PROGRAM FUNDS</b>	<b>\$61,000</b>	<b>\$744,400</b>	<b>\$805,400</b>
<i>Administration</i>			
College Administrative Expenses-@ \$5,500 per college -- \$22,000 for 4 colleges		\$22,000	
Indirect Costs-(9% of program costs)	\$74,600		
<b>ADMINISTRATION COSTS</b>	<b>\$72,600</b>	<b>\$22,000</b>	<b>\$94,600</b>
<b>COMBINED COSTS</b>	<b>\$133,600</b>	<b>\$766,400</b>	<b>\$900,000</b>

CCSNH shall expend funds made available through this MOU consistent with the line-item limits in the Approved Line Item Budget, with the flexibility to adjust costs within 20% between line item categories, with the exception of salary, benefits and staff training costs. Adjustments to salary, benefit, and staff training costs must be approved in writing by the OWO.

## Section V. Recruitment Plan

CCSNH agrees to recruit and enroll 1,000 new program participants for each program year with assistance from NH Works partners. It is understood that this is a *goal* established by the parties to this MOU for the purpose of ensuring cost reasonableness and return on investment.

Program services are limited to individuals 18 years of age or older, unless otherwise approved by OWO/IDG/Governor's staff.

Program enrollments shall be monitored by the IDG on a monthly basis.

All partners to the NH Works system agree to actively assist CCSNH in recruiting for the program as needed.

## **Section VI. Other Provisions**

1. CCSNH and DRED will each designate a primary contact person for communication purposes. All communications, both written and verbal, will be channeled through these designees.
2. This MOU may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
3. The parties hereto do not intend to benefit any third parties and this MOU shall not be construed to confer any such benefit.
4. CCSNH may self-insure and / or at its option purchase any insurance it considers appropriate as part of the operating budget of this project.
5. DRED shall be responsible for all claims, suits, damages, judgments, recoveries, settlements, or other liabilities incurred as a result of performance or failure to perform under this MOU arising out of the negligent or intentional actions of its officials, employees, subcontractors, and/or agents.

CCSNH shall be responsible for all claims, suits, damages, judgments, recoveries, settlements, or other liabilities incurred as a result of performance or failure to perform under this MOU arising out of the negligent or intentional actions of its officials, employees, subcontractors, and/or agents. DRED reserves all rights and defenses under the doctrine of sovereign immunity, which immunity is not waived. This covenant shall survive the termination of this MOU.

6. In the event of an early termination of this MOU for any reason other than the completion of the Services, CCSNH shall deliver to DRED, not later than forty-five (45) days after the date of termination, an invoice for services rendered which shall be paid by DRED within 30 (thirty) business days.
7. In connection with the performance of the Services, CCSNH shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon CCSNH, including, but not limited to civil rights and equal opportunity laws.
8. The Contracting Officer specified on the signature page, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this MOU, both parties agree to negotiate in good faith to resolve it, and failing resolution, the Contracting Officer's shall seek final resolution through the Attorney General's office.

9. 9.1 Any one or more of the following acts or omissions of DRED or CCSNH shall constitute an event of default hereunder ("Events of Default"):
  - 9.1.1 failure to pay timely; or
  - 9.1.2 failure to submit any report required hereunder; or
  - 9.1.3 failure to perform any other covenant or condition of this MOU.

9.2 Upon the occurrence of any Event of Default, the non-defaulting party may take any one, or more, or all, of the following actions:

  - 9.2.1 give the defaulting party written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this MOU, effective two (2) days after giving notice of termination; and
  - 9.2.2 give the defaulting party written notice specifying the Event of Default and suspend all services under this MOU until such time as the Event of Default has been cured; and
  - 9.2.3 set off against any other obligations owed to the defaulting party any damages suffered by reason of any Event of Default; and
  - 9.2.4 treat the MOU as breached and pursue any of its remedies at law or in equity, or both.
10. This MOU may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.
11. To facilitate the performance of this MOU, the following positions are designated as liaisons between DRED and CCSNH:
  - a. For DRED: Jackie Heuser  
Director, Office of Workforce Opportunity  
172 Pembroke Rd  
Concord, NH 03302
  - b. For CCSNH: Beth Doiron  
Director of DoE and College Access Programs, CCSNH  
26 College Drive  
Concord, NH 03301
12. Neither party shall be liable for delays caused by fire, accident, labor dispute, war, insurrection, riot, act of government, act of God, or any other cause reasonably

beyond its control; but each party shall use all reasonable efforts to minimize the extent of any such delay.

13. Neither party may assign its rights or delegate its obligations hereunder without the prior written consent of the other party, which consent will not be unreasonably withheld, provided that CCSNH may assign its rights to receive monies due and becoming due.
14. Neither party shall be deemed to have waived any right hereunder unless such waiver is in writing and executed by a duly authorized officer of the waiving party. No waiver by either party of any right hereunder shall constitute a waiver of any right on any other occasion.
15. The invalidity or unenforceability, in whole or in part, of any provision, term or condition hereof shall not affect the validity or enforceability of the remainder of such provision, term or condition or of any other provision, term or condition.
16. This MOU shall be construed in accordance with the laws of the State of New Hampshire and is binding upon and inures to the benefits of the parties and their respective successors and assigns.
17. Captions of the sections of this MOU are for reference purposes only and do not constitute terms or conditions hereof. The parties acknowledge that they have thoroughly reviewed this MOU and bargained over its terms. Accordingly, neither party shall be considered responsible for the preparation of this MOU, which shall be deemed to have been prepared jointly by both parties. The provisions of the MOU allocate the risks between the parties. The terms and conditions included herein reflect this allocation of risk, and each provision herein is part of the bargained for consideration of this MOU.
18. The General Provisions of this MOU as written constitute the entire MOU between DRED and CCSNH, and supersedes all prior MOUs and understandings

New Hampshire Department of Resources and Economic Development

Jeffrey J. Rose  
Jeffrey Rose  
Commissioner

TM

5/15/13  
Date

Community College System of New Hampshire

Ross Gittell  
Ross Gittell  
Chancellor

5-13-13  
Date

Approved by the Attorney General (Form, Substance and Execution)

Date: 5/14/13

By: [Signature]

Approved by the Governor and Council

Date: \_\_\_\_\_

Item #: \_\_\_\_\_

State of New Hampshire  
Department of State

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE was established, and made a body corporate and politic under the laws of 2007, Chapter 361.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 10<sup>th</sup> day of April, A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

**Corporate Resolution**

I, Marie Mills, hereby certify that I am the duly elected Clerk/Secretary  
(Name)

Of the Community College System of NH. I hereby certify the following is a true copy of a vote taken at  
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on December 12, 2011 at which a quorum of the Directors/Shareholders were present and voting.

**VOTED:** That Dr. Ross Gittell, Chancellor is duly authorized to enter into contracts or agreements on behalf of the Community College System of NH with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his /her judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: 5/13/13

ATTEST: Marie Anne Mills  
(Name & Title) *Assistant to Chancellor  
Liaison to Board, Trustees*

State of NH

County of Merrimack

Subscribed and sworn to (or affirmed) before me this 13<sup>th</sup> day of May, 2013 by

Marie Anne Mills  
Name of Clerk/Secretary

Kelly Morrow Chapman  
Notary Public or Justice of the Peace

(Seal)

My commission expires 12/31/13



## DESCRIPTIONS (Continued from Page 1)

- NHTI-Concord Community College
- River Valley Community College
- White Mountain Community College

DRED is named as an Additional Insured with respect to the General Liability.

Effective January 5, 2013

**BOARD OF TRUSTEES  
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**

**REPRESENTATION**

**TERM**

Paul Holloway **CHAIRPERSON** BUSINESS & INDUSTRY 6/30/2014  
Holloway Automotive Group  
309 Portsmouth Ave.  
Greenland, NH 03840  
427-6661 (O)  
Secretary: Cherie Anderson canderson@hollowayauto.com  
431-1899 (H)  
427-1165 (F)  
234-1899 (C)  
e-mail [paulh@rcn.com](mailto:paulh@rcn.com)

Harvey Hill BUSINESS & INDUSTRY 6/30/2013  
469 Morse Hill Rd. (leave of absence while serving as RVCC Interim President)  
Charlestown, NH 03603  
543-3897 (H)  
372-2412 (C)  
542-9919 (F)  
e-mail [hdh@sover.net](mailto:hdh@sover.net)

Kim Trisciani **SECRETARY** LABOR 6/30/2015  
Honeywell  
Automation and Controls Solutions  
915 Holt Ave. Unit #3  
Manchester, NH 03109  
625-5677 (H)  
668-6737 (O)  
668-6374 (F)  
486-7048 (C)  
e-mail [kmtrisciani@comcast.net](mailto:kmtrisciani@comcast.net)

Ned Densmore **TREASURER** PUBLIC 6/30/2016  
533 Wells Rd.  
Franconia, NH 03580  
823-8433(H) (O)  
e-mail [neddensmore@hughes.net](mailto:neddensmore@hughes.net)

Alison Stebbins 135 Bow Street, Unit 1 Portsmouth, NH 03801 703-6527 (c) 791-5196 (O) e-mail <a href="mailto:Alison.stebbins@fmr.com">Alison.stebbins@fmr.com</a>	BUSINESS & INDUSTRY	6/30/2015
Claudette Mahar, <b>PAST CHAIRPERSON</b> 9 Danbury Circle Amherst, NH 03031 673-4348 (H) 493-6629 (C) e-mail <a href="mailto:clm124@yahoo.com">clm124@yahoo.com</a>	HEALTH SERVICES	6/30/2013
Ann M. Torr 1 Old Littleworth Rd. Dover, NH 03820 742-7607 (H) 742-5807 (O) 742-5807 (F) e-mail <a href="mailto:anntorr@live.com">anntorr@live.com</a>	PUBLIC	6/30/2013
Connie Roy-Czyzowski Northeast Delta Dental One Delta Drive PO Box 2002 Concord, NH 03302-2002 Secretary: Bona Hayes 223-1362 223-1279 (O) or 223-1000 472-8723 (H) 223-1470 (F) 545-2189 (c) e-mail <a href="mailto:connierc@nedelta.com">connierc@nedelta.com</a> ; <a href="mailto:connierc@comcast.net">connierc@comcast.net</a>	PUBLIC	6/30/2015
David C. Paquette 154 Merrimack St. Hooksett, NH 03106 485-2318 (H) 231-7297 (C) e-mail <a href="mailto:davidc.paquette@gmail.com">davidc.paquette@gmail.com</a>	LABOR	6/30/2013
Jeremy Hitchcock Assistant: Brianne Considine 663-0428 Dyn 150 Dow St., Tower 2 Manchester, NH 03101-1227 391-4494 (H&C)	TECHNOLOGY SECTOR <a href="mailto:bconsidine@dyn.com">bconsidine@dyn.com</a>	6/30/2014

e-mail [jeremy@dyn.com](mailto:jeremy@dyn.com)  
Tricia Lucas, Esquire  
New Futures, Inc.  
10 Ferry St., Suite 307  
Concord, NH 03301  
624-1046 (H)  
225-9540 x 110 (O)  
770-8620 (C)  
e-mail [tlucas@new-futures.org](mailto:tlucas@new-futures.org)

COMMUNITY SERVICE 6/30/2016

VACANT ALUMNI 6/30/2013

Rafael (Ralph) Rojas, Jr.  
Southern New Hampshire University  
2500 North River Rd.  
Manchester, NH 03106  
973-479-6885 (C)  
629-4621 (O)  
e-mail [r.rojas@snhu.edu](mailto:r.rojas@snhu.edu)

EDUCATION 6/30/2016

Stephen Guyer  
39 Barefoot Place  
Gilford, NH 03249  
293-8976 (H)  
569-4361 (O)  
Secretary: Joan Loonam  
569-9243 (F)  
387-6309 (C)  
e-mail [sguyer@govwentworth.k12.nh.us](mailto:sguyer@govwentworth.k12.nh.us)

VOCATIONAL DIRECTOR 6/30/2014

Nicholas Halias  
430 Deerpath Lane  
Pembroke, NH 03275  
485-3023(H)  
496-6975(C)  
e-mail [nhalias@comcast.net](mailto:nhalias@comcast.net)

LAW ENFORCEMENT 6/30/2015

Vacant STUDENT 5/31/2014  
RIVER VALLEY CC

<p>Ashley Rennie            23 Brewster Rd.            Barrington, NH 03825            422-5715 (C)            e-mail <a href="mailto:arennie254@students.ccsnh.edu">arennie254@students.ccsnh.edu</a></p>	<p>STUDENT            GREAT BAY CC</p>	<p>5/31/2013</p>
<p>Jack Calhoun, IV            PO Box 299, 17 Main St.            Harrisville, NH 03450            209-0664 (C)  <a href="mailto:jccfour@gmail.com">jccfour@gmail.com</a></p>	<p>PUBLIC</p>	<p>6/30/2015</p>
<p>Deane Ilukowicz            Hypertherm, Inc.            21 Great Hollow Road            Hanover, NH 03755            653-7127 (W)            643-2905 (F)            306-6142 (C)            e-mail <a href="mailto:Deane.Ilukowicz@Hypertherm.com">Deane.Ilukowicz@Hypertherm.com</a></p>	<p>BUSINESS &amp; INDUSTRY</p>	<p>6/30/2013</p>
<p>Robert Duhaime            213 Currier Dr.            Manchester, NH 03104            663-6490 (O)            627-8456 (H)            494-4876 (C)            663-6547 (F)            e-mail <a href="mailto:bduhaime@cmc-nh.org">bduhaime@cmc-nh.org</a></p>	<p>PUBLIC</p>	<p>6/30/2014</p>
<p>Richard Heath            8 Buckingham Dr.            Bow, NH 03304            774-3658 (H)            545-1983 (C)            228-0151 (O)            e-mail <a href="mailto:richardmheath@aol.com">richardmheath@aol.com</a></p>	<p>PUBLIC</p>	<p>6/30/2016</p>
<p>Kristie Palestino            6 Summer St.            Goffstown, NH 03045            498-8909 (C)            e-mail <a href="mailto:kpalestino@CAC-NH.org">kpalestino@CAC-NH.org</a></p>	<p>PUBLIC</p>	<p>6/30/2014</p>

Katharine Bogle Shields PUBLIC  
NH Community Development Finance Authority  
14 Dixon Ave.  
Concord, NH 03301  
717-9110 (O)  
783-9552 (H)  
e-mail [kshields@nhcdfa.org](mailto:kshields@nhcdfa.org)

6/30/2016

**Ex Officio Members:**

Governor Maggie Hassan  
State House  
Concord, NH 03301  
271-2121 (O)

Dr. Ross Gittell, Chancellor  
Community College System of NH  
26 College Dr.  
Concord, NH 03301  
271-2739 (O)  
271-2725 (F)  
e-mail [rgittell@ccsnh.edu](mailto:rgittell@ccsnh.edu)

Ronald Rioux, Vice-Chancellor  
Community College System of NH  
26 College Dr.  
Concord, NH 03301  
271-6742 (O)  
e-mail [rrioux@ccsnh.edu](mailto:rrioux@ccsnh.edu)

Lynn Kilchenstein, President  
NHTI Concord's Community College  
31 College Dr.  
Concord, NH 03301  
271-7737 (O)  
e-mail [lkilchenstein@ccsnh.edu](mailto:lkilchenstein@ccsnh.edu)

Katharine Eneguess, President  
White Mountains Community College  
2020 Riverside Dr.  
Berlin, NH 03570  
752-1113 x3004 (O)  
e-mail [keneguess@ccsnh.edu](mailto:keneguess@ccsnh.edu)

Lucille Jordan, President  
Nashua Community College  
505 Amherst St.  
Nashua, NH 03063  
578-8900 x1522 (O)  
e-mail [ljordan@ccsnh.edu](mailto:ljordan@ccsnh.edu)

Dr. Wildolfo Arvelo, President  
Great Bay Community College  
320 Corporate Drive  
Portsmouth, NH 03801  
427-7601 (O)  
e-mail: [warvelo@ccsnh.edu](mailto:warvelo@ccsnh.edu)

Dr. Scott Kalicki, President  
Lakes Region Community College  
379 Belmont Rd.  
Laconia, NH 03246  
524-3207 x6714 (O)  
e-mail [skalicki@ccsnh.edu](mailto:skalicki@ccsnh.edu)

Harvey Hill, Interim President  
River Valley Community College  
1 College Dr.  
Claremont, NH 03743  
542-7744 x5331 (O)  
e-mail [hhills@ccsnh.edu](mailto:hhills@ccsnh.edu)

Dr. Susan Huard, President  
Manchester Community College  
1066 Front St.  
Manchester, NH 03102  
206-8148 (O)  
e-mail [shuard@ccsnh.edu](mailto:shuard@ccsnh.edu)

Interim Commissioner Philip Bryce  
Dept. of Resources and Economic Develop.  
172 Pembroke Rd. PO Box 1856  
Concord, NH 03302-1856  
271-2411 (O)  
Assistant: Linda Corriveau 271-2341  
271-2629 (F)  
[phil.bryce@dred.state.nh.us](mailto:phil.bryce@dred.state.nh.us)

Michael Power, Designee  
Workforce Community  
Development Administrator  
[michael.power@dred.state.nh.us](mailto:michael.power@dred.state.nh.us)  
271-7275 (O) 235-6425 (C)  
Sec.: Denise Lafrazia 271-7275

Commissioner Virginia Barry (or)  
Dept. of Education  
101 Pleasant St.  
Concord, NH 03301  
271-3144 (O) Assistant: Pat Butler  
271-3830 (F)  
e-mail [virginia.barry@doe.nh.gov](mailto:virginia.barry@doe.nh.gov)

Paul Leather  
Deputy Commissioner  
271-3801 (O)  
Assistant: Shirley Hadley  
271-3802 (O)  
[paul.leather@doe.nh.gov](mailto:paul.leather@doe.nh.gov)

Commissioner George Copadis  
Dept. of Employment Security  
32 South Main St.  
Concord, NH 03301  
228-4000 (O) Assistant: Zandy Dezonie 228-4004  
228-4010 (F) [zandy.l.dezonie@nhes.nh.gov](mailto:zandy.l.dezonie@nhes.nh.gov)  
e-mail [George.N.Copadis@nhes.nh.gov](mailto:George.N.Copadis@nhes.nh.gov)

Marie-Helene Bailinson, Designee  
Legal Coordinator  
228-4072 (O)  
(F) 228-4010  
[Marie-Helene.Bailinson@nhes.nh.gov](mailto:Marie-Helene.Bailinson@nhes.nh.gov)

Chancellor Emeritus

Dr. Richard A. Gustafson  
17 Kittanset Rd.  
Bedford, NH 03110  
377-6829 (c)  
641-5617 (h)  
e-mail [rgustafson@ccsnh.edu](mailto:rgustafson@ccsnh.edu)

Chancellor Emeritus

J. Bonnie Newman  
PO Box 57  
Portsmouth, NH 03802  
1-617-828-6852 (c)  
e-mail [j.bonnieneverman@comcast.net](mailto:j.bonnieneverman@comcast.net)

Vice-Chancellor Emeritus

Dr. Charles Annal  
Ladybug Lane  
Concord, NH 03301  
e-mail [cannal@ccsnh.edu](mailto:cannal@ccsnh.edu)

11/14/12  
Revised 12/5/12  
Revised 1/5/13