



COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE  
Board of Trustees

Finance and Audit Committee  
May 7, 2009

Members Present: Ned Densmore, Chair, Robert Mallat, Dr. Richard Gustafson, Robert Duhaime, Harvey Hill, David Paquette, Ronald Rioux, Lucille Jordan, Kathy Eneguess, Will Arvelo, and Steven Budd.

Others Present: Michael Marr, Kelly Chapman, Amber Wheeler, Melanie Kirby, Sarah Woods, Susan Proulx, Alice Mowery, Gloria Bacon, and Melanie Kirby.

The meeting was called to order at 8:30 a.m. at Manchester Community College.

1. Approval of Minutes of March 25, 2009

VOTE: On motion by Robert Mallat, seconded by Robert Duhaime, the Finance and Audit Committee voted unanimously to approve the minutes of March 25, 2009 as written.

2. Contracts

DESCRIPTION: Great Bay Community College will be consolidating its operations to the Pease campus during the summer of 2009. In preparation for moving into the new and expanded space, furnishings in the approximate amount of \$570,000 are needed.

This purchase would be from Creative Office Pavilion, Inc., a state approved vendor. A portion of the purchase would be paid for with \$274,000 from 2009 operations and the remaining up to \$300,000 will be financed through a six-year lease/purchase agreement at 5.15% interest with Wells Fargo. Wells Fargo offers this option in collaboration with Creative Office Pavilion Inc. Annual payments are \$57,207 for a total cost of \$343,242.

VOTE: On motion by David Paquette, seconded by Ronald Rioux, the Finance Committee voted unanimously to approve the purchase/lease-purchase of furniture for the Great Bay Community College for up to \$570,000 from Creative Office Pavilion. This transaction would include the initial payment of \$274,000 to Creative Office and the remaining up to \$300,000 on a 6 year lease/purchase agreement with Wells Fargo at 5.15% interest.

Stephen Budd, President of River Valley CC, asked the Finance and Audit Committee for approval to use \$94,000 in non-lapse funds to help pay the cost of three new boilers. President Budd asked Scott Osgood to address the Committee for clarification in the bidding process and how the decision was made to purchase the new boilers.

VOTE: On motion by Robert Mallat, seconded by Ronald Rioux, the Finance and Audit Committee voted 5–1 (opposed by David Paquette), to allow River Valley CC to use \$94,000 in non-lapse funds to help pay the cost of three new boilers.

### 3. Accounts Payable Procedures

Informational Item: Mike Marr informed the Finance and Audit Committee of the status of the Accounts Payable Procedures. The State of NH will be moving to the Lawson Accounting System on July 1, 2009, which means that CCSNH will have to be ready to transition to the system on July 1 for accounts payable. Everything on the accounts payable side except for printing checks is now processed through Banner. It would be ideal to have the ability to print checks in- house and not have to go through the Lawson system to print checks. Mike Marr met with Administrative Services and the Office of the State Treasurer to determine if it would be possible for the CCSNH to issue its own checks by July 1, 2009. This was perceived as very difficult to implement because of the timing. It is in the best interest of CCSNH to pursue this, however, and Mike will continue to move in this direction. Administrative Services feels it is in a position that it is obligated to monitor CCSNH expenditures against the budget. Even if the CCSNH did print its own checks, Administrative Services still would have to be kept informed of what is being spent by class to post it into the Lawson system so as to keep track of expenditures for budgeting purposes.

Action: Mike Marr will continue to have discussions around moving CCSNH in this direction.

Mike reported that all of the colleges will be close to even at the end of the FY09.

### 4. Other

Dr. Gustafson informed the Finance Committee that on-line applications are looking very good at this time, but to keep in mind that the yield from these applications is very important.

There was discussion around whether or not to re-implement the on-line application fee.

At this time the Senate has not determined the final budget. A tuition adjustment for FY10 and FY11 is a consideration.

VOTE:           On motion by Robert Mallat, seconded by David Paquette, the Finance Committee voted unanimously to adjourn at 9:10 a.m.

Respectfully submitted,

Karen Keeler  
Administrative Assistant  
Manchester Community College