



COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
Board of Trustees

Finance and Audit Committee
June 4, 2009

Members Present: Ned Densmore, Chair, Dr. Richard Gustafson, Robert Mallat, Ronald Rioux, Robert Duhaime, Steven Budd, Lucille Jordan, Katharine Eneguess, Harvey Hill, Darlene Miller, Will Arvelo, Mark Edelstein

Others Present: William Beyer, Susan Proulx, Amber Wheeler, Michael Marr, Kelly Chapman, Sarah Woods, Melanie Kirby, Alice Mowery, Shannon Reid, and Scott Osgood

The meeting was called to order at 8:30 a.m. at the NHTI Library, Room 135.

1. Approval of Minutes of May 7, 2009

VOTE: On motion by Mr. Robert Mallat, seconded by Mr. Ronald Rioux, the Finance and Audit Committee voted unanimously to approve the May 7, 2009 minutes as written.

2. Audit Report – MCC Exemptions/Fee Waivers Audit – Sarah Woods

Sarah Woods requested that the 2009 Annual Audit Plan that was distributed at the March finance meeting be discussed and approved.

VOTE: On motion of Mr. Rioux, seconded by Mr. Mallat, voted unanimously to approve the CCSNH Internal Audit Department 2009/10 Annual Audit Plan as presented.

Ms. Woods presented an overview of the findings and recommendations of the Audit Report. She pointed out the policies that will need reexamining and updating that affect Exemptions and Fee Waivers, which are on Page 4 of the report. Two policies that will be addressed are the Accounts Receivable Write-Off Policy and the Refund Policy. These policies will need to be approved by the System Leadership Team.

VOTE: On motion by Mr. Robert Mallat, seconded by Mr. Ronald Rioux, the Finance and Audit committee voted unanimously to accept the MCC exemption/fee waivers audit (Internal Controls over Exemptions and Fee Waivers) as presented.

3. Contracts

1. Lakes Region Community College Project – Front Entry Renovation

VOTE: The Finance and Audit Committee, on motion by Mr. Robert Mallat, seconded by Mr. Ned Densmore, voted unanimously to approve rebuilding the front entrance at LRCC and work on the waterline and sprinkler at a cost of \$193,000, awarded to the low bidder Pellowe Construction, LLC, Alton, NH.

2. Nashua Community College Project – Site and Facility Upgrades

This project involves critical maintenance work funded under HB25 2007, improvements to the site and required maintenance at NCC.

VOTE: The Finance and Audit Committee, on motion by Mr. Robert Mallat, seconded by Mr. Ned Densmore, voted unanimously to approve critical maintenance site and facility upgrades at NCC at a cost of \$279,795, awarded to the low bidder Seppala Construction Co. Inc., Rindge, NH. An increase to the contingency of \$10,000 for unforeseen conditions is included in the request.

It was noted that NCC will use funds from the CCSNH non-lapse account for this project which were previously approved by the Committee for another project and not used.

3. River Valley Community College Project – Remove and Replace Boiler

This project involves providing backup heating capability for RVCC.

VOTE: The Finance and Audit Committee, on motion by Mr. Robert Mallat, seconded by Mr. Ronald Rioux, voted unanimously to the removal and replacement of the boiler at RVCC at a cost of \$121,687, awarded to the low bidder, Eckhardt & Johnson Co. Inc., Manchester, NH.

4. Budget Update – Mike Marr

The Senate has recommended the same budget as the House with the exception of The payment of \$1million per year of the biennium to the State as payment to Administrative Services for central statewide services.

Mr. Marr reported that most of the colleges would end FY09 at zero. The Committee would like clarification as soon as possible on what makes up the \$4 million in encumbrances to date.

5. Other Business

Dr. Gustafson shared with the Committee discussion at the year-end meeting with area college presidents. Discussion centered on enrollment projections and anticipated tuition increases.

There being no further business, on motion by Mr. Robert Mallat, seconded by Mr. Ronald Rioux, the meeting was adjourned.

Respectfully submitted,

Karen Keeler
Administrative Assistant
Manchester Community College