



COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE  
BOARD OF TRUSTEES

FINANCE AND AUDIT COMMITTEE  
September 16, 2008

In Attendance: Chair Ned Densmore, Robert Mallat, Paul Holloway, Katharine Eneguess, Richard Gustafson, Steven Budd, Mark Edelstein, Darlene Miller, Lucille Jordan, and Lynn Kilchenstein.

Also in attendance: Mike Marr, Kelly Chapman, Susan Proulx, Shannon Reid, Melanie Kirby, Sarah Woods, Tim Fontaine, Marie Marcum, Alice Mowery, Amber Wheeler, Shannon Reid, and Joanne Berry.

The meeting was called to order at 8:30 a.m. at MacRury Conference Room, NHTI, Concord, NH.

1. Approval of Minutes of August 28, 2008

VOTE: The Committee, on motion of Mr. Mallat, seconded by Mr. Densmore, voted unanimously to approve the minutes of the August 28, 2008 meeting as written.

2. FY10-11 Operating Budget

Mr. Marr circulated and explained the Budget Totals report which will be used for preparing the 2010/11 budget request. It included FY09 adjusted authorization, FY10 and FY11 budget general and other funds. The FY10 & FY11 includes the faculty salaries and benefit corrections made by administrative services.

Dr. Gustafson indicated that presidents were asked to submit a maintenance budget. For budget development purposes we are calculating in no tuition increase and the enrollment increases projected for each college. In this early formulation, the increase in general fund request between FY09 and 10 appears to be 19.6%, however this does not capture the effect of having combined the

day, evening and CTBD revenue/appropriations (Class 49 transfer), which makes the actual differential less. The Chancellor and CFO will work with the Presidents to refine their requests before the draft budget is presented again to the committee

A summary by college was circulated and explained.

The budget draft does not include funds for cost of living increase negotiated by contract. Expenses such as utilities/energy increases will be estimated with guidelines from Administrative Services.

Notes on Expenditure Classes were circulated and explained.

This information is being brought forward to get direction from the Finance Committee. Trustee Densmore indicated that they will need overall reasons for any significant increases. When our budget is before the legislature, we will need to show enrollment increases and what we need to maintain a rigorous education for our students.

Another meeting is required prior to the October 2 to review/approve the proposed FY0-11 which will then be presented to the full Board. The meeting was set for September 29.

### 3. Proposals for Drawdown from Non-Lapse Account

Chancellor explained the lapse requests for the System Office. Each President explained their lapse requests.

River Valley CC was encouraged to look at heating controls when purchasing the new furnace.

**ACTION:** The Committee requested a list of all System/College vehicles with depreciation.

**VOTE:** The Committee, on motion of Mr. Mallat, seconded by Mr. Holloway, voted unanimously to recommend to the full board that the following amounts be transferred from the non-lapse account to the System Office/College indicated:

**REQUEST FOR LAPSE FUNDS FOR SYSTEM PURPOSES: TOTAL  
REQUEST: \$540,000**

During the 2008 – 2009 fiscal year the CCSNH System Office plans to move forward on a number of initiatives that will require the use of funds from the Non – Lapse Account. We respectfully request the approval of the following projects and the associated funds.

1. Chancellor Search:

The Board of Trustees is prepared to contract with the Isaacson – Miller search firm to provide comprehensive executive search services to the Chancellor Search Committee and the Board of Trustees in their search for a Chancellor. This request includes the anticipated cost of the contract as well as the costs for advertising and travel and lodging expenses for the I –M consultants and the semi-finalists and finalists for the Chancellor position.

Requested Amount: \$ 90,000

2. Marketing and Advertising:

The CCSNH plans to continue its contractual relationship with N-L Partners and its work with the Colleges and the System to market the community colleges in the State of New Hampshire. The FY 2008 effort proved successful and it is important that the System continue the aggressive level of public relations and advertising to strengthen reputation, enrollment and revenue. The funds would be expended for continued design services, production services and the placement of radio, TV, print and Internet advertising. There would also be funds to modestly augment college marketing budgets. This request is for the first half of FY 2009, with an anticipated request for a similar amount for the spring of 2009.

Requested Amount: \$ 175,000

3. White Mountains Community College.....Air Conditioning

The new renovations at White Mountains Community College have absorbed all the funds available. The College had planned to include air conditioning in the new wing, but resources did not permit. The College requests to use a portion of the System Lapse Funds to include this feature in the renovation as a cost effective way to include air conditioning now rather than retro fit the system at a later date at an increased cost.

This would be considered a “loan” from the Lapse Fund to be paid by the College over a 5 year period at \$25,000 per year.

Requested Amount: \$125,000

4. Collective Bargaining for a new Contract with the SEA:

The Board of Trustees, with the concurrence of the Office of the Attorney General, has voted to enter into a contract with the firm of Morgan, Brown & Joy of Boston, MA. The purpose of this contract is to acquire the legal services of the firm to assist the Trustees in negotiating a contract with the SEA to cover appropriate employees of the CCSNH. This would be a new collective bargaining agreement between the Trustees and the SEA as a successor agreement to the current master agreement with the State of New Hampshire, which covers state employees in all state agencies.

Requested Amount: \$ 100,000

5. CCSNH Safety & Security Program:

The CCSNH plans to enter into a contract with TranSystems to continue their work with the colleges and the system office to address matters of safety and security on the campuses and for the system office. TranSystems conducted a comprehensive safety and security assessment of the CCSNH colleges in the spring of 2008 and made a series of recommendations for improvement. The capital portion of those recommendations has been submitted to the Governor and the Legislature as the System’s first priority for funding in the 2010-2011 capital budget. TranSystem is now prepared to assist and facilitate a CCSNH System wide work group with the development of common protocols for emergency response, for common specifications for safety and security related construction materials and communication systems. This activity would be conducted throughout the 2008 – 2009 fiscal year.

Requested Amount: \$ 50,000

**REQUEST FOR USE OF LAPSE FUNDS FOR NHTI: \$ 131,722**

Earlier in the summer NHTI was informed that the NH Bureau of Public Works required the College to increase the amount in the contingency fund for the Health Building by an additional \$231,769.

Initially the College planned to take these dollars from current operations with the understanding that certain budget lines would be “stressed” unless significant enrollment increases enabled replenishment.

To ease the stress on the 2009 operating budget, the College requests to apply its 2008 lapse funds in the amount of \$131,722.30 toward this required contingency. This would mean that we would only have to allocate \$100,046.70 from the 2009 operating budget.

Any funds remaining in the contingency account once construction is completed will flow back to the lapse fund account.

**REQUEST FOR USE OF LAPSE FUNDS FOR RIVER VALLEY COMMUNITY COLLEGE: \$224,899**

River Valley Community College is requesting access to Lapsed Funds for the purpose of addressing four aspects: strategic planning goals, CIHE recommendations, building improvements and program improvements. We are requesting funds for the following activities.

STRATEGIC PLANNING:

IT TECHNOLOGY JUSTIFICATION: A subcommittee of the Strategic Planning Committee identified four overarching themes during a daylong retreat held in the spring of 2008; one of the themes identified was IT infrastructure. These upgrades are necessary to support a revenue goal to increase on-line offerings by fifty percent each of the next four years. Bill Beyer and Bernie Keenan have reviewed this request and have concurred that these are Claremont and Keene’s most important purchasing goal. We are requesting \$100,000.00 for these improvements.

Ghosting software to allow 250 computers to be updated at one time  
\$2,825

Three new servers to replace: Claremont Academic server  
Keene Academic Center server  
On-line storage of Allied Health files - these tend to be larger  
Power-point files for student reviews. \$21,285

Two tablet PC’s – two were purchased out of 2008 operating budget- faculty has expressed interest in using this technology \$ 4,946

Six Multimedia laptops – to support On-line initiatives \$ 7,938

On-line teaching and learning instruction for faculty \$ 5,000

**GRANT WRITER JUSTIFICATION:**

The College would like to contract with a professional grant writer consultant, they would complete the initial grant application for a Title III grant. \$30,000

CIHE RECOMMENDATIONS

LIBRARY COLLECTION JUSTIFICATION: The CIHE report cited only five deficits in their preliminary report. One of their findings was that although the Claremont Library did have sufficient technical offerings its non-technical offers were in need of variety. When President Budd sits with the reporting commission in November he would like to show the college's commitment to CIHE recommendations.

We would like to expend \$25,000

BUILDING UPGRADE:

NEW FURNACE JUSTIFICATION: We would like to purchase a new furnace for the college, this is to address building upgrades that would normally be requested through Capitol funds and will benefit the campus with fuel usage reduction. The present boiler was installed in approximately 1964, this new furnace will not only save money in fuel costs it will also help the campus become "greener."

\$64,000

PROGRAM NEEDS:

COMPUTER TECHNOLOGY JUSTIFICATION: RVCC in partnership with Red River and Sugar River Technology Center have revised the Computer Technology curriculum. As a result the computer labs need to be outfitted with appropriate hardware and software to support the advanced technology used in this program. This will enable these students to transfer to four year institutions or enter into the workplace.

\$57,958

NURSING PROGRAMS JUSTIFICATION: The newly acquired simulation equipment for both the Claremont and Keene nursing programs have eight scenarios; this fall there are 20 scenarios available which are the basics of a RN curriculum and are recommended by the NLN for nursing school environments. They come with a supply list, de-briefing questions, additional student related activities, options for changing the programming to make more difficult, etc. We would purchase one each program

\$6,000

Total request for funds \$224,899

**REQUEST FOR USE OF LAPSE FUNDS FOR GREAT BAY COMMUNITY COLLEGE: \$739,850**

As you know we lost \$1 million in the capital budget for construction at Pease. As a result of this and the unexpected increase in construction materials, we have had to cut out significant portions of the project. These included the maintenance building, the front entrance to the college, the Vet Tech labs, site work,

landscaping, etc. We also had to cut our moving and furniture. And, of course, the budget never included security.

Because of these cuts in the budget and the increase in prices we went through a value engineering process which allowed us to realize some savings and put the Vet Tech Lab into the normal budget. Still, there are some major pieces that need to find their way into the project in order for us to bring on-line the best possible facility we can prudently afford.

I propose that we use all of the \$739,849.99 lapsed by Great Bay Community College to put back into the project all the portions that were cut out of the original estimate (maintenance building, main entrance, site work, landscaping), plus additional elements which would have been part of the original \$11 million dollar budget, but had to be cut out (moving, furniture, security). These would be as follows:

Maintenance Building	\$100,000
Main Entrance	\$150,000
Site Work	\$ 80,000
Landscaping	\$ 30,000
Moving	\$100,000
Furniture	\$200,000
Security	\$ 75,000
Total	\$735,000

**REQUEST FOR USE OF LAPSE FUNDS FOR NASHUA COMMUNITY COLLEGE: \$517,000**

1. - Front Entrance & One Stop Center

This item was approved by the Board of Trustees in the spring '08; however, the contract was not completed and signed until after July 1, 2008.

Requested Amount: \$100,000.00

2. - Furniture for One Stop Center

The One Stop Center office space will require new furniture, as the new design will not accommodate the size of old office furniture. The new furniture will allow for a more efficient work flow and effective use of space. The old furniture will remain in the vacated office space to be used by the employees assigned to those areas.

Requested Amount: \$160,000.00

### 3. - Computer Lab Equipment & Update

The College has not been able to update its computer labs for the past four years, and with the requirement of VISTA in most of our programs we find it necessary to update our labs to ensure the academic currency of our computer course offerings in Business Studies and Computer Science. The Equipment will include 80 desktops computers including monitors and software. The quote is attached to this document.

Requested Amount: \$82,000.00

### 4. - Vehicles

The College needs to replace one vehicle in its fleet that has in excess of 125,000 miles and in need of constant repair, and is not fuel efficient and another that is approaching 100,000 and not fuel efficient. In addition the college needs to increase its fleet to accommodate the increased travel by two new recruiters, travel to internships, and system meetings. The college request \$75,000 to purchase two HONDA civics and one Hybrid SUV.

Requested Amount: \$75,000.00

### 5. - Painting Outside Stucco Façade of Main Building

The Main Building of the campus is outdated and is in need of significant paint of its façade; this is more evident with the addition of a new main entrance and the Wellness Center that is surrounded by stained and peeling stucco. We have consulted with the Dennis Mires, the architect for the Wellness Center and the Front Entrance and it his recommendation we paint the "white" bands of stucco of the main building "aged copper" to connect the main building and the Wellness Center.

Requested Amount: \$80,000.00

### 6. - Signage for Front Entrance & Interior Building

The signage throughout the buildings is out dated and this allows us to incorporate our new name and provide appropriate identification of offices and maps throughout the building. This will also address the safety concerns identified by our safety committee and Nashua Fire Department.

Requested Amount: \$20,000.00

**REQUEST FOR USE OF LAPSE FUNDS FOR LAKES REGION COMMUNITY COLLEGE:                 \$110,485**

1. - Improve access for handicapped

Currently, handicapped individuals cannot access either of our buildings through the main entrances, making it very difficult for them to move from one building to the other. To improve that situation, we would like to add new automatic doors for the main entrance to each building and replace the non-functioning automatic door mechanism for the cafeteria. Changing the main entrance of the original building to automatic sliders would have the additional benefit of improving security

Requested Amount: \$25,000

2. Improve main entrance of original college building

The entryway to the original college building is both hazardous and unattractive. The concrete steps and walkway have been damaged over time and are now rough and uneven, posing a trip hazard. There is no ramp for handicapped access and no railing. The height of the concrete walls surrounding the front door has been reduced to minimize the “bunker” impression, but the overall look is unwelcoming. We have put a lot of effort over the past several years into improving campus landscaping, and the renovation of our original building creates a much improved educational environment. Our main entrance now needs to be upgraded to make it more consistent with the rest of the campus.

Requested Amount: \$65,000

3. Address key security issues

The security assessment completed last year by TranSystems identified a number of issues for our College, including key security, problems with external and internal doors, outdated camera surveillance, alarm systems, and communication systems. The alarm system for our original building has been updated as part of our renovation project, but other issues still need to be addressed. As initial steps, we would like to implement keyless locking systems for both exterior and interior doors, ensure all classroom doors can be locked from the inside, upgrade our camera surveillance system, and improve emergency communications. Some of these measures may be undertaken as part of a system-wide initiative, and others may be achieved with our operating funds. However we would like to begin by implementing keyless locking systems for all exterior doors, and are requesting authorization to expend lapse funds for that purpose

Requested Amount: \$20,000

Note: Trustee Paquette send his comments via email to Trustee Densmore and the Chancellor. Items of concern were discussed with the Chancellor prior to the meeting and were resolved.

4. Purchasing/Contracting Policies/Procedures

Ms. Chapman explained the request to add the following statement to the approved contract procedures: All expenses related to advertising and marketing shall be processed as unencumbered payments with the approval of the Chancellor or designee. This language has been in the System’s statutes for several years but is not specifically part of the revised RSA 188-F. .

VOTE: The Committee, on motion of Mr. Mallat, seconded by Mr. Holloway voted unanimously to add the following statement to the contract procedures: All expenses related to advertising and marketing shall be processes as unencumbered payments with the approval of the Chancellor or designee.

Ms. Chapman circulated and explained the request to increase the purchase order limitations.

VOTE: The Committee, on motion of Mr. Mallat, seconded by Mr. Holloway voted unanimously to increase in purchase order limitations as follows:

Current	Proposed	Conditions
\$0 to \$500	\$0 – 500	Field Purchase Order
\$501 to \$1,999	\$501 to \$10,000	System PO – campus obtains 3 written quotes
\$2,000 and above	\$10,001 and above	System PO – these items are sent to Administrative Services for bidding – can be a 6-8 week process

Alice Mowery requested having the rules for contracts be applied to purchasing rules. This was referred to Mr. Marr and CFOs.

5. Other

Next meeting: September 29 8:30 a.m. MacRury Hall, NHTI  
There being no further business the meeting was adjourned at 10:12 a.m.

Respectfully submitted,

Marie Anne Mills  
Assistant to the Chancellor