



COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
Board of Trustees

Finance and Audit Committee
March 25, 2009

Members Present: Ned Densmore, Chair, Robert Mallat, Robert Duhaime, Harvey Hill, David Paquette, Ronald Rioux, Kim Trisciani, Lucille Jordan, Darlene Miller, Lynn Kilchenstein, and Mark Edelstein.

Others Present: Michael Marr, Kelly Chapman, Amber Wheeler, Melanie Kirby, Sarah Woods, Susan Proulx, William Beyer, Timothy Fontaine, Shannon Reid, Alice Mowery, Gloria Bacon, Marie Marcum, and Marie Mills

The meeting was called to order at 8:35 a.m. at MacRury Hall, NHTI

1. Approval of Minutes of January 8, 2009

VOTE: On motion by Robert Mallat, seconded by Harvey Hill, the Committee voted unanimously to approve the minutes of January 8, 2009 as written.

2. Ratification of Telephone Vote – Approval of a contract in the amount of \$104,000 for NHTI swipe card system

VOTE: On motion by Robert Mallat, seconded by Ron Rioux, the Committee voted unanimously to ratify the telephone vote for the approval of a contract in the amount of \$104,000 for the NHTI swipe card system.

3. Fees

VOTE: On motion by Harvey Hill, seconded by Ron Rioux, the Committee voted unanimously to accept the fees as presented, as follows:

- **ACADEMIC INSTRUCTION FEE**

~~\$60~~\$44 Academic Instruction fee (formerly lab fee) for each lab credit for credit bearing courses.

A fee will be charged for all Laboratory/Clinic/Field Experience/Practicum or other similar experiences. Effective January 1, 2009, no fee will be charged for co-ops and internships. This fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$44.00 for each course. This fee will be added to the normal tuition charge for that course.

Example: BI101 A&PI $\frac{\text{Lec}}{3}$ $\frac{\text{Lab}}{2}$ $\frac{\text{Cr}}{4}$ 4 - 3 = 1 x 44 = \$44

This fee will be charged to all students with no exceptions. No other academic instruction (formerly lab) fees are permitted without the written authorization of the Commissioner of the Community College System of NH.

Academic Instruction fees can be charged for non-credit courses.

• **COMPREHENSIVE STUDENT SERVICES FEE**

	<u>Per Credit Fee</u>	<u>Day</u>	<u>Day/Evening</u>	<u>Admin/SA</u>
White Mountains CC	\$65 <u>\$54</u> .00		x	\$3/ 23
	\$11.00		x	\$11 Bonding
Lakes Region CC	\$54 <u>\$54</u> .00		x	\$32 <u>\$2</u>
NHTI	\$1920 <u>\$1920</u> .00		x	\$7 Wellness Ctr. \$2 health serv. \$4 student senate \$3 student center \$3 Dining hall/ Bistro bonding <u>\$1 Parking/Security</u>

ON-LINE APPLICATION FEE WAIVER

\$10 application fee is waived for all those who apply for admission on-line, now through ~~June 30, 2009~~ December 31, 2009.

- **GRADUATION FEE**

Up to ~~\$100~~ \$125

- **GENERAL ASSESSMENT**

Up to ~~\$15.00~~ \$20.00

- **INDIVIDUAL PROGRAM TESTS (all non refundable)**

All	\$70	NLN Pre-Admission exam for Nursing & Dental
NHTI	\$30 \$40	Health Education Systems Test for Nursing
LRCC	\$39 \$40	Nursing IV II NLN Readiness Exam
LRCC	\$63 \$40	Nursing IVI NLN Readiness Exam
LRCC	\$160	CNA—LNA Competency Evaluation Exam (\$ 95 —\$80 clinical/\$ 65 \$80 written
LRCC	\$25	Mercury Marine MTF Certification Test
LRCC	\$80	North American Board of Certified Energy Practitioners (NABCEP) Certification for students
LRCC	\$100	North American Board of Certified Energy Practitioners (NABCEP) Certification for non-students
WMCC	\$45	Basic Nursing Care Exam and Nursing the Childbearing Family Exam
WMCC	\$75	Comprehensive Psychiatric Nursing Exam and NCLEX Readiness Exam
GBCC	\$75	Praxis Curriculum Fee - only for community members

- **MANCHESTER CC TESTING CENTER FEES**

<u>Building Professional Exam—Field</u>	<u>\$350</u>
<u>Building Professional Exam—Written</u>	<u>\$200</u>

<u>Apple Certification</u>	\$200
Citrix	\$150
C.N.A.	\$125
Comp-TIA	\$239
Java	\$300
Linux	\$160
Microsoft (Professional & Dynamic)	\$400
Microsoft (Individual)	\$150
Novel Networking	\$125
GMAT	\$250
GRE	\$250
TOEFL-Computer Based	\$140
TOEFL-Paper Based	\$140
TOEFL-Additional reports	\$17
TOEFL-Rescheduling Fee	\$40
TOEFL-Essay & TWE Rescoring	\$50
TOEFL-Paper Based Rescoring	\$25
TOEFL-Reinstatement of Canceled Scores (computer only)	\$20
TOEFL-Fee for returned check or declined credit card	\$20
Professional Transportation Engineer	\$425
Insurance & Coding	\$135
Patient Care Technician	\$135
Phlebotomy Technician	\$135

• **DRUG TESTING FEE**

Up to \$100 for drug testing

• **NHTI BOARD FEE**

19 meal plan - ~~\$1,320~~ \$1,387 (~~\$1220~~ \$1,287 + \$ 100 flex) per semester

15 meal plan - ~~\$1,215~~ \$,1276 (~~\$1115~~ \$1,176 + 100 flex) per semester

• **NHTI CHILD AND FAMILY DEVELOPMENT CENTER**

Registration Fee (non refundable): \$50 and the first week's tuition to secure space within the program

- **PLATO PRAXIS TUTORIALS & PRACTICE SESSIONS - NHTI**

~~\$50~~\$75 - This is a non-credit course. NHTI students will not be charged. This fee will be charged only to non-NHTI students.

- **PAYMENT PLANS**

5% of the deferred amount or a fee consistent with the fee that is charged by an outside vendor, whichever is smaller.

Up to \$50 Payment Plan per semester

~~\$10~~Up to \$20 Payment Plan Late Fee for students who missed their scheduled payment date.

- **LATE PROCESS FEE FOR PAYMENT PLANS**

\$50 per semester will may be charged for all students who fail to make arrangements to pay tuition and fees prior to the start of the semester.

- **PHOTO COPY/PRINTING FEE**

Up to 10 cents per page for black and white

Up to \$1.00 per page for color

- **INDIVIDUAL COURSE FEE**

<u>NHTI</u>	<u>\$500</u>	<u>Supply fee for the Castings and Splinting I & II courses</u>
<u>LRCC</u>	<u>\$41</u>	<u>Sim Lab kits (freshmen/seniors)</u>
<u>LRCC</u>	<u>\$350</u>	<u>Tractor Trailer Program Deposit (non refundable)</u>
<u>WMCC</u>	<u>\$15</u> <u>\$60</u>	Phlebotomy course supplies
<u>WMCC</u>	<u>\$45</u>	Automotive Welding course supplies/related costs

	\$60	
WMCC	\$160 \$200	Basic Welding & Basic Pipe Welding Certificate courses supplies
WMCC	\$60	<u>Welding I for Mobile Equipment Tech</u>
WMCC	\$60	<u>Welding II for Mobile Equipment Tech</u>
WMCC	\$60	<u>Spa Techniques for Massage Therapy</u>
MCC	\$20	<u>Phlebotomy Supply kit</u>
MCC	\$100	<u>Plato Prep</u>
MCC	\$50	<u>NSNA Membership Fee for nursing students</u>
MCC	\$20	<u>Graphic Design - Color Theory course supplies</u>
MCC	\$15	<u>Fine Arts - Painting II - Modeling Fee</u>
MCC	\$15	<u>Fine Arts - Drawing II - Modeling Fee</u>

FACILITY USE FEES

MANCHESTER COMMUNITY COLLEGE

Conference Room: \$35 per hour

NHTI - CONCORD'S COMMUNITY COLLEGE

Computer Labs: ~~\$800 per day / \$500 half day~~
Half day (up to 4 hours) - \$300
All day (over four hours) - \$600

Audio Visual Equipment:

No charge: overhead (transparency) projector and screen

Equipment charge: ~~\$20~~ \$30/piece/room - TV/VCR,
Slide

Projector, 16m Projector, CD or DVD Player, microphone, portable screen or cassette recorder i

\$50/hr/technician

Video Camera/Technician:

\$50 flat fee

~~\$30~~ \$50/hr/technician

Auditorium Media Cart: \$150 per day

~~Satellite Teleconference Lease (\$122):~~

~~— \$130/hour minimum 2 hours downlink, plus room rental fees. —
— Includes LDC projector and technician. —~~

Baseball Field \$~~30~~\$40.00/hr. or portion
thereof
Softball Field \$~~30~~\$40.00/hr. or portion
thereof

ABATEMENTS

North Country Early College Opportunity Program. 15 North Country rural area students may attend White Mountains Community College at half tuition, ~~beginning Fall 2007. This is a two year pilot program~~

Chairman Densmore asked that Mr. Marr review the fees and prepare an analysis for him as he brings this before the Board.

4. Operating Budget Update

Mr. Marr reported that the current status of the state budget has CCSNH level-funded at the FY09 appropriation level for 2010 and 2011 operating budget. Division II added \$1 million in anticipated federal stimulus funds to the Governor's budget for FY2010.

The capital budget remains at \$2 million for critical maintenance. There may be stimulus dollars available for capital improvements.

5. Financial Information as of 3-13-09

Mike Marr distributed a document on revenue and expenditures for the System. This compares Actual FY 2008 to Actual FY2009 revenue figures. He noted that the revenue forecasted is right on target.

A major increase in expenditures is the \$2,078,000 give back to the state. Three payments have been made to date of \$296,838 each with four additional payments to be made.

Discussion ensued regarding estimating retirement costs and whether a new policy should be developed for retirement pay out.

6. Contracts

Contracts over \$100,000 need to come before the Finance Committee for review and approval.

VOTE: On motion by Robert Mallat, seconded by David Paquette, the Committee voted unanimously to approve the contract for WMCC with ATel, LLC to establish virtual labs with a portion of the funding through the NSF grant (project SimBeLT).

7. Year End Closing

The close-out date for the requisition process will be May 15, 2009. All System employees have been notified.

8. LBA Audit Observations Update

Mike Marr gave an update on the progress made on the LBA audit observations since November.

Susan Proulx reported on the status of the 07-08 Financial Aid Audit which is now a public document. She explained the seven finds for the CCSNH, which were expected.

Ms. Proulx informed the Committee that financial aid funds will not be held up due to the findings in the 04 –05 audit that have not been resolved and that the colleges will receive their eligibility.

VOTE: On motion by David Paquette, seconded by Robert Mallat, the Committee voted unanimously to allow River Valley Community College to add an additional \$44,000 as a placeholder to resolve the financial aid issue.

9. 2009 Annual Audit Plan – Sarah Woods

Sarah Woods, Internal Audit Manager, had asked the Committee at the last meeting to review the Audit Manual for approval.

VOTE: On motion by Robert Mallat, seconded by Harvey Hill, the Committee voted unanimously to approve the Audit Manual as

written.

Ms. Woods also presented the 2009 – 2010 Audit Plan and requested that the Committee review this document for approval at the next meeting.

10. Non-Lapse Account Status

Mike Marr explained the status of the lapse funds account which includes what has been approved, expended, encumbered and the remaining balances. It does now, however, indicate the amounts that are still available for each campus.

VOTE: On motion by Robert Mallat, seconded by David Paquette, the Committee voted unanimously that Nashua CC be allowed to move \$20,000.00 non lapse funds from painting the façade to signage; and also to spend an additional \$71,000.00 from unexpended previously approved non-lapse funds and its remaining balance in the non-lapse fund, for the Blackboard Transition System, a security system for the Wellness Center that interfaces with Banner.

NEXT MEETING: April 29 at 8:30 a.m.

The meeting adjourned at 10:05 a.m.

Respectfully submitted,

Karen Keeler
Administrative Assistant
Manchester Community College