FACILITIES AND CAPITAL BUDGET COMMITTEE
March 24, 2015


Regrets: David Luneau

Also in attendance: Matt Moore, Kristen Van Ostern, Melanie Kirby, John Harrington, Bettejean Neveux, and Vincent Mumford.

The meeting was called to order at 9:07 a.m. at NE Delta Dental, 2 Delta Dr., Concord, NH.

1. Approval of the January 13, 2015 Meeting Minutes

VOTE: The Committee, on motion of Mr. Damren, seconded by Mr. Calhoun, voted unanimously to approve the January 13, 2015 meeting minutes as presented.

2. Capital Budget Update

Ms. Van Ostern reviewed the FY16-17 capital budget requests as recommended by the Governor and being discussed in the House. To date, the items in the Governor’s budget remain intact with the possibility of an additional $1 million to fully fund the MCC HVAC building. This includes: $4 million for critical maintenance; $2.8 million for IT; $7 million for MCC HVAC; $400,000 for IT & STEM labs at RVCC. After a vote by the full House April 1, this will move to the Senate.

Mr. Moore explained the amendment to HB25 which we are requesting. As a result of a drafting oversight, CCSNH’s capital projects fell under RSA 228 which would give the oversight of all capital projects to the Bureau of Public Works. The amendment redirects oversight of CCSNH capital projects to the Board of Trustees and its policy and procedures. This has been the past practice but the amendment is needed to clarify and ensure this is consistent in HB25. We worked with the LBA on wording and brought forward the following proposed amendment::

[Amendment details]

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I. These projects shall be expended by the trustees of the community college system of New Hampshire.

II. The appropriations made to the community college system in section 1 are available for all costs incidental to the completion of the projects enumerated including the costs of the services or architects, engineers, and other consultants of such kind and capacity as the community college system board of trustees may, in its discretion, wish to employ on such terms and conditions as the board determines. These monies shall be spent under the direction of the community college system board of trustees.

III. Any authorization contained in this act which is at variance with the requirements of applicable federal law and regulations shall be controlled by the terms of the federal law and regulations.

In order to allow more time for other agenda items, Agenda items 3-7 were discussed together.

Mr. Calhoun expressed concern with the amount of money being spent on the current Keene facility which has many issues. There is opportunity to grow the Keene area and other facilities are available. Mr. Moore indicated that they have looked at another facility.

Ms. Van Ostern added that RVCC needs to develop a master plan. Due to reduced funding for repairs, we have taken a band aid approach to rehab the building. Mr. Densmore agreed that they need a master plan for the entire area the college serves. Discussion followed.

Question was raised regarding the 12 Industrial Park sale. Mr. Wood reported that the sale was at a loss. Ms. Van Ostern added that the reserve request to address this matter will be discussed with the Finance Committee. The mobile diesel program continues to be offered at White Mountains CC.

3. Great Bay Community College

- Status of Great Bay Community College, Portsmouth, Construction of the Student Success Center. We are on time and budget for an early August completion. North Branch Construction Contract Not-to-Exceed (NTE) Approved $4,339,602.00. JSA, Architects NTE approved $514,973.00.

- Status of Great Bay Community College, Rochester, Construction with Turnstone Corporation Rochester Campus Additional Renovated Space now occupied. Some office furniture still remains to be installed. Turnstone Construction Design/Build Contract NTE approved $2,640,950.00. The current construction phase with a $1,080,000 budget renovating 10,098 sq. ft. adding to the previously renovated 17,000 sq. ft.

4. Nashua Region Community College
• Minuteman Security Technologies for Security Management System: They have met with staff and scheduling security walkthrough with Minuteman.

5. River Valley Community College

• Status of Construction Management Services – for FY 13/14/15 MacMillin Construction. MacMillin Construction NTE Approved $3,447,846.00.

  o Claremont Renovations – Closeout with a balance of about $250,000. Scheduling a scoping meeting with RVCC and the architect. We will need an amendment to Lavallee’s contract at a future time.

  o Claremont Site – Construction on site-work to start in spring budgeted at $191,998.

  o Keene Boiler – Bids received and started during Christmas break. Contract budget at $500,000. Completion April 2015

• SYS15-01 at River Valley Community College. Minuteman Security Contract NTE Approved $112,071.00 for Claremont and Keene, now complete.

6. White Mountains Community College

• Sale of 12 Industrial Park Road – Complete

• Status of Construction Management Services – for FY 13/14/15 Hutter Construction. Hutter Construction NTE Approved $1,155,000.00.

  o Renovation and upgrade to Automotive and Welding spaces, etc. and bathroom renovations ADA. Only punch list remains.

  o Starting design from Engineers Report to address Fire Marshal’s concerns which should be funded in FY 2016

  o Ms. Van Ostern and Mr. Moore met with Matt Wood who is reviewing WMCC project priorities.

7. Manchester Community College


• Front Street – Hoyle, Tanner & Associates engineering design Total Contract is $249,163 this project is $90,000 design nearly completed, NHDES Alteration of
Terrain will be submitted the first of next week. Waiting for FY 16 Critical Maintenance monies to proceed with construction.

8. Committee By-laws - Review and Discussion

Mr. Heath indicated that he did some research of other colleges’ facilities by-laws in developing this draft. The proposed draft by-laws were circulated and explained. Lengthy discussion followed.

Topics discussed: the need to have a statement on the need to address full facility utilization such as evenings and weekends especially in conjunction with new capital building requests; global view of the condition of all of our buildings.

Ms. Van Ostern opened discussion on including the IT infrastructure as part of this committee. IT is part of the capital budget and is a significant part of the CCSNH request. In the Board policies/by-laws, IT is part of this committee; enabling the Board chair to be part of the committee.

**ACTION:** All members were asked to review the by-laws and email any recommendations to Mr. Heath by March 30.

Once all recommendations are received, Mr. Heath will revise and submit to Ms. Roy-Czyzowski and Attorney Herrick for review. After review, they will then be sent to committee members for phone vote.

Discussion followed on the review of all the committee by-laws by the Governance Committee to be sure there overlaps and all functions are addressed such as IT. Mr. Damren, who is also a member of that committee, will pass on this message to the Governance Committee.

Discussion followed on using reserve funds to address building issues. Mr. Moore noted that colleges receive critical maintenance capital budget funds, possible grant funds, and each college has a budget line item for maintenance.

9. Facilities Policy - Review and Discussion

Tabled

10. Other

It was suggested that this committee meet after the Board meeting on April 9.
Next Meetings: April 9 after Board meeting. June 9, 2015 at Northeast Delta Dental.

The meeting adjourned 10:10

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor