COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
Board of Trustees

FINANCE COMMITTEE
January 13, 2015


Regrets: Tricia Lucas, Jeremy Hitchcock, and Ned Densmore,

Also in attendance: Matt Moore, Amber Wheeler, Kristen Van Ostern, Melanie Kirby, and Bettejean Neveux

At 9:45, the Finance Committee joined the Facilities Committee for a presentation on the Lakes Region CC automotive building. The meeting was called to order.

1. Joint Presentation with Facilities Committee
   - Lakes Region Community College - Lavallee Brensinger presentation of the Lakes Region new automotive building design

President Kalicki noted that the LRCC received $3.3 million for the automotive building. Initially, it was planned to have a 21 bay area. Due to construction costs, it was scaled down to 17. The site preparation is also costly. He introduced Shawn Landry from Bresinger Architects. Mr. Landry reviewed the college land area, locations considered for this building as well as the proposed future mobile diesel building. A goal of the project is to create a college campus feeling. The building plan was viewed as well as phase 2 for the additional bays. Discussion followed.

At 10:17, the Finance Committee began with the following agenda items.

2. Approval of Minutes of the November 25, 2014 Minutes

VOTE: The Committee, on motion by Ms. Stebbins, seconded by Ms. Shields, voted unanimously to approve the November 25, 2014 meeting minutes as presented.
Early College Tuition Proposal

Dr. Kalicki indicated that the Academic & Student Affairs Committee approved the $250 per course Early College course for a two year period pilot program; this now comes before the Finance Committee for recommendation to the full Board. The EC program is a dual enrollment program that provides high school students the opportunity to earn a high school diploma and an associate degree simultaneously.

Each college will negotiate with school districts to provide funding assistance to compensate students for the cost of college attendance. Individual MOUs with local school districts will be negotiated by the college president. Fully matriculated traditional students would get priority placement. High School students attend on a space available basis. If the student did not complete the AS degree prior to high school graduation and continues to attend our community college, they will pay the regular tuition. It is anticipated that students would take mostly liberal arts courses. Transportation is up to the high school. There are no enrollment projections at this time.

Lengthy discussion followed.

**ACTION:** It was requested that at the end of the pilot period that the report include an in-depth analysis of all costs/enrollments.

**VOTE:** The Committee, on motion of Ms. Stebbins, seconded by Mr. Heath, voted unanimously to recommend to the Board the approval of the tuition cost of $250.00 per Early College course for a two year pilot period, as determined by each college president.

4. FY15 Contract and Amendment Approvals; FY15 Reserve Requests

No requests.

5. FY15, FY16-17 Budget Update

Ms. Van Ostern noted that spring enrollments from Friday are about flat from last year. We need a 1% increase to reach projections. The Operating Budget Request report was circulated and explained. Compensation and benefits figures were adjusted based on enrollments. The final March forecast will also be used for FY16-17 decisions.

Trustee Stebbins suggested a press release about enrollments and why we had personnel reductions.
Ms. Van Ostern noted that personnel reductions are included in the FY16-17 proposed budget.

Legislative meetings have been held regarding the FY16-17 budget request and legislators are being made aware of personnel reductions.

6. CCSNH Reserve Policy and Request Form Discussion

Trustee Shields brought forward the draft reserve policy. As requested at the last meeting, a subcommittee including Trustees Shield and Stebbins developed this policy. The proposed policy recommends that all colleges budget annually for a 3% operating margin and build reserves equivalent to 5% of the college’s prior year’s operating expenditures. Use of these reserves will continue to be approved by the Finance Committee. This is a 5 year plan to arrive at this level. This will enable us to reinvest in success.

Lengthy discussion followed. Comments and questions included: this approach encourages planning and helps to avoid/mitigate risk; a 3% reserve is used by other NH public institutions; how would the policy apply to the Chancellor’s office; there needs to be an established minimal level at which a college can operate; parameters need to be established; the percentage could be established with each president during the budget process.

Suggested language to add: add protection that the college funds will not be used for other initiatives unless approved by the presidents; have 3 years to build up to that 3%.

**ACTION:** The subcommittee will redraft the proposed policy and submit for the next Finance Committee meeting.

The draft Request Form was not discussed.

7. Other

No other item.

Next meeting: March 24, 2015

The meeting adjourned at 11:32 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor