Members present: Richard Heath, Ned Densmore, Scott Kalicki, Jack Calhoun (phone), Kathy Shields, Robert Duhaime, Alison Stebbins (phone), Angela Roussel-Roberge, Gayle Price, Susan Dunton, Susan Huard, Ron Rioux, Allen Damren, Matt Wood, Scott Kalicki, David Luneau, Lucille Jordan,

Regrets: Tricia Lucas, Jeremy Hitchcock, and David Paquette

Also in attendance: Matt Moore, Amber Wheeler, Kristen Van Ostern, Lynn Moore, Sarah Tilton, Melanie Kirby, Bettejean Neveux, and John Harrington

The meeting was called to order at 10:06 a.m. at NE Delta Dental, 2 Delta Dr., Concord, NH.

1. Approval of Minutes of the September 18, 2014 and October 2, 2014 Meetings Minutes

VOTE: The Committee, on motion by Mr. Duhaime, seconded by Ms. Shields, voted unanimously to approve the September 18, 2014 and October 2, 2014 meetings minutes as presented.

2. Fy15, FY16/17 Budget Update

Chair Densmore asked Ms. Van Ostern to report on the Governor’s Executive Order that was received yesterday as well as the budget update.

Ms. Van Ostern indicated that an email went out early this morning regarding the Governor’s Executive Order which reduces our FY15 state appropriation by $345,000. We are addressing this reduction and will report at the next meeting.

She circulated the revised operating budget requests. The FY15 budget reflects fall enrollments as well as projections. It does not, however, include the Executive Order reduction.
The FY16-17 budget request reflects our best estimate for revenue and expenditures. We have met with the governor's budget staff. Benefits and salaries are projected flat and 3% increase in health care. Information on credits sold was also provided.

Although it is early, the spring enrollments look good.

3. CCSNH Reserve History and Research

Ms. Van Ostern provided information regarding the history of reserves as requested at the last meeting. Reserves are pursuant to RSA 188-F-10 (Non-lapsing Account) and delegated authority per Board policy 421. Effective FY14, the colleges retain the full amount of their reserves.

Trustee Stebbins recommended that a group be established to develop a policy including a uniform format for submitting reserve requests.

**ACTION:** President Jordan volunteered to work with presents to develop the system policy/form. Trustees Calhoun and Stebbins also volunteered.

4. In-State Tuition Differential Proposal

Mr. Densmore opened discussion on the in-state tuition differential proposal. As a result of the Rural College Initiative retreat which he attended, language was proposed for consideration by this committee and the full Board. The proposed policy delegates authority to the CCSNH College Presidents to "offer in-state tuition to students residing out-of-state within a 50 mile radius of the College." The intent of this policy is to better enable CCSNH colleges to more effectively compete and increase overall enrollment capacity. Upon review of the retreat recommendation and the consideration of a differential tuition option, the CCSNH presidents voted unanimously to recommend the proposal to the Chancellor and Senior Leadership Team for review and discussion and presentation to the Board of Trustees for consideration.

Comments included: this is part of the board rural college strategic initiative; we are looking at what are neighboring colleges are offering; this would be at the discretion of the president after financial review; this would be on a pilot basis; can tap into other marketing areas.

It was noted that Automotive Programs and the New England Regional Student Program (NERSP), where New England public universities and colleges offer a number of undergraduate curricula with reduced tuition to students from other New England states shall not be impacted by this change or by distance restrictions as these have been approved.
VOTE: The Committee, on motion of Mr. Calhoun, seconded by Mr. Duhaime, voted unanimously to approve the policy that CCSNH College Presidents shall have the authority to establish and charge in-state tuition for out of state students residing within a 50 mile radius of college campuses on a pilot basis for two years recommend to full board, effective summer 2015 for a two year pilot period.

ACTION: It was requested that Ms. Van Ostern provide financial impact information for the Board meeting.

5. By-Laws: Merging the Finance and Facilities/Capital Budget Committees?

Mr. Densmore indicated that the merging of the Finance Committee and Facilities Committee was discussed at the Facilities Committee and ended in a split decision. Discussion followed. Comments included: other than contracts, agenda topics are different disciplines; some overlap; there have been times when these committees already had joint meetings; way to use more creative ways for scheduling meetings; may lose dedicated focus on construction.

ACTION: Return and report to the Governance Committee that this was a split decision and look to that committee for more information on purpose for this merging.

6. FY15 Reserve Requests

Ms. Shields requested that we consider a template for all reserve requests which would include a balance of the college reserve funds.

ACTION: Ms. Van Ostern indicated that she would develop a template for review by this committee at the next meeting.

President Dunton presented the request to transfer $350,000 from reserve funds into the operating budget to cover a portion of the FY15 deficit. This will not deplete the reserve account. Question was raised if this would cover the deficit. She indicated that they are still looking at a $100,000 deficit for rest of FY15 but are awaiting spring credits sold. She took the position of president understanding that there was a projected $3 million shortfall to be addressed.

VOTE: The Committee, on motion of Ms. Shields, seconded by Mr. Heath, voted unanimously to approve the NHTI request to transfer $350,000 from reserve funds into the operating budget to cover a portion of the FY15 deficit.
President Kalicki presented the Lakes Region CC request to transfer $70,000 from operating funds to the Health and Science building fund - $45,000 for use on multiple projects on the building and $25,000 for FY14 audit adjustments.

Ms. Van Ostern explained that after audit adjustments, it was found that accounts payable accruals had not been reflected in the reserves. President Kalicki added that he thought the college was in the black until this adjustment came through. This request will now balance the account.

Trustee Shields noted that as chair of the audit committee, they are working on better discipline on reconciliation, which will be done quarterly. Hard work is going on to make this happen.

VOTE: The Committee, on motion of Mr. Calhoun, seconded by Mr. Heath, voted unanimously to approve the Lakes Region CC transfer of $70,000 from the reserve account to the Health and Science building account.

The third reserve fund request was submitted by the Chancellor’s office to transfer $400,000 from the strategic initiatives fund to the Enrollment Initiative fund for marketing.

Ms. Reid will provide a marketing update to the board at its next meeting.

VOTE: The Committee, on motion of Ms. Roberge, seconded by Mr. Damren, voted unanimously to approve the CCSNH Chancellor’s Office request to transfer $400,000 to support CO reserve request for the strategic enrollment/marketing initiative.

7. Other

Mr. Densmore brought forward three contracts that were approved by the Facilities Committee.

Mr. Moore explained that Great Bay CC requested the approval of the North Branch Construction Inc. contract amendment. GBCC is making fund raising efforts for purchase of equipment. A parking lot study needs to be conducted as well as replacing deteriorating pipes/culvert repairs.

VOTE: The Committee, on motion Mr. Damren, seconded by Mr. Heath, voted unanimously to approve contract increase with North Branch Construction, Inc. for Construction Management services for Great Bay CC for $489,602 from Capital Budget-Student Bonded funds of $449,602 and Capital Critical Maintenance funds of $40,000 for a total contract not-to-exceed the amount of $4,339,602.
Mr. Moore explained the contract amendment with Turnstone Corporation for additional renovations.

VOTE: The Committee, on motion of Mr. Damren, seconded by Ms. Shields, voted unanimously to approve Amendment No. 3 contract increase with Turnstone Corporation for Design/Build construction services for Great Bay CC, Rochester campus, for $80,000 from state operated funds for a total contract not-to-exceed in the amount of $2,640,950.

Mr. Moore explained that we have a contract with Minuteman Security Technologies for two other colleges. We are expanding the contract for services at Manchester CC.

Dr. Huard added that MCC has locks on many internal doors and some video cameras inside. This project will add locks to all external doors, remaining internal as well as the software installation, training etc.

VOTE: The Committee, on motion of Mr. Calhoun, seconded by Ms. Shields, voted unanimously to approve the contract with Minuteman Security Technologies for security system service, maintenance and construction for Manchester CC for an additional $399,923.22 from capital budget critical maintenance funds of $300,000 and from state operating funds of $99,923.22 for a total contract not-to-exceed the amount of $511,994.22

Mr. Densmore brought forward the TAACCCT III Third Party Project Management Services contract.

President Jordan explained that NCC went out to bid for these services and only one applicant qualified. They were also the authors of the grant, highly qualified and recommended by the Dept. of Labor.

Trustee Stebbins suggested that we develop a “library” of contract templates, with set language to draw from, templates etc. It was noted that some grants have specific language that must be reflected in the grant contract.

VOTE: The Committee, on motion of Mr. Heath, seconded by Mr. Damren, voted unanimously to approve the TST & Associates contract for third party project management services for Nashua Community College in the amount of $219,960.00
Next meeting: January 13, 2015

The meeting adjourned at 11:33 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor