
Regrets: Jeremy Hitchcock, Tricia Lucas and David Paquette

Also in attendance: Mike Marr, Kelly Chapman, Sarah Diversi, Lynn Moore, Amber Wheeler, and Joanne Berry.

The meeting was called to order at 10:57 a.m. at NHTI, Student Senate Building, Concord, NH.

1. Approval of Minutes of the January 15, 2013 Meeting

VOTE: The Committee, on motion by Mr. Heath, seconded by Mr. Garfield, voted unanimously to approve the January 15, 2013 meeting minutes as presented.

2. Financial Report

Mr. Marr referred to and explained the statement of revenue and expenditures operating fund reports. As a system, we have booked 96% of our annual budgeted amount of tuition and fees and 97% of our budgeted amount of total revenue. As a system, we have a shortfall of approximately $3 million which is being addressed.

The Reserve Position sheet was also explained and discussed.
3. Credits Sold

Mr. Marr referred to the two reports provided: four year credits comparison by fiscal year and by spring term.

Question was raised regarding the enrollment projections for next year. Dr. Gittell noted that there is likelihood that we will have some Unique funds restored which will be targeted for those more in need. With the addition of the Rochester center and Hypertherm we anticipate additional enrollments. Currently the FY14-15 operating budget, as proposed by the Governor, has remained intact through the Finance Division II.

4. Audit Update

Mr. Marr indicated that BerryDunn met with the Audit Committee to review its audit results and recommendations. They will also be reporting to the full Board at the April meeting.

There were two material weaknesses identified in the audit: 1) lack of general ledger analysis and 2) insufficient account reconciliations, documented reviews and approval of reconciliations and journal entries. In addition, there was one significant deficiency noted, lack of compliance with the federal suspended/disbarred list.

Mr. Marr explained action that has taken place since the audit. General ledger accounts are being monitored for reconciliation. A mock closing is scheduled for March 31 for clearing and payroll accounts. We agree that the Chancellor's Office accounting staff is low and there is a need for policies. To date, we have made some business office assignment changes and want to see what happens after the addition of P cards before making further decisions.

Mr. Rioux added that he and Mr. Marr are discussing the staffing issue. Now that we have a base report, we have a clearer perspective. Personnel for other areas are part of this discussion including compliance, risk management and legal matters. There is need for someone to develop policies – reviewing the state policies that we adopted etc. HR is also short staffed.

They also provided advisory comments: need for policies and procedures manual; accounting for retainage; automate depreciation expense; federal Perkins loan program notifications; procurement process; student consumer information; information technology; and floating budget approval.

5. Stratham Property Update

Dr. Gittell thanked Mr. Rioux for taking the leadership on this project. He gave a report on the status of the purchase and sales agreement on the Stratham
property. Although an agreement has been signed, this now needs to go before the Long Range Capital Planning and Utilization Committee and then Governor and Council.

VOTE: The Committee, on motion of Ms. Shields, seconded by Mr. Shyne, voted unanimously to support the Stratham property purchase and sales agreement and recommend approval by the full Board.

6. Grants Update

Mr. Marr briefly noted that the H1B and TAACCCT grants totaling over $30 millions are in some stage of progress.

7. Other

Fees: The Presidents have reviewed all the fees for FY14. Only one fee needs Board approval. NHTI has submitted a Board increase of 3% due to vendor increase.

VOTE: The Committee, on motion of Mr. Densmore, seconded by Ms. Mahar, voted unanimously to approve and recommend to the full Board the following NHTI Board increase for FY14:

19 meal plan $1,480 (1,380 + $100 flex) per semester
15 meal plan $1,360 (1,260 + $100 flex) per semester

Mr. Marr presented one item not on the agenda. Manchester CC requested the use of $400,000 from excess revenue for the window wall. President Huard explained that they want to complete the six year old window wall issue.

VOTE: The Committee, on motion of Mr. Densmore, seconded by Ms. Mahar, voted unanimously to approve the use of $400,000 from the Manchester CC excess revenue funds for the window wall project.

Next Meeting: June 4, 2013 at 10:00 a.m.

The meeting adjourned at 11:58 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor