COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
Board of Trustees
FINANCE COMMITTEE
July 23, 2013


Regrets: Robert Duhaime, Jeremy Hitchcock,

Also in attendance: Shannon Reid, Matt Moore, Mike Marr, Kelly Chapman, Sarah Diversi, Amber Wheeler, John Harrington, Joanne Berry, Melanie Kirby, and Valerie Mahar.

The meeting was called to order at 10:18 a.m. at NE Delta Dental, Concord, NH.

1. Approval of Minutes of the June 4, 2013 Meeting

VOTE: The Committee, on motion by Ms. Shields, seconded by Ms. Mahar, voted unanimously to approve the June 4, 2013 meeting minutes as presented.

2. Ratification of Votes

VOTE: The Committee, on motion of Ms. Lucas, seconded by Mr. Paquette, voted unanimously to ratify the vote for the construction management contract with Hutter Construction in the amount of $400,000 for Nashua CC.

AND to ratify the vote for the construction management contract with MacMillan Co. in the amount of $2.4 million for River Valley CC.

3. Credits Sold

Mr. Marr circulated and explained the Credits Sold report. Presidents were asked to report individually on their fall numbers. President Huard noted the 11% increase for MCC is due to the new programs, the new building and online
courses. President Eneguess indicated that the 14% increase for WMCC was also due to new program and certificate offerings. President Kalicki added that LRCC is down but another orientation is scheduled and he is predicting a 1% increase.

Chancellor Gittell reported for President Arvelo who indicated the Rochester Center enrollments will increase and that an express admissions date is coming up soon. Mr. Marr explained that all predicted a 4% increase when preparing the budget.

Ms. Reid added that between now and the start of classes; others are also having express admission sessions. College marketing plans are in place for August focused on registration. Also, this fall some colleges will be offering 8-week courses after the initial semester start-date.

It was requested that the credit sold report include a budget to actual comparison. A report showing credits sold by program over several years was also suggested.

Mr. Densmore welcomed President Alicia Harvey-Smith and all were asked to make introductions.

4 FY13 Closing Process

Dr. Gittell indicated that the FY13 closing process is a complex process due to issues like the health reserve fund. Mr. Marr continues to work on this project. Once completed, it will be shared with this committee and the full Board. The plan for allocating the surplus funds back to the colleges will also be developed and shared.

5. FY14-15 Operating and Capital Budgets

Mr. Marr circulated and explained the final FY14-15 operating budget appropriation of $40 million in FY14 and $42.5 in FY15. This is 100% state appropriation; Unique funds are not included and the Unique program was restored. Our FY15 appropriation includes the funds we requested for tuition reduction, although HB2 also includes an unanticipated $1 m expense (payment to the State) per year for retiree health plan costs. A CCSNH/DAS task force was established to review this cost allocation.

The capital budget state appropriation was $8 million plus $5 million for self-funded project - GBCC student center.
6. Contracts

Request was made to approve the Great Bay CC third party evaluation consultant contract for the TAACCCT grant.

VOTE The Committee, on motion of Mr. Paquette, seconded by Ms. Mahar, voted unanimously to approve the Henzel Associates LLC contract for Great Bay CC in the amount of $196,255.

Request was made to approve an amendment to an existing cleaning contract for Great Bay CC which includes the Rochester Center.

VOTE The Committee, on motion of Mr. Paquette, seconded by Mr. Calhoun, voted unanimously to approve the cleaning contract amendment with Prospect Building Services Corp in the amount of $137,517.83 for Great Bay CC.

Dr. Huard expressed the need to address additional parking spaces and where they should be located. Manchester CC is also waiting to hear where the emergency exit will be located.

VOTE The Committee, on motion of Mr. Paquette, seconded by Ms. Mahar, voted unanimously to approve the Hoyle and Tanner Assoc. contract amendment in the amount of $60,000 for Manchester CC.

7. Other

Next Meeting: September 24, 2013 at 10:00 a.m.

The meeting adjourned at 11:05 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor