
Regrets: Jeremy Hitchcock, R. Duhaime

Also in attendance: Scott Osgood, Mike Marr, Kelly Chapman, Naomi Butterfield, Alice Mowery, Tim Fontaine, Joanne Berry, Amber Wheeler, and Melanie Kirby.

The meeting was called to order at 10:08 a.m. at NE Delta Dental, Concord, NH.

1. Approval of Minutes of April 5, 2011 Meetings

VOTE: The Committee, on motion by Mr. Lawler, seconded by Ms Shields, voted unanimously to approve the April 5, 2011 meeting minutes as presented.

2. Fees – 2011-12 Academic Year

Dr. Gustafson referred to the new Board policy on fee approval which is now broken down into three categories: board approval, SLT approval and President approval.

Discussion followed on the Comprehensive Student Services Fees (CSSF) and the impact of the fee increases on students. CSSF is charged per credit.

Mr. Mallat expressed his concern with the surplus funds in each college student activities account. He feels there is a need to reassess the student activities fee.

Mr. Densmore reminded Mr. Mallat that Internal Audit identified how monies are being spent and additional restrictions/rules that need to be followed. These funds can only be used for student activities.
Bonding was also discussed. President Huard explained that MCC will review their bonding amount every two years based on enrollment and will reduce when possible.

**ACTION:** Dr. Gustafson said that he would prepare a more detailed report on CSSF.

**VOTE:** The Board, on motion of Mr. Lawler, seconded by Mr. Heath, voted unanimously to approve the following fees and policy as required by Board authority effective fall, 2011:

- **NHTI - RESIDENCE HALL ROOM FEE**
  
  Room (double/triple) $2,650 per semester to $2,730  
  (Single) $3,125 per semester TO $3,218  
  Per person/per night $25.00 single/double/triple room to $26.00

- **NHTI - BOARD FEE**
  
  19 meal plan - $1,387 ($1,287 + $100 flex) per semester to $1,438  
  15 Meal plan - $1,276 ($1,176 + $100 flex) per semester to $1,323

- **TUITION (Policy 421.01)**
  
  Charge In-state tuition for all VA students enrolled under the Veterans Educational Assistance Improvements Acts of 2010.

  We have recently received new directives from the VA regarding the certification of our GI Bill VA students. With the passing of the Post 9/11 Veterans Educational Assistance Improvements Act of 2010 (Public Law 11-377) on January 4, 2011, Colleges are faced with a more complicated certification process.

  Under the new Act of 2010 effective August 1, 2011, VA limits paying tuition and fees for the actual net cost for in-state tuition and fee charges. Any VA student that is NE Regional or Out-of-State would have to pay the difference. Reducing the amount that VA pays will have a huge impact on those students that have previously had their tuition and fees paid completely.

- International Students with a current F-1 Visa who live outside the New England states will pay the out-of-state rate for day courses.
3. **Financial Update – March 18, 2011**

Mr. Marr referred to the Unrestricted Funds May 26, 2011 report. As of this date, we have $13.7 million available but still have two payrolls, encumbrances of $2.7 million, $1.5 to pay administrative services as well as other expenses such as utilities, telephone etc. We anticipate a surplus of $2-3 million at the end of the fiscal year. Purchasing was closed on May 20. Colleges were cutting expenses early in anticipation of projected budget reductions in FY12.

4. **Credits Sold**

<table>
<thead>
<tr>
<th>College</th>
<th>FY 2010</th>
<th>FY 2011</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manchester</td>
<td>46,850</td>
<td>52,000</td>
<td>5,150</td>
<td>11.0%</td>
</tr>
<tr>
<td>Great Bay</td>
<td>33,447</td>
<td>36,728</td>
<td>3,281</td>
<td>9.8%</td>
</tr>
<tr>
<td>NHTI</td>
<td>91,852</td>
<td>99,437</td>
<td>7,585</td>
<td>8.3%</td>
</tr>
<tr>
<td>White Mountains</td>
<td>19,051</td>
<td>19,821</td>
<td>770</td>
<td>4.0%</td>
</tr>
<tr>
<td>Lakes Region</td>
<td>25,818</td>
<td>26,102</td>
<td>284</td>
<td>1.1%</td>
</tr>
<tr>
<td>River Valley</td>
<td>19,694</td>
<td>22,806</td>
<td>3,112</td>
<td>15.8%</td>
</tr>
<tr>
<td>Nashua</td>
<td>42,802</td>
<td>46,644</td>
<td>3,842</td>
<td>9.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>279,514</td>
<td>303,538</td>
<td>24,024</td>
<td>8.6%</td>
</tr>
</tbody>
</table>

5. **Budget Status**

Mr. Marr explained that the anticipated FY12-13 budget reduction will be $10 million or 28%. This decrease will be an extreme challenge.

Mr. Densmore noted that for each $1 million is equal to 1.5% increase in tuition.

Dr. Gustafson noted that the Committee of Conference meeting began this morning. We have requested moving some of the funding from FY13 to FY12 to balance the appropriation over the biennium and mitigate the impact in FY12. We do not anticipate any restoration of monies from the conference committee. A more detailed report will be made available by the June 28 Board meeting.

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It was noted that we had an increase in retirements and the R&R funds are needed. Next year, we may reduce the percentage to that fund as it grows.

6. Contracts

- Workforce Designs, Inc.- System contract

Workforce Designs, Inc. has been contracted to assist CCSNH in writing a proposal for submission to the US Department of Labor Employment & Training Administration with the goal of securing grant funds through the Trade Adjustment Assistance Community College and Career Training Grants Program.

Dr. Gustafson indicated that there are two components to the contract. The first is assisting us in developing the grant. Then, if we are funded, they would continue to do work organizing, managing and reporting on the grant. If we do not receive the grant, then their work would end. They did terrific work developing the grant application.

VOTE: The Committee, on motion of Mr. Lawler, seconded by Mr. Mallat, voted unanimously to approval the contract with Workforce Designs, Inc. in the amounts of $7500 and $159,000.

It was anticipated that we would know about grant approval by July 1 but have since seen announcements from the federal government that awards may not be made until September.

- NHTI Sweeney Hall Window Finish & AC Renovation – Excel Construction Management LLC

Bids were received for the NHTI Sweeney Hall window finish and AC renovation from 4 companies. Excel Construction Management was the low bidder, as explained in Mr. Osgood’s memo of May 24.

VOTE: The Committee, on motion of Mr. Mallat, seconded by Mr. Paquette, voted unanimously to award the Window Finish and AC Renovation of Sweeney Hall at NHTI to Excel Construction Management LLC in the amount of $219,000.

7. ADP – Financial Update

Mr. Marr reported that from financial end, the ADP project is moving well. Ms. Sawyer was not available for more details.
8. Update on Procurement of Risk Management Coverage

Dr. Gustafson noted that as of July 1, we are responsible for our own risk management. We have been working with USI, which assisted us with the medical and dental insurance, and will be continuing with this coverage. They obtained bids from six companies. He circulated their report with pricing.

We have identified AIM Mutual for workers compensation and Hanover for all other coverages. We are waiting for the final professional liability piece. We are pleased with the prices. There is a big cost savings for auto insurance.

Attorney Butterfield indicated that she is working on a MOU with certain state agencies for the continuation of certain services.

VOTE: The Committee, on motion of Mr. Marcello, seconded by Ms. Shields voted unanimously to contract with AIM Mutual for workers compensation benefits and Hanover Insurance for all other risk management liability needs as reflected in the Marketing Recap report effective July 1, 2011.

9. Non-Lapse Request - CCSNH

Mr. Marr explained that as part of ADP, we hired Executive Alliance to provide technical support, project management and training for specific items such as TimeSaver. Based on the need for these additional services, there is a need to expand their contract for additional hours prior to the end of July, 2011 in order to ensure the successful transition of CCSNH HR/payroll processing away from the State of NH. Non-lapse funds are requested for this contract.

VOTE: The Committee, on motion of Mr. Mallat, seconded by Mr. Lawler, vote unanimously to approve non-lapse funds in the amount of $83,000 for the ADP payroll implementation consulting services with Executive Alliance.

10. Other

The Child Care Program at Manchester CC memo was provided for information. MCC will now be operating its own center. President Huard indicated that they do not envision having a large program, but will likely provide services to 30 children.
11. Non-Public Session

Not needed

Next Meeting: July 26, 2011.

The meeting adjourned at 11:33 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor