



## **Facilities and Capital Budget Committee**

CCSNH BOARD OF TRUSTEES

Meeting of September 6, 2018

**Present:** Trustee Kathy Shields, Trustee Edwin Smith, Trustee Richard Heath, Trustee Kim Trisciani, NCC President Lucille Jordan, CCSNH COO Charles Ansell, CCSNH Director of Facilities Matt Moore

**Regrets:** Trustee Stephen Ellis

**Others in Attendance:** President Susan Huard, President Charles Lloyd, CFO Melanie Kirby (NHTI), CFO Lynn Moore (WMCC), CFO Kelly Chapman (MCC), Business Affairs Officer Marsha Bourdon (LRCC), Kim Brent (System Office), BOO Stephanie Milender (NHTI), BAO Andrea Allbee (RVCC), CCSNH Controller John Harrington

Chair Shields called the meeting to order at 9:04 am in 217 Grappone Hall, NHTI, Concord, NH.

### Approval of Meeting Minutes

**VOTE:** The Committee, on motion of President Jordan and seconded by Mr. Smith, voted unanimously to approve the January 23, 2018 Facilities meeting minutes and joint Finance-Facilities meeting minutes as written.

### Update on Key Areas from Capital Development and Accounting

Mr. Moore updated the committee on key areas of capital development and accounting. The committee discussed building plans for the NHTI academic IT program. Mr. Moore will present an updated capital development document at the next committee meeting, at which point the committee will be asked to approve a construction contract.

### CCSNH Facility Security Tracker

Mr. Moore reviewed the security tracker with the committee. All projects listed on the tracker are complete, so Mr. Moore will close out this document. A new security tracker will be introduced to the committee at the next meeting. Mr. Heath suggested that CCSNH Director of Risk Management Bill Thomas continue to be included in this process, and the committee requested that he join future facilities committee meetings.

### Manchester CC Master Planning

MCC President Huard provided an update on master planning at Manchester CC. The college recently completed a SWAT analysis that is currently under review, and the process is on track for an architect to start in the spring. The project will be funded by funds set aside for critical maintenance, and committee members discussed alternate sources of funding that may be available due to the impact that the highway construction project has on the campus and on the college's master plan. The college must complete their portion of the master plan in early 2019 in order to meet the June 2019 deadline.



#### Update on Keene

NCC President Jordan provided an update on the Keene location, and a soft opening will take place in January. Personnel will be moved from the Keene Academic Center to Cheshire House, and legal counsel is developing the MOU. President Jordan discussed maintenance issues at the Keene location that must be addressed before students begin to use the space in Fall 2019. Nashua CC will act as lead for all operational matters, and Keene State will manage facilities and maintenance. Academic programs that are needed but are not currently accessible to students in the Monadnock region will be housed at the CCSNH at Keene State location, and science classes will be administered by Keene State and available to CCSNH students at CCSNH tuition rates. CCSNH will vacate the current building, and legal counsel is determining the best course for this process.

#### Discussion of Specific Capital Projects at Great Bay CC and Lakes Region CC

Mr. Ansell presented the capital requests for a parking lot at Great Bay CC and for an access road at Lakes Region CC. These two projects are under reconsideration based on current needs and priorities, especially in regards to the need to replace the boiler at Lakes Region CC. Mr. Moore indicated CCSNH will obtain an estimate for design (replacement construction costs to follow) to present at the next facilities committee meeting.

#### Other Business

Mr. Ansell and Mr. Moore will discuss KPIs and committee work for the upcoming year at the next meeting.

No further business was stated. The meeting adjourned at 10:02 am.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees