



**Finance Committee**  
CCSNH BOARD OF TRUSTEES  
Meeting of June 11, 2018

**Present:** Trustee Alison Stebbins, Trustee Kathy Shields, Trustee Allen Damren, Trustee Richard Heath  
President Charles Lloyd, CCSNH Chief Operating Officer Charles Ansell

**Regrets:** Trustee Connie Roy-Czyzowski, Trustee Tricia Lucas

**Others in Attendance:** CCSNH Chancellor Ross Gittel, Kim Brent (System Office), CCSNH Director of IT Suzanne Brouillet, CCSNH Director of Internal Audit Ann-Marie Hartshorn, CCSNH Director of Communications Shannon Reid, CCSNH Controller John Harrington, NCC President Lucille Jordan, LRCC President Larissa Baia, NHTI President Susan Dunton, MCC VPAA Brian Bicknell, CCSNH Legal Counsel Jeanne Herrick, CCSNH Director of Facilities Matt Moore, NHTI CFO Melanie Kirby, LRCC CFO Marsha Bourdon, RVCC CFO Andrea Allbee, WMCC Chief Business Affairs Officer Lynn Moore, Alisa Kadenic-Newman (System Office), MCC CFO Kelly Chapman

Chair Stebbins called the meeting to order at 2:00 p.m. in 136 MacRury Hall, NHTI, Concord, NH.

Approval of Meeting Minutes

**VOTE:** The Committee, on motion of Mr. Damren and seconded by President Lloyd, voted unanimously to approve the March 22, 2018 Finance Committee minutes as written.

FY19 Budget and Tuition

Mr. Ansell presented the CCSNH Fiscal Year 2019 budget proposals from the colleges, which share common elements regarding tuition, enrollment projections, anticipated salaries and benefits increases, and commitment to financial sustainability initiatives. The committee reviewed and discussed revenue projections based on early fall 2018 enrollment numbers across the colleges, the proposed increase to tuition of \$5 per credit, financial sustainability efforts, and improved internal controls as listed in the LBA performance audit and recent external audit findings.

While student success measures, including increased retention and graduation rates, have improved, enrollment has decreased 5% relative to last year largely due to low unemployment, diminishing high school graduating class size, and increasing competition from four-year universities. A \$5 per credit tuition increase is proposed to bridge the gap formed by decreased enrollment and increasing expenses. Mr. Ansell noted that the proposed increase of 2.4% over a 7-year period is below the rate of inflation and the increase rate of approximately 15% across the other New England states' community colleges. The committee discussed the impact of a tuition increase for students and the measures that will be taken by CCSNH to maximize financial aid options for students.

**VOTE:** The Committee, on motion of Ms. Shields and seconded by Mr. Heath, voted unanimously to recommend to the Board of Trustees an increase of \$5 per credit hour for the 2018-2019 academic year, to be applied as follows:

- \$215 per credit hour for In-State and all online courses
- \$323 per credit hour for New England Regional
- \$490 per credit hour for Out-of-State / International



A representative from each college presented their respective college's 5-year operating budget projections, comparing college budgets built without a tuition increase to budgets with the proposed tuition increase.

**VOTE:** The Committee, on motion of Mr. Damren and seconded by Mr. Heath, voted unanimously to recommend the FY19 college budgets as presented to the CCSNH Board of Trustees.

#### Contracts to Approve

Mr. Ansell presented the Ellucian contract for approval by the finance committee. The 3-year standard extended maintenance contract totals \$233,128.00 comprises for CCSNH's student information system, Banner, and for DegreeWorks.

**VOTE:** The Committee, on motion of Ms. Shields and seconded by Mr. Heath, voted unanimously to approve the Ellucian contract as presented.

Mr. Ansell presented the three-year service contract totaling \$109,400.00 for Turnitin anti-plagiarism software that can be used as a deterrent and as an important educational tool for students.

**VOTE:** The Committee, on motion of Mr. Damren and seconded by Ms. Shields, voted unanimously to approve the Turnitin contract as presented.

#### WMCC- North Conway Space

WMCC President Lloyd presented the proposal to lease space in North Conway for a term of five years to help grow the college's lab sciences and veterinary assistant programs. Work will have to be completed on the new space to incorporate Mr. Moore's recommendations, and the committee reviewed the terms of the lease, determining that the risk is limited.

**VOTE:** The Committee, on motion of Ms. Shields and seconded by Mr. Damren, voted unanimously to approve the North Conway as presented, with the following conditions:

- Additional recommended work on the new space does not exceed \$10,000;
- All life safety items are addressed;
- There are no requested substantive revisions to the proposed lease;
- Early termination is made allowable;
- The landlord agrees in substance to the lease terms

#### Other Business

No further business was stated. The meeting adjourned at 4:02 pm.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees