



**Finance Committee**  
CCSNH BOARD OF TRUSTEES  
Meeting of September 6, 2018

**Present:** Trustee Alison Stebbins, Trustee Kathy Shields, Trustee Allen Damren, Trustee Richard Heath, President Charles Lloyd, Trustee Tricia Lucas CCSNH, COO Charles Ansell

**Regrets:** Trustee Connie Roy-Czyzowski

**Others in Attendance:** Kim Brent (System Office), CCSNH Controller John Harrington, NCC President Lucille Jordan, LRCC President Larissa Baia, 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, MCC CFO Kelly Chapman, NHTI BOO Stephanie Milender

Chair Stebbins called the meeting to order at 10:08 am in 217 Grappone Hall, NHTI, Concord, NH.

Approval of Meeting Minutes

**VOTE:** The Committee, on motion of Ms. Shields and seconded by Mr. Damren voted unanimously to approve the June 11, 2018 Finance Committee minutes as written.

Financial Sustainability Update

Mr. Ansell presented updates on financial sustainability metrics and efforts. While credits sold are down 5%, cash over expense budget increased and expenses are down relative to last year. The committee discussed the increased cash-to-debt ratio, which college representatives view as insurance rather than a surplus at a time when CCSNH is facing decreased enrollment.

Mr. Ansell discussed challenges for the IT financial sustainability work stream and progress made with marketing and online course work streams. The committee discussed the success of shared services in marketing for the colleges. Ms. Stebbins suggested that CCSNH develop best practices for marketing staff at the colleges and for the system to work together going forward.

Predictive Scheduling

The committee discussed improvements in class scheduling, and President Jordan presented on Nashua CC's transition to block scheduling to better accommodate student needs. The committee commended the presidents for implementing class scheduling systems that prioritize student needs and outcomes.

Operating Request for FY20/21 Biennium

Mr. Ansell reviewed the documents presented to the Governor's Budget Director regarding the CCSNH operating request for the FY20-21 biennium, which emphasizes direct aid to students and specifically adult learners. The Governor's Office has requested that CCSNH produce more LPN certificates, and a discussion regarding a recommendation on the nursing program followed. Ms. Stebbins and the committee suggested that the ASAWD committee continue this discussion at their next meeting.



### College Updates

- White Mountains CC: President Lloyd provided an update on WMCC- North Conway, which houses a program that has enrolled twice the number of students as was budgeted. College enrollment is down 3%, compared to the budgeted 5% decrease.
- Manchester CC: Starting in November, the childcare center will be privatized but still used as lab for the early childhood education program. Challenges facing Manchester CC include a 4% enrollment decrease and maintenance issues.
- Nashua CC: President Jordan reported that the college has contracted a local company to provide food service, and it has made changes to summer offerings to keep programming on track.
- Lakes Region CC: The college is facing the largest decline in enrollment of 15%, compared to 5% budgeted. The most significant decline occurred in the part-time student population in all programs. To offset this decline, non-essential spending has been frozen and the college will add programs for adult learners to increase revenue. Retention, completion, and student success measure are doing well.
- NHTI: Mr. Ansell reported that student retention and success at NHTI has improved compared to last year, while enrollment and revenue has decreased. Changes in leadership and to admissions efforts are expected to improve enrollment going forward.
- River Valley CC: President Jordan provided an update for RVCC, reporting that onboarding for the new RVCC President Williams is in progress, and enrollment has improved at the college.
- Great Bay CC: President Huard reported that the new GBCC president has started, and enrollment is only down 1%.

### Other Business

No further business was stated. The meeting adjourned at 12:00 pm.

Respectfully Submitted,

Meghan Eckner

Executive Assistant to the Chancellor and Board of Trustees