



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

**Present:** Trustee Alison Stebbins, Trustee Allen Damren, Trustee Richard Heath, Trustee Tricia Lucas, Trustee Connie Roy-Czyzowski, President Charles Lloyd, COO Charles Ansell

**Regrets:** Trustee Kathy Shields

**Others in Attendance:** NCC President Lucille Jordan, LRCC President Larissa Baia, MCC President Susan Huard, NHTI Interim President Cathryn Addy, GBCC President Pelema Morrice, NHTI CFO Melanie Kirby, LRCC CFO Marsha Bourdon, RVCC CFO Andrea Allbee, MCC CFO Kelly Chapman, NHTI BOO Stephanie Milender, GBCC Interim Associate Vice President of Strategy and Operations Monique Jordan, Kim Brent (System Office), CCSNH Director of Facilities Matt Moore, Ann-Marie Hartshorn (System Office), Tim Allison (System Office), Jeanne Herrick (System Office)

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. Lucas and seconded by Mr. Heath, voted unanimously to approve the minutes of the September 6, 2018 and October 18, 2018 Finance Committee meetings as written.

Minuteman Security Technologies Contract Amendment

Mr. Moore presented the proposal for a Minuteman Security contract increase of \$820,000 for system-wide security upgrades, including additional video, card readers, and secure locks with panic buttons on outside entrances. Funding from capital budgets: \$100,000 from FY16/17 Critical Maintenance and \$720,000 from FY18/19 Critical Maintenance. The committee requested CCSNH communicate with students and parents the measures that have been taken with respect to security.

**VOTE:** The Committee, on motion of Mr. Heath and seconded by Ms. Lucas, voted unanimously to approve Amendment No. 8 for an \$820,000 contract increase with Minuteman Security Technologies for security system service, maintenance, and construction on campus locations, as presented.

Milestone Engineering and Construction Contract Amendment

Mr. Moore presented the Milestone Engineering and Construction contract increase of \$1,352,000 for construction management services at NHTI, including renovation of a third-floor west wing of Sweeney Hall to house IT programs so that space can be made available in Farnum Hall for the college's art program. Interim President Addy noted her support for the proposal, and the outlined work may be completed by either Milestone Engineering or Minuteman Security. Funding will be taken from capital funds, including \$372,000 from FY14/15 NHTI Academic Building, \$730,000 from FY18/19 Industrial Pathway Lab Renovations, and \$250,000 from FY18/19 Critical maintenance- Doors.



**VOTE:** The Committee, on motion of Ms. Roy-Czyzowski and seconded by Mr. Heath, voted unanimously to approve Amendment No. 5 for a \$1,352,000 contract increase with Milestone Engineering for construction management services at NHTI, Concord's Community College, as presented.

Transfer of FY2018 Capital Funds for Critical Maintenance

LRCC President Baia presented LRCC's proposal to transfer funds from the LRCC parking lot expansion project to the construction and renovation project for the culinary facility on the second floor of the Turner Building. While the college has minimal need for additional parking at this time, it does have a more urgent need for a space on campus to house the Culinary Program (currently housed at Concord High School).

**VOTE:** The Committee, on motion of President Lloyd and seconded by Mr. Heath, voted unanimously to approve the transfer of \$150,000 from the LRCC parking lot expansion project to the LRCC culinary facility construction and renovation project.

Update on BerryDunn Audit

Ms. Hartshorn provided an update on the audit as completed on December 7<sup>th</sup>. The new GASB 75 standard, relating to reporting liability for retirees' health insurance benefit, is now required to report and impacts (on paper only) CCSNH's net position on the financial statement. The audit report indicated no material weaknesses or significant deficiencies and provided two advisory comments on the reconciliation of cash clearing accounts and on providing more oversight for internal transfers under \$300,000. BerryDunn will present at the next full board meeting on December 20<sup>th</sup>.

LBA Performance Audit

Ms. Hartshorn provided a status update on the LBA performance audit items as highlighted in the matrix report. Presidents will present the matrix at their all-college meetings in January and report feedback to Ms. Hartshorn.

Student Success Metrics

Mr. Ansell reported on student success metrics, noting that graduation rates have increased from 21% to 25%, not including transfers to 4-year institutions (rate increased to 50% including transfers). Dual credit Dual enrollment has increased significantly, although total headcount without dual enrollment is down 6%. New enrollment is down, but total awards, credits accumulation, and spring-to-fall retention have increased. Further discussion continued regarding initiative to get students to take more credits, an effective message for 15 to Finish.

Other Business

A CCSNH briefing for new legislators will take place on December 17<sup>th</sup>. Structured scheduling will be discussed at a future meeting.

No further business was stated. The meeting adjourned at 11:00 am.

Respectfully Submitted,

Kristen Carlson  
Administrative Assistant