



**Finance Committee**  
**CCSNH BOARD OF TRUSTEES**  
**Meeting of February 21, 2020**

**Present:** Trustee Alison Stebbins (Chair), Trustee Paul Holloway, Trustee Edwin Smith, Trustee Tricia Lucas, Trustee Robert Baines, Interim MCC President Brian Bicknell, WMCC President Charles Lloyd, COO Charles Ansell, CCSNH Controller John Harrington, CCSNH Director of Facilities Matt Moore

**Regrets:** CCSNH Director of Financial Operations Kim Brent

**Others in Attendance:** NCC President Lucille Jordan, RVCC President Alfred Williams, NHTI President Gretchen Mullin-Sawicki, LRCC President Larissa Baia, LRCC CFO Marsha Bourdon, MCC CFO Kelly Chapman, NHTI Budget Officer Melanie Kirby, NHTI Business Operations Officer Stephanie Milender, WMCC Chief Business Affairs Officer Scott Fields, NCC Business Office Manager Laurie Berna, CCSNH Legal Counsel Jeanne Herrick, CCSNH Executive Director of Government Affairs and Communications Shannon Reid

Chair Stebbins called the meeting to order at 3:00 pm in room 308, Manchester CC, Manchester, NH.

Approval of December 19, 2019 Minutes

**VOTE:** The Committee, on motion of Mr. Holloway and seconded by Mr. Smith, voted unanimously to approve the minutes of the December 19, 2019 meeting as revised.

Capital Request FY22-23

Mr. Ansell presented for committee approval CCSNH's preliminary plan for the FY22-23 capital request. The committee reviewed the proposed timeline and process, which will be adjusted continually as the process moves forward. The master planning process, connected to academic and financial planning, is currently underway and will inform a multi-biennial capital budget proposal that will be under development between April 2020 and January 2021. A system approach employing shared external firms for cost effectiveness has been adopted for master planning at each college. In April 2020, CCSNH will submit budget forms, based on board-approved preliminary requests, to the State of New Hampshire Administrative Services. In January 2021, CCSNH will meet with the Governor and legislature to present an adjusted capital budget proposal, followed by House, Senate, and Committee of Conference modifications before final approval in mid-2021.

The capital budget request for FY22-23 totals \$12,000,000 and include requests related to critical maintenance at the colleges and security (priority one), IT infrastructure (priority two), industry pathway labs and equipment, including renovations of the Engineering Technology Building at Nashua CC and of the science labs at Manchester CC (priority three), and the NHTI Farnum Hall renovation (priority four). Mr. Moore noted that the items included in the critical maintenance lists from each college were derived from recommendations by a team of consultants who evaluated the needs of the campuses according to the life expectancy of units (not including roofs, parking lots and other master planning items).

Regarding the requests related to industry pathway labs and equipment, Interim President Bicknell noted that the renovations will accommodate the growing math and science program offerings at Manchester CC.



President Jordan reviewed the request from NCC to renovate the second and third floors to establish an interdisciplinary engineering center for programs that have seen significant growth in enrollment.

President Mullin-Sawicki presented the request from NHTI for funds to renovate Farnum Hall that would enable the visual arts program to return to campus, saving the college \$102,000 annually in leased space. This renovation would decrease operational costs of the college and eliminate the travel/ scheduling barrier for students enrolled in the currently off-campus programs.

**VOTE:** The Committee, on motion of Mr. Holloway and seconded by Mr. Smith, voted unanimously to approve the preliminary \$12,000,000 capital request for FY22-23 as presented.

#### Request from Lakes Region CC

President Baia provided an update on the hospitality programs renovation project at Lakes Region CC. The recent Culinary Program project came under budget, and the college's first laboratory kitchen is currently in use. With respect to program enrollment, Culinary Arts applications have increased significantly for the Spring 2020 and Fall 2020 terms, compared to Spring 2019 and Fall 2019. President Baia presented the college's request for funds to renovate the second laboratory kitchen and restaurant, an estimated cost of \$378,000. The Northern Borders Region Commission grant that the college was awarded requires a match for \$189,000 before July 1, 2020. Currently the college still needs \$90,646 to meet the match in the time needed to make use of the grant. FY20 is forecasted to end in a positive new position, and current projections indicate that the college's operating budget will be over \$1,000,000 at the end of FY20. Due to the proximity of the end of FY20 and the project start date, President Baia proposed that the college use unspent and lapsed funds in the FY21 unspent FY20 funds to satisfy matching fund requirements.

**VOTE:** The Committee, on motion of Mr. Baines and seconded by Mr. Holloway, voted unanimously to approve the request from Lakes Region CC to move \$90,646 to operating funds in order to satisfy the matching fund requirements needed to finance the next stage of the college's hospitality programs renovation project.

#### Non-Public Session

**VOTE:** The Committee, on motion of Ms. Stebbins and seconded by Mr. Holloway, voted by roll call to conduct a non-public session according to the provisions in RSA 91-A:3, II (a), in order to discuss consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

The Board entered non-public session at 3:59 pm and returned to public session at 4:15 pm. One vote was taken in the non-public session.

**VOTE:** The Board, on motion of Mr. Baines and seconded by Mr. Holloway voted by roll call to seal the minutes based upon RSA 91-A:3, III that divulgence of the information likely would render the proposed action ineffective.

#### Reserves Policy

Mr. Ansell provided an update on reserves at CCSNH. Currently, CCSNH operates with the goal of holding at least \$2,000,000 in system-wide reserves, distinct from reserves sitting with each college, in order to meet



any exigent needs at a college that requires one-time assistance for a need that cannot be covered by college reserves and to assist in any emergency situation that could impact multiple colleges at once. At the end fiscal year 2019, the system office for the Community College System of New Hampshire (CCSNH), including the chancellor’s office, system reserve fund, strategic initiatives fund and grant support fund, had excess cash reserves of \$2,934,000. In allowing for an internal system office reserve of \$2,000,000, Mr. Ansell proposed that CCSNH distribute to the colleges \$1,755,000, allocated at their respective relative student FTE % at the end of fiscal year 2019 as follows:

<b>Great Bay</b>	15.16% -	\$266,058
<b>Lakes Region</b>	6.77% -	\$118,814
<b>Manchester</b>	21.41% -	\$375,746
<b>Nashua</b>	13.65% -	\$239,558
<b>NHTI</b>	30.31% -	\$531,941
<b>River Valley</b>	6.11% -	\$107,231
<b>White Mountains</b>	6.58% -	\$115,479

**VOTE:** The Board, on motion of Ms. Stebbins and seconded by President Lloyd, voted unanimously to distribute to the seven colleges within the community college system \$1,755,000 as presented by Mr. Ansell, allowing for an internal system office reserve of \$2,000,000.

No further business was stated. The committee meeting adjourned at 4:28 pm.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees