



Finance Committee
CCSNH BOARD OF TRUSTEES
Meeting of March 19, 2020

Present (teleconference): 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 (teleconference): NCC President Lucille Jordan, RVCC President Alfred Williams, NHTI President Gretchen Mullin-Sawicki, LRCC President Larissa Baia, GBCC Interim President Cathryn Addy, 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, RVCC CFO Michelle Lockwood, NCC Business Office Manager Laurie Berna, CCSNH Legal Counsel Jeanne Herrick, CCSNH Chief Advancement Officer Tim Allison, Chancellor Ross Gittell

Chair Stebbins called the meeting to order at 3:05 pm in the Chancellor's Office conference room, NHTI campus in Concord, NH. The chair declared an emergency meeting in order to follow social distancing guidelines related to the current public health crisis, pursuant to RSA 91-A: 2 (III)(b).

Approval of February 21, 2020 Minutes

VOTE: The Committee, on motion of Mr. Holloway and seconded by Mr. Smith, voted unanimously by roll call to approve the minutes of the February 21, 2020 meeting as written.

Overview of FY20

Mr. Ansell reported that credits activity is down 4% on the year and CCSNH is under budget 2%, as colleges budgeted for a decrease in enrollment. Three months of annual expenses are in reserves. It is unknown how the current public health situation will impact enrollment.

CCSNH continues to look at shared services and building partnership with USNH, currently looking at networking and routing as having potential for significant cost savings.

Scheduling enhancements have had a significant impact on colleges budgets, and auxiliary expenses continue to decrease. Discussion followed regarding current and projected auxiliary expenses at the colleges.

College Summary Financials

Each college provided an update on FY20 budgets and budget preparation for FY21. Chancellor Gittell discussed the programs at CCSNH that will best serve those who are most impacted by a potential downturn in the economy, including the adult learning initiative and the non-credit credentialing and upskilling offerings. Mr. Allison discussed the emergency aid and tuition relief efforts that he and the presidents are organizing for students in crisis as a result of the current public health situation.

- **Great Bay CC:** President Addy reported that the college is prepared and is in a good financial position for the impact of the current situation, and various programs that are interested in the Rochester facility. In developing the FY21 budgets, the college expects it will take at least a year to recover from the impact of COVID-19.
- **Lakes Region CC:** Ms. Bourdon reported that FY20 savings will allow the college to weather the current public health crisis. Reduction in revenue for apartments due to COVID-19 could impact FY20 negatively. FY21, looking at flat enrollment for Running Start, a decrease in credits sold, and flat occupancy for FY21.
- **Manchester CC:** Expenses related to COVID-19 have been significant, including extra laptops for students. Assumption for FY21 was a decrease of 3%. Ms. Chapman provided an update on upcoming planned renovation project and other budgetary challenges for the college.
- **Nashua CC:** President Jordan noted that the college's budget is strong, credits sold and retention have increased. President Jordan credited structured scheduling and NoLo (No-Cost and Low-Cost Course Materials) efforts for the college's strong position.
- **NHTI:** President Mullin-Sawicki reported that the college is facing a large deficit for FY21. To meet their financial challenges, the college is looking to boost Running Start enrollment, and the college received a large grant from Northeast Delta Dental to support the college's dental clinic.
- **RVCC:** President Williams noted the stabilized enrollment has led to a strong financial position, allowing the college to prepare for the impact of COVID-19.
- **WMCC:** Mr. Fields reported that the college strategically managed expenses to be in a strong position to weather COVID-19. The college is looking at courses that will be continued/ discontinued to decrease adjunct faculty expenses. Accounts receivable collections have increased due to more effective, streamlined processes.

Fees

Mr. Ansell reviewed the proposed room and board fees that require committee approval. Nashua and Manchester Community Colleges collocate residence with UNH-Manchester (UNH-M). Dorm fees to approve are pass-through, per-semester, and White Mountains CC also expects dorm fee changes from Plymouth State University (PSU) but has not received any. We look for approval of the UNH-M fees and conditional approval for alignment with PSU changes, if those occur, as well as any meal plan changes that may emerge from either institution.

	Current	Proposed
Double	\$3,736	\$3,830
Triple / Quad	\$3,241	\$3,323

NHTI is also making changes to residence hall rates. Langley and Strout Hall will, pending Committee approval, see seven percent increase in per-semester housing rates, which will be used for facility projects such as mailbox replacement, painting in common areas/rooms, and furniture replacement purchases, in addition to salary increases per contractual obligations. These are described below.

	Current	Proposed
Double/Triple Room	\$3,285	\$3,515
Single Room	\$3,944	\$4,220
Super Single Room	\$4,316	\$4,618
Single Night Occupancy Single Room	\$33	\$37
Single Night Occupancy Double/Triple	\$28	\$31
Single Night Occupancy Super single	\$35	\$41

Summer Rates for Registered Students | \$14 | \$16

NHTI is also introducing 12-month rates, described below. These are for students who require housing for the full year. Students under a 12-month housing rate will be allowed to stay in South Hall during break times when the residence halls have traditionally been closed. These include Thanksgiving, Spring Break, the 5-6 weeks between fall finals and the beginning of the spring semester, as well as the summer. The residence halls are open approximately 32 weeks during the year. With this housing rate, students would be able to stay 52 weeks.

Double	\$4,450
Super-single	\$5,846

NHTI will no longer require a residence hall deposit of \$100, room cleaning will move from a flat fee of \$50 to \$50/hr., and theft will cost restitution plus 10% for labor. Finally, NHTI will increase meal plan rates two percent, which is less than the Chartwell's extension for FY 2021, which increased cost three percent.

15-meal	\$1,725
19-meal	\$1,875

All the above requires formal vote and approval, after any discussion and feedback. Other fees that do not require vote follow, presented for any discussion and feedback.

VOTE: The Committee, on motion of Mr. Baines seconded by President Lloyd, voted unanimously by roll call to recommend to the board the proposed room and board fees as presented.

Reserves Update

Mr. Ansell presented to the committee the revised reserves policy, which proposes that reserves constitute 5% of operating expenses and 10% in aggregate to cover operating expenses and debt. If colleges meet those reserves goal, they can move the extra reserves at their discretion without board approval. Thoughtfully putting money aside for a contingency, other money should be available for students to help them get a quality education. The committee suggested rewording of the last paragraph to state that all uses of a college reserves fund must be approved by the president and all uses of the System Office reserves fund must be approved by the Chancellor. The Finance Committee shall be given notice when reserve funds are used, and CCSNH will provide an annual status update on reserves as part of the budgeting process.

VOTE: The Committee, on motion of Mr. Holloway and seconded by Mr. Smith, voted unanimously by roll call to approve the reserves policy as revised.

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 4:59 pm and returned to public session at 5:12 pm. One vote was taken in the non-public session.



VOTE: The Committee, on motion of Ms. Stebbins 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.

No further business was stated. The committee meeting adjourned at 5:16 pm.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees