



**Finance Committee**  
CCSNH BOARD OF TRUSTEES  
Meeting of December 17, 2020

**Present (teleconference):** Trustee Alison Stebbins (Chair), Trustee Paul Holloway, Trustee Edwin Smith, Trustee Tricia Lucas, Trustee Robert Baines, MCC President Brian Bicknell, WMCC President Charles Lloyd, WMCC Chief Business Affairs Officer Scott Fields, CCSNH Controller John Harrington, CCSNH Director of Facilities Matt Moore

**Others in Attendance (teleconference):** NCC President Lucille Jordan, RVCC President Alfred Williams, NHTI President Gretchen Mullin-Sawicki, GBCC Interim President Cathryn Addy, LRCC President Larissa Baia, LRCC CFO Marsha Bourdon, NHTI Budget Officer Melanie Kirby, RVCC CFO Michelle Lockwood, NCC Business Office Manager Laurie Berna, GBCC Chief Accounting Officer Tom Andruskevich; CCSNH Executive Director of Government Affairs and Communications Shannon Reid, CCSNH Chief Advancement Officer Tim Allison, Interim Chancellor Susan Huard, Steve Fader

Chair Stebbins called the telephonic meeting to order at 3:02 pm. Regarding the conduct of a telephonic meeting and counting all members toward the quorum requirement whether or not physically present in the meeting location, 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 September 17, 2020 and October 15, 2020 Minutes

**VOTE:** The Committee, on motion of President Lloyd and seconded by Mr. Smith, voted unanimously by roll call to approve the minutes of September 17, 2020 and October 15, 2020 meetings as presented.

Committee Goals

Chair Stebbins asked finance committee members for their thoughts and suggestions on committee goals for 2021, defining a budget for deferred maintenance, and metrics to review at each meeting.

FY20 Reserve Usage Report

The committee reviewed FY20 reserves and determined that as of June 30, 2020, all colleges within CCSNH met the requirements of the Board reserve policy. No reserve funds will be transferred from the system to the colleges at this point, but the committee will review reserves again in the spring semester once more information on enrollment is made available.

FY21 Forecast Review

An executive summary on financials will be provided at the next meeting. Mr. Fields reported that enrollment and cost savings through GOFERR and CARES funding last year significantly reduced the projected \$7m deficit across the system. All colleges are currently uncertain of spring enrollment.

Per-college updates:

- President Addy reported that COVID has been the college's major challenge, although enrollment decline was not as significant as projected. The new online mental health service has very effectively supplemented counseling services for students, and Great Bay CC would like to look into providing a similar service for faculty and staff. Discussion followed regarding Running Start and Dual Enrollment



registration, which is expected to increase following implementation of the electronic registration form.

- Ms. Bourdain reported on Running Start and E-Start enrollment at Lakes Region CC. The college does not expect to use reserves at the end of this year, although spring enrollment and the housing deficit are the largest unknowns. Mobile food pantries on campus have assisted students, faculty, and staff, and the college will serve as a location for a vaccine distribution center for the Lakes Region.
- President Bicknell reported that enrollment at Manchester CC is down significantly due to an increase in Fall 2020 withdrawals related to work and childcare challenges for students.
- President Jordan reported that Nashua CC's new student retention numbers have been stable due to adjustments in delivery and training for adjunct faculty using CARES or GOFERR funds. Non-credit and workforce development numbers increasing, but enrollment is down for continuing and Running Start students. President Jordan suggested that a maintenance budget for technology programs be included in the budget going forward.
- NHTI President Mullin-Sawicki reported that the college created Running Start transfer pathway academies from high schools to NHTI to a 4-year institution. 6-week micro-credential programs have been very popular, and structured schedules and space utilization have shown significant cost savings. Enrollment has declined, but the college has implemented many retention initiatives.
- River Valley CC President Williams noted that enrollment is on track with projections. The college will serve as a vaccine distribution center for Sullivan County, and it will offer its LPN Program at Lakes Region CC.
- White Mountains CC President Lloyd noted that college enrollment is higher than projected. Credit load has dropped, but retention is stable. GOFERR and CARES funding has allowed the college to outfit the campus with technology needed for efficient and effective operations.

#### Deferred Maintenance

Ms. Stebbins proposed that the committee continue discussing deferred maintenance in the new year.

Mr. Fields reviewed the buildings and grounds purchases over the last year and suggested CCSNH invest further in these projects going forward. Mr. Moore provided an update on ongoing deferred maintenance items.

#### FY22 Biennium Update

CCSNH presented the FY22 biennium budget to the Governor's office. The presentation was well-received, and CCSNH expects flat funding and additional federal support.

CCSNH colleges boost social mobility and financial stability, with a couple of colleges ranked nationally. Mr. Fields presented the budget request, including a 2% cost to cover inflation for non-personnel expenses and for projected personnel cost increases, additional prioritized requests/ one-time funds for a "workforce HQ," and a NH pathways accelerator.

#### Other Business

Mr. Fields will provide leadership and support for financial operations at the system level after Mr. Ansell departs. The Chief Operating Officer position is expected to be filled by December according to the present timeline.

#### Non-Public Session



**VOTE:** The Committee, on motion of Ms. Stebbins and seconded by President Lloyd, voted unanimously by roll call to conduct a non-public session according to the provisions in RSA 91-A: 3, II (d), in order to discuss an acquisition.

The committee entered non-public session at 4:29 pm and returned to public session at 5:33 pm. No votes were taken in the non-public session.

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

**VOTE:** The Committee, on motion of Mr. Baines and seconded by Ms. Lucas, voted unanimously by roll call to recommend the purchase of 646 Union Street to permanently cement WMCC's physical presence in Littleton, NH for a price not to exceed 700k, following notification to the appropriate legislative contacts.

**VOTE:** The Committee, on motion of Mr. Baines and seconded by Mr. Holloway, voted unanimously by roll call to recommend the construction of an Advanced Technology Lab on the site of 646 Union Street in careful coordination with Matt Moore and guidance from State and local zoning authorities. Funding for this project will come from a variety of potential sources including the State of NH, WMCC's operating account, WMCC's reserve account (according to CCSNH policy) and various grant streams. It is also understood should any or all of the aforementioned funding sources not come through, this project may be designed in phases in preparation for future available funds.

Follow-Up Items for the Next Meeting

- Goals
- Deferred maintenance

No further business was stated. The committee meeting adjourned at 5:50 pm.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees