



Finance Committee
CCSNH BOARD OF TRUSTEES
Meeting of March 18, 2021

Present (teleconference): Trustee Alison Stebbins (Chair), 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, CCSNH Director of Financial Operations Kim Brent

Regrets: Trustee Paul Holloway

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 BAO 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 (CCSNH), CCSNH Interim CHRO Monica Bradley, NHTI VPSA Laura Pantano, MCC Business Affairs Officer Kelly Marr

Chair Stebbins called the meeting to order at 12:04 pm. Regarding the conduct of a telephonic meeting and counting all members toward the quorum requirement, 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 December 17, 2020 and January 15, 2021 Minutes

VOTE: The Committee, on motion of Mr. Smith and seconded by Ms. Lucas, voted unanimously by roll call to approve the minutes of December 17, 2020 and January 15, 2021 meetings as presented.

Chartwells Contract Extension

The college requested a continuation of the current contract with Chartwells, with a one-year extension not to exceed \$985,000. NHTI is not able to share this service with USNH since the USNH contract does not expire until 2027.

VOTE: The Committee, on motion of Mr. Smith and seconded by Ms. Lucas, voted unanimously by roll call to approve the Chartwells one-year contract extension not to exceed \$985,000 as presented.

System Office Reserves

Mr. Fields proposed the reallocation of funds over \$2m in system office reserves to the colleges. The earmarked \$750k will be returned based on the percentage of students at each college.

VOTE: The Committee, on motion of Mr. Baines and seconded by Mr. Smith, voted unanimously by roll call to reallocate \$750,000 from the System Office reserves, from FY20 overages, back to the Colleges.

Approval of Construction Managers

Mr. Moore and Mr. Fields Mr. Moore presented a proposal to (1) authorize CCSNH to hire construction managers and to (2) exceed the \$500,000 cap in order to hire construction managers needed to advance progress on multiple construction projects currently underway and in the pipeline and to ensure projects are



completed within a timeframe that will meet federal stimulus funding deadlines. The proposal does not make any changes to current board oversight, and no project will proceed if has not already been approved and funded. Proposed construction manager contracts will cover three years, with an option to extend three years as an incentive to perform.

The proposal has been approved by the Assets & Resources committee. Projects would be allocated to construction managers by geographical location. All projects have already been approved and funded, and projects that are approved by the public works committee will be added to this year’s critical maintenance project list.

VOTE: The Committee, on motion of Mr. Smith and seconded by Ms. Lucas, voted unanimously by roll call to authorize CCSNH to hire construction managers as presented and as recommended by the Assets and Resources Committee.

Committee Goals

There was consensus among committee members regarding the removal of auxiliary services as an annual goal for this year, as considerable progress has already been made in this area across the system, and the addition of two new committee goals on deferred maintenance and metrics.

2022 Fee Proposal Update

The committee reviewed the list of FY22 fees requiring committee approval. CCSNH room, board and comprehensive fees will remain flat from FY21 to FY22, with the exception of room and board fees associated with co-locations at UNH-Manchester and conditionally at Plymouth State University, should the partnership with White Mountains CC move forward. Currently neither UNH-Manchester nor Plymouth State University have established their rates for the upcoming year, so CCSNH presented pass-through fees for approval that will need to be updated once the information is made available.

VOTE: The Committee, on motion of Mr. Baines and seconded by Ms. Lucas, voted unanimously by roll call to approve the FY22 fees as presented.

UNH- Manchester

Current Fee Rate Per Semester

Double	\$3,830
Triple/Quad	\$3,232
10 meals/week	\$1,875
19 meals/week	\$2,145

Plymouth State University

Current Fee Rate Per Semester

PSU Quad	\$3,350
PSU Triple	\$3,350
PSU Double	\$3,800
PSU Single	\$4,450
PSU Double/Bathroom	\$4,075
PSU Triple/Bathroom	\$3,650
PSU Single Suite	\$4,850
PSU Single/Bathroom	\$5,075
PSU Apartment Shared Bathroom	\$4,500

PSU Apartment Private Bathroom	\$5,250
PSU Unlimited Meal Plan	\$1,990
PSU 225 Meal Plan	\$1,875
PSU 150 Meal Plan	\$1,650
PSU 60 Meal Plan + \$100 Flex Cash	\$800
PSU Student Service Fee	\$1,311

Other Fee Adjustments:

Item	Category	Change	Current	Proposed	Comments
Great Bay					
Nursing – ATI Complete	Academic	New	-	\$615	Adjustment of ATI products offering to align with other Colleges within the System
Nursing – ATI Testing	Academic	Elimination	\$195	-	Offsetting charge with ATI Complete
Nursing – Comp Review	Academic	Elimination	\$365	-	Offsetting charge with ATI Complete
Lakes Region					
Information Technology	Academic	New	-	\$129	Pass through fee would save students \$46 from the current vendor's pricing. Course - CIS 133L
NHTI					
Dental Asst: Material Fee	Academic	New	-	\$200	Supplies for Pain Management (disinfection/sterilization supplies)
Dental Clinic: Material Fee	Academic	New	-	\$25	Supply mouth guards at the recommendation of the Dental Sustainability Team This increase will help toward the cost of supplies in the Dental Clinic. This revenue supports the cost of running the Clinic. Recommendation provided by Sustainability Team
	Academic	Increase	\$30	\$35	
	Academic	Increase	\$35	\$40	
	Academic	Increase	\$30	\$35	
Nursing: Material Fee	Academic	New	-	\$125	To provide a tool kit to each student to allow them to practice skills
Robotics	Academic	Elimination	\$50	-	
Nursing	Academic	Elimination	\$350	-	Included in ATI Complete Package
River Valley					
Allied Health	Academic	New	-	\$150	Healthcare applications certificate fee. Course HLTH139



FY21 Forecast Review

The spring forecast for FY21 has improved markedly compared to the approved FY21 budget from last June. The colleges have carefully managed operational and personnel costs, and their efforts resulted in a reduction of the budgeted deficit across the system. The colleges are currently identifying lost revenue that can be recouped through CRRSA federal stimulus funds, and CCSNH's financial position will continue to improve once more guidance on CRRSA is made available.

The committee reviewed common opportunities and challenges across the system.

Overview of Federal Stimulus Funding

Mr. Fields provided an overview of the higher education emergency relief funds, as summarized at https://www.nasfaa.org/uploads/documents/HEERF_Funds_Comparison_Chart.pdf.

Retreat Summary Goals

The following board retreat items will be covered by other board committees:

- Pooled Funding for the Choose Community marketing campaign
- Oversight/partner with Presidents on infrastructure for course/program sharing with regards to revenue and cost sharing

Follow-Up Items for Future Meetings

- Update annual committee goals by removing the auxiliary expenses goal and add two new committee goals of (1) regular review of deferred maintenance and (2) develop key metrics.
- Update on deferred maintenance
- Identify and discuss key metrics
- Review outstanding receivables

Other Business

No further business was stated. The committee meeting adjourned at 2:00 pm.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees