



Finance Committee
CCSNH BOARD OF TRUSTEES
Meeting of December 15, 2021

Present: Trustee Alison Stebbins (*Chair, teleconference*), Trustee Robert Baines, Trustee Tricia Lucas, MCC President Brian Bicknell, WMCC President Charles Lloyd, CCSNH Chief Operating Officer Scott Fields

Regrets: Trustee Todd Emmons, Trustee Paul Holloway

Others in Attendance (teleconference): GBCC President Cathryn Addy, GBCC Chief Accounting Officer Tom Andruskevich, CCSNH Procurement Administrator Sean Fitzpatrick (*teleconference*)

Chair Stebbins called the meeting to order at 12:01 pm. Regarding the conduct of a telephonic meeting, the chair declared an emergency meeting, counting all members toward the quorum requirement whether or not physically present in the meeting location, under the NH Right to Know Law, RSA 91-a:2, III (b), based on the following findings:

- i. The individual members of this Committee live and work in locations remote to any single meeting place;
- ii. Given the members' various professional and personal schedules it is not reasonably practical to gather a quorum of the Committee members in a single place for a physical meeting;
- iii. The business presented cannot be delayed until the committee's next regularly scheduled meeting in February 2022;
- iv. The interests of CCSNH, its students, faculty, and staff, and the State of New Hampshire will be best served by the committee's expeditious consideration of and decision on the matter presented.

GBCC Hybrid Classroom Technology Project: Approval of Supplier Contract

Mr. Fields presented the proposal from Great Bay CC to procure audio/video conferencing equipment (including camera system, microphone/speaker array, and large digital displays) for 43 classrooms. The equipment is capable of supporting a hybrid (in-person & online) learning environment with meaningful interactivity between in-person professors, in-person students, and remote students. The use of hybrid classrooms boosts student success by providing students the flexibility to attend the same course either in-person or remotely based on their personal needs and preferences.

To identify a vendor, the college completed a full bid process in accordance with system policy. After internal review and discussion, CDW-G was identified as the supplier that proposed the most advantageous solution for the college. The total cost of CDW-G's proposal is \$384,914.00, including technology and installation. As the cost exceeds the board threshold for an expense not included in the budget, the committee must vote to approve the purchase.

GBCC will utilize the college's federal COVID funds, which must be used for COVID-related expenses before May 22, 2022. Other colleges have utilized these federal funds similarly during the pandemic to outfit classrooms with this technology.

The vendor is able to meet the needs of the college affordably, without expensive setups that are more extensive than needed. President Lloyd noted that White Mountains CC also used this vendor to successfully



outfit WMCC classrooms with this technology, and he added that this is a common expense and use of federal funding for educational institutions right now.

Ms. Lucas joined the meeting at 12:10 pm.

Discussion followed regarding how all the colleges would have benefitted financially and with greater efficiency from a system procurement effort of this technology, as it is used across the system. The committee encouraged CCSNH to identify similar areas of opportunity for system-wide procurement of items and services going forward. The master planning and strategic planning processes happening in concert will enhance this kind of collaboration and strategic procurement.

VOTE: The Committee, on motion of Mr. Baines and seconded by President Lloyd, voted unanimously by roll call to approve Great Bay CC's request to purchase audio/video conferencing classroom equipment as presented.

No further business was stated. The committee meeting adjourned at 12:17 pm.

Respectfully Submitted,

Meghan Eckner
Chief of Staff, Executive Assistant to the Chancellor and Board of
Trustees