

INSTITUTE ADVISORY BOARD MEETING MINUTES

NHTI, Concord's Community College
31 College Drive
Concord, NH 03301

Meeting Date: Wednesday, November 1, 2017

Location: NHTI, Capital Commons Conference Room

I. **Meeting Purpose:** Regular scheduled meeting

II. **Present:**

Dave Luneau, Chair
Jack Dearborn
Christa Keddie
Hal Koch
Jim Pratt
Jim Snodgrass
Karen Welch

Susan B. Dunton, President
Alan Blake, Director of Communications
Sheri Gonthier, Director of Financial Aid
Melanie Kirby, Chief Financial Officer
Lee Ann Lewis, Director of Alumni Development
Fiona McDonnell, VP Academic Affairs

Regrets:

Steve Caccia, Chris Emond, Alex Herzog, Bill Jones, Simon Keeling, Ken Lurvey, Amy Proctor, Chris Rath, Tim Sink, Anna-Marie Sparks

III. **Agenda**

A. **Old Business:**

- Review of Minutes of October 4, 2017

B. **New Business**

- College Audit Results – Sheri Gonthier
- Budget Update – Melanie Kirby / Susan Dunton
- Planning for Legislative Breakfast 2018

C. **Other**

- Next Meeting: December 6, 2017

A. **Old Business:**

1. **Approval of Minutes**

The minutes of the October 4, 2017 meeting were approved as written.

B. **New Business**

1. **College Audit Results** – Sheri Gonthier

In May 2017, NHTI was randomly selected for a Federal Program Review. While the final audit report has not yet been received, Sheri Gonthier reported there were four minor findings. Additionally, NHTI's Program Participant Agreement (PPA) expired on June 30, 2017. The PPA defines the terms and conditions NHTI need to meet to participate in Title IV programs. We are pleased to report that NHTI received a full certification renewal with a new expiration date of June 30, 2023. The A-133, an annual audit of financial aid, was conducted by Berry Dunn in mid-summer. The report is being drafted for the 2016 – 2017 aid year. The A-133 audit had no finding for NHTI.

Sheri Gonthier noted that NHTI's official 3-year cohort default rate is 10.1% for FY 2014. This compares to the national rate of 18.3% for 2-year public colleges. The national rate of all colleges is 11.5% for FY 2014.

Dave Luneau noted it would be helpful for Advisory Board members to know some of the general facts of financial aid. For example, how much financial aid does NHTI award overall in a given year, what percentage of students at NHTI receive financial aid, and what is the typical financial aid award package for an NHTI student.

2. Budget Update – Melanie Kirby / Susan Dunton

Melanie Kirby noted that she has projected very conservatively for the FY 2018 operating budget year.

Susan Dunton reported that with new tools and people in place at NHTI to help with student retention, especially from the spring to fall semesters, we expect the operating budget to be positively impacted.

3. Planning for Legislative Breakfast 2018

Susan Dunton and Alan Blake asked Advisory Board members to be thinking of ways we can best showcase NHTI for the Legislators at the annual January breakfast in 2018. Alan noted it would be helpful to have the NHTI facts booklet available at the December meeting for comments and feedback from the Advisory Board.

IV. Other

Next Meeting: Wednesday, December 6, 2017

Adjourn: The meeting adjourned at 6:50 pm

/lal