

College Tuition Savings Plan Advisory Commission  
Minutes of Meeting Held: October 31, 1997  
Legislative Office Building, Room 207

The third meeting of the College Tuition Savings Plan Advisory Commission (the Commission) was called to order at 1:37 p.m. The following Commission members were present which resulted in a quorum:

<u>Member</u>	<u>Represents</u>
O. Alan Thulander	Representative from Frankestown
Andrew R. Peterson	Representative from Peterborough
Sylvia Larsen	Senator from Concord
Mike Cryans	Public Member from Hanover Appointed by the Governor
Martha Gooze	Public Member from Durham Appointed by the Governor
Mary Milliken	Business Administrator, Representing Regional Community Technical College System
Richard A Gustafson	President, New Hampshire College, Representing College and University Council
Ingrid Lemaire	Director of Public Relations, NH Higher Education Assistance Foundation
Edward MacKay	Vice Chancellor for Budget and Planning, University System of New Hampshire
Hannah M. McCarthy	President, Daniel Webster College, Representing Postsecondary Education Commission

The following members were absent:

Georgie A. Thomas	State Treasurer, Treasury Department
Edward Gordon	Senator from Bristol
Charles Connor	Budget Director, Office of Governor, Representing the Governor

The minutes of the October 17th meeting were handed out and reviewed briefly. Edward MacKay motioned to approve the minutes. Mary Milliken seconded the motion. The minutes passed unanimously.

Request for Proposal (RFP)

Mike Ablowich from the State Treasurer's office highlighted to the committee the distribution of the RFP to date. RFP's were mailed to 16 firms and the N.H. Bankers Association for distribution to their membership. An e-mail notification was also sent to approximately 40 corporate affiliates of The National Association of State Treasurers. In total perhaps 60 (+/-) people had the RFP. Questions must be submitted to the Treasurer's Office by November 5th the day of the bidders conference. The bidder's conference will be held in Room 425 of the State House Annex 4th floor at 11:00 a.m. Responses are due to be sent back to the bidders asking questions by Monday, November 10th in response to their questions. On Thursday, November 9th questions and draft responses would be sent to Dr. Gustafson for approval then be distributed. The Treasurer's Office would also e-mail the National Association of State Treasurer's corporate affiliate and post the questions and answers on the Treasury Department web site.

Review of RFPs

If (6) six or more responses to the RFP are submitted then the subcommittee will narrow down those responses to (5) five. Edward MacKay made this suggestion as a motion. Hannah McCarthy seconded that motion. The motion passed unanimously. November 25th at 4:00 p.m., the RFP committee will meet if necessary. It would also be discussed what interviews were to be conducted on Wednesday, the 3rd of December the date stipulated for Vendor interviews. The process would start at 9:00 a.m. with 45 minute interviews and 15 minute breaks in between.

Rulemaking

The rules subcommittee met on October for over 2 hours, working through several issued related to the interaction between IRS and the State rulemaking process. The subcommittee decided to have the Treasurer draft a letter to the Attorney General's Office from guidance concerning the interaction between State and Federal rulemaking (copy attached to minutes).

Other New Business

A series of press releases would be developed to coincide with the vendor selection process. The next meeting is December 3rd at 9:00 a.m. in room 207 for vendor interviews, December 8th full committee meets at 1:30 p.m. in Room 207, RFP committee meets December 25th at 4:00 p.m. if needed. Martha Gooze motioned to adjourn. Andrew Peterson seconded the motion. All were in favor. The meeting adjourned at 2:38 p.m.