



COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE  
BOARD OF TRUSTEES  
Finance and Audit Committee  
November 6, 2008

In Attendance: Ned Densmore, Robert Mallat, Nicholas Halias, Robert Duhaime, Richard Gustafson, Lynn Kilchenstein, Kathy Eneguess, Darlene Miller, Mark Edelstein, Charles Annal, and Harvey Hill.

Others In Attendance: Joanne Berry, Melanie Kirby, Gloria Bacon, Michael Marr, Sarah Woods, Susan Proulx, Paul Holloway, Marie Marcum, Alice Mowery, and Amber Wheeler.

The meeting was called to order at 8:30 a.m. at Lakes Region Community College, Room 202.

1. Approval of Minutes of September 29, 2008

VOTE: The Committee, on motion by Robert Mallat, seconded by Nicholas Halias, the Committee voted unanimously to approve the minutes of September 29, 2008 as written.

2. LBA Audit Report

Dr. Gustafson explained the format of the LBA Audit Response Status Report matrix, which was distributed to the Committee. The audit report was discussed at the recent meeting of the Joint Legislative Fiscal Committee. Sarah Woods, the CCSNH internal auditor, will be auditing the progress on the observations with respect to completion status. It is hoped that within the next two to three months some of the observations will be resolved.

The question was raised as to whether we have enough staff in place to address these deficiencies or whether it will require hiring new staff. Collaborating with other institutions may be a feasible option. Dr. Gustafson suggested that progress on the different observations be reported quarterly and that this be put on the Finance Committee agendas for review and update.

CCSNH will continue under the present Risk Management policies with the State with respect to land and buildings.

Mike Marr identified nine observations that will need to be addressed.

The following observations were discussed:

1.1 It is not clear that the CCSNH has taken the steps needed to ensure that the necessary staff, expertise, and policies and procedures will be in place when the State ceases to provide services on June 30, 2008.

3.2 During fiscal year 2007, the Department had not implemented a comprehensive, documented, Department-wide and College-specific disaster recovery and business continuity plan to address an emergency or other unplanned event that could cause significant disruption, risk of loss, or other harm to the Department, employees, students or others.

3.3 The decentralized acceptance and transfer of unrecorded receipts, primarily in the form of unendorsed checks, increases the risk that the receipts could be lost, misapplied, or stolen.

4.1 During fiscal year 2007, the Department did not perform appropriate reconciliations of revenues processed through its two primary information systems.

4.2 The Department has not established policies and procedures to promote efficient, controlled, and consistent banking practices for the Colleges.

4.3 The Department has not established policies and procedures to prohibit unauthorized changes to Department and College bank accounts.

5.2 The Department has not established controls to ensure that tuition and other course fees are accurately reflected in the Colleges' automated information systems (Banner).

5.4 The Department's payroll process is not efficient.

5.8 The Department could not demonstrate that it was in compliance with the reporting requirements of the Drug-Free Schools and Communities Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Acts) during fiscal year 2007.

Mr. Halias spoke to this topic and informed the Committee that the Clery Act statistics should be up on the websites as of today. Policies and procedures need to be put into place. Campus security authorities need to be designated and properly trained to receive information and in turn report to the local police.

Mr. Halias has offered to meet with the presidents to apprise them of the proper procedures for compliance with the Clery Act.

### 3. Other

Mike Marr distributed the FY09 Proposed Budget Reduction by campus.

Dr. Gustafson noted that Webster Continuing Care continues to provide updates on the progress on the Stratham campus purchase.

4. Non-public Session

VOTE: The Committee, on motion by Chairman Densmore, seconded by Mr. Robert Mallat, by roll call, vote, resolved to conduct a non-public session for the purpose of discussing the consideration of a land purchase and noting that such a non-public session is authorized by RSA 91-A:3,II (d.) and the Board's executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by unanimous vote of all members present.

The meeting moved into non-public session at 9:30 a.m.

The Board reconvened at 9:45 a.m. Mr. Densmore noted that no votes were taken in non-public session.

Respectfully submitted,

Karen Keeler  
Administrative Assistant  
Manchester Community College

Finance and Audit Committee  
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Non-Public Session

In Attendance: Ned Densmore, Robert Mallat, Nicholas Halias, Robert Duhaime, Richard Gustafson, Lynn Kilchenstein, Kathy Eneguess, Darlene Miller, Mark Edelstein, Charles Annal, and Harvey Hill.

The non-public session was called to order at 9:31 a.m.

Discussion followed on the consideration of a land purchase.

The meeting adjourned at 9:44 a.m.

No votes were taken.

Respectfully submitted,

Karen Keeler  
Administrative Assistant  
Manchester Community College