
Regrets: Robert Duhaime and Claudie Mahar

Also in attendance: Ann-Marie Hartshorn

The meeting was called to order at 9:03 a.m. at NHTI, MacRury Hall, Concord, NH.

1. Approval of the June 19, 2013 Meeting Minutes

VOTE: The Committee, on motion of Mr. Calhoun, seconded by Ms. Roy-Czyzowski, voted unanimously to approve the June 19, 2013 meeting minutes as presented.

2. Payroll Procedural Audit Report

Ms. Hartshorn circulated and explained the four payroll office audit recommendation and responses.

She explained the flow of the employee leave slip process.

Human resource compliance was discussed. Mr. Rioux explained that legal counsel will oversee the risk management and compliance positions. It is anticipated that the new legal counsel will be hired within the next week. That individual will then conduct the hiring process for the risk management position.

Ms. Hartshorn indicated that she will review the recommendations/performance in six months.
3. Grants Management Audit Report

Ms. Hartshorn circulated and explained the two recommendations for the grants management audit. She noted that the response section needs to be completed by Mike Marr. This audit is on the chancellor’s office level, not the college level.

Question was raised about information being provided to the Finance Committee on the receipt of grants. Mr. Densmore noted that only contracts that relate to grants are addressed by Finance. Grants do not require acceptance. This should be discussed at the next Finance meeting.

Mr. Calhoun explained that there is more to grant audits than financial. There is the programmatic reporting, compliance, deliverables function etc. Mr. Rioux explained each grant has specific provisions which are then audited by the grantor.

Discussion followed on a larger picture, not just financial. Mr. Rioux indicated that he recently had a meeting with the Chancellor to discuss the Grants Dept. We currently have about 85 active grants.

Ms. Hartshorn will send the committee Mr. Marr’s audit response upon receipt.

4 Audit Recommendations Status Update

Ms. Hartshorn circulated the Audit Committee Comment/Finding Tracking Log which she developed for internal review of all audits and status of the recommendations. All felt this is a useful tool and could be shared with presidents/administrators.

5. BerryDunn FY13 Audit Update

Ms. Hartshorn reported that BerryDunn auditors are currently physically located at the Chancellor’s office. A status report meeting will be scheduled soon. The anticipated completion date is November 30.

6 Audit Committee Responsibilities per By-Laws

The Governance Committee has asked all standing committees to review their committee responsibilities as identified in the by-laws. Ms. Shields shared two documents for use in this discussion. All were asked to send her recommended changes. She will then develop a proposed change document and circulate to committee members.
Discussion followed on the status of the Safety and Risk Management committee. Should the ad hoc status be changed to full committee? Should this be divided into two committees – safety and risk management separately?

7 Other

Future dates: Ms. Hartshorn will develop a future meeting date (quarterly) calendar and propose it to the committee

NEXT MEETING: TBD

The meeting adjourned at 11:05 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor