



## **LBA Performance Audit Task Force**

Meeting of January 10, 2018

**Present:** CCSNH Trustee Rebecca Clerkin, Chair; CCSNH Trustee Edwin Smith; CCSNH President Lucille Jordan (Nashua Community College); CCSNH Interim President Chuck Lloyd (White Mountains Community College); Stuart Wallis (CCSNH Faculty, NHTI); James Allen (RVCC); Mike Vlacich (President & CEO, New Hampshire College & University Council); Michael Zelle (Advisor to Governor Sununu); Ann-Marie Hartshorn (CCSNH)

**Regrets:** CCSNH Trustee Alison Stebbins

**Others Present:** CCSNH Chancellor Ross Gittell; Shannon Reid (CCSNH)

Chair Clerkin called the meeting to order at 12:08 p.m. in the Chancellor's Office conference room, NHTI campus, Concord, NH.

### Welcome from the Chancellor

Chancellor Gittell welcomed and thanked members of the Task Force for participating in the process of resolving items noted in the LBA Performance Audit Report. This process is an opportunity to improve further the operations at CCSNH, and CCSNH will provide any resources and support that the Task Force needs. Before leaving the meeting, Chancellor Gittell explained that he will not participate regularly in meetings to ensure the independence of the Task Force.

### Purpose of the Task Force

Chair Clerkin and the committee agreed that the Task Force's role is to be objective and unbiased in their approach to resolving audit items and to provide evidence to college communities that progress is being made.

### Internal and External Communications

Ms. Reid discussed the importance of providing effective internal and external Task Force communications. In addition to helping to facilitate these communications, Ms. Reid will provide progress reports on the audit items to the legislative committee.

A general email address that forwards emails directly to Chair Clerkin has been set up for the Audit Task Force, and Task Force members may direct anyone who has questions/ comments to this email address.

An intranet website with Audit and Task Force resources and updates has been created for CCSNH communities. Committee members discussed the need for a similar external webpage, which Ms. Reid will discuss with Ms. Jeanne Herrick (CCSNH Counsel). The committee suggested adding columns to the current audit item Matrix that will better communicate the item's progress, including columns for groups impacted, supporting documents that confirm a complete status, and a checkbox indicating that the Task Force has concurred that the item is complete. Ms. Hartshorn will provide an updated Matrix with added columns to the committee, and Chair Clerkin will begin outreach to identified impacted groups.

Discussion of Performance Audit Observations and Matrix

Ms. Hartshorn reviewed the 29 observations and their current status with Task Force members. See attachment "Performance Audit Matrix 12-29-17."

Next Steps

The committee agreed that the Audit items with the earliest deadlines should be reviewed at the next meeting and that monthly Task Force meetings should be scheduled through the end of the calendar year. Ms. Eckner will schedule the next round of meetings and invite Mr. Charles Ansell to report on the finance audit items.

President Jordan discussed the importance of holding meetings at each of the campuses throughout the year.

No further business was stated. The meeting adjourned at 1:57 p.m.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the CCSNH Chancellor and Board of  
Trustees