



LBA Performance Audit Task Force

Meeting of January 29, 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 Wallace (CCSNH Faculty, NHTI); James Allen (RVCC); Ann-Marie Hartshorn (CCSNH); CCSNH Trustee Alison Stebbins (teleconference)

Regrets: Mike Vlacich (President & CEO, New Hampshire College & University Council); Michael Zellem (Advisor to Governor Sununu)

Others Presenting to the Committee: Charles Ansell, CCSNH Associate Vice Chancellor of Finance and Strategic Planning

Chair Clerkin called the meeting to order at 1:05 p.m. in the Chancellor's Office conference room, NHTI campus, Concord, NH.

Approval of Meeting Minutes

VOTE: The committee, on motion of Mr. Smith and seconded by Mr. Wallace, voted unanimously to approve the minutes of the January 10, 2018 meeting as amended.

Matrix Updates

Ms. Hartshorn reviewed updates made to the Performance Audit Matrix based on suggestions from Task Force members at the last meeting. See attachment "Performance Audit Matrix 1-24-18."

Ms. Hartshorn updated the Task Force on the public Task Force website that has been created. This website should include future meeting dates, agendas, and minutes.

Progress on Student, Finance, and IT Observations

Mr. Ansell reviewed all observations, including their deadlines and progress updates, related to student, finance, and IT operations. For each observation, the System Office will:

- Outline problem & scope
- Identify relevant stakeholders for each observation
- Undertake first drafts of applicable documentation
- Share draft with relevant stakeholders
- Incorporate feedback
- Iterate the prior two steps until publication
- Develop training plan with dates

Mr. Ansell reviewed the observations that have been marked "complete" in the Matrix and asked the Task Force to suggest documentation that would provide evidence of their successful completion. Ms. Hartshorn will add the suggested documentation to the Matrix.

Next Steps

The next meetings are scheduled for 9-11 a.m. on February 28 and March 28. When information on the new public website is updated, an internal and external communication will be sent announcing this resource.

The Task Force asked Mr. Coladarci and Ms. Herrick to attend the next meeting on February 28.

No further business was stated. The meeting adjourned at 2:28 p.m.

Respectfully Submitted,

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