



Audit Committee
CCSNH BOARD OF TRUSTEES
Meeting of December 19, 2019

Present: Trustee Tricia Lucas (Chair), Trustee Stephen Ellis (teleconference) Trustee Cheryl Kahn, Trustee John Stevens, CCSNH Director of Internal Audit Ann-Marie Hartshorn (CCSNH), CCSNH Legal Counsel Jeanne Herrick

Not Present: Trustee Steven Slovenski

Other Attending: Trustee Jeremy Hitchcock, Devin Gallagher (Fred C. Church, Inc), Josh Trowbridge (Fred C. Church, Inc)

The meeting was called to order at 1:16 pm in the Chancellor's Office conference room, NHTI campus, Concord, NH.

Approval of November 21, 2019 Minutes

VOTE: The Committee, on motion of Mr. Ellis and seconded by Ms. Kahn, voted unanimously to approve the minutes of the November 21, 2019 meeting as written.

Extension of BerryDunn Audit Contract

The contract with the current auditing firm is about to expire-- The audit committee must either hire a new audit firm or extend the contract. Ms. Hartshorn proposed extending the contract with BerryDunn for FY21, to allow the members of the audit committee, who are relatively new to the committee and the committee's work, to become more familiar with the work of the committee and be in a better position to hire a new firm.

VOTE: The Committee, on motion of Ms. Lucas and seconded by Mr. Ellis, voted unanimously to approve the BerryDunn contract extension as proposed.

LBA Performance Audit

Ms. Hartshorn reviewed the three outstanding items of the total 29 items identified in the LBA audit. Two outstanding items include improving controls over purchases made by executive management and establishing policies and procedures for the purchasing card program. Both items are expected to be completed by the end of the calendar year, although the committee asked that priority be given to the item related to executive purchasing. The last outstanding item calls for the development of policies and procedures regarding gift acceptance, acknowledgement, and accounting. As the process for this last item is more complex and time-consuming, and because the draft policies cannot be approved until the foundation board meets again in March, the deadline for this item will be extended to the spring.



FY20 Internal Audit Plan and Schedule

Ms. Hartshorn reviewed the audit timeline for 2019-2020. Throughout the next year, Ms. Hartshorn will complete audits on third party vendors, student activity accounts, purchasing cards (p-cards), Running Start waivers, fundraising policy and procedures. Additionally, Ms. Hartshorn will provide a review of account reconciliation, develop an audit plan for 2021, and review follow-up items from the audit findings and IT risk assessment.

Director of Risk Management Position

Ms. Herrick reviewed the areas of responsibility for the vacant Director of Risk Management position. This position will oversee compliance management, and risk management. There are four basic methods for risk management: avoidance, retention, sharing, transferring, and loss prevention and reduction. Most efforts to-date have focused on loss prevention and reduction.

The position was posted in late November, and there is a pool of over fifteen qualified candidates. The search committee consists of Mr. Stevens, NCC VPSA Elizabeth Gonzales, CCSNH Director of HR Sara Sawyer, MCC Business Affairs Officer Kelly Chapman, and Ms. Herrick. Interviews will be conducted in January, and the audit committee will be asked to participate in the interview process.

Presentation on CCSNH Insurance Policies

Mr. Gallagher and Mr. Trowbridge provided an overview of the insurance and risk management services they provide to CCSNH. As challenges in the market increase, Fred C. Church will use their relationships with insurance carriers to keep the impact of premium increases to a minimal.

Mr. Gallagher provided an overview of coverage and premiums for the 2019 renewal insurance program compared to the 2018 program, highlighting any changes in coverage and coverage carriers that were made to increase cost savings. Fred C. Church will start the renewal process with CCSNH in January.

No further business was stated. The meeting was adjourned at 2:56 pm.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees