



**Audit Committee**  
CCSNH BOARD OF TRUSTEES  
Meeting of December 17, 2020

**Present (teleconference):** Trustee Tricia Lucas (Chair), Trustee Stephen Ellis, Trustee John Stevens, Trustee Todd Emmons, Trustee Steven Slovenski, CCSNH Director of Internal Audit Ann-Marie Hartshorn (CCSNH), John Harrington (CCSNH), Jason Bishop (CCSNH), Melissa Hewey (Drummond Woodsum), CCSNH Interim Chancellor Susan Huard

The meeting was called to order at 1:00 pm by videoconference. The chair declared an emergency meeting in order to follow social distancing guidelines related to the current public health crisis, pursuant to RSA 91-A: 2 (III)(b).

Approval of November 19, 2020 Minutes

**VOTE:** The Committee, on motion of Mr. Ellis and seconded by Mr. Slovenski, voted unanimously by roll call to approve the minutes of the November 19, 2020 meeting as written.

Chair Lucas announced that Mr. Stevens has stepped down as vice chair, although he will continue to serve as a member of the committee. Mr. Emmons has accepted the position of committee vice chair.

Committee Feedback: Annual Audit Presentation

The committee expressed appreciation for the work of Ms. Hartshorn and BerryDunn on the latest annual audit and presentation to the committee and board.

Update on Financial Internal Controls

Ms. Hartshorn provided an update on financial internal controls, including internal reconciliations that have not been done previously and finance and bank accounts. CCSNH will work closely with IT to try to automate this very time-consuming process. At the college level, procedures were implemented to reconcile bank transactions on a more regular basis, as was recommended by BerryDunn.

Procurement and Contracts Audit Recommendations Update

Ms. Hartshorn provided an update on the review of college and system office third-party contracts, which was a time-consuming process as contracts are not organized in a central database. A procurement position has been created to manage the contracts centrally going forward.



#### Safety and Risk Management Overview

Mr. Bishop provided an overview of the mission of the Risk Management department as well as of the responsibilities of the Risk Manager position, including identifying and evaluating risks, securing and managing insurance products/programs, and reviewing incidents and managing claims, among other duties. Mr. Bishop provided an overview of the CCSNH insurance portfolio.

The committee thanked Mr. Stevens for his work bringing the Mutualink platform to CCSNH, and Mr. Bishop reviewed other safety and risk management initiatives underway.

Mr. Bishop identified a need for training requirements per CCSNH job classification, a format for conducting training, and a system-wide database to track training.

Mr. Bishop reviewed insurance assessments, including physical, on-site risk and safety assessments, as well as roof inspections. A system-wide email phishing test was recently implemented across the system, with more tests planned going forward. Mr. Bishop reviewed fleet management procedures, and he provided an update on COVID- related safety measure expenses through risk management.

Chancellor Huard left the meeting at 1:57 pm.

#### COVID-19 Compliance Report Presentation

Ms. Hartshorn and Mr. Bishop presented their work with the colleges on compliance with COVID control protocols in the areas of the physical plant, access and flow controls, day-to-day operations protocols, and cleaning practices. The committee commended Ms. Hartshorn and Mr. Bishop for their work

Mr. Stevens left the meeting at 2:27 pm.

No further business was stated. The meeting was adjourned at 2:46 pm.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees