



### **Board of Trustees Audit and Risk Committee**

Thursday, March 16, 2023, 3:00pm - 4:30pm  
NHTI - Concord's Community College, Grappone Hall 301

**Attendees:** Chair Tricia H. Lucas, Director Ann-Marie Hartshorn, Director Jason Bishop, Trustee John T. Stevens, Trustee Stephen J. Ellis,

**Regrets:** Trustee Todd Emmons, Trustee Robert Baines

**Guests:** Trustee Alison Stebbins, RVCC President Alfred Williams IV, MCC President Brian Bicknell, WMCC President Charles Lloyd, GBCC President Cheryl Lesser, Trustee Christopher Dodge, Trustee Deanna Jurius (Dee), Trustee Donnalee M. Lozeau, Trustee Edwin O. Smith, Trustee Gregory C. Eastman (Zoom 859-130), Trustee Heather Burwell, Trustee John C. Calhoun, Trustee Joseph Doiron, Trustee Katharine Bogle Shields, Trustee Kimberly Eckenrode, NCC President Lucille Jordan, Chancellor Mark Rubinstein, Trustee Nick Toumpas, LRCC Interim President Patrick Cate, NHTI President Patrick Tompkins, Trustee Richard Ackerman, Trustee Sharon D. Harris, Trustee Stephen Appleby, Trustee Steve Slovenski, Trustee Will Cunningham, Chief Information Officer Barbara Spada, Director Beth Doiron, WMCC Vice President of Academic Affairs Kristen Miller, Director Matt Moore, Director Sara Sawyer, Chief Operating Officer Scott Fields, Executive Director Shannon Reid, Executive Director Tim Allison

### **Meeting Minutes:**

Chair Lucas opened the meeting by introducing Director Ann-Marie Hartshorn and Director Jason Bishop who will be presenting updates for the committee.

### **Approval Items:**

1. Approval of November 23, 2022 Audit Committee Meeting Minutes
  - a. Chair Lucas motioned to approve the minutes as presented, Trustee Ellis seconded the motion. Motion passed unanimously.

### **Update Items:**

1. FY22 Financial Audit Other Post Employment Benefits (OPEB) Update - Director Hartshorn
  - a. There is still work being done to update the OPEB error that was made. Once all aspects of the error have been updated the new audited financials will be presented to the Audit Committee and then the full Board.
2. Active Title IX Case Update - Director Hartshorn

- a. Director Hartshorn gave an update on where CCSNH stands with two Title IX cases.
3. Potential Fraudulent Activity Investigation - Director Hartshorn
    - a. River Valley Community College reported potentially fraudulent activity after realizing they had two students register for classes who accepted federal ARP funding in the form of a refund. Once the funds were received the students unregistered for classes. Director Hartshorn is looking to see if this impacted other colleges in the system..
  4. Insurance Update - Director Bishop
    - a. The broker service RFP will be posted next year since we have an additional year extension on our current contract. Director Bishop was contacted by our current vendor, Fred C. Church, who would like to be considered to submit a proposal when we do go out to bid. Our current contract with them was for three years with a two-year extension.

There was a brief discussion about the liability insurance for Trustees. Currently our policy has a \$25,000.00 deductible, a \$1MM individual limit, a \$3MM aggregate per event, and rests atop a \$15MM umbrella liability policy. Trustee Ellis would like to investigate upping the policy to \$2MM Individual limit and review the need for a deductible.

5. Campus Safety Update - Director Bishop
  - a. Director Bishop gave an update on Campus Safety staffing changes within the system, a breakdown of infractions on the campuses, and an incident count.

He also gave an update on the Title IX training that was completed by 60 people across the system, and the Title IX position that is being created at the System Office. The position will provide support to all the campuses by coordinating training opportunities, overseeing compliance, and reporting.

Director Bishop gave an update on internal risk management trainings that have already happened and will be happening soon, the emergency notification system, and hazardous waste compliance.

6. Cyber Attack, Northern Essex Community College - Director Bishop
  - a. Cyber security remains at the forefront of areas that we need to focus our efforts on to ensure compliance. Director Bishop let the Board members know that we have cyber coverage and are currently working on updating our breach plan.

Recently there was a staged phishing attempt. There were 30 people who clicked the email and/or replied. Of those 30 only two continued to the training that was linked.



Trustee Stevens motioned to adjourn the meeting, Trustee Stebbins seconded the motion.  
Meeting adjourned at 4:10pm.

Respectfully submitted,  
Cassandra Hoefs

Executive Assistant to the Chancellor and the Board of Trustees