



Board of Trustees Audit and Risk Committee

Thursday, September 19, 2024

NHTI - Concord's Community College | Grappone Hall 106

Attendees: Chair Tricia H. Lucas, Geoffrey Kennedy, Director Ann-Marie Hartshorn

Regrets: Trustee John T. Stevens, Trustee Stephen J. Ellis, Trustee, Director Jason Bishop

Meeting Minutes

Committee Chair Lucas opened the meeting at 10:13am by noting that due to a lack of quorum there would be no action taken during the meeting. She then turned the meeting over to Director Hartshorn for updates.

Updates:

1. Director Hartshorn let the trustees know that there would need to be an Audit Committee meeting scheduled in November to accept the FY24 Financial and Uniform Guidance audit once BerryDunn completes their work.
2. The new Title IX training has been rolled out and to date over 900 students have completed this mandatory training. The training for students has been linked to the Canvas platform and for employees it is being done through Memic.
 - a. Given the new Title IX regulations there has been an uptick in cases this year, currently there are 7-9, including pregnancy and post-partum.
3. Director Bishop and Risk Management Specialist Pelletier will be doing insurance walk-throughs at each campus. They will be focusing on areas where there were findings last year.
4. Employee training is now being done through Memic. These training courses are being assigned based on the employee's job family and Human Resources is tracking completion.
5. There has been a slight decline in 91A requests. Director Bishop is continuing to work with legal to ensure compliance.
6. Director Bishop is working with campuses to ensure compliance with publishing Annual Security Reports (ASR), and Clery reports. ASR reports are due to be published by October 1st annually, and the Clery reports are required to be uploaded to the DOE by October 16, 2024 this year.
 - a. A concern was raised about campuses training for situations such as having an active shooter on campus. Each campus does situational trainings and table top exercises with scenarios to be better prepared should that situation arise.

With no further updates the meeting adjourned at 10:47am.

Respectfully submitted,

Cassandra Hoefs

Executive Assistant to the Chancellor and the Board of Trustees