



**Audit Committee**  
CCSNH BOARD OF TRUSTEES  
Meeting of March 21, 2019

**Present:** Trustee John Stevens, Trustee Stephen Ellis (teleconference), Trustee Cheryl Kahn, CCSNH Legal Counsel Jeanne Herrick, CCSNH Director of Internal Audit Ann-Marie Hartshorn (CCSNH), CCSNH Director of Risk Management Bill Thomas

**Not Present:** Trustee Allen Damren (Chair), Trustee Steven Slovenski

The meeting was called to order at 1:27 pm in the Chancellor's Office Conference Room at NHTI in Concord, NH.

Review of Revised Bylaws

Ms. Herrick presented the revised board bylaws, which propose moving the annual meeting of the Board of Trustees from April to October and moving review of safety and security matters to the audit committee. Ms. Herrick asked committee members to submit feedback on the bylaws by next week so that and edits can be included in the final version that will be sent to the full board for approval at the meeting in April.

Review of Committee Charter

The committee discussed the committee charter. Ms. Herrick and Mr. Thomas will not attend the duration of audit committee meetings to allow for free exchange between committee members and Ms. Hartshorn outside of the management structure.

Regarding compliance monitoring, Ms. Herrick will begin work on developing a compliance program, Ms. Hartshorn will complete a review of policy and procedures, and Mr. Thomas will focus on implementation of the plan.

Overview of Internal Audit, Compliance, and Safety and Risk Management

Ms. Hartshorn provided an overview of the internal audit mission, reporting structure, responsibilities, and annual plan. Ms. Hartshorn outlined key areas of financial, compliance, operational, reputational, and safety risk.

Mr. Thomas oriented committee members to risk management at CCSNH, insurance at CCSNH, policies, best practices, programs, online compliance training, and current safety and risk management initiatives.

Mr. Thomas presented a summary of system-wide compliance status from the CCSNH Safety and Security Annual Report to the committee. Mr. Stevens asked that staff include more



information on how safety and security items in the report are rated. Ms. Herrick asked committee members send additional feedback.

#### RFP for New External Financial Audit Firm

Later in the year, the Audit Committee will be asked to make a decision to either renew CCSNH's contract with the current audit firm or to begin the process of identifying a new audit firm.

#### Review of Scholarship Awards

Ms. Hartshorn was asked to complete an audit of the scholarship awards, to ensure students are meeting all of the criteria outlined in the donor agreements. The audit uncovered a few students who did not meet requirements, and she is currently working on better defining the requirements of students who are in "financial need." The scholarship tool AwardSpring has been implemented at CCSNH and will aid in tracking and managing this issue, and the addition of a Chief Development Officer and Development Coordinator will also improve oversight in this area.

#### Legislative Budget Audit Matrix Update

Ms. Hartshorn presented the updated LBA audit matrix to the committee. Three items are outstanding and currently being addressed: fleet management policies and procedures, college master plans, and foundation policy and procedures.

#### FY19 Financial Audit and Uniform Guidance Timeline

The auditors have requested to start this year's audit earlier, beginning the week of April 15<sup>th</sup>.

No further business was stated. The meeting was adjourned at 3:05 pm.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees