



Board of Trustees Audit and Risk Committee

Thursday, October 5, 2023 10:30am - 11:30am

NHTI - Concord's Community College | 31 College Drive Concord, NH 03301

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

Regrets: Trustee Stephen J. Ellis,

Meeting Minutes

Committee Chair Lucas opened the meeting at 11:06am and noted that there was not a quorum so no action would be taken during the meeting.

Update Items:

1. FY 2023 Berry Dunn Audit
 - a. Director Hartshorn let the Audit Committee members know that the audit was well underway and going well. The auditors have visited GBCC, NCC, and RVCC in person and visited virtually with WMCC. They rotate campus visits annually and will visit campuses when there is turnover in leadership roles.
 - b. Director Hartshorn will bring the audit back to this group in November for them to vote to accept it before bringing it to the full Board in January.
 - c. There was a brief discussion about segregation of duties and tracking vacancies for positions where that could be a concern.
2. Echelon Cyber Security Risk Assessment
 - a. Director Hartshorn went over the cyber security risk assessment that was done. It took approximately 2-3 months and cost around \$30,000.00.
 - b. The assessment showed that the System is in a better position than they thought it was. Chief Information Officer Spada has been great at recognizing and implementing changes as needed.
3. Insurance Renewal Update
 - a. Director Bishop let the committee know that they have switched carriers from Hanover to Liberty. Hanover was going to increase by \$220,000.00 and they have had them for 10-12 years now.
 - b. Director Bishop made some changes to the plan where there was coverage that had not been used and was not necessary for CCSNH to carry. He will be going to bid for a new insurance broker in February of 2024.
4. National Student Clearinghouse Data Breach
 - a. Director Bishop gave an update on where the system stands with the data breach. Of the 24,000 students affected by the breach there were only 3 who had PII (*personal identifiable information*) compromised, and they live in states where it didn't qualify as PII.
5. RSA 188:H and Clery Compliance
 - a. Director Bishop updated the Committee on our compliance with 188:H and Clery. There has been some difficulty for some of the campuses due to the nature of staffing. Only NHTI and WMCC have full-time Campus Safety officers.
 - i. This is something the Trustees would like to look further into since there is a need to ensure the safety of the campuses and the students.

- b. There is currently a search underway for a System Title IX Coordinator. This will alleviate some of the additional workload that has been put on Director Hartshorn and Director Bishop.
- 6. CCSNH Liability and Mitigation Efforts
 - a. Director Bishop has identified programs with higher potential risk of injury and has created a liability waiver. Students in those programs will now need to sign a statement acknowledging the risks to reduce the number of frivolous claims.
 - b. Director Bishop has updated the Fleet Policy to include age restrictions, insurance requirements (when using personal vehicles), restricting the transport of sick/injured persons, and accident reporting requirements. It will be reviewed by the Presidents at their next meeting.

As requested at the last meeting Director Hartshorn met with Chancellor Rubinstein and Board Chair Shields to discuss the vacant positions that could pose a risk to CCSNH. While Director Hartshorn doesn't need to monitor all vacancies, she does need to monitor ones that could pose a risk and she needs to ensure proper segregation of duties. Some of the positions have been filled since the last Audit Committee meeting, and there is a plan for the remaining vacancies.

Trustee Lucas thanked Director Bishop and Director Hartshorn for their hard work, and the information and updates provided today. Trustee Lucas will bring the Audit Committees concerns about not having full-time Campus Safety directors to the next Executive Committee meeting.

With no further business to discuss the meeting was adjourned at 12:21pm.

Respectfully submitted,

Cassandra Hoefs
Executive Assistant to the Chancellor and the Board of Trustees