



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

Thursday, March 21, 2024

NHTI - Concord's Community College | Grappone Hall 106

**Attendees:** Committee Chair Tricia H. Lucas, Trustee Stephen J. Ellis (*remote via Zoom*), Trustee Geoffrey Kennedy, Director Ann-Marie Hartshorn, Director Jason Bishop

**Regrets:** Trustee John T. Stevens

### **Meeting Minutes**

Committee Chair Lucas opened the meeting at 2:26pm and attendance was taken via roll call.

Trustee Kennedy motioned to accept the meeting minutes from the 10/5/2023, 11/16/2023, and 12/14/2023 meetings as presented, Trustee Ellis seconded the motion. The motion carried unanimously via roll call vote.

Committee Chair Lucas turned the meeting over to Director Hartshorn and Director Bishop to give their updates to the group.

- Responses to the bi-annual RSA 188:H survey were up across the system and they will be reviewing the results with the Title IX coordinators throughout the system to address concerns and create appropriate programming.
- Holley Dupre, the new Title IX Coordinator has been making progress with Title IX initiatives and has visited all of the campuses to do training. She has also been creating programming and training to meet VAWA (Violence Against Women Act), Clery, and 188:H requirements.
- The internal audit is underway and Director Hartshorn is working with colleges who have errors that need correcting.
- Director Bishop is reviewing RFPs for insurance brokers and should have a recommendation for the Board of Trustees and Chancellor in April.
- Director Bishop and Liberty Mutual have been conducting insurance site visits and found a few system wide areas of concern; water sensor programs and plans, hot work, and fire system notification to carrier. They would also like to review the solar plan when it is established.
- Director Bishop did a safety and security system wide audit in February and March and there were a few areas identified for improvement such as training, mechanical key systems need to be audited, and emergency shutoffs need to be identified and labeled. He also identified some areas of strength, video surveillance systems, card access settings, and the fire/life safety systems.

Committee Chair Lucas thanked both Director Hartshorn and Director Bishop for their work and expressed thanks for the campus safety departments. With no further business the meeting was adjourned at 2:45pm

Respectfully submitted,

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