



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

Thursday, December 12, 2024

NHTI - Concord's Community College | Grappone Hall 106

**Attendees:** Chair Tricia H. Lucas, Trustee Geoffrey Kennedy, Director Ann-Marie Hartshorn, Director Jason Bishop

**Regrets:** Trustee John T. Stevens, and Trustee Stephen J. Ellis

### **Meeting Minutes**

Committee Chair Lucas called the meeting to order at 12:38pm. She noted that while there was not a quorum, and no action could be taken at this meeting, Director Bishop and Director Hartshorn has updates to share.

Director Bishop let the committee know there has been a slight uptick in fake college applications, which is identity theft. When this happens, it is extremely time-consuming for staff who have to investigate them.

Director Bishop gave a brief update on the changes being made to the weapons policy since the statute revisions go into effect January 1, 2025. Employees will be allowed to have a weapon in their personal vehicle so long as the weapon is out of sight and the vehicle is secured.

Insurance walk throughs have been completed. Director Bishop let the committee know that there were only a few minor findings. He is planning to do some safety walk throughs of parking lots and building entrances in January.

Director Hartshorn let the committee know that the Finance Committee would be voting on extending the BerryDunn contract. She also mentioned that the contract will be going out to bid in fiscal year 2026.

With no further business the meeting adjourned at 12:57pm.

Respectfully submitted,

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