



BOARD OF TRUSTEES



AUDIT COMMITTEE
APRIL 20, 2023

KEENE STATE COLLEGE
KEENE, NEW HAMPSHIRE
and

BY ZOOM MEETING:
[HTTPS://UNH.ZOOM.US/J/99731029860](https://unh.zoom.us/j/99731029860)

MEETING MINUTES

Committee members physically present Chair Gregg Tewksbury, Vice Chair Jacqueline Eastwood, Shawn Jaspma, Mackenzie Murphy, Peter T. Paul

Other Trustees physically present: James Dean Jr. (joined meeting at 1:40 p.m.), Melinda Treadwell; Sen. James Gray (joined meeting at 9:45 a.m.)

- B. Enterprise Risk Management (ERM) Update
- C. UNH NCAA Agreed Upon Procedures Report
- D. Internal Audit Report issued
 - 1. KSC Special Employee Payments

III. Items for Committee Consideration and Action

- A. Approve appointment of CliftonLarsonAllen (CLA) as external auditors and CLA's Fiscal Year 2023 audit plan covering USNH financial statements and federal awards under Uniform Guidance

Chair Tewksbury introduced Andy Lee, Principal and Luke Winter, Manager

Mr. Lee reviewed the audit scope and deliverables, responsibility overview, audit timeline, and audit fees. The timeline is consistent with prior years and the fees are consistent with the original proposal. As noted in the proposal, fees will increase approximately 3% (to \$280,412) for FY24. Additional testing beyond those specified in the proposal will increase fees. He noted that this is the 4th year of the engagement, with the same CLA team.

Mr. Winter discussed risk assessment and new accounting standards. In addition to other tests, CLA conducts design review and performs data analytics to detect trends. Varied tests (e.g., testing manual and/or "off hours" journal entries) are conducted every year to help detect discrepancies. Discussions are held with management and their input is encouraged. New accounting standards include Public Private Partnerships and Public Public aDis a M0b0-2 .(e3e)4(nda) (d)F *TJ 0 Tw 7Tc

presidents developed a newly organized report with risks that are common to all USNH campuses. Risks were identified and placed into three categories: Inputs, Processes and Mission Success. There was a lengthy discussion regarding the risks noted in the report.

The risks and new framework for organizing the risks were accepted by the committee.

The following motion was made by Trustee Jaspary seconded, discussed, and approved with no votes abstained or dissenting.

VOTED, on recommendation of the Chief Administrative Officer, that the Audit Committee recommends to the Executive Committee the adoption of the following motion:
MOVED, on recommendation of the Audit Committee, the Executive Committee hereby formally assigns the top system wide risks identified in the GY 2024 annual ERM report to the appropriate Board committees, as specified in the attachment, for purposes of oversight.

IV. Items for Committee Consideration and Discussion

A. Receive USNH Environmental Health and Safety Council's 2022 Annual Report

Brian Cournoyer, Environmental Health & Safety Manager at UNH provided a brief overview of the council mission and makeup, programs in place, and compliance status at each campus. He also mentioned staffing challenges that EHS departments have experienced.

Mr. Cournoyer discussed updates at UNH regarding the Research Fieldwork Safety Program, Analytical Technique for Laboratory Ventilation Assessments, Biohazardous Waste Management and Universal Waste Management. The new Research Fieldwork Safety Program goal is to enhance physical safety of researchers and implement innovative strategies to prevent interpersonal violence. EHS developed the Analytical Technique for Laboratory Ventilation Assessments to evaluate laboratory ventilation systems that serve as an alternative to commonly used environmentally harmful tracer gases. In 2022, UNH transitioned to utilizing contracted waste management services to dispose of biohazardous waste, eliminating the labor demands on UNH personnel and making the process compliant with industry standards. EHS managed the disposal of 7.4 linear miles of fluorescent lamps and 2 tons of ballasts in support of university efforts to move to LED lighting.

Katie Caron, PSU EHS director, updated the committee regarding environmental health and safety at PSU. The OEHS managed complex day to day operations regarding COVID and continued to develop university specific policy and protocols as new variants emerged. A temporary position was created to assist with COVID issues which allowed Ms. Caron to focus on other EHS work.

Ralph Stuart, KSC EHS manager, discussed the college's goals for 2023, which he has categorized by regulatory compliance status, emerging campus issues, academic support/safety culture development, and sector environmental scanning. Programs include responding to the external review of compliance concerns, developing plans for emerging campus issues, providing value to the institutional mission of teaching, research, and service (internship program and guest lectures in classes); and identifying trends in higher education that are likely to impact KSC (3D printing, nanotech) and establishing KSC as a national leader in safety education. Stuart noted that KSC is proactive about campus safety, likely in part due to the popular safety-focused majors offered there. In addition, President Treadwell participated in a safety video which is part of employee orientation. There have been a few fire safety compliance interpretation differences between KSC and fire officials, and President Treadwell has taken an

