



Board of Trustees

Audit Committee

December 16, 2021

Minutes

Conference Room A (Garden Level), Horace Mann Center
A live stream of the meeting for public viewing also took place on YouTube.

MEMBERS PRESENT: Committee Chair Paul Boudreau, Vice Chair William Reichelt, and Secretary Dr. Gloria Williams

MEMBERS PARTICIPATING REMOTELY: Trustee Melissa Alvarado

TRUSTEE GUESTS PRESENT: Trustees Dr. Robert Martin, Kevin Queenin, and Ali Salehi

Dr. Linda Thompson, President of Westfield State University, was also present.

The meeting was called to order at 1:08 PM by Committee Chair Boudreau.

MOTION made by Trustee Alvarado, seconded by Trustee Reichelt, to approve the minutes of the October 13, 2021 meeting.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes
Trustee Reichelt	Yes
Trustee Williams	Yes
Trustee Boudreau	Yes

Motion passed unanimously.

A roll call was taken of the committee members participating as listed above and announced that the meeting was being livestreamed and captured as recorded.

FY21 Payment Card Industry (PCI) Assessment. The University passed the assessment again this year, but it was challenging to do the assessment audit remotely because of securely providing information that is typically gathered in person. This year's audit will also be remote. There are significant changes in the environment for our payment cards. If we fail one of 200 areas, we can lose the right to accept credit and debit card payments.

Performance Audit: Post Audit Review. A letter has been received from the state auditor following up on action plans for the state audit. A form that was sent to them showing our implementation of the plan was shared. A new process has been developed with adding vendors to the system with signoffs from the people entering and reviewing the information. The KnowBe4 cybersecurity training completion is at 62%, with positive feedback from the campus. Monthly phishing campaigns will start soon. President Thompson

requested a harder push to obtain completion of the training by every person on the campus. It was suggested to provide a list of employees who have not completed security training be given to each vice president to send out reminders. Frequent clickers of scam material will automatically be enrolled in additional training.

Risk Management/Internal Audit. There has been some progress in this area by hiring Brittany Rende as the new Title IX Coordinator. Ms. Rende stated there is some work to do to be compliant with the 2,200 pages of regulations. She will be soon be providing training for the campus community and the Board, who are required reporters for Title IX violations.

There being no other business, **MOTION** made by Trustee Williams, seconded by Trustee Reichelt, to adjourn.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes
Trustee Reichelt	Yes
Trustee Williams	Yes
Trustee Boudreau	Yes

Motion passed unanimously.

Meeting adjourned at 1:26 PM.

Attachments presented at this meeting:

- a. Minutes 10-13-21 (Draft)
- b. FY21 PCI (Summary)
- c. Performance Audit (Letter)
- d. Performance Audit (Response)