

MEMORANDUM

TO: Board of Visitors Audit, Compliance and Human Resources Committee
Robert S. Corn, Chair
Ross A. Mugler, Vice Chair
R. Bruce Bradley (*ex-officio*)
P. Murry Pitts (*ex-officio*)
Andrew Hodge
Elza Mitchum
Steve Hsiung (Faculty Representative)

FROM: Amanda Skaggs, Chief Audit Executive
September Sanderlin, VP for Human Resources Diversity, Equity and Inclusion

DATE: November 21, 2023

SUBJECT: Meeting of the Committee, November 30, 2023

The Board of Visitors Audit, Compliance and Human Resources Committee will meet on Thursday, November 30, 2023 at 11:00 a.m. in the Board Room of the Kate and John R. Broderick Dining Commons. Enclosed for your review are the agenda and supporting documents.

AGENDA

- I. Call to Order
- II. Approval of Minutes – The Committee will consider a motion to approve the minutes of the Audit, Compliance, and Human Resources Committee meeting held on September 14, 2023.
- III. Closed Session – Convene in closed session to discuss the performance of specific departments where such evaluation will necessarily involve discussion of the performance of specific individuals as permitted by the Code of Virginia Section 2.2-3711(A)(1) and to discuss specific vulnerabilities as permitted by Code of Virginia Section 2.2-3705(2)(14)(b).
- IV. Reconvene in Open Session and FOIA Certification
- V. Report from the Chief Audit Executive – Amanda Skaggs
 - A. Presentation of Completed Audit Reports
 - i. Housing and Residence Life
 - ii. Status of Open Audit Issues Since September 2023
 - B. Discussion of Open Audit Projects
 - i. Athletic Business Office
 - ii. Office of the President FY2023 Expenditures
 - iii. Police Department Fiscal Activities FY2023
 - iv. Enterprise Data Storage and Recovery
 - v. College of Engineering and Technology

- vi. Student Financial Aid
- vii. Onboarding Processes (Classified and AP Faculty)
- viii. Salesforce TargetX – Customer Relationship Manager
- ix. Special Projects and Other Activities

C. Proposed Modification to FY2024 Audit Plan

VI. Report from the Vice President for Administration and Finance – Chad A. Reed
A. Red Flag Rule

VII. Report from the Vice President for Human Resources Diversity, Equity, and Inclusion – September Sanderlin

A. FLSA

B. Healthiest Employer Designation

C. AP Faculty Senate

D. AP Faculty Appointments

VIII. Adjourn

UNIVERSITY AUDIT DEPARTMENT OF OLD DOMINION UNIVERSITY

Audit of Housing and Residence Life (HRL)

AUDIT SUMMARY

Department Heads: Richard Clark, Executive Director Housing and Residence Life
Bridget Weikel, Associate Vice President for Learning

Responsible Vice President: Brandi Hephner LaBanc, Vice President for Student Engagement and Enrollment Services

Auditors: Lauren Eady, Senior Auditor
Glenn Wilson, IT Audit Manager
Chief Audit Executive: Amanda Skaggs
Audit Report Date: 11/17/2023

Background

Housing and Residence Life (HRL) provides an inclusive residential experience in a community that supports academic excellence, fosters personal development, and promotes student success. Approximately 4,800 students live in residence halls within fourteen residential communities and a total of fifty-six buildings. HRL also manages housing for camps and conferences held on campus and provides housing for new employees. For FY2023, the department's budget was approximately \$42 million. As of September 2023, the department has 501 active employees, of which 465 are student employees.

Scope and Objectives

The primary objective of the audit was to provide management with an independent assessment of the design of internal controls and operations of the department and to determine whether:

- a. Adequate internal controls and operating procedures exist;
- b. The department is in compliance with State and University policies, procedures and guidelines; and
- c. The department is operating efficiently and effectively.

The audit methodologies included examining policies, procedures, and other documents, performing data and transactional analyses, and conducting interviews. Processes reviewed included budget management and deposit practices, camps and conferences, contract administration, departmental purchases, leave and time approvals, performance evaluations, physical and system access, on-campus housing, goal setting and assessment, training, emergency management, records management, fixed assets, and fire drills/safety checks. The period reviewed was fiscal years 2021 through 2023.

Overall Risk Exposure ¹	Audit Conclusion: System of Internal Controls
<input type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> High	<input type="checkbox"/> Strong <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Need for Improvement

¹ Risk exposure is based on the inherent risk of the audited area and not the results or conclusions of the audit.

Issue	Planned Corrective Action
Electronic door access to HRL facilities is not fully controlled or reviewed.	A comprehensive audit of all card access to HRL doors has been initiated, and new processes are being established for the temporary cards under HRL's control including periodic audits. Verification of access removal will now occur for evicted students.
Contracts for camps and conferences were not executed, enforced or retained as expected.	Contract language is being revised and measures put in place for timely payment. Staff will obtain signed contracts in advance of events.
OnCampus Marketing and StarRez contracts were not administered as expected.	Quarterly vendor meetings are being established and a task list for each contract will be developed.
Physical keys to residential dorms are not fully controlled or audited as expected.	Procedures will be updated including key audit expectations. HRL staff will request timely key lock changes and audit lock requests.
Revenue was not deposited timely or charged in agreement with the Tuition and Fee Schedule.	Training will be provided to staff and deposit compliance will be verified daily. The Tuition and Fee Schedule will be updated.
No formal procedures were in place for employee housing.	HRL will ensure proper sponsorship and signatures prior to admitting tenants and will communicate any housing end date changes to Payroll.
Timesheets and leave reports have not been consistently approved as expected.	Training will be provided to employees and supervisors regarding timely submission and approval of timesheets and leave reports.
HRL has not fully established all necessary processes for records management.	HRL will develop a full record inventory and a file directory structure.



OLD DOMINION UNIVERSITY

Status of Audit Issues Since September 2023

University Audit Department
November 21, 2023

Status of Audit Issues Since September 2023

At the conclusion of each audit engagement, it is requested that management formally respond to all issues and concerns identified within the audit report with a corrective action plan(s) and expected completion date. In accordance with the Board of Visitors approved Charter of the University Audit Department, the Chief Audit Executive is responsible for following up with individual departments to determine the status of the open action items and reporting the results to the Audit, Compliance, and Human Resources Committee of the Board of Visitors.

During follow-ups, responsible departmental personnel are interviewed as needed to ascertain progress made on corrective actions outlined in management's responses to the original audit report. Completion is achieved when actions are taken to address all concerns and confirmed through examination of documentation and appropriate audit testing. The following scale was used to rate management's actions for the degree to which they address the audit point.

Status Rating	Criteria
Complete	Actions taken completely address the concerns cited in the audit point or were rectified to the extent reasonably possible.
In Progress	Corrective action is actively taking place. Some aspects may be complete; however, additional steps need to be taken to address all the main concerns of the original issue.
Planned	An action plan has been decided upon but has not yet commenced or only minimally begun.

Progress Summary

There were 35 open action items in the September report, of which 10 are now complete. 23 items are in progress and 2 are planned that the University Audit Department will actively track to completion.

The status of previously reported issues is presented by engagement title, executive area, and report date in the tables that follow.

Status of Audit Issues Since September 2023

Issue Status by Engagement

Engagement Title	Report Date	# of Issues Closed Since 9/7/23	# of Issues Open as of 11/21/23
Board Governance	6/04/20	0	1
Design and Capital Construction	11/25/20	1	1
Office of Research (Operational/Financial)	11/30/20	1	5
Academic Affairs*	3/17/21	1	3
Information Technology Services (ITS) Operations	4/09/21	0	1
Facilities Events and Equipment	11/16/21	0	1
Office of Visa and Immigration Service Advising	4/05/22	1	1
Tennis Center	4/07/22	1	2
Banner Workflows	5/25/22	1	0
Cybersecurity: Intrusion Detection and Incident Response	9/08/22	1	0
University Libraries	11/07/22	0	4
Police Department Fiscal Activities FY2022	3/10/23	2	0
College of Sciences	4/06/23	1	6

Summary Status by Executive Area

Audit Engagement Title	Report Date	# of Issues Closed Since 9/7/23	# of Issues Open as of 11/21/23
Academic Affairs			
Academic Affairs*	3/17/21	1	3
Office of Visa and Immigration Service Advising	4/07/22	1	1
University Libraries	11/07/22	0	4
College of Sciences	4/06/23	1	6
Administration and Finance			
Design and Capital Construction	11/25/20	1	1
Information Technology Services (ITS) Operations	4/09/21	0	1
Banner Workflows	5/25/22	1	0
Cybersecurity: Intrusion Detection and Incident Response	9/08/22	1	0
Police Department Fiscal Activities FY2022	3/10/23	2	0
Athletics			
Facilities Events and Equipment	11/16/21	0	1
Tennis Center	4/07/22	1	2
Research			
Office of Research (Operational/Financial)	11/30/20	1	5
Board of Visitors			
Board Governance	6/04/20	0	1

*An Interim Report was issued on August 28, 2020, which contained 3 of these issues.

Status of Audit Issues Since September 2023

Action Plan Status by Report Date

Executive Area	Audit Title	Audit Observation	Category	Report Date	Original Due Date	Status
Board of Visitors	Board Governance	Bylaw and Board Manual Review Cycle	Governance	6/04/20	12/31/21	In Progress
Administration and Finance	Design and Capital Construction	Budget Reconciliation Process	Control	11/25/20	6/30/21	Complete
		Non-capital Construction Planning Process	Control	11/25/20	6/30/21	In Progress
Research	Office of Research (Operational/Financial)	Intellectual Property	Compliance and Control	11/30/20	6/01/21	Complete
		Research Conflicts of Interests Management	Compliance and Control	11/30/20	1/31/21	In Progress
		Emergency Management Plans**	Compliance	11/30/20	12/15/20	In Progress
		Budget Management	Control	11/30/20	12/15/20	In Progress
		Lease Arrangements***	Compliance and Control	11/30/20	3/31/21	In Progress
		Research Center Evaluations	Compliance and Control	11/30/20	1/31/23	In Progress
Academic Affairs	Academic Affairs	Budget Management	Control	3/17/21	10/30/20	In Progress
		Compliance Training	Compliance	3/17/21	1/30/21	In Progress
		Performance Evaluation Monitoring	Control	3/17/21	1/30/21	Complete
		Overload Payments	Control and Compliance	3/17/21	5/01/21	In Progress
Administration and Finance	Information Technology Services (ITS) Operations	Door Access	Control	4/09/21	12/31/21	In Progress
Athletics	Facilities Events and Equipment	Apparel Inventory Management	Control and Internal Compliance	11/16/21	1/01/23	In Progress
Academic Affairs	Office of Visa and Immigration Service Advising	I-9 Compliance for Non-Immigrants	Federal Compliance	4/05/22	7/01/22	Complete
		Reconciliation of Visa Holder Data	Operations Control	4/05/22	7/01/22	In Progress
Athletics	Tennis Center	Internal Rates Charges and Discounts for Services	Internal Compliance	4/07/22	7/01/22	In Progress
		Records Management	State and Internal Compliance	4/07/22	7/01/23	In Progress
		Goal Setting and Assessment	Effectiveness	4/07/22	7/01/23	Complete
Administration and Finance	Banner Workflows	Fixed Asset Workflow Usage and Maintenance	Operational Effectiveness	5/25/22	7/31/22	Complete

Status of Audit Issues Since September 2023

Executive Area	Audit Title	Audit Observation	Category	Report Date	Original Due Date	Status
Administration and Finance	Cybersecurity: Intrusion Detection and Incident Response	SecOps Handbook and Alert Documentation	Procedure and Documentation	9/08/22	8/15/23	Complete
Academic Affairs	University Libraries	Records Management	State Compliance	11/07/22	12/31/23	Planned
		Budget Management	Financial Control and Internal Compliance	11/07/22	7/01/23	In Progress
		Overdue and Lost Materials	Internal Control	11/07/22	7/01/23	In Progress
		Discretionary Accounts	Financial	11/07/22	7/01/23	In Progress
Administration and Finance	Police Department Fiscal Activities FY2022	Expenses	Control	3/10/23	6/30/23	Complete
		Budget Management	Control	3/10/23	12/31/22	Complete
Academic Affairs	College of Sciences	Records Management	State Compliance	4/06/23	7/01/23	In Progress
		Emergency Management	Internal Compliance	4/06/23	12/01/23	Planned
		Fixed Asset Management	Control and Internal Compliance	4/06/23	12/01/23	In Progress
		Reporting of Chemical Inventories	Compliance	4/06/23	12/01/23	Complete
		Web Time Entry Overrides	Control and Internal Compliance	4/06/23	6/30/23	In Progress
		Budget Reconciliations	Control and Internal Compliance	4/06/23	9/01/23	In Progress
		Discretionary Account Management	Financial	4/06/23	10/01/23	In Progress

**The Office of Emergency Management has responsibility for the approval action needed.

*** Academic Affairs has responsibility for the remaining action needed.

MODIFICATION PROPOSED**OLD DOMINION UNIVERSITY
University Audit Department
Audit Plan
FY 2023-2024****SCHEDULED ENGAGEMENTS**

Audits	Area	Estimated Hours	Group Total
Onboarding Processes (Classified and AP Faculty)	Multiple	350	
Provisioning of Affiliate Access	Multiple	200	
Registrar's Office	Academic Affairs	350	
NCAA Compliance: Recruitment	Athletics	350	
Accounts Receivable: Student Billing	Administration and Finance	350	
Amazon Web Services Cloud Computing Environment	Administration and Finance	400	
IT Project Management	Administration and Finance	300	
Endowment Spending	Multiple	200	
			2,500
Annual Engagements	Area	Estimated Hours	Group Total
Office of the President FY2023 Expenditures	Office of the President	125	
Police Department Fiscal Activities FY2023	Administration and Finance	200	
			325
Assisting Others	Area	Estimated Hours	Group Total
Audit Outreach	University Wide	100	
Web Time Entry Override Reports	University Wide	70	
			170
Audits Started In Prior Fiscal Years	Area	Estimated Hours	Group Total
Housing and Residence Life	Student Engagement and Enrollment Services	75	
Athletics Business Office	Athletics	120	
Enterprise Data Storage and Recovery	Administration and Finance	150	
Salesforce TargetX - Customer Relationship Manager	Multiple	150	
College of Engineering and Technology	Academic Affairs	300	
Student Financial Aid	Student Engagement and Enrollment Services	200	
			995
Total Scheduled Audits			3,990
OTHER AUDIT ACTIVITIES			
Activity		Estimated Hours	Group Total
Audit, Compliance, and Human Resources Committee Activities		200	
Audit Planning and Risk Assessment		100	
Fraud Waste and Abuse Hotline		150	
Follow-Up Activities for Open Action Items		300	
Policy Review Committee		50	
Audit Software Administration		25	
External Quality Assurance Review / Quality Assurance Improvement Program		500	
Continuing Professional Development		200	
Special Requests / Unscheduled Audits / Investigations		400	
			1,925
Total Other Audit Activities			1,925
Total Audit Hours			5,915

ADMINISTRATIVE AND PROFESSIONAL FACULTY SENATE BY-LAWS April 2023

Article I - Name

The name of this group shall be the Administrative and Professional Faculty Senate, hereinafter referred to as the A/P Senate.

Article II - Purpose

Administrative and professional (A/P) faculty of the university are designated by virtue of their particular competence. Establishment of the A/P faculty Senate is proposed to be a representative body of the A/P faculty. This body will serve as a liaison between ODU's Administrative and Professional Faculty and university administration. As such, it shall serve as the voice of the A/P faculty with respect to policy on administrative matters and the professional affairs of A/P faculty and perform such other functions as are delegated to it by the A/P faculty of the university. Specifically, the A/P Senate shall represent this classification of faculty of the university in recommending policies to the president and other appropriate individuals on career progression, professional development, recognition/reward, benefits, A/P faculty status, professional standards, and related matters.

Article III - Functions

Mission: This body will serve as a liaison between ODU's Administrative and Professional Faculty and the university administration to responsibly advocate for and represent the diverse needs of A/P Faculty.

Outcomes:

- Make recommendations or provide input for policies and procedures that promote the professional and personal interest of A/P faculty.
- Represent A/P Faculty on the University's Policy Review Committee
- Represent A/P Faculty on University initiatives, such as the strategic planning process and campus master planning.

Article IV - Membership

Definitions

University Division: Units headed by the President, Provost, Vice Presidents, or Director of Athletics as defined by the current University organizational chart.

All areas of the institution that employ A/P faculty are represented on the A/P Senate in accordance with their designated University Division. For up-to-date information, please see the University organizational chart.

Section 1 - Eligibility

All Administrative and Professional Faculty at Old Dominion University are eligible to serve as members of the A/P Senate except those who serve on the President's Cabinet. The University President shall designate a Cabinet member as a non-voting member of the A/P Senate.

Section 2 - Composition

Members of this A/P Senate shall be elected by the Administrative and Professional Faculty from each University Division. On the first business day of June each odd year, the current number of full-time Administrative and Professional Faculty positions in each VP area both on and off main campus shall be reviewed. Each VP area and the University Libraries will be allocated one senate position and will also be represented by additional senators based on the following criteria:

- 1-20 employees 1 Additional Senator
- 21-40 employees 2 Additional Senators
- 41+ employees 3 Additional Senators

After the annual review, the divisions and number senators allocated to each division shall be listed on the A/P Senate web site under Senate Composition.

Section 3 – Nominations and Elections

Members of this Senate shall be determined by elections held no earlier than August 1st. The Executive Committee will be responsible for the process of seeking and securing nominations. All Administrative and Professional Faculty are eligible to vote.

If a senator election results in a tie, the Executive Committee will execute a runoff election.

Section 4 – Term of Office

Members shall serve a two-year term that shall coincide with the academic year. Members of the Senate shall be eligible for re-election. If a vacancy occurs during a term the Senate Chair shall nominate a division representative, who must be confirmed by the Executive Committee to fill the office until the next election cycle.

Section 5 – Duties of Senators

Senators are expected to attend a majority of Senate meetings, solicit input from other A/P Faculty Members in their unit and participate in campus events. If a Senator is unable to fulfill his/her obligation, then he/she should resign.

Section 6 – Proxies

If a senator cannot attend a scheduled business meeting, they can appoint a proxy to attend in their place. A proxy will need to be from that Senator's division and an A/P Faculty Member. Senators must notify at least one member of the Executive Committee with the proxy information no later than an hour in advance of the meeting. The proxy will have all the voting rights of the senator they are representing.

Article V – Officers

Section 1

The elected officers of this Senate shall be Chair, Vice-Chair, Secretary and Parliamentarian who shall collectively serve as the Executive Committee. The Past President shall serve on the Executive Committee in a non-elected capacity. The term of Senate officers is one year with the exception of the Past President. The years of service of the Past Chair shall run concurrently to the number of years served by their succeeding president.

Section 2

The officers of the Senate shall be elected no earlier than August 1st by the members of the Senate at or before the first meeting of the academic year. Elections will be led by the Past Chair and shall be determined by plurality of votes cast.

Section 3

The Chair and Vice-Chair may be re-elected but cannot serve more than three consecutive years. The Secretary and Parliamentarian may be re-elected and serve an unlimited number of years.

Section 4

If a vacancy occurs in the office of the Chair, a new election shall take place. If a vacancy occurs among the elected officers other than the Chair the Chair shall appoint, subject to the approval of the Executive Committee, a person to complete the vacated term of office. If there is a vacancy in the position of the Past Chair, the Chair shall appoint, subject to the approval of the Executive Committee, the current senator with the most years of full-time University employment to fill the position. If that senator declines, the Chair will continue to move down the line of service, based on the years of full-time employment as an AP Faculty Member at the university, until the position is filled.

Article VI – Duties of Officers

Section

It shall be the duty of the Chair to preside at all meetings of the Senate; to consider all motions regularly made; and to call special meetings. The Chair shall also appoint the chairs of identified committees, taking into consideration a diverse representation of

membership. The Chair shall be a non-voting ex-officio member of all committees. The Chair or his/her designee shall also be the representative of this Senate on appropriate university committees, task forces, and boards.

Section 2

In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. The Vice-Chair shall become familiar with the work of the Senate and shall serve as a non-voting ex-officio member of all committees.

Section 3

The Secretary shall record all official proceedings of the meetings of this Senate and transmit the proceedings to the Chair and the Executive Committee. The Secretary will maintain the digital footprint for the Senate.

Section 4

When a chair of the AP Faculty Senate leaves the position, that person will serve as the Past Chair. This position is a non-elected, non-voting member of the Executive Committee and A/P Faculty Senate; however, they can cast a tie-breaking vote on issues facing the Executive Committee. The Past Chair is not required to be an elected senator to serve in this position. If the person serving as Past Chair is elected to the AP Faculty Senate, then they can vote in that capacity.

Article VII – Executive Committees

Section 1

The Executive Committee shall conduct, manage, and control the business of this Senate during periods between the business meetings of this Senate.

Section 2

The Executive Committee shall meet at least twice each semester and once during the summer. Other meetings of the Executive Committee may be called by the Chair or at the request of a simple majority of the Executive Committee membership. The Executive Committee shall approve all committee memberships. All Executive meetings shall be open to the Senate membership.

Article VIII - Committees

Section 1

The Chair shall recommend standing or ad-hoc committees to the executive committee for approval.

Section 2

A/P Senate representatives to internal governance committees shall be selected by the A/P Senate from among any general member of the Administrative and Professional Faculty.

Section 3

The Nominations & Elections Committee for Senators shall be comprised of a minimum of three members of the Senate who are not up for re-election, including one member of the Executive Committee. The members of the committee shall be appointed at the first meeting of the fiscal year. The committee shall follow the rules set out in Article IV of the Bylaws.

Article IX - Meetings

Section 1

There shall be at least one business meeting each semester. The time and the place of the meeting(s) shall be determined by the Executive Committee.

Section 2

A majority of A/P Faculty Senators shall constitute a quorum for the transaction of business, at any meeting for which notice was provided.

Section 3

The time and place of meetings shall be announced in advance to the general membership of the Administrative and Professional Faculty, and all meetings shall be open to the general membership.

Section 4

The approved minutes of all public sessions at Senate meetings shall be published and made available to the general membership of the Administrative and Professional Faculty.

Article X - Amendments

Section 1

Except as is provided in Section 2 below, amendments to the By-Laws may be acted upon only at a meeting of the Senate. If presented in writing to all members of the Senate at least thirty (30) days prior to a business meeting at which the proposed change is to be considered, then the amendment may be adopted by a two-thirds vote of the membership present. Any proposed amendments to the By-Laws NOT presented in writing to all members of the Senate thirty (30) days in advance of a business meeting may be adopted by at least four-fifths of the members present.

Section 2

Given that all A/P Faculty senior leadership is represented on the President's Cabinet, proposed amendments to the By-Laws will be coordinated through the non-voting member and cabinet representative for cabinet approval. These By-Laws and any amendments made thereto become effective immediately upon a vote of the membership. These bylaws may be amended by majority vote at any meeting of the A/P Faculty Senate, provided the amendment has been submitted in writing and read at the previous regularly scheduled meeting.

Article XI - Rules of Order

Robert's Rules of Order shall govern the proceedings of the Senate not otherwise specified by the By- Laws.

ADMINISTRATIVE FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Audit, Compliance, and Human Resources Committee, the Board of Visitors approves the following administrative faculty appointments.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dina Anderson Instructor, Early Care & Education, Assistant Instructor, ODU Children’s Learning & Research Center	\$42,500	9/10/2023	12 mos.

Dina Anderson holds a Bachelor of Arts in Communications with a Minor in African American Studies from Stockton State College. Prior to her appointment, Ms. Anderson served as the Lead Teacher at the ODU Children’s Learning & Research Center, Teaching Assistant with Chesapeake Montessori, and Property Manager for Airbnb.

Sydnee Brady Athletic Facility and Events Coordinator <i>Emergency Hire</i> Assistant Instructor, Athletics	\$40,000	9/1/2023	12 mos.
---	----------	----------	---------

Sydnee Brady holds a Bachelor of Science degree in Sports Management from Old Dominion University. Most recently, Ms. Brady served as a Graduate Assistant over Athletic Facilities & Events and as an Athletic Facility/Operations Intern with the Old Dominion University Department of Athletics.

Michael Dal Santo Director of CRM & Integrated Systems <i>Exceptional Hire</i> Assistant Instructor , Enrollment Management, Student Engagement & Enrollment Services	\$107,000	9/10/2023	12 mos.
---	-----------	-----------	---------

Michael Dal Santo holds a B.S. in Industrial Engineering from Lehigh University. Mr. Dal Santo joins ODU with past experiences serving as the Acting Director of CRM & Data Analysis and Coordinator of Technology and Data Analysis in the Office of Enrollment Management with Old Dominion University. Additional experiences include serving as the Associate Director of Undergraduate Admissions Operations and Assistant Director of Undergraduate Admissions Operation at the Stevens Institute of Technology in New Jersey.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Tealen Hansen Director of Budget Operations <i>Exceptional Hire</i> Assistant Instructor, University Budget Office	\$160,000	10/14//2023	12 mos.

Tealen Hansen earned a Bachelor of Science in Accounting from Montana State University and has maintained an active Certified Public Accountant license issued by the Virginia Board of Accountancy in October 2011. She is also a certified Government Finance Officer through the Virginia Government Finance Officers' Association (VGFOA) and completed the VGFOA Leadership Academy. Ms. Hansen began her accounting career in 1996 and has held accountant positions with the City of Norfolk from 2009 to 2012. Her experience includes management and leadership experience within the City of Suffolk's finance office, overseeing all aspects of financial reporting and accounting to include budget and procurement.

Roberta Heggie Student Success Advisor Instructor, Center for Advising Administration and Academic Partnerships	\$48,968	9/17//2023	12 mos.
--	----------	------------	---------

Roberta Heggie earned a Master of Education degree in 2020 from Old Dominion University and a Master of Science in Secondary Education from the University of Bridgeport in 2014. She earned her undergraduate degree in English from Tuskegee University. Prior to her appointment to ODU, Roberta worked as a Secondary English Teacher in the Norfolk Public Schools system.

Rosemarie Igbo Deputy Director, International Programs Instructor, Visa & Immigration Service Advising	\$86,243	10/25/2023	12 mos.
---	----------	------------	---------

Ms. Rosemarie Igbo has an extensive background in international student services and the issues and maintenance of most types of visas. Ms. Igbo obtained a B.S. in International Relations from Schiller International University (Spain), a B.A. in Communications from the European Open University (UK), a M.S. in Adult Education from the University of Glasgow (UK) and is currently pursuing a Ph.D. in International Psychology at The Chicago School of Professional Psychology. She brings experience, having served as the Director of the Office of International Student & Faculty Services at Morgan State University, Director of Multicultural Affairs at Hanover College, and Director of the Center for Global Studies & English as a Second Language at Bennett College.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Stephanie Jennelle Associate Vice President for Budget and Financial Planning <i>Exceptional Hire</i> Instructor, Office of Planning and Budget	\$225,000	11/01/2023	12 mos.

Ms. Jennelle has admirably served the Commonwealth for over 20 years, with 13 years dedicated to financial services within higher education. She recently served Radford University as the Associate Vice President and University Controller since 2016 and previously served as the Interim Vice President for Finance and Administration and Chief Financial Officer from 2022 to 2023. In her tenure as Associate Vice President for Finance and University Controller, Ms. Jennelle impacted the organization through system implementations, process improvements, policy creation, financial reporting, resource allocation, and budget management, while supporting a model of strong stewardship and financial health. She also served a leadership role in the merger with Jefferson College of Health Sciences. Prior to joining Radford University, Ms. Jennelle led multiple agency audits while serving the Auditor of Public Accounts from 2003 to 2010. During this time, she developed insight into the inner workings of the Commonwealth with direct connection to agencies such as the Department of Accounts and Department of the Treasury. Her audit oversight included engagements with the Virginia Lottery, multiple higher education institutions, and the Commonwealth's Annual Comprehensive Financial Report. Ms. Jennelle complements her broad financial operations experience with a Bachelor of Science in Business from Virginia Tech and Master of Business Administration from Radford University. She has also maintained a Certified Public Accountant license with the Virginia Board of Accountancy since 2006.

Sarah Kalafsky Professional Counselor Instructor, Counseling Services	\$71,663	9/10/2023	12 mos.
--	----------	-----------	---------

Sarah Kalafsky is a Licensed Professional Counselor in the State of Virginia. She received her Bachelor's in Psychology from James Madison University and her Master's in Counseling from ODU. Ms. Kalafsky has been working at ODU in Counseling Services since 2019 as a Triage Counselor and Outreach Coordinator for the Office of Counseling Services. She brings previous experience as a Mental Health Intern at the Center for Child and Family Services in Hampton, VA.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Morganne Lander Assistant Director of Social Media Instructor, University Marketing	\$64,000	9/10/2023	12 mos.

Morganne Lander holds a Bachelor of Science in Communications with a concentration in Public Relations from the University of North Florida and a Master of Professional Studies with a concentration in Sports Management from Missouri State University. Ms. Lander joins ODU with experience as a Social Media Specialist at Washburn University, Assistant Director of Sports Information at Texas A&M University, and as the Athletic Communications Graduate Assistant at Missouri State University.

Anna Makhorkina Chief Administrative Officer Assistant Professor, Dragas Center/State of the Commonwealth Report	\$90,000	10/25/2023	12 mos.
---	----------	------------	---------

Dr. Anna Makhorkina holds a Ph.D. in International Studies from Old Dominion University, a M.A. in International Studies from Old Dominion University, and a Diploma of Referent-Translator and Specialist in International Relations from Lviv State University in Ukraine. Dr. Makhorkina has served as the Associate Director for Transfer Initiatives with the Academic Success Center at ODU, the Associate Director for Regional Transfer Centers with ODU, and the Assistant Director and Assistant Professor at the Peninsula Center with ODU.

Zekeia Marshall Residence Hall Director Instructor, Student Housing	\$42,000	9/25/2023	12 mos.
--	----------	-----------	---------

Zekeia Marshall has a Master's in Student Affairs from Regent University and a Bachelor of Arts in Psychology from Norfolk State University. She joins ODU bringing experiences as the Housing and Residence Life Hall Director at Virginia Union University, Lead Teacher at KinderCare Learning Center, and Director of Student Affairs Assessment and Staff Development Intern at North Carolina Agricultural and Technical University.

Eleny Miller Case Manager <i>Emergency Hire</i> Instructor, Student Engagement & Enrollment Services	\$57,000	9/11/2023	12 mos.
--	----------	-----------	---------

Mrs. Eleny Miller holds a Master of Instructional Leadership from the University of Montevallo and a Bachelor of Science in Psychology from Arkansas University. Prior to her appointment, she served as a 7th Grade Math Teacher with Montevallo Middle School, 8th Grade Math Teacher at the Young Women's STEAM Academy at Balch Springs, and as an 8th Grade Math Teacher at Barbara Mann's Education Center.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Tony Miller Jr. Assistant Dean of Students and Director of Student Conduct & Academic Integrity <i>Exceptional Hire</i> Assistant Professor, Student Engagement & Enrollment Services	\$85,000	9/11/2023	12 mos.

Dr. Tony Miller, Jr. holds a Doctor of Philosophy in Higher Education from Texas Tech University, a Master of Science in Leadership and Policy Studies from the University of Memphis and a Bachelor of Science in Political Science from Georgia Southwestern State University. Prior to his appointment with Old Dominion University, Dr. Miller served as the Director of Student Conduct and Title IX Coordinator, Director of Student Conduct and Title IX Coordinator for Students and Deputy Director of Student Conduct and Title IX Coordinator at the University of Montevallo in Montevallo, Alabama. He brings past experiences as the Coordinator of Student Conduct & Community Standards and Collateral Coordinator for Multicultural Student Affairs with Southern Methodist University.

Melody Nguyen Research Associate Instructor, Dragas Center/State of the Commonwealth Report	\$68,250	9/4/2023	12 mos.
--	----------	----------	---------

Melody Nguyen holds a Bachelor of Corporate Finance and Banking from Ho Chi Minh City Open University and a Master of Business Administration with a concentration in Business Analytics from Virginia Commonwealth University. In 2020, she received a Master of Decision Analytics from Virginia Commonwealth University. Ms. Nguyen worked as an Inventory Analyst for Evergreen Enterprises and as a Risk Assurance Intern for Chesapeake Financial Shares INC. prior to joining Old Dominion University.

Kelsey Orsini Assessment Coordinator Instructor, Institutional Assessment	\$58,000	11/10/2023	12 mos.
--	----------	------------	---------

Ms. Orsini graduated from the MFA program at ODU with a degree in Creative Writing. She holds a Master of Science in Education from Johns Hopkins University and a Bachelor Arts in English and Secondary Education from the College of William and Mary. Previously, she worked as the Assessment Coordinator in the Office of Institutional Effectiveness, a Quality Enhancement Plan Graduate Research Assistant and English Instructor at Old Dominion University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Courtney Pearson Associate Dean of Students and Director of the Center for Major Explorations <i>Exceptional Hire</i> Assistant Professor, Student Engagement & Enrollment Services	\$95,000	9/10/2023	12 mos.

Dr. Courtney Pearson holds a Doctor of Philosophy in Higher Education/Student Affairs from Florida State University, a Master of Arts in Higher Education/Student Personnel, and a Bachelor of Arts in Secondary English-Education from the University of Mississippi. Prior to her appointment with ODU, Dr. Pearson worked as the Director of New Student Orientation and Transitions (NSOT) for the University of Massachusetts Amherst, Assistant Director, and Program Coordinator for New Student & Family Programs at Florida State University and as the Department Coordinator for Off-Campus & Commuter Services with the University of Tennessee.

Jose Roberto ‘Christian’ Ponce Assistant Vice President for Marketing Instructor, University Marketing	\$155,000	10/10/2023	12 mos.
---	-----------	------------	---------

Christian Ponce holds a double major Communications and French Bachelor of Arts degree from Drury University and a Master of Arts in Communication from Drury University. Mr. Ponce brings experience having served as the Senior Director of Marketing and Communications from Miami University, CMO, Executive Director of Marketing and Communications from Otterbein University and PR and Marketing Communications Consultant for the City of Aurora.

Francesca Santos Student Success Advisor Instructor, Center for Advising Administration and Academic Partnerships	\$48,968	9/10/2023	12 mos.
--	----------	-----------	---------

Francesca Santos earned a Master of Fine Arts in Creative Writing in 2022 from Old Dominion University as well as a Master of Arts in English Language and Literature from California State University in 2019. She earned her undergraduate degree in Creative Writing also from California Student University. Prior to her new appointment to ODU, Francesca has served as an adjunct English professor at ODU and has been the Managing Editor for Barely South Review for the past four years.

Ansh Shah CRM Manager <i>Exceptional Hire</i> Assistant Instructor, Enrollment Management, Student Engagement & Enrollment Services	\$70,000	9/10/2023	12 mos.
---	----------	-----------	---------

Ansh Shah holds a Bachelor of Science degree in Computer Science from Rutgers University. Mr. Shah served as a CRM Analyst/Interim Manager with the Student Engagement and Enrollment Services department at ODU and as a Laboratory Assistant/Junior Technologist at Chromocell Corporation in New Jersey prior to his appointment.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
David Sorey Director of Online Scheduling Instructor, Digital Learning	\$90,000	9/25/2023	12 mos.

David Sorey holds a Master of Science in Education- Occupational and Technical Studies Business and Industry Training Concentration from Old Dominion University and a Bachelor of Arts in Mass Communication, Broadcasting Concentration with a minor in Business Administration from California State University. Mr. Sorey brings experience as a Senior Assistant Registrar and Coordinator of Scheduling at Old Dominion University.

Akilah Stroman Athletic Academic Advisor <i>Emergency Hire</i> Assistant Instructor, Athletics	\$48,000	9/5/2023	12 mos.
--	----------	----------	---------

Akilah Stroman holds a Bachelor of Arts in Communications from Coastal Carolina University. She joins Old Dominion University bringing experience having served as an Athletics Academic Achievement Intern with Towson University and a Mathematics Teacher with Charles County Public Schools in Indian Head, Maryland.

Brita Tomassoni Academic Success Coordinator Instructor, Center for Advising Administration and Academic Partnerships	\$53,373	11/10/2023	12 mos.
--	----------	------------	---------

Brita Tomassoni holds a Master's in Business Administration from Old Dominion University and Degree in Mathematics from the Università degli Studi di Perugia in Italy. She holds many certifications including an Associate of Applied Sciences in Management from Tidewater Community College, a Postgraduate Course Certificate in Accounting, Budgeting, and Control Expert, and another Postgraduate Course Certificate in Client/Server Architect: Computer Programming and Java. Previously, Ms. Tomassoni served as an Academic Success Advisor and Program Manager in the Undergraduate Advising Office at Old Dominion University.

Jordan-Ashley Walker Marketing and Communication Director Assistant Instructor, Strome College of Business	\$80,000	10/10/2023	12 mos.
---	----------	------------	---------

Jordan-Ashley Walker holds a Bachelor of Arts in Journalism and Mass Communications from the University of North Carolina at Chapel Hill. She brings prior experience serving as the Senior Communications Specialist for the Virginia Department of Transportation, Interim Communications Director for the City of Charlotte, and Public Affairs Manager for the City of Charlotte.

Gregory “Greg” Ward \$60,375 9/25/2023 12 mos.
Assistant Director for Marketing and Branding
Assistant Instructor, University Marketing

Greg Ward holds a Bachelor of Arts in Radio, Television, and Film with a Minor in English from the University of Maryland College Park. Mr. Ward served as a Tourism Marketing Consultant, Account Supervisor/ Senior Strategist, and Partner/ Account Group Director at BCF a Virginia Beach based advertising agency.

Jessica Whitten \$54,000 10/10/2023 12 mos.
Interdisciplinary Graduate Student Advisor
Instructor, Center for Advising Administration and Academic Partnerships

Jessica Whitten holds a Bachelor of Arts in Sociology with a minor in Psychology from the College of William & Mary and a Master of Arts in Higher Education Administration and Adult Learning from the University of South Dakota. Her previous experience includes serving as the Tidewater Community College Portsmouth and Virginia Beach Campuses Academic Advisor, TCC Portsmouth Campus Adjunct Student Development Instructor and Special Projects Coordinator for the Portsmouth Campus.

Faith Williams \$57,000 9/25/2023 12 mos.
Program Coordinator
Emergency Hire
Instructor, TRiO McNair

Faith Williams holds a Master of Science in Education, Clinical Mental Health & School Counseling, and a Bachelor of Science in Community & Public Health from Old Dominion University. Ms. Williams worked as a Program Coordinator for The Ronald E. McNair Program, Academic Skills Advisor & Counselor for the TRiO Student Support Services (SSS), and Research Assistant for The Ronald E. McNair Program at Old Dominion University.

Caroline Wood \$115,000 10/16/2023 12 mos.
Assistant Controller-Foundations
Exceptional Hire
Assistant Instructor, University Advancement/Foundation Accounting

Caroline Wood holds a B.S. in Business Administration from Old Dominion University. She is a Certified Public Accountant and Certified Fraud Examiner. Ms. Wood brings experience serving as the Senior Vice President Accounting for Suburban Capital Inc., Senior Finance Manager at Cannon Information Technology Services, and Director of Accounting at SteamCo (Afton Hospitality LLC).

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Rachawan Wrongtrirat Director for Office of Intercultural Relations <i>Exceptional Hire</i> Assistant Professor, Office of Intercultural Relations-SEES	\$86,147	10/25/2023	12 mos.

Dr. Rachawan Wrongtrirat holds a Ph.D. in Higher Education Administration from Old Dominion University, a Master of Education in Educational Psychology from Chulalongkorn University in Bangkok, Thailand, and a Bachelor of Education in Business Education from Kasetsart University in Thailand. Dr. Wongtrirat has served as the Interim Assistant Director for International Initiatives at Old Dominion University, the Assistant Director for International Education Initiatives at the University of North Carolina Charlotte and as the Assistant Director for International Initiatives with the Office of Intercultural Relations at ODU.