

November 21, 2013

## MEMORANDUM

TO: Board of Visitors Audit Committee  
Dee D. Gilmore, Chair  
Frank Reidy, Vice Chair  
Fred J. Whyte (*ex-officio*)  
Barry M. Kornblau '71 (*ex-officio*)  
Jeffrey W. Ainslie '83  
Marc Jacobson  
Judith O. Swystun

FROM: David F. Harnage  
Chief Operating Officer

SUBJECT: Meeting of the Audit Committee – Thursday, December 5, 2013

The Audit Committee of the Old Dominion University Board of Visitors will meet on Thursday, December 5, 2013, from 8:30 a.m. to 9:00 a.m., in the James/Lynnhaven River Rooms in Webb University Center. The agenda for the meeting is noted below.

### AGENDA

- I. Approval of Minutes – The Committee will consider a motion to approve the minutes from the Audit Committee meeting held on September 26, 2013.
- II. Report from the Internal Auditor – Deane Hennett, Internal Audit Director, will report on the following items:
  - A. Audit Topics Update
  - B. Audit Projects In Process
    1. Financial Aid
    2. Budget Office
    3. Virtual IT Environment Controls
    4. College of Business
    5. Continuity of Operations
    6. Continuing Initiatives

- III. Anticipated Audit Reports and Issues (Closed Session):
  - a. Banner Key Controls
  - b. President's Office
  - c. Special Projects Update
  - d. Quarterly Follow-Up Report
  - e. Old Dominion University Crisis and Emergency Operations Plan - Rhonda Harris, ODU Chief of Police  
Requirements of the Code of Virginia for the University's  
Crisis and Emergency Management Plan
  
- IV. Reconvene in Open Session
  
- V. Action Item: Approval of Old Dominion University's Crisis and Emergency Operations Plan