

May 31, 2016

MEMORANDUM

TO: Board of Visitors Audit Committee
Judy O. Swystun, Chair
Frank Reidy, Vice Chair
Ronald C. Ripley '72 (*ex-officio*)
John F. Biagas (*ex-officio*)
David L. Bernd
Mary Maniscalco-Theberge '78
Robert M. Tata '86

FROM: David F. Harnage
Chief Operating Officer

SUBJECT: Meeting of the Audit Committee – Thursday, June 9, 2016

The Audit Committee of the Old Dominion University Board of Visitors will meet on Thursday, June 9, 2016 from 8:00 a.m. to 8:45 a.m., in the Board Room of 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 Thursday, April 21, 2016.
- II. Report from the Auditor of Public Accounts – Eric Sandridge, Audit Director for Higher Education Programs
- III. Report from the Internal Audit Director – Amanda Skaggs, Internal Audit Director
 - A. Audit Projects In Process:
 1. NCAA Compliance: Recruitment, Title IX and Academic Advising
 2. Third-Party Hosted Systems
 3. Distance Learning
 4. Accounts Payable: Vendor Payments
 5. Cognos/Insight (Operational Data Store)
 - B. Status of FY 2016 Internal Audit Plan
 - C. Annual Risk Assessment
 - D. Proposed FY 2017 Internal Audit Plan

IV. Anticipated Audit Reports and Issues (Closed Session)

1. Office of Counseling Services
2. Strategic Communication and Marketing
3. Special Projects Update

DRAFT				
<p style="text-align: center;"> OLD DOMINION UNIVERSITY Internal Audit Department Audit Plan FY 2016-2017 </p>				
Audit Activities	Area	Estimated Hours	Group Total	
SCHEDULED AUDITS				
General Audits				
Facilities Management	University Services	350	3,400	
General Accounting	Financial Services	350		
College of Engineering and Technology	Academic Affairs	350		
Research Center for Bioelectrics	Office of Research	300		
SOBRAN Facility Contract	Office of Research	200		
NCAA Compliance: Eligibility	Office of the President	300		
International Programs: Study Abroad	Academic Affairs	300		
Confucius Institute CY2016 Annual Audit	Academic Affairs	100		
Human Resources	Human Resources	350		
Institutional Equity and Diversity	Office of the President	350		
Educational Accessibility	SEES	350		
Office of the President FY2016 Annual Audit	Office of the President	100		
Information Technology Audits				
Banner Document Management System (BDMS)	ITS	300	300	
Integrated Audits (General and Information Technology)				
Accounts Receivable: Cashiering & Student Billing & Touchnet (Operational 350 and IT 250)	Financial Services	600	1,100	
College of Education (Child Development Center IT) (Operational 350 and IT 150)	Academic Affairs	500		
Wrap-up of Audits Started In FY 2015-16				
Cognos / Insight (Operational Data Store)	ITS	150	640	
Accounts Payable Vendor Payments	Financial Services	40		
Distance Learning	Academic Affairs / ITS	280		
Third Party Hosted Systems (6 systems)	Various	20		
NCAA Compliance: Recruitment Title IX and Academic Advising	Office of the President	30		
Confucius Institute CY2015 Annual Audit	Academic Affairs	120		
Total Scheduled Audits				
			5,440	
OTHER AUDIT ACTIVITIES				
Fraud Waste and Abuse Hotline		250	1,160	
Audit Follow-Up: Quarterly Recommendation Status Updates		250		
Compliance Calendar Update		40		
Policy Review Committee		200		
Audit Software Updates and Reviews		150		
Quality Assurance Review		70		
Special Requests / Unscheduled Audits		200		
Total Other Audit Activities				
			1,160	
Total Audit Hours				
			6,600	