

June 1, 2015

MEMORANDUM

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

FROM: David F. Harnage
Chief Operating Officer

SUBJECT: Meeting of the Audit Committee – Thursday, June 11, 2015

The Audit Committee of the Old Dominion University Board of Visitors will meet on Thursday, June 11, 2015 from 8:00 a.m. to 9:00 a.m., in the Board of Visitors 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 April 23, 2015.
- II. APA Exit – Eric Sandridge, Audit Director for Higher Education Programs, Auditor of Public Accounts
- III. Report from the Internal Auditor – Amanda Skaggs, Internal Audit Director
 - A. Audits Projects in Progress:
 1. Sensitive Data Federal/State IT Compliance
 2. Athletic Sport Camps and Tennis Center
 3. Revenue Contracts
 4. Banner Database
 5. Banner Key Security Controls (ARMICS)
 6. Campus Network

- B. Status of FY 2015 Internal Audit Plan
- C. Proposed FY 2016 Internal Audit Plan
- D. Anticipated Audit Reports and Issues (Closed Session):
 - 1. Student Health Services
 - 2. Monarch Physical Therapy
 - 3. Special Projects Update

PROPOSED DRAFT

**OLD DOMINION UNIVERSITY
Internal Audit Department
Audit Plan
FY 2015-2016**

Audit Activities	Area	Estimated Hours	Group Total
SCHEDULED AUDITS			
GENERAL AUDITS			
NCAA Compliance: Recruitment, Title IX and Academic Advising	Office of the President	275	
Virginia Modeling Analysis and Simulations Center (VMASC)	Office of Research	300	
College of Continuing Education and Professional Development	Academic Affairs	300	
President's Office and Special Events	Office of the President	150	
Marketing and Communications	Office of the President	300	
Payroll Processing	Financial Services	300	
Accounts Payable Vendor Payments	Financial Services	300	
INFORMATION TECHNOLOGY AUDITS			
Cognos/Insight (Operational Data Store)	ITS	275	
Third Party Hosted Systems (6 systems)	Various	325	
			600
INTEGRATED AUDITS (OPERATIONAL AND IT COMPONENTS)			
Counseling Services (100 IT 300 General)	SEES/ITS	400	
Distance Learning (400 IT 300 General)	Academic Affairs/ITS	700	
			1,100
WRAP-UP OF AUDITS STARTED IN FY 2014-15			
Banner Database Audit	ITS	100	
Campus Network	ITS	175	
Revenue Contracts	Various	50	
ARMICS	ITS	100	
			425
FOLLOW-UP AUDITS			
Quarterly Recommendation Status Updates	All	200	
			200
TOTAL SCHEDULED AUDITS			4,250
OTHER AUDIT ACTIVITIES			
Fraud Waste and Abuse Hotline		250	
Committees:			
Compliance		50	
Policy Review		200	
Audit Software Updates and Reviews		150	
Quality Assurance Review		100	
Special Request/Unscheduled Audits		500	
TOTAL OTHER AUDIT ACTIVITIES			1,250
TOTAL AUDIT HOURS			5,500