

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS
Audit Committee Minutes
Thursday, April 23, 2015**

MINUTES

The Audit Committee of the Board of Visitors met on Thursday, April 23, 2015 at 8:00 a.m. in the Board of Visitors Room on the Norfolk campus. Present from the Committee were:

Barry M. Kornblau, Chair
Frank Reidy, Vice Chair
John F. Biagas (*ex-officio*)
Rector Ronald C. Ripley (*ex-officio*)
Andrea M. Kilmer
Mary Maniscalco-Theberge
Judith O. Swystun
Robert M. Tata

Absent were: David L. Bernd

Also present were:

Mikayla Alquist	Donna Meeks
President John R. Broderick	R. Earl Nance
Velvet L. Grant	Tara Saunders
David F. Harnage	Amanda Skaggs

The Chair called the meeting to order at 8:00 a.m. Ms. Kilmer moved to approve the minutes from the December 4, 2014 meeting. Mr. Reidy seconded the motion and the minutes were unanimously approved by all members present and voting. (*Kilmer, Kornblau, Maniscalco-Theberge, Reidy, Swystun, Tata*)

Chief Operating Officer David Harnage provided a report that announced the appointment of Amanda Skaggs to the position of University Auditor. He thanked Audit Committee members, Andrea Kilmer and Frank Reidy, for their participation in the search.

Mr. Harnage also discussed the University's review of its Identity Theft Protection Program as required by Board Policy 1601. The Office of Finance reviewed operational practices and conducted the required annual training for this policy. At this time no changes were recommended to the University's operating practices.

Amanda Skaggs, University Auditor, updated the Committee on internal audits in progress and other projects and initiatives underway. The office is currently working on four operational audits

and two IT audits. They include Student Health Services, the Office of Admissions, the Physical Therapy Clinic, a sensitive Federal/State data IT compliance audit, revenue contracts and a Banner Database audit.

Ms. Skaggs also provided details on the department's annual risk assessment process. This includes meeting with members from upper management and the completion of an assessment document that provides common data elements so that all University departments can supply comparative information that will result in a rating structure. Previously, there was a three-tiered rating structure that included "low," "moderate" and "high." In order to obtain a more accurate assessment of the data, this year the structure was changed to five tiers and now includes "very low" and "very high." The assessment was also expanded to 10 types of risks factors to include, but not limited to:

- Compliance requirements
- Transaction volume
- Revenue dollars
- Expense dollars
- Complexity of departmental operations
- Effectiveness of the evaluation processes in place to meet the complexity of the department
- Health and safety concerns
- Importance of the department in terms of meeting University's strategic plan goals

The assessment yielded results from 92 different areas. The Office of the University Auditor is in the process of matching up assessment results to data received from audits conducted within the last three to five years. This information will be used to develop a draft of next year's audit plan for the Audit Committee's review and approval at the next meeting.

Next, Ms. Skaggs requested a modification the 2014 - 2015 audit plan as it relates to NCAA Compliance. The modification is due to the University's move to Conference-USA and turnover in the Athletic Compliance Department. Consequently, the Athletic Department's compliance review will be delayed for one year and instead the audit will focus on operations. Mr. Reidy made a motion to modify the audit plan as recommended by Ms. Skaggs. The motioned was seconded by Mr. Biagas. The modification was unanimously approved by all members present and voting. *(Biagas, Kilmer, Kornblau, Maniscalco-Theberge, Reidy, Ripley, Swystun, Tata)*

Next, Mr. Reidy read a closed session statement and moved to convene in closed session. Ms. Swystun seconded the motion. The Committee received in closed session details of recent audits and reviews performed in the areas of Academic Affairs and Information Technology. Specifically covered were the audits of the Center for Advanced Engineering Environments, Desktop Computing, and the Monarch Identification and Authorization System (MIDAS).

The Committee reconvened in open session. The chair read the certification statement for the closed session. The certificate was unanimously approved and agreed upon by all members

present and voting. (*Biagas, Kilmer, Kornblau, Maniscalco-Theberge, Reidy, Ripley, Swystun, Tata*)

There being no further business, the meeting was adjourned at 8:18 a.m.