

OLD DOMINION UNIVERSITY
BOARD OF VISITORS
AUDIT COMMITTEE
April 25, 2019

MINUTES

The Audit Committee of the Board of Visitors of Old Dominion University met Thursday, April 25, 2019, at 8:15 a.m. in Committee Room A of the Broderick Dining Commons on the Norfolk Campus. Present from the Board were:

Ross Mugler, Chair
R. Bruce Bradley, Vice Chair
Carlton F. Bennett
Jerri F. Dickseski
Donna L. Scassera
Robert M. Tata

Also present were:

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|-------------------|---------------------|
| Austin Agho | Donna Meeks |
| John R. Broderick | Earl Nance |
| Robert Clark | Elaine Pearson |
| Leigh Comsudis | September Sanderlin |
| Jane Dané | Amanda Skaggs |
| Gregory DuBois | Deborah Swiecinski |
| Kate Hawkins | Rusty Waterfield |

The meeting was called to order at 8:15 a.m.

- I. **Approval of Minutes** – Mr. Tata moved to approve the December 6, 2018 minutes. Mr. Bradley seconded the motion and the minutes were unanimously approved by all members present and voting. (*Bradley, Tata*)

- II. A. **Report from the Chief Audit Executive (Part I)** – Ms. Skaggs, Chief Audit Executive, briefed the Committee on the motion to approve the proposed name of the Committee to the Audit and Compliance Committee, and on the revised Charter. Mr. Tata moved to approve the new name of the Committee and to accept the Charter revisions. Mr. Bradley seconded the motion and the motion was unanimously approved by all members present and voting. (*Bradley, Tata*)

B. Presentation of Completed Audit Reports

- Pre-Construction Contract Review for Owens Hall was out-sourced to Fort Hill Associates. A few recommendations were made to strengthen the contract language and those suggestions were considered and incorporated into the contract prior to execution.
- Office of the University Registrar report noted observations related to grade changes, financial monitoring, domicile decision support, Veteran Affairs reporting, undergraduate course catalog exception granting process, graduate degree certification and exception granting, and IT issues specific to access and rule controls.
- Department of Human Resources report noted observations relating to the Statement of Economic Interest designations, short-term disability, employee transfer workflow, account management for state systems, family medical leave act, compensation adjustments, performance evaluations, new hire training, records management, processing of emergency hires, emergency management plans and budget management.
 - An additional recommendation was made to Institutional Equity and Diversity to address concerns regarding the low completion rate of new hire sexual harassment training.
- Confucius Institute (agreed upon procedures 2016 and 2017). Recommendations were made regarding financial controls and agreement compliance. Some of these items were repeat findings from the prior 2015 engagement.

III. Report from the Vice President for Administration and Finance – Vice President DuBois briefed the Committee on the Compliance Committee, noting that he appointed Bob Clark, Director of Military Activities Liaison and Special Projects, as the Committee Chair. Mr. Clark briefed the Committee on the purpose, members and work of the Compliance Committee. Vice President DuBois added that they will return and provide an annual report to this Committee.

IV. Report from the Chief Audit Executive (Part II)

- A. Discussion of Open Audit Projects
- Transportation and Parking Services
 - Payment Card Industry (PCI) Compliance
 - College of Health Sciences
 - Institutional Scholarships
 - Design and Construction
 - Study Abroad
 - Active Directory
 - NCAA Compliance – Financial Aid
 - Office of Research
 - Information Technology Services

- Special Projects / Other Engagements to include annual risk assessment process, quality assurance review, consulting engagement, hotlines and investigations and follow-up activities.

B. Ms. Skaggs then discussed the Open Audit Issue Status and noted that of the 39 open audit issues tracked during this reporting cycle, 15 are now complete.

Ms. Dickeski moved to the adjourn, the meeting adjourned at 9:10 a.m.