

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS
Audit Committee Minutes
Thursday, September 18, 2014**

MINUTES

The Audit Committee of the Board of Visitors met on Thursday, September 18, 2014 at 8:01 a.m. in the Board of Visitors Room on the Norfolk campus. Present from the Committee were:

Frank Reidy, Vice Chair
Rector Fred J. Whyte (*ex-officio*)
David L. Bernd
Mary Maniscalco-Theberge
Judy O. Swystun
Robert M. Tata

Absent was: Barry M. Kornblau, Chair

Also present were:

John R. Broderick, President	Donna Meeks
Mikayla Alquist	R. Earl Nance
Alonzo Brandon	Amanda Skaggs
Velvet L. Grant	James D. Wright
David F. Harnage	

The Chair called the meeting to order at 8:01 a.m. Dr. Maniscalco-Theberge moved to approve the minutes from the June 12, 2014 meeting. Ms. Swystun seconded the motion and the minutes were unanimously approved by all members present and voting. (*Maniscalco-Theberge, Reidy, Swystun, Tata*)

Mr. David Harnage, chief operating officer, shared the final report of the external Quality Assessment Review (QAR) from the Internal Audit Department with the Committee. The review was conducted this past summer by audit directors from other state agencies, who were appointed by the Inspector General. The review committee issued a report with two minor recommendations all resulting from the late completion of it due to the passing of the auditor director this past spring. The overall findings were that Old Dominion's internal audit function complies with the assessment criteria. The Committee congratulated the audit team for its dedication and its many contributions to the University.

Amanda Skaggs, interim audit director, updated the Audit Committee on the Office of the State Inspector General. June Jennings, who was appointed acting inspector general this past spring after the retirement of Michael Morehart, was officially appointed to the position effective

June 24, 2014, by Governor Terry McAuliffe. Ms. Skaggs mentioned that the following projects are underway, Housing and Residence Life, Athletic Business Office, ARMICS/Banner Security

Controls, President's Office and Special Events, Monarch Identification and Authorization System (MIDAS), College of Sciences, Admissions and Desktop Computing.

Next, Mr. Harnage updated the Committee on the Audit Director recruitment. The position has been advertised both broadly and within the community. The applications were accepted through September 15. To date, 28 applications have been received. Applicant screening begins next week followed by phone interviews to determine a smaller subset of applicants. Two to three candidates will be brought in for campus interviews. A volunteer from the Audit Committee requested to assist with the interview process. Frank Reidy agreed to assist with the search.

Ms. Swystun read a closed session statement and moved to convene in closed session. Dr. Maniscalco-Theberge seconded the motion. The Committee then received, in closed session, details of recent audits performed in the President's Office, Academic Affairs, and Administration and Finance. Specifically covered were the audits of the Continuity of Operations Plan, University Budget Office, University Libraries, and the Environmental Health and Safety Office follow up.

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. (*Bernd, Maniscalco-Theberge, Reidy, Swystun, Tata, Whyte*)

A request was made by Mr. Bernd to have the answers to the following questions:

1. Does the University perform payroll audits to include looking for phantom employees?
2. Does the University perform audits of executive travel?
3. Are executive's travel signed off by other executives?
4. Whose responsibility is it to audit the University's federal grants?
5. Does the University perform audits of cash handling areas?

Mr. Berndt also requested that committee members receive an executive summary of the internal audit department.

There being no further business, the meeting was adjourned at 8:34 a.m.