

OLD DOMINION UNIVERSITY
BOARD OF VISITORS
AUDIT COMMITTEE
June 14, 2018

MINUTES

The Audit Committee of the Board of Visitors of Old Dominion University met on Thursday, April 26, 2018, at 8:00 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
Donna L. Scassera
Robert M. Tata

Absent from the Board: Carlton F. Bennett (*ex-officio*)
Jerri F. Dickeski
Lisa B. Smith (*ex-officio*)

Also present were:

Austin Agho	Ellen Neufeldt
John R. Broderick	Amanda Skaggs
Leigh Comsudis	Holly Stout
Mary Deneen	Deborah Swiecinski
Gregory DuBois	Rusty Waterfield
La Toya Jordan	Jay Wright
Donna Meeks	
Earl Nance	

Mr. Mugler called the meeting to order at 8:00 a.m.

- I. **Approval of Minutes** - Mr. Bradley moved to approve the minutes of the April 26, 2018 meeting. Ms. Scassera seconded the motion and the minutes were unanimously approved by all members present and voting. (*Bradley, Scassera, Tata*)

- II. **Report from the Auditor of Public Accounts** - Ms. LaToya Jordan, Director and Ms. Holly Stout, Audit Manager, were at the meeting. Ms. Jordan presented their report. The Auditor of Public Accounts (APA) audited the basic financial statement for the year ended June 30, 2017, and found the financial statements are presented fairly in all

material respects. One internal control finding that required management's attention and one instance of non-compliance required to be reported under the Government Auditing Standards related to improving the enrollment reporting process. The internal control finding and the instance of non-compliance referenced above resulted from the APA follow-up testing over federal Student Financial Aid performed in accordance with the U. S. Office of Management and Budget Uniform Guidance Compliance Statement.

A verbal audit comment related to the Spectra contract was also shared. Mr. Tata asked Ms. Jordan how long is the Spectra contract and how often it is renewed. It was noted that the first contract was in 2004 and the contract is reviewed every five years for renewal.

Mr. Tata added that he is hearing that the Ted Constant Convocation Center does not have as many great shows as in the past and noted that could be because Spectra has competing interests with other venues in the Commonwealth, which causes Old Dominion to lose income due to the lack of the greater shows.

III. Report from the Internal Audit Director - Ms. Amanda Skaggs, the University's Chief Audit Executive, briefed the committee on:

A. Projects in Progress

- General Accounting
- Procurement Services
- Card Center Information Technology
- Office of the University Registrar
- College of Health Sciences
- Department of Human Resources
- Transportation and Parking Services
- Special Projects / Consulting Engagements

B. Annual Risk Assessment

Ms. Skaggs described the annual risk assessment process, which includes meeting with members of management, surveying the Audit Committee, and having departments complete a matrix for areas under their control that addresses topics such as compliance, financial transactions, operational effectiveness, and information technology.

C. Fiscal Year 2018 Audit Plan and Proposed Fiscal Year 2019 Audit Plan

Ms. Skaggs shared the status of the current audit plan and the proposed modifications to it, along with presenting the suggested audit plan for FY2019. It was also discussed that the Audit Department may utilize an outside vendor to perform one engagement this year.

The Chair called for a motion to approve the modifications to the FY2018 Audit Plan and the Proposed FY2019 Audit Plan. Ms. Scassera moved to approved the

Audit Plans as presented and Mr. Bradley seconded the motion. The motion was unanimously approved by all members present and voting. (*Bradley, Scassera, Tata*)

D. College of Education Audit Report

Ms. Skaggs shared the findings from the College of Education Audit, which included issues related to the following: purchase card reconciliation requirements, fixed asset control, internal fee schedule alignment, waitlist procedures and supporting documentation and policies and procedures for unpaid account balances as it relates to the Children's Learning and Research Center. The remaining audit issues related to information technology and included: user account management, video server vulnerabilities, data extracts, work station public IP addresses, business continuity planning and data back-up, system risk assessment updates, and data retention.

D. Status of Open Audit Issues

Ms. Skaggs shared the status of the open audit issues. Twenty-five issues were open as of December, 2017. Nine of those items are reported as now being complete. Since December, forty new audit issues have been added, of which six are now complete, leaving fifty remaining issues in need of corrective action.

Mr. Mugler noted that some of the outstanding issues from previous audits appear to be over two and a half years old and asked how this can be resolved.

Ms. Skaggs said a survey was sent to the members of this Committee and one of the recommendations was to report on open-ended items more frequently.

Vice President DuBois added that he is going to work closely with each Vice President to begin a process to review and complete each item in their individual areas.

Mr. Bradley asked how can the Board members know what is urgent and added there needs to be a way to identify items of concern, perhaps by using colors.

Ms. Scassera suggested adding the original due date and then modify the due date as things are closer to completion. Vice President DuBois responded that the original due date is the management response, adding they will think of a way to resolve the coding problem and put a date to indicate when more time is needed and then go back to management to make it so.

President Broderick suggested a percentage under the status column could show how much of the audit is complete. Ms. Skaggs said they will look into that and agreed it would be helpful to incorporate substantial completions.

It was agreed that the Board of Visitors needs to know what they should be concerned about and incorporating this information and adding color coding will be helpful to them.

- F. Overview of the Office of Institutional Equity and Diversity** - Mr. Mugler informed the Committee that this agenda item will be passed onto the next meeting agenda because Ms. Dunman is not available today.

Vice President DuBois added that President Broderick will discuss later this afternoon the realignment of the Committees so they will better align with the functional areas of the Vice Presidents. Therefore, he noted that this Committee will be renamed the Audit and Compliance Committee.

There being no further business, the meeting was adjourned at 8:59 a.m.