# MINUTES

## **Committee Members Present:**

Paul McElroy (Chair), Jill Davis (Vice Chair), Tom Bryan, Doug Burnett, Nik Patel, Ally Schneider, John White, Sharon Wamble-King; Kevin Hyde (ex 0fficio),

## **Item 1 Call to Order and Roll Call of Committee Members**

Chair Paul McElroy recognized a quorum and called the committee meeting to order at 10:32 am.

## **Item 2 Public Comment**

## Chair McElroy offered those in attendance the opportunity for public comment. There were no requests for public comment.

## **Item 3 Consent Agenda**

Chair McElroy requested a motion to approve the items below on the Consent Agenda.

-Draft October 13, 2020 Audit and Compliance Committee Minutes

-Annual Approval of Audit and Compliance Committee Charter

-Annual Approval of the Office of Internal Auditing Charter

-Annual Approval of the Office of Compliance Charter

Trustee Hyde made a MOTION to approve the Consent Agenda. Trustee Patel SECONDED the motion. The committee voted and APPROVED the items on the Consent Agenda.

## **Item** **4 Performance-Based Funding Data Integrity Audit**

## Ms. Julia Hann, Chief Audit Executive, shared observations from the recent Performance-Based Funding Data Integrity Audit. The audit has been completed with no audit recommendations. Ms. Hann noted that the audit provides a great

## **Item 4 Performance-Based Funding Data Integrity Audit** (continued)

## opportunity to look at the data file submissions and work directly with Institutional Research.

## Trustee Hyde made a MOTION to approve the Performance-Based Funding Data Integrity Audit. Trustee Burnett SECONDED the motion and the committee approved the Performance-Based Funding Data Integrity Audit.

## **Item 5 Office of Internal Auditing (OIA) Quarterly Update**

Ms. Hann provided updates on audits conducted since her previous update to the Board. The office has reviewed the current charters as they do annually. A few audit reports have been finalized including the University Travel Audit Report, the Performance Based Funding Data Integrity Audit and the Driver and Vehicle Information Database (DAVID) Report. Work continues with the Purchasing Card Audit Reports. These reports have all received a Good or Excellent ranking. For the committee’s information, the BOG is proposing a Fraud Prevention and Detection regulation and will be discussed in more detail at the March meeting. The department is also following up on outstanding audit recommendations in progress by management. They are currently working on four audit projects; University Housing, Conflicts of Interest, Scholarships and work continues on P-Card audits.

Trustee Burnett recommended sending guidance occasionally related to the parameters of p-cards, recommended best practices, use and misuse examples of p-card usage, etc. as a refresher for p-card holders. Ms. Hann noted that there are continuous resources monitoring p-card transactions and the departments also uses data analytics when reviewing audit reports.

## **Item 6 Compliance Officer Quarterly Update**

Dr. Joann Campbell, Associate Vice President and Compliance Officer, presented a quarterly update. Technology Adaption and Culture of Trust will be benchmarks the office will be focused on in the coming year. The office will also soon be engaging in the 5-Year Review, required by the Board of Governors. Ashley Ballard, Sr. Director of Recreation and Wellness and Rachel Winter, University Conduct Officer, presented

## **Item 6 Compliance Officer Quarterly Update**

updates on their programs. Both worked together in implementing the Informed Ospreys Program through the fall.

Ms. Ballard presented an update regarding the commitment by the university to educate its community about the harmful effects and the legal consequences with alcohol and other drugs. All members of the university should strive to promote good behaviors that are compatible with university values and its educational mission. The university program follows the standards laid out by the Drug Free Schools Act. An annual review of the alcohol policy and guidelines is conducted, as well as a biennial review of its program. Student sanctions must also be consistently and evenly applied. The most recent review was conducted in October 2020. All students are now mandated to complete alcohol training each year. From 2020-2022, the following recommendations will be supplied; supplemental education, expanding the education to faculty and staff and assessing the program’s effectiveness by using surveys such as the National College Health Assessment, which is mandated by the FL Board of Governors. This survey will be launched the first week February.

Ms. Winter presented updates from the newly named, the Office of Student Accountability and Resolution. The office takes a community well-being approach, using a behavioral health spectrum from outreach and prevention to meetings and in-patient or more serious touchpoints. The office is focusing on best practices across the nation, across the state of Florida, with their partner institutions in the region, as well as getting engaged with professional associations, sitting on state and regional boards and presenting at a national level.

Case loads are important but outreach and prevention are also needed to be successful. Diversity will also be prioritized. To fill the gaps in a community-based approach, some programs have been implemented; the Informed Osprey Program, a Dispute Resolution Process, creating a training series (Talking Series) and updating sanctions. Looking to the future, it is important to be data-driven and looking at trends.

## **Item 7 Independent Accountant’s Report on Agreed upon Procedures – Intercollegiate**

### Athletics Program

Vice President Scott Bennett presented the Athletics Program Agreed Upon Procedures

Report for the year ending June 30, 2020, in accordance with guidelines set forward by

the National Collegiate Athletic Association, for the committee’s information. An

external firm, James Moore performed the audit. The report was clean with no

significant issues.

## **Item 8 Adjournment**

With no further business to discuss, Chair McElroy adjourned the meeting at 11:13 am.