# MINUTES

**Members Present: Chair Paul McElroy, Stephen Joost, Kevin Hyde**

## Item 1 Call to Order

Chair McElroy recognized a quorum and called the meeting to order at 11:03 am.

## Item 2 Approval of Minutes

Chair McElroy asked for a motion for approval of minutes from the committee’s January 10, 2017 meeting.

Trustee Hyde made a MOTION to approve the January 10th minutes. Trustee Joost SECONDED the motion and the motion was APPROVED.

## Item 3 Public Comments

Chair McElroy offered those in attendance an opportunity to comment on items on the agenda. There were no public comments.

## Item 4 Compliance Update

Associate Vice President, Joann Campbell presented a Compliance update. She reported that the Board of Governors has requested a status checklist be completed for the newly implemented SUS Compliance program. She provided the completed checklist for the committee’s review. As of January 2017, nine items have been completed and seven items are in good progress. Items which have not yet been started include designating compliance officers as either direct reports or dotted line reports and promoting and enforcing the program through incentives and disciplinary measures. These items are expected to be started soon with good progress in the coming months. The required external five-year review will also be completed as scheduled.

## Item 5 Office of Internal Auditing Quarterly Update

## Julia Hann, director of the Office of Internal Auditing presented her quarterly report.  There were two audit reports finalized.  The Distance Learning Fee Audit had no reportable issues.  The 2017 Performance Based Funding Data Integrity Audit included three minor issues:  development of departmental procedures, formalization of a data governance structure with other stewards on campus and having secondary reviews by data stewards.  The Director also provided updates regarding outstanding audit recommendations from prior audits. The OIA External Quality Assurance Review, required every five years, is currently in progress with target completion in June.  Also in progress are the Access Privileges, Security Controls – User Authentication, Criminal Justice Information System Report.  A list of audits currently in progress was also presented.

## Item 6 Office of Internal Auditing Performance Based Funding Certification Form

Julia Hann, director of the Office of Internal Auditing presented the certification form for the Performance Based Funding Data Integrity Audit for approval. One issue was noted. Some data files were submitted late. With significant turnover in senior positions, the department wanted to ensure accuracy before submissions. Positions are now filled and cross training was implemented.

Trustee Hyde made a MOTION to approve the certification form for the Performance Based funding Data Integrity Audit. Trustee Joost SECONDED the motion. The motion was APPROVED.

## Item 7 Adjournment

Chair McElroy adjourned the meeting at 11:35 am.