# **MINUTES**

## Meeting with Board of Trustees

## Regarding Performance Based Funding Audit Scope

**Trustees Present**:

Kevin Hyde, Paul McElroy

**Other attendees**:

President Szymanski, Julia Hann, Khareem Gordon, Jay Coleman, Abby Willcox, and Shari Shuman

Chief Audit Executive Report: Julia Hann and Khareem Gordon, IT Auditor, requested this meeting to discuss the scope of the 2019 Performance Base Funding audit requested by the Board of Governors (BOG). The primary purpose of this audit is to give assurances about the data integrity submitted to the BOG. When the audit is completed, the President and BOT Chair will sign a certification form. We are also holding this entrance meeting because the BOG has requested we certify the scope of the audit was discussed with the Board Chair and President. Khareem will be the lead auditor, and the goal is to have a draft report in January. The review of data integrity includes reviewing the security of access to the data which helps to validate the data. The primary contacts for the audit are Abby Willcox and Jay Coleman, but we also reach many in Enrollment Services to review the data entry points.

The President asked if this includes reviewing the data from entry or only from the point the data leaves Institutional Research, and Julia clarified that it includes portions (create, store, use, share) of the data lifecycle. Khareem provided the maturity model reference from the COBIT 4.1 Maturity Model for Internal Control which will be used to help assess where we currently stand. President asked how we have performed in the past. Julia responded that more efforts are being made to review not only data submissions, but to ask more underlying questions of processes that feed the data.

President asked if external auditors are involved in the audit. Julia stated typically the internal auditors have performed this audit with the exception of another institution that is very limited on internal audit resources.