# MINUTES

Members in Attendance: Paul McElroy (Chair), Hans Tanzler, Sharon Wamble-King,

 Kevin Hyde, Tom Bryan, Doug Burnett

Members Absent: Oscar Munoz

## Item 1 Call to Order

Chair McElroy recognized a quorum and called the meeting to order at 1:16 pm.

## Item 2 Approval of Minutes - January 11, 2018

Chair McElroy asked for a MOTION to approve the Audit & Compliance Committee minutes for the January 11, 2018 Audit & Compliance Committee meeting.

Trustee Tanzler made a MOTION to approve the January 11, 2018 committee minutes. Trustee Burnett SECONDED the motion and the committee APPROVED the minutes for January 11, 2018.

## Item 3 Public Comments

Chair McElroy offered the opportunity for public comments on the agenda. There were no public comments.

## Item 4 Compliance Update

Joann Campbell, Associate Vice President and Chief Compliance Officer, provided a compliance update including three recent US Department of Education (DOE) engagements - two audits and one Office of Civil Rights (OCR) complaint resolution process.

* OCR Voluntary Resolution Agreement – This agreement involves a website accessibility complaint. Eight university websites were identified as having issues, including some with external vendor sites. The university has entered into

## Item 4 Compliance Update (continued)

* the agreement with the DOE and will hire an auditor who will draft a correction action plan. Additional staff will need to be hired and the university website templates have already been re-designed. John Hale is the point of contact for this issue.
* Academic Partnerships Audit – Scott Bennett reported that the DOE recently conducted a site visit to review the University’s compliance with respect to its on-line programs vis-a-vis its third-party agreement with Academic Partnerships. The third-party agreement is currently under review and a report is expected within 90 days.
* General Assessment Audit – The DOE recently conducted a site visit to review compliance in 14 areas relating to the Higher Education Act. The report is expected within 90 days.
* The Gramm-Leach-Bliley Act applies to higher education and there are stringent data information and security requirements which need to be met for compliance. The USDOE suggests NIST 800-171 as a data and information security framework for compliance with GLBA.
* NIST 800-171 – refers to data and information security controls, including limiting admin rights and limiting sensitive data travelling through our system. In order to be awarded DoD grants, the university must be in compliance. Jay Coleman, Joann Campbell and Reggie Brinson are heading the project workgroup.
* European Union General Data Protection Regulation (GDPR) – Similar to NIST 800-171, the GDPR applies to the protection of records of EU residents, with some unique requirements involving student consent and the right to be “forgotten.” This currently applies to approximately 400 European students at the university and must be completed by May 25th.

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

Julia Hann, Director of Internal Auditing, provided a status update of the audit plan. The Personal Identifiable Information (PII) Audit is almost completed using the NIST 800-171 standards. Other projects targeted for completion this spring are Title IX Audit, Jeanne Clery Act Audit and the Risk Assessment for FY19-FY20 Audit Work Plan. The FL Dept. of Law Enforcement Information System External Audit and the BCH Dean’s Office checkup are also targeted for a spring closing. The COAS Dean’s Office checkup is scheduled to be closed in July 2018. The Performance Based Funding Integrity Audit is in progress with three issues; formalization of data governance, documentation of procedures and user access reviews.

Ms. Hann shared the department’s procedures in prioritizing items for their work plan and their current list of risk assessment topics.

Ms. Hann noted that the Office of Internal Auditing has started best business practices training for the next year offering departments a self-assessment checklist to identify internal control weaknesses.

## Item 6 State of Florida Office of Auditor General Audit Results

Vice President Shuman presented the results of the four most recent audits performed by the Office of Auditor General. Audits include; Statewide Federal (one minor finding; no written findings), Financial Statement, Bright Futures (no findings), and an Operational Audit. The financial statements are as of June 30, 2017. For an overview of the financial statements, read the management’s discussion and analysis section. The Operational Audit results brought out seven findings relating to payroll processing (time records), textbook affordability, distance learning fees, sunshine law, direct-support organizations, IT security controls (user authentication) and IT user access privileges. The university responses were shared for each of the audit findings.

## Item 7 Adjournment

Chair McElroy adjourned the meeting at 2:06 pm.