



Board of Trustees
Audit and Compliance Committee Meeting
via Zoom
UWF Crosby Hall, Building 10, Room 131
May 18, 2023
MINUTES

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees Website

CALL TO ORDER/ROLL CALL

Committee Chair, Trustee Dick Baker called the meeting to order at 8:06 a.m.

Trustees Dick Baker, Jill Singer, Alonzie Scott were in attendance.

Other trustees in attendance: Suzanne Lewis, Sherry Schneider, Stephanie White, Ariauna Range, Paul Hsu

CHAIR'S GREETING

Chair Baker welcomed everyone and thanked them for their attendance. He stated that we have five action items and two information items to discuss. Chair Baker asked if there was any public comment at this time.

PUBLIC COMMENT

None received.

ACTION ITEMS

Associate Vice President and Chief Audit Executive, Ms. Cindy Talbert, presented the first three action items.

- 1. Acceptance of the State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for Fiscal Year Ended June 30, 2022 Audit Report**

Cindy Talbert began her presentation informing the committee that the auditor general has completed an audit of compliance and internal controls over financial reporting and federal awards for the year June 30, 2022. There were no findings from this audit and Cindy recommended acceptance of the report.

Chair Baker congratulated all involved and asked for a motion recommending the full board, approved the state of Florida compliance and internal controls over financial reporting and Federal awards for fiscal year ending June 30, 2022 auto report as presented.

Motion by: Trustee Jill Singer
Seconded by: Trustee Alonzie Scott
Motion passed unanimously
No further discussion.

2. Acceptance of Internal Auditing PCard Audit Reports Quarter 3 Update

Cindy Talbert presented an update for P-card audit for the third quarter. The objective of these audits is to assess the level of compliance with p-card policies. Internal Audit and Management Consulting conducted 4 audits which resulted in three excellent ratings and one fair. Cindy explained the fair rating and a resolution to improve the rating. There was no additional discussion related to the p-card audits.

Chair Baker called for a motion to recommend the full Board approve the State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for Fiscal Year Ended June 30, 2022 Audit Report as presented.

Motion by: Trustee Jill Singer
Seconded by: Trustee Alonzie Scott
Motion passed unanimously.
No further discussion

3. Approval of 2023/24 Work Plan for UWF Internal Auditing and Management Consulting.

Cindy Talbert presented the 2023/24 Audit work plan required by the Board of Governors. She stated that internal auditing has conducted a risk assessment and developed a proposed audit plan for FY 2023/24 plan. Cindy recommended the 2023/24 audit work plan to the Committee for acceptance.

Chair Baker made a motion to recommend the full Board approve the 2023/24 Work Plan for UWF Internal Auditing and Management Consulting as presented.

Motion by: Trustee Alonzie Scott
Seconded by: Trustee Jill Singer
Motion passed unanimously.
No further discussion

4. Approval of the University of West Florida Annual Financial Report for 2021-2022.

Jeffrey Djerlek presented the UWF annual financial report for 2021-2022. Jeffery explained that the auditor general released the University's audited financial statements for the audit period ending June 03, 2022. Our audit did not identify any deficiencies in internal controls or any material weaknesses. Jeffrey recommended approval of the Annual Financial Report for 2021-2022.

Chair Baker congratulated the team on a clean audit and asked for a motion to approve the University of West Florida Annual Financial Report for 2021-2022 as presented.

Motion by: Trustee Jill Singer
Seconded by: Trustee Alonzie Scott
Motion passed unanimously
No further discussion

5. Approve and certify to the Governor, Senate President, House Speaker, and Board of Governors that, to the knowledge and belief of the UWF Board of Trustees, IHMC is complying with the requirements of Section 1004.447, Florida Statutes, and is acting in the best interest of the State.

Betsy Bowers, Vice President for Finance and Administration presented the final action item. Betsy explains that per the statute we are to provide a certification to the Governor, the President of the Senate, the Speaker of the house and the Board of Governors stating that IHMC is complying with the rules of the statute and acting in the best interest of the State. Due to our close affiliation with IHMC and their most current independent audit that demonstrates sound accounting standards and management, Betsy believes that IHMC is operating in the best interest of the state and requests a motion to approve and certify to the Governor, Senate, President, House Speaker and Board of Governors that, to the knowledge and belief of the UWF Board of Trustees.

Chair Baker asked for a motion to approve and certify to the Governor, Senate President, House Speaker, and Board of Governors that, to the knowledge and belief of the UWF Board of Trustees, IHMC is complying with the requirements of Section 1004.447, Florida Statutes, and is acting in the best interest of the State.

Motion by: Trustee Jill Singer
Seconded by: Trustee Alonzie Scott
Motion passed unanimously
No further discussion

INFORMATION ITEMS

- 1. Internal Auditing and Management Consulting Update on Activities.** Cindy Talbert provided this update.
- 2. Office of Compliance and Ethics Informational Update.** UWF's Chief Compliance Officer, Mr. Matthew Packard provided this update.

ADJOURNMENT

With no further Audit & Compliance Committee items to discuss, the meeting was adjourned at 8:29 a.m.

Respectfully submitted,
Anamarie Mixson, Director, Office of the President