Committee Chair, Trustee Bob Jones called the meeting to order at 9:02 a.m.

Trustees Bob Jones and Dick Baker were in attendance. Trustee Bob Sires participated by phone.

Other trustees in attendance: Dave Cleveland, Zenani Johnson, Bob Jones, Sherry Schneider, Alonzie Scott and Jill Singer.


Others attending: President Martha D. Saunders; Provost & Senior Vice President George Ellenberg; Dr. Pam Northrup, VP, Innovation and Strategic Research; Mr. Howard Reddy, VP, University Advancement; Dr. Kim LeDuff, VP Academic Engagement; Dr. Kimberly McCorkle, Vice Provost; Ms. Betsy Bowers, VP, Finance & Administration; Ms. Pam Langham, General Counsel; Dr. Melinda Bowers, Director, Facilities Operations & Emerald Coast Campus; Ms. Jamie Sprague, Director Human Resources; Ms. Karen Rentz; Dr. Eric Bostwick, Interim Dean COB; Dr. Steve Brown, Dean CASSH; Dr. William Crawley, Dean CEPS; Dr. Jaromy Kuhl, Dean MMCOSE; Dr. Matthew Schwartz, Dr. Brandon Frye, Dean of Students; Dr. Ed Ranelli, CEO, BEI; Dr. Denise Seabert, Dean, College of Health; Dr. Kijuan Li, Dean Graduate School; Dr. Greg Tomso, Kugelman Honors Program; Ms. Michele Manassah, Director Health and Wellness; Ms. Angie Jones, Director, Procurement and Contract Services; Mr. Vito Hite, Chief Audit Executive, Internal Auditing & Management Consulting; Mr. Matt Packard, Compliance Officer, Internal Auditing; Ms. Jamie Calvert, SGA Vice President; Ms. Katie Condon, Admissions; Mr. Pat Crawford, Executive Director, WUWF; Dr. Elizabeth Benchley, Archaeology; Mr. Dan Lucas, CFO, UWF Foundation; Mr. Dave Scott, Athletics Director; Mr. Neil McMillion, Director Housing and Residence Life; Ms. Elizabeth Mrachek, PCard Auditor, Internal Auditing & Management Consulting; Ms. Colleen Asmus, University Controller; Mr. Jeff Djerlek, Assistant Controller; Mr. Ross Dahlstrom, Network Engineer; Mr. Chuck Bell, Telecommunications; Mr. Chase Green, BOT IT; Mr. Cody Thurber, BOT IT; Mr. Angel Sedillo, Sound Engineer; Ms. Kat Zatapkova, BOT Graduate Assistant and Ms. Becky Luntsford, Recording Secretary.

**CHAIR’S GREETING**
Chair Jones welcomed all those present and explained there were three action items and two information items on the agenda.

**ACTION ITEMS**

UWF Chief Audit Executive, Mr. Vito Hite, presented the first two action items.

1. Approval of UWF Internal Auditing Reports Issued May – July 2019: Student Wellness Services, Health and Counseling; and the Dive Safety Program.

**Student Wellness Services, Health, & Counseling 18-19 003**
The audit period was May 1, 2018 through April 30, 2019, and was part of the approved work plan for 2018/19. Internal Auditing & Management Consulting (IAMC) issued the audit report on July 24, 2019. The audit’s objectives were to evaluate (1) internal controls over financial management, equipment, travel, information technology, safety, customer service, and other aspects of department administration, 2) mitigation of risks and exposures to the University and students, and 3) review compliance with applicable laws, rules, and regulations.

Results: IAMC noted that internal controls in general over these activities were strong; however, we made the following recommendations:
- Wellness Services formalize their policies and procedures into a cohesive manual.
- Student Health Services (SHS) adopt the EH&S written procedures for bloodborne pathogens, needle-sticks, and handling of biohazardous waste. Additionally, we recommend SHS staff attend the related training sessions offered by EH&S on an annual basis.
- The “Acknowledgement of Procedures Manual” be signed by all employees and retained by CAPS administration.
- Wellness, SHS, and Counseling & Psychological Services (CAPS) establish procedures to ensure the periodic (at least annually) tracking of attractive assets as defined in the UWF Property Manual.

Management’s Actions: Have either already been completed (EH&S training sessions), or has outlined courses of action with implementation by October 31, 2019.

**Dive Safety Program 18-19_004**
IAMC’s audit period was July 1, 2017, through December 31, 2018, and was part of the approved work plan for 2018/19. IAMC issued the audit report on May 22, 2019. The audit’s objectives were to evaluate controls over: 1) safety for all persons affected by program activities, 2) compliance with American Academy of Underwater Sciences Standards for Scientific Diving (AAUS), and 3) mitigation of risk exposures for the University.
Results: IAMC found that controls were generally strong for safety, risk mitigation, and compliance for the Dive Safety Program; however, we made the following recommendations:

• Marine Services Center staff work with their IT support person to seek enhancement of data file backup, storage, and security.
• The Diving Control Board meet at least annually and communicate throughout the year to all its board members, to ensure their oversight responsibility as described in the AAUS Standards is fulfilled.
• The Diving Control Board perform an annual evaluation of the performance and program of the Dive Safety Officer, to comply with AAUS Standards.
• The EH&S Director/Chief Risk Officer be invited to attend all Diving Control Board meetings, and to be included on periodic communications to Board Members.

Management’s Actions: Management has outlined courses of action with implementation by October 1, 2019.

Chair Jones asked for a motion recommending the full Board, at the September 19, 2019 meeting, accept the UWF Internal Auditing reports issued May – July 2019: Student Wellness Services, Health & Counseling 18-19 003; and Dive Safety Program 18-19 004 as presented.

Motion by: Trustee Dick Baker
Seconded by: Trustee Bob Sires
Motion passed unanimously.

2. Acceptance of Internal Auditing PCard Audit Reports for 4th Quarter 2019 and the Annual Update (July 2018 - June 2019). Internal Auditing has been charged with auditing PCard holder and approver activity as well as departmental activities and internal controls. The objectives of these audits were to determine if departments complied with UWF PCard policies and procedures, as well as to evaluate the level of understanding of PCard policies among PCard holders and approvers. UWF presently has 393 PCard holders distributed across 145 departments. For the fiscal year, $17,088,888 in expenses was paid via UWF PCards to 3,551 vendors (in 38,187 transactions).

Notable Strengths
The cardholders consistently signed transaction documentation, and there are no findings involving missing documentation. The files were organized and account codes were consistently documented on the receipts. Internal control processes such as strong separation of duties and passwords remaining confidential and accessible only to the approved users were observed.
Results for Quarter 4 (April - June 2019)
Eleven departments encompassing 34 cardholders were examined on a sample basis. Individual reports were distributed to department heads and Procurement & Contracts upon completion of the audits. The totals below show the volume of activity occurring for these eleven departments and the amount tested. All reports are available from Internal Auditing.

<table>
<thead>
<tr>
<th>Number of Departments Reviewed</th>
<th>Number of Cardholders</th>
<th>Number of Transactions Occurring</th>
<th>Number of Transactions Tested</th>
<th>Total PCard Expenditures of Depts.</th>
<th>Total PCard Transaction $ Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>34</td>
<td>1,774</td>
<td>359 (20%)</td>
<td>$748,274</td>
<td>$489,096 (65%)</td>
</tr>
</tbody>
</table>

Audit Opinion for the PCard Audit:

- EXCELLENT: 4
- GOOD: 5
- FAIR: 2
- POOR: 0
- Total: 11

Results – Fiscal Year 2018/19 (July 2018-June 2019)
This is a summary of the PCard audit results for Fiscal Year 2018/19. Thirty-six departments encompassing 141 cardholders were examined on a sample basis. Individual reports were distributed to department heads and Procurement upon completion of the audits. The totals below show the volume of activity occurring for these 36 departments and the amount tested. All reports are available from Internal Auditing & Management Consulting.

<table>
<thead>
<tr>
<th>Number of Departments Reviewed</th>
<th>Number of Cardholders Reviewed</th>
<th>Number of Transactions Occurring</th>
<th>Number of Transactions Tested</th>
<th>Total PCard expenses for these Depts.</th>
<th>Total PCard Transactions Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>141</td>
<td>5,936</td>
<td>1,081 (18%)</td>
<td>$3,071,323</td>
<td>$1,795,293 (58%)</td>
</tr>
</tbody>
</table>

Audit Opinion for the PCard Audit:

- EXCELLENT: 25
- GOOD: 7
- FAIR: 4
- POOR: 0
- Total: 36

Chair Jones asked for a motion recommending the full Board, at the September 19, 2019 meeting, accept the Internal Auditing PCard Audit Reports for Quarter 4 (April - June 2019); and the Annual PCard Update (July 2018-June 2019) as presented.

Motion by: Trustee Dick Baker
Seconded by: Trustee Bob Sires
Motion passed unanimously.

3. Approval of the UWF 2019 Florida Educational Equity Act Report was presented by Ms. Karen Rentz, Executive Director, UWF Office of Equity & Diversity.
The Florida Education Equity Act Report is completed annually by each Florida public university and includes information on the University’s progress in implementing strategic initiatives related to equity and access in academic services, programs, and student enrollment; equity in athletics; and equity in employment as required by Regulation 2.003 Equity and Access. Each University’s Florida Educational Equity Act Report is approved by the Board of Trustees and is submitted to the Board of Governors. The Student Enrollment and Employment reporting focuses on females and members of specified racial/ethnic groups. The Athletics portion of the report focuses on gender equity on the basis of Accommodation of Interests and Abilities. The 2019 Florida Education Equity Report is based on 2017-2018 data.

Chair Jones asked for a motion recommending the full Board, at the September 19, 2019 meeting, approve the University of West Florida 2019 Florida Education Equity Report.

Motion by: Trustee Dick Baker
Seconded by: Trustee Bob Sires
Motion passed unanimously.

INFORMATION ITEMS

1. Internal Auditing & Management Consulting Update on Activities. Mr. Vito Hite presented the item.

2. Compliance & Ethics Update on Activities. Mr. Matthew Packard, UWF Compliance Officer, presented the item.

ADJOURNMENT

With no further Audit & Compliance Committee items to discuss, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary