

**Minutes
Audit & Operations Committee Meeting
UWF Board of Trustees
August 14, 2014**

Committee member Garrett Walton called the meeting to order on August 14, 2014 at 9:03 a.m. with committee member Pam Dana participating by telephone. Chair Susan O'Connor was unable to attend the meeting.

Other trustees in attendance: BOT Chair Lewis Bear, Jr., Richard Hough and Robert Jones.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Kevin Bailey, VP Student Affairs; Dr. Kim Brown, VP President's Division; Dr. Brendan Kelly, Interim VP for University Advancement; Pat Lott, General Counsel, Dr. Susan Stephenson, VP Business, Finance & Facilities; Dr. George Ellenberg, Vice Provost, Ms. Betsy Bowers, AVP, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Jim Hurd, AVP for Student Affairs; Dr. James Barnett, Interim CEO, UWF BEI; Ms. Cynthia Talbert, Internal Auditor; Ms. Cindy Faria, AVP Human Resources; Dr. Rick Harper, Executive Director, OEDE; Ms. Valerie Moneyham, AVP, Budget & Financial Planning; Mr. Peter Robinson, Director, Environmental Health & Safety; Ms. Sandra Thompson, Director, ITS; Mr. Collin Bisset, Lead Help Desk Analyst, ITS; Mr. Anthony Franklin, Network Engineer, ITS; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; and Becky Luntsford, Executive Specialist.

Chair's Greeting

Trustee Walton welcomed everyone and thanked all for being here today. He recognized President Judy Bense, Chair Lewis Bear, Jr., Trustees Bob Jones and Richard Hough.

Action Items:

1. Acceptance of Internal Auditing PCard 4th Quarter 2014 Reports and Fiscal Year Summary of PCard Audits for FY 2013/14 was presented by Betsy Bowers.

Seven (7) departments encompassing 27 cardholders were reviewed. For PCard audit reports issued during the third quarter (April-June 2014), management will implement corrective actions to be completed in the first two months of fiscal year 2014/15. Internal Auditing will follow up to determine if adequate corrective actions occurred.

A motion was made to recommend acceptance of the Internal Auditing PCard Reports for the 4th Quarter 2014 and Fiscal Year Summary of PCard Audits for FY 2013-2014 by the full Board on September 9, 2014.

Motion by: Trustee Pam Dana
Seconded by: Trustee Garrett Walton
Motion passed unanimously.

2. Acceptance of UWF Internal Audit Reports: Material & Supplies Fees and Equipment Fees – Biology Department; and Material & Supplies Fees and Equipment Fees – Exercise Science Department was presented by Betsy Bowers.

The audit period for each was Fall Semester 2013 (August 1 – December 31, 2013) and focused upon a) proper authorization of fees, b) periodic review and adjustment of fees, c) accuracy and proper accounting for fees, and d) appropriateness of items for which the fees were expended.

By the end of December 2014 UWF management will have addressed all weaknesses identified in the report.

A motion was made to recommend acceptance of the Internal Departmental Audits – Material and Supplies and Equipment Fees for the Biology Department and the Health, Leisure and Exercise Science Department by the full Board on September 9, 2014.

Motion by: Trustee Pam Dana
Seconded by: Trustee Garrett Walton
Motion passed unanimously.

3. Approve 2014 Florida Educational Equity Act Report was presented by Cindy Faria.

The Florida Education Equity Act 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 UWF Human Resources Department gathered information for this report from the following areas: Institutional Research and Effectiveness Support, Research and Sponsored Programs, Enrollment Services, Academic Affairs, Student Affairs, and Intercollegiate Athletics.

A motion was made to recommend approval of the 2014 Florida Educational Equity Act Report by the full Board on September 9, 2014.

Motion by: Trustee Pam Dana
Seconded by: Trustee Garrett Walton
Motion passed unanimously.

Information Item:

1. Internal Auditing Update on Activities was presented by Betsy Bowers.

With no further Audit & Operations items to discuss, the meeting was adjourned at 9:21 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary