Chair Susan O’Connor called the meeting to order on at 9:02 a.m. with committee member Garrett Walton present and Pam Dana participating by telephone.

Other trustees in attendance: BOT Chair Lewis Bear, Jr., Richard Hough, Suzanne Lewis, Dave Cleveland, Jay Patel, Mort O’Sullivan, and Robert Jones.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Brendan Kelly, VP for University Advancement; Pat Lott, General Counsel, Ms. Betsy Bowers, IVP Business, Finance & Facilities; Dr. George Ellenberg, Vice Provost, Ms. Cynthia Talbert, Interim Director, 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. Cindy Faria, AVP Human Resources; Dr. Rick Harper, Executive Director, OEDE; Mr. Peter Robinson, Director, Environmental Health & Safety; Ms. Sandra Thompson, Director, ITS; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. William Coleman, ITS, Ms. Rebecca Sandberg, Program Assistant, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Dr. Ruth Davison, Director, Housing and Residence Life; Mr. David O’Brien, AVP Business and Property Development; Dr. Dorothy Minear, SVP ASPIRE; Ms. Lisa Berneau, Assistant General Counsel; Ms. Colleen Asmus, AVP Financial Services; Ms. Angela Jones, Director, Procurement and Contracts; Dr. Tim O’Keefe, Dean, College of Business; Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Mr. Jeffrey Djerlek, Assistant Controller, Financial Services; Dr. Joffrey Gaymon, AVP Enrollment Affairs; Mr. Pete Shinnick, Head Football Coach; Mr. David Scott, Athletic Director; Dr. Greg Lanier, Dean, University College; Dr. Robert Dugan, Dean, Library Sciences; Mr. Dan Bevel, Internal Auditor; Mr. Matthew Packard, Compliance Specialist; Ms. Rachel Errington, Director, International Education and Programs; Dr. William Crawley, Dean, CEPS; Mr. John Warren, Director, Chief of Police; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer, Executive Specialist, Ms. Rebecca Sandberg, Administrative Assistant; and Becky Luntsford, Executive Specialist.

**Chair’s Greeting**

Trustee O’Connor welcomed everyone and thanked all for being here today. She recognized President Judy Bense, Chair Lewis Bear, Jr., Trustees Richard Hough, Suzanne Lewis, Dave Cleveland, Jay Patel, Mort O’Sullivan, and Robert Jones.

**Action Items:**

1. **Acceptance of UWF Internal Audit Reports: Subrecipient Monitoring-14/15-001 and Athletic Eligibility-14/15-002** was presented by Cindy Talbert.

The audit period for Subrecipient Monitoring-14/15-001 was issued November 6, 2014 and included two findings: 1) Policies and procedures regarding subrecipient monitoring need to be updated to reflect current terminology and practices; 2) Pre-Award risk assessment activities by RSP needed strengthening. UWF management indicates they have already implemented the audit report recommendations.
The audit period for Athletic Eligibility-14/15-002 was issued October 10, 2014 and identified four findings: 1) A Banner Student and NCAA Compliance Assistant interface should be explored and possibly implemented; 2) User access to Compliance Assistant should be reviewed and limited to current users with a need; 3) Intercollegiate Athletics department should formalize policies and/or procedures around reviewing and reporting suspected NCAA violations; 4) Manpower resources should be evaluated in Enrollment Affairs and Intercollegiate Athletics, especially given the introduction of a new sport. Additionally, roles need to be clarified. Procedures should be documented, reviewed frequently for necessary revisions, and dated with the last revision. Management has action plans to remedy each situation, as identified by the implementation dates noted.

A motion was made to accept the UWF Internal Audit Reports issued: Subrecipient Monitoring and Athletic Eligibility.

Motion by: Trustee Garrett Walton
Seconded by: Trustee Susan O’Connor
Motion passed.

2. **Acceptance of UWF Internal Auditing and Management Consulting – BOG Required Internal Auditing Report Issued: Performance Metrics 14/15-004** was presented by Cindy Talbert.

Internal Auditing & Management Consulting (IAMC) completed one BOG-required audit during the period July-November 2014: Performance Metrics. Audit fieldwork began on October 10, 2014 and ended on November 7, 2014. The audit report was issued November 10, 2014. The audit report included one finding: 1) With UWF’s recent transition from a legacy data system to Banner, not all of the key policies and procedures related to the submission of required SUS data files had been updated and formalized in writing yet, to align with the new data system.

UWF management will implement corrective actions. Internal Auditing will follow up to determine if adequate corrective actions occurred.

A motion was made to accept the Board of Governors Required Internal Audit on Performance Metrics Processes.

Motion by: Trustee Garrett Walton
Seconded by: Trustee Susan O’Connor
Motion passed.

3. **Acceptance of Internal Auditing PCard Audit Reports (1st Quarter FY 2014/15)** was presented by Cindy Talbert.

Seven (7) departments encompassing 26 cardholders were reviewed on a sample basis. Individual reports were distributed to department heads and Procurement & Contracts upon completion of the audits. Most common findings were 1) the business purpose of the transaction was not clearly documented; 2) the cardholder did not consistently sign the transaction documentation.
Management will implement corrective actions to be completed in fiscal year 2014/15. Internal Auditing will follow up to determine if adequate corrective actions occurred.

A motion was made to Accept the Internal Auditing PCard Audit Reports for the 1st Quarter FY 2014/15.

**Motion by:** Trustee Garrett Walton  
**Seconded by:** Trustee Susan O’Connor  
**Motion passed.**

**Information Items:**


2. **Internal Auditing Update on Activities** was presented by Cindy Talbert.

With no further Audit & Operations items to discuss, the meeting was adjourned at 9:17 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary