DRAFT Minutes
Audit & Operations Committee Meeting
UWF Board of Trustees
November 19, 2015

CALL TO ORDER

Chair Susan O’Connor called the meeting to order on at 9:02 a.m. Trustee Bob Jones was in attendance and committee member Pam Dana participated by conference call.

Other trustees in attendance: Lewis Bear, Jr., Mort O’Sullivan, Suzanne Lewis, Dave Cleveland, Bentina Terry, Ted Fox, Garrett Walton, Jay Patel, LuTimothy May, and Daniel McBurney.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Kevin Bailey, VP Student Affairs; Dr. Steven Cunningham, VP Finance & Administrative Services; Pat Lott, General Counsel, Ms. Betsy Bowers, AVP Internal Auditing; Dr. George Ellenberg, Vice Provost; Dr. Pam Northrup, VP Innovation Institute; Ms. Janice Gilley, AVP Governmental & Community Relations; Ms. Cynthia Talbert, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Michael Huggins, Dean, CASH; Dr. Steve Brown, Dean, CEPS; Dr. Ed Ranelli; Dr. Jay Clune, Dean, Graduate School; Dr. Kim LeDuff, Chief Diversity Officer; Dr. Joffery Gaymon, AVP Enrollment Affairs; Dr. Ruth Davison, Director of Housing; Dr. LuSharon Wiley, Senior Associate Dean of Students; Dr. Tim O’Keefe, Dean, College of Business; Ms. Mica Hughes-Harrell, Director Wellness Services; Ms. Anita Schonberger, Deputy General Counsel; Dr. Vanee Cao-Nguyen, Director SDRC; Dr. Bob Dugan, Dean, Library Studies; Dr. Sarah Luczyk, AVP, Student Affairs; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Mr. Rob Overton, Exec Director, Historic Trust; Ms. Angela Wallace, Director, Finance & Admin; Mr. Matt Rowley, Public Relations; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Director, ITS; Mr. William Coleman, ITS; Mr. Colin Bissett, ITS; Mr. Tony Nguyen, Athletics; Ms. Patrice Moorer, Asst Dean, University College; Mr. David Scott, Athletic Director; Ms. Lisa Berneau, Assistant General Counsel; Ms. Lauren Loefller, Director Career Center; Ms. Jamie Sprague, Asst Director Human Resources; Ms. Angela Jones, Director, Procurement and Contracts; Ms. Valerie Moneyham, AVP, Business, Finance & Facililies; Dr. Claudia Stanny, Director, CUTLA: Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Dr. William Healey, Director, Recreation and Sports Services; Mr. Matt Marshall, Director, University Commons & Student Activities; Mr. John Warren, Chief of Police; Dr. William Crawley, Dean, CEPS; Dr. Rebecca Kennedy, AVP Counseling Center; Andrew Romer, Executive Specialist; Eric Ingerman, Sound Specialist; Becky Luntsford, Executive Specialist.
CHAIR’S GREETING

Chair O’Connor welcomed everyone in attendance. She recognized Chair Lewis Bear, Jr. and all trustees present.

ACTION ITEMS

1. **Acceptance of Internal Auditing Reports: Banner Student General IT Controls; and Grade Integrity** was presented by Betsy Bowers, Associate Vice President Internal Auditing.

**Banner Student General IT Controls-15/16-002**

With UWF’s transition to Banner Student during 2014/15, internal auditing planned an audit of the general information technology controls. Internal Auditing was aware the expertise necessary to fully explore any vulnerabilities was beyond the present technical proficiency of our internal auditors; therefore, UWF contracted with an external firm to perform this audit. A contract for a special purpose review of general controls over Banner Security IT was negotiated. Fieldwork began in July 2015 and work completed in August 2015.

**Results:**

The audit resulted in numerous recommendations that were specifically developed to further strengthen the security and controls already established by ITS staff. The detailed report and action plan are available for inspection as needed by senior management and Trustees. Chapter 282.318(4)(f) Florida Statutes allows UWF to refrain from public dissemination of the report for security reasons.

**Management’s Actions:** Management has developed a plan to address the issues noted in the report.

**Grade Integrity-15/16-003**

Objectives included evaluating internal controls over grade processing, including grade changes, withdrawals, incompletes, appeals, transcripts/grade reporting, and security over data systems for grades. Audit fieldwork began on July 1, 2015, and ended on August 31, 2015. The audit report was issued on September 25, 2015.

**Results:**

The audit identified two findings as follow (*expected implementation dates are in parentheses)*:

1. A periodic review of a report of users with ability to modify grades should be conducted by the Registrar’s Office. *(April 4, 2016)*

2. Academic Affairs should ensure that faculty are sufficiently informed about topics related to grades, using appropriate methods of communication. *(Fall 2016)*

**Management’s Actions:** Management has action plans to remedy each situation, as identified by the implementation dates noted above.
A motion was made to Recommend Acceptance of the Internal Auditing Reports for (2) completed audits during the period August 1, 2015 through September 30, 2015: Banner Student General IT Controls; and Grade Integrity.

Motion by: Trustee Pam Dana
Seconded by: Trustee Susan O’Connor
Motion passed.

2. **Acceptance of Internal Auditing PCard Audit Reports for 1st Quarter 2015-2016** was presented by Betsy Bowers, Associate Vice President Internal Auditing.

Four (4) departments encompassing 20 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 JP Morgan bank statements were not reviewed during the reconciliation process; 2) the monthly reconciliation report was not completed timely.

A motion was made to Recommend Acceptance of the Internal Auditing PCard Reports for the First Quarter for Fiscal Year 2015-2016 by the full Board at the December 10, 2015 meeting.

Motion by: Trustee Pam Dana
Seconded by: Trustee Susan O’Connor
Motion passed.

The following item of business for the Audit & Operations Committee was moved on the agenda from an Information Items to an Action Item.

3. **Approval of Revisions to UWF/REG 2.028 University Holiday** was presented by Pat Lott, General Counsel.

Information related to University Holidays has been clarified to reference the President’s discretion in designating additional Winter Holidays as appropriate for operational efficiencies.

A motion was made to Recommend Approval of Revisions to UWF REG 2.028 University Holidays by the full Board at the December 10, 2015 meeting.

Motion by: Trustee Pam Dana
Seconded by: Trustee Susan O’Connor
Motion passed.
INFORMATION ITEMS

1. External Audit: Direct Support Organization Financial Statement Audit: UWF BEI was presented by Betsy Bowers.

2. External Audit: Direct Support Organization Financial Statement Audit: UWF Foundation was presented by Betsy Bowers.


4. External Audit: Direct Support Organization Annual Certification and Financial Statement Audit: UWF Historic Trust was presented by Betsy Bowers.

5. Internal Auditing Update was presented by Betsy Bowers.

OTHER COMMITTEE BUSINESS

None

ADJOURNMENT

With no further Audit & Operations items to discuss, the meeting was adjourned at 9:28 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary