Minutes
Audit & Operations Committee Meeting
UWF Board of Trustees
March 3, 2015

CALL TO ORDER

Trustee Garrett Walton called the meeting to order on at 9:00 a.m. with committee member Garrett Walton present and Pam Dana participating by telephone. BOT Chair Lewis Bear, Jr. was also in attendance serving as an ex officio member.

Other trustees in attendance: Mort O’Sullivan, Richard Hough, Suzanne Lewis, Dave Cleveland, Jay Patel, Robert Jones, Bentina Terry. Trustee LuTimothy May participated by telephone.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Brendan Kelly, VP for University Advancement; Dr. Kevin Bailey, VP Student Affairs; 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. Richard Podemski, AVP, Dean Graduate School; Dr. Lusharon Wiley, Senior Associate Dean of Students; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Administrative Fellow; Mr. Pat Crawford, Executive Director, WUWF Public Broadcasting, Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Ms. Mica Hughes-Harrell, Director, Wellness Services; Ms. Megan Gonzalez, Director, Public Relations; Mr. Greg Dziadon, Director, Testing and Technology Services; Mr. Keith King, Associate Director, Institutional Research; Ms. Lauren Loeffler, Director, Career Services; Ms. Cindy Faria, AVP Human Resources; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; 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. Paul White, Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ITS, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. William Healey, Director, Recreation and Sports Services; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O’Brien, AVP Business and Property Development; Ms. Lisa Berneau, Assistant General Counsel; Ms. Anita Schonberger, Deputy General Counsel; Mr. James Felder, Associate General Counsel; Ms. Colleen Asmus, AVP Financial Services; Ms. Angela Jones, Director, Procurement and Contracts; Ms. Valerie Moneyham, AVP, Business, Finance & Facilities; Dr. Claudia Stanny, Director, CUTLA: 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. Christopher Lizen, Institutional Research; Mr. David Scott, Athletic Director; Mr. Dan Bevel, Internal Auditor; Mr. Matthew Packard, Compliance Specialist; 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; Becky Luntsford, Executive Specialist, and Susan Stephenson.
CHAIR’S GREETING

Trustee Walton welcomed everyone and thanked all for being here today. He recognized President Judy Bense, Chair Lewis Bear, Jr., Trustees Richard Hough, Suzanne Lewis, Dave Cleveland, Jay Patel, Mort O’Sullivan, Bentina Terry, and Robert Jones who were in attendance. Trustee Walton announced that Chair Susan O’Connor was unable to attend the meeting and had asked that he preside over today’s committee meeting.

ACTION ITEMS

1. Acceptance of Internal Auditing PCard Audit Reports for 2nd Quarter was presented by Cindy Talbert.

   Twelve (12) departments encompassing 30 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 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 Recommend Acceptance of the Internal Auditing PCard Reports for the Second Quarter of Fiscal Year 2014-2015 by the full Board at the March 25, 2015 meeting.

   Motion by: Trustee Pam Dana
   Seconded by: Chair Lewis Bear, Jr.
   Motion passed.

2. Approval of Revised Work Plan for 2014/15 and 2015/16 for UWF Internal Auditing and Management Consulting was presented by Cindy Talbert.

   The proposal for a revised Work Plan is as follows:
   1. Seven Audits: Subrecipient Monitoring, Performance Metrics for BOG, Athletic Eligibility (all completed), Vehicle Maintenance and Vendor Master File (both in progress), IT General Controls (Banner Student Module), Lab Safety and Security. Audits removed include: Conflict of Interest, Enrollment Affairs, Grade Integrity, and Dependent Eligibility.
   2. Conduct various management advisory (consulting) services.
   3. Follow up of Federal, State and internal audit findings.

   A motion was made to Recommend Approval of the Revised Work Plan 2014/15 and 2015/16 for UWF Internal Auditing and Management Consulting by the full Board at the March 25, 2015 meeting.

   Motion by: Trustee Pam Dana
3. **Approval of UWF Annual Financial Report for 2013-2014** was presented by Colleen Asmus.

On November 20, 2014 the State of Florida Auditor General released the report on the audit of the financial statements of the University of West Florida for the fiscal year ending June 30, 2014. The Executive Summary included in the audit report contains the following:

- **Financial Statements:** Audit disclosed that UWF’s basic financial statements were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

- **Internal Controls and Compliance:** Audit did not identify any deficiencies in internal control over financial reporting considered to be material weaknesses. The results of tests disclosed no instances of noncompliance.

A motion was made to Recommend Approval of the University of West Florida Annual Financial Report for 2014-2015 by the full Board at the March 25, 2015 meeting.

Motion by: Chair Lewis Bear, Jr.
Seconded by: Trustee Pam Dana
Motion passed.

4. **Adoption of Revised UWF Human Resources Policy HR-11.03-02/15 Introduction/General Provisions Governing Personnel Matters** was presented by Cindy Faria.

This policy was originally adopted by the UWF BOT in July, 2004. The UWF HR Department in conjunction with the General Counsel’s Office is continuously reviewing and revising UWF Human Resources policies. This policy was revised and sent to campus for public review and comment from November 25, 2014 to December 25, 2014. Two comments were received. One comment resulted in textual changes.

A motion was made to Recommend Approval of the Revised UWF Human Resources Policy HR-11.03-02/15 Introduction/General Provisions Governing Personnel Matters by the full Board at the March 25, 2015 meeting.

Motion by: Chair Lewis Bear, Jr.
Seconded by: Trustee Pam Dana
Motion passed.

5. **Adoption of Revised UWF Human Resources Policy HR-12.02-02/15 Broadband Classification and Compensation System** was presented by Cindy Faria.
This policy was originally adopted by the UWF BOT in July, 2004. The UWF HR Department in conjunction with the General Counsel’s Office is continuously reviewing and revising UWF Human Resources policies. This policy was revised and sent to campus for public review and comment from November 25, 2014 to December 25, 2014. No feedback was received through the campus review process, thus, no changes were made to the revised policy after campus review.

A motion was made to Recommend Approval of the Revised UWF Human Resources Policy HR-12.03-02/15 Broadband Classification and Compensation System by the full Board at the March 25, 2015 meeting.

Motion by: Chair Lewis Bear, Jr.
Seconded by: Trustee Pam Dana
Motion passed.

INFORMATION ITEMS

1. External Audits – Financial Statement Audit of Direct Support Organizations: WUWF-FM; Intercollegiate Athletics; and Florida Institute for Human and Machine Cognition was presented by Cindy Talbert.

2. Internal Auditing Update was presented by Cindy Talbert.

OTHER COMMITTEE BUSINESS

None

ADJOURNMENT

With no further Audit & Operations items to discuss, the meeting was adjourned at 9:37 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary