

**Audit and Compliance Committee
August 15, 2024
Zoom Webinar
Minutes**

Table of Contents

Committee Meeting 1

 I. Call to Order 2

 II. Roll Call 2

 III. Greeting..... 2

 IV. Public Comment 2

 V. Approval of Minutes..... 2

 VI. New Business..... 3

 A. Action Items 3

 1. AUD-1: Auditor General IT Operational Audit Report..... 3

 2. AUD-2: Internal Audit Reports..... 3

 3. AUD-3: PCard 4th Quarter Audit Report 2023-2024..... 3

 4. AUD-4: IAMC Vision, Strategic Plan, Budget, and Technology Plan..... 3

 5. AUD-5: Office of Compliance and Ethics Annual Report 4

 6. AUD-6: Office of Compliance and Ethics Work Plan 4

 B. Information Items 4

 1. INFO-1: Office of Compliance & Ethics – Update on Activities 4

 2. INFO-2: Internal Auditing and Management Consulting Update 4

 VII. Announcements 5

 VIII. Adjournment..... 5

Committee Meeting

9:14 a.m.

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees website.

I. Call to Order

- A. The meeting of the UWF Board of Trustees Audit and Compliance Committee was called to order at 9:14 a.m. by Committee Chair Dick Baker.

II. Roll Call

- A. Chair Baker asked Anna Lochas to conduct roll call. Trustees Dick Baker, Alonzie Scott, and Paul Hsu were in attendance.
- B. Other Trustees in attendance included:
 1. Suzanne Lewis, Jill Singer, Maggie Brown, Stephanie White, and Susan James.
- C. Others in attendance included:
 1. Martha Saunders, President; Jaromy Kuhl, Provost; Gregory Tomso, Vice President of Academic Engagement & Student Affairs; Howard Reddy, Vice President of University Advancement; Betsy Bowers, Vice President of Finance and Administration; Dave Scott, Associate Vice President for Athletics; Jamie Sprague, Chief Human Resource Officer; Susan Woolf, General Counsel; Anamarie Mixson, Assistant Vice President for the Office of the President; Abigail Megginson, Director, Government Relations; Cindy Talbert, Chief Audit Executive; Matt Packard, Chief Compliance Officer; Dallas Snider, Vice Provost; Dan Lucas, Associate Vice President for Advancement; Jeffrey Djerlek, Associate Vice President of Finance and Controller; Angela Bryan, SACSCOC Liaison and Director of Institutional Effectiveness; Christophe Lizen, Director of Institutional Research; Katie Condon, Assistant Vice President of Enrollment Affairs; Brittany Sherwood, Chief Communications Officer; Patrice Moorer, Assistant Vice President; James Adams, Interim Executive Director of Business and Auxiliary Services; Lauren Loeffler, Assistant Vice President of Academic Engagement; Lauren Alidor, Internal Auditor; Blake Thompson, Deputy CISO and Workflow Admin; Christine Miller, Director of Procurement; and Anna Lochas, BOT Liaison.

III. Greeting

- A. Chair Baker welcomed everyone to the meeting and noted that there were six action items and two information items on the Audit and Compliance Committee agenda.

IV. Public Comment

- A. Chair Baker opened the floor for public comment. There was none.

V. Approval of Minutes

- A. Chair Baker reminded the committee members that they had been given the opportunity ahead of time to review the minutes of the May 16, 2024,

Audit and Compliance Committee meeting. Chair Baker asked for a motion to approve the minutes as presented if there were no changes or corrections.

1. Motion by: Trustee Scott
2. Seconded by: Trustee Hsu
3. Motion passed unanimously.

VI. New Business

A. Action Items

1. AUD-1: Auditor General IT Operational Audit Report
 - a. Chief Audit Executive, Cindy Talbert, presented the first action item on the Auditor General IT Operational Audit Report.
 - b. Chair Baker asked for a motion to accept the Auditor General IT Operational Audit Report issued July 25, 2024.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.
2. AUD-2: Internal Audit Reports
 - a. Cindy Talbert presented the second action item on Internal Audit Reports.
 - b. Chair Baker asked for a motion to accept the Internal Audit reports for Onboarding and Training of New Hires and for Procurement Competitive Solicitations and Negotiations.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.
3. AUD-3: PCard 4th Quarter Audit Report 2023-2024
 - a. Cindy Talbert, presented the third action item on the PCard 4th Quarter Audit Report 2023-2024.
 - b. Chair Baker asked for a motion to accept the PCard Quarter 4 Audit Report.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.
4. AUD-4: IAMC Vision, Strategic Plan, Budget, and Technology Plan

- a. Cindy Talbert presented the fourth action item on the Internal Auditing and Management Consulting Vision, Strategic Plan, Budget, and Technology Plan.
 - b. Chair Baker asked for a motion to approve Internal Auditing and Management Consulting Vision, Strategic Plan, Budget, and Technology Plan.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.
5. AUD-5: Office of Compliance and Ethics Annual Report
- a. Chief Compliance Officer, Matt Packard, presented the fifth action item on the Office of Compliance and Ethics Annual Report.
 - b. Chair Baker asked for a motion to approve the Office of Compliance and Ethics 2023-2024 Annual Report.
 - i. Motion by: Trustee Scott
 - ii. Seconded by: Trustee Hsu
 - iii. Motion passed unanimously.
6. AUD-6: Office of Compliance and Ethics Work Plan
- a. Matt Packard presented the sixth action item on the Office of Compliance and Ethics Work Plan.
 - b. Chair Baker asked for a motion to approve the Office of Compliance and Ethics 2024-2025 Work Plan.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.

B. Information Items

- 1. INFO-1: Office of Compliance & Ethics – Update on Activities
 - a. Matt Packard presented the first information item which was an update on the activities of the Office of Compliance and Ethics.
- 2. INFO-2: Internal Auditing and Management Consulting Update
 - a. Cindy Talbert presented the second information item which was an update on Internal Auditing and Management Consulting.

VII. Announcements

- A. Chair Baker identified that all agenda items had been discussed. Chair Baker asked if the committee members had any additional business to discuss. No other business was discussed.

VIII. Adjournment**10:03 a.m.**

- A. Chair Baker thanked those in attendance for their participation. With no other business to discuss, Chair Baker adjourned the meeting at 10:03 a.m.