

**Audit and Compliance Committee  
November 14, 2024  
Zoom Webinar  
DRAFT Minutes**

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**Committee Meeting**

**9:11 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 9:11 a.m. by Board of Trustees Chair Suzanne Lewis in Committee Chair Dick Baker absence.

**II. Roll Call**

- A. Chair Lewis asked Anamarie Mixson to conduct roll call. Trustees Alonzie Scott and Paul Hsu were in attendance. Trustee Suzanne Lewis was in attendance as ex-officio member. Trustee Dick Baker was absent.
- B. Other Trustees in attendance included:
  1. 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 Alidor, Internal Auditor; Eman El-Sheikh, Associate Vice President of the Center for Cybersecurity; and Aurora Osborn, Senior Director of the Office of Campus Culture and Access.

**III. Greeting**

- A. Chair Lewis welcomed everyone to the meeting and noted that there were four action items and three information items on the Audit and Compliance Committee agenda.

**IV. Public Comment**

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

**V. Approval of Minutes**

- A. Chair Lewis reminded the committee members that they had been given the opportunity ahead of time to review the minutes of the August 15,

2024, Audit and Compliance Committee meeting. Chair Lewis 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 Lewis
3. Motion passed unanimously.

## VI. New Business

### A. Action Items

1. AUD-1: PCard 1st Quarter Audit Report 2024-2025
  - a. Chief Audit Executive, Cindy Talbert, presented the first action item on PCard 1st Quarter Audit Report 2024-2025.
  - b. Chair Lewis asked for a motion to accept the PCard Quarter 1 Audit Report for 2024-2025.
    - i. Motion by: Trustee Hsu
    - ii. Seconded by: Trustee Scott
    - iii. Motion passed unanimously.
2. AUD-2: Internal Audit Report
  - a. Cindy Talbert presented the second action item on the Internal Audit Report.
  - b. Chair Lewis asked for a motion to accept the Internal Audit report for the National Security Agency Grant.
    - i. Motion by: Trustee Hsu
    - ii. Seconded by: Trustee Scott
    - iii. Motion passed unanimously.
3. AUD-3: UWF Foundation Audited Financial Statements June 30, 2024
  - a. Cindy Talbert, presented the third action item on the UWF Foundation Audited Financial Statements June 30, 2024.
  - b. Chair Lewis asked for a motion to accept the UWF Foundation Financial Statements for June 30, 2024, audited by Saltmarsh, Cleaveland, & Gund.
    - i. Motion by: Trustee Hsu
    - ii. Seconded by: Trustee Scott
    - iii. Motion passed unanimously.

4. AUD-4: Business Enterprises, Inc. Audited Financial Statements June 30, 2024
  - a. Cindy Talbert presented the fourth action item on Business Enterprises, Inc. Audited Financial Statements June 30, 2024.
  - b. Chair Lewis asked for a motion to accept the Business Enterprises, Inc. financial statements for June 30, 2024, audited by James Moore & Company.
    - i. Motion by: Trustee Scott
    - ii. Seconded by: Trustee Hsu
    - iii. Motion passed unanimously.

#### B. Information Items

1. INFO-1: Internal Auditing and Management Consulting Update
  - a. Cindy Talbert presented the first information item which was an update on Internal Auditing and Management Consulting.
2. INFO-2: IAMC Quality Assurance Review – Annual Self-Assessment 2024
  - a. Cindy Talbert presented the second information item on the Internal Auditing and Management Consulting Quality Assurance Review – Annual Self-Assessment 2024.
3. INFO-3: Purchasing Card Program Update
  - a. Cindy Talbert presented the third information item which was an update on the Purchasing Card Program.

#### VII. Announcements

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

#### VIII. Adjournment

**9:31 a.m.**

- A. Chair Lewis thanked those in attendance for their participation. With no other business to discuss, Chair Lewis adjourned the meeting at 9:31 a.m.