

**APPROVED BY COMMITTEE – 04/21/2022**

**OLD DOMINION UNIVERSITY  
BOARD OF VISITORS  
AUDIT AND COMPLIANCE COMMITTEE  
December 9, 2021  
MINUTES**

The Audit and Compliance Committee of the Board of Visitors of Old Dominion University met at 1:00 p.m. on Thursday, December 9, 2021. The meeting was held in Board Room of the Broderick Dining Commons on the Norfolk campus. Present from the Committee were:

Jerri F. Dickseski, Chair  
R. Bruce Bradley (*ex-officio*)  
Robert S. Corn  
Lisa B. Smith

Also present:

Austin Agho	Tom Odom
Leigh Comsudis	September Sanderlin
Moe Evans	Ashley Schumaker
Rhonda Harris	Wood Selig
Brian Hemphill	Amanda Skaggs
Todd Johnson	Don Stansberry
Casey Kohler	Allen Wilson
Donna Meeks	

The Chair called the meeting to order at 11:00 a.m.

- I. **Approval of Minutes** – Ms. Smith moved to approve the minutes from the September 14, 2021, meeting and Mr. Harris seconded the motion. The minutes were unanimously approved, by roll-call vote, with all members present and voting. (*Ayes Dickseski, Bradley, Corn, Smith*)
  
- II. **Report from the Chief Audit Executive** – Ms. Amanda Skaggs briefed the Committee on the revisions to the Committee’s Charter. Proposed language changes puts the onus on the Chair to evaluate the Committee’s performance and individual member participation on a regular basis. Ms. Smith questioned why the Charter allows five (5) Board members? After some discussion Mr. Allen Wilson was asked whether or not the numeric be changed and he said it can be amended on the floor. Ms. Smith made the motion to delete the numeric requirement but keep it an odd number and Mr. Corn seconded the motion. The motion was

approved by all members present and voting. (Ayes: *Dickseski, Bradley, Corn, Smith*; Nays 0)

Ms. Skaggs then presented the Completed Audit Reports, which include Office of the President FY2021 Expenditures, Enterprise Service Bus, Facilities Events and Equipment, Police Department – Clery Act Compliance, Police Department Fiscal Activities FY2021, Activity and Status of Open Audit Issues Since September 2021.

The Office of the President FY2021 Expenditures did not have any reportable items. The Enterprise Service Bus audit contained one reportable item relating to not having a process to ensure removal of access to applications granted to developers. Reportable items for the Facilities Events and Equipment audit included apparel inventory management, records management, and web-time entry approvals. Police Department – Clery Act Compliance audit findings shared included the practices for Campus Security Authority designations, training and reporting, accuracy of annual crime statistics, daily crime and fire log, and emergency notifications and timely warnings. Opportunities for improvement were shared as it related to the Police Department Fiscal Activities FY2021 engagement specific to fixed assets and hours worked and leave reporting and web time entry approvals. Ms. Skaggs also shared that of the 52 open audit issues tracked during this cycle, 6 are complete with 32 in progress and 14 planned.

Ms. Skaggs discussed the Open Audit Projects, which include Owens House—Closeout Construction Audit (Outsourced), Police Department (Operations), Payroll Benefits, Tennis Center, Office of Visa and Immigration Service Advising, Closeout Procedures for the Confucius Institute, Banner Workflows, Desktop Management, College of Sciences, Housing and Residence Life, University Libraries, Cybersecurity – Intrusion Detection and Incident Response, Special Projects and Other Activities.

- III. **Report from the Interim Vice President for Administration and Finance** – Interim Vice President Johnson certified “the Red Flag Rule is related to federal regulations regarding identity theft. University Policy requires me to affirm annually to the Board that the University has met all of the requirements and that University personnel have completed all training as required by this Rule. I affirm that this is true and accurate for 2021. Todd Johnson, Interim Vice President for Administration and Finance.”
- IV. **Closed Session** – Mr. Corn made the motion for the Committee to reconvene in Closed Session at 11:45 a.m.: “Madam Chair, I move that this meeting be recessed, and as permitted by Virginia Code 2.2-3711(A)(I), we reconvene in closed session for the purpose of evaluating the performance of specific departments of the University where that evaluation necessarily involves discussion of the performance of specific individuals.” The motion was approved by roll-call vote by all members present and voting. (Ayes: *Dickseski, Bradley, Corn, Smith*; Nays 0)
- V. **Reconvene in Open Session** – The Committee reconvened in Open Session at 11:53 a.m. with the FOIA Certification by the Chair: “*Any person who believes that the Committee discussed items, which were not specifically exempted by law or not included in the motion,*

*must now state where they believe there was a departure from the law or a departure in the discussion of matters other than that stated in the motion convening in closed session.*

*I shall now take a vote of the Committee. All those who agree that only lawfully exempted matters and specifically only the business matter stated in the motion convening the closed session were discussed in closed session say "aye". All those who disagree say "nay".*

The motion was unanimously approved by all members via roll-call votes. (Ayes: Dickseski, Bradley, Corn, Smith; Nays 0)

The Chair thanked Ms. Skaggs for the excellent job at today's meeting and also thanked Ms. Comsudis for her assistance.

The meeting was adjourned at 11:55 a.m.