

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS
Audit, Compliance, and Human Resources Committee
June 15, 2023**

MINUTES

The Audit, Compliance, and Human Resources Committee of the Board of Visitors of Old Dominion University met on Thursday, June 15, 2023, at 3:00 p.m. in the Board Room of the Kate and John Broderick Dining Commons. Present from the Committee were:

P. Murry Pitts, Presiding Chair
Maurice D. Slaughter, Vice Chair
R. Bruce Bradley (*ex-officio*)
Robert A. Broermann
Peter G. Decker, III
Larry R. Hill
Wie Yusuf (*Faculty Representative*)
Keshav Vermani (*Student Representative*)

Absent from the Committee: Dr. Armistead Williams, Chair
Brian K. Holland
Toykea S. Jones

Also present from the Board: Jerri F. Dickeski
Kay A. Kemper
E.G. Middleton, III

Also present were:

Brian O. Hemphill, President
Austin Ago
Ashleigh Boothe
Alonzo Brandon
Annie Gibson
Nina Rodriguez Gonser
Jaime Hunt
Amber Kennedy
Casey Kohler
Brandi LaBanc
Maggie Libby

Donna Meeks
Alicia Monroe
Tom Odom
Chad Reed
September Sanderlin
Ashley Schumaker
Amanda Skaggs
Rob Wells
JaRenae Whitehead
Allen Wilson

The meeting was called to order by the Presiding Chair at 3:08 p.m.

- A. **Approval of Minutes** – Upon a motion made by Murry Pitts and duly seconded, the minutes of the Audit, Compliance, and Human Resources Committee meeting held on April 20, 2023, was approved by all members present and voting (*Bradley, Broermann, Decker, Hill, Pitts, Slaughter*).
- B. **Report from University Audit Department** – Ms. Amanda Skaggs, Chief Audit Executive, presented the University Audit Department report.
1. **Status of open action items-** Ms. Skaggs reviewed the tracked 40 audit issues during this reporting cycle. Two are complete, 20 in progress and 18 are planned. Last BOV meeting there were 28 open action items and then 12 additional items were added. Ms. Skaggs worked closely with partners and closed two. Last year at this time University Audit Department was tracking 56 items.
 2. **Annual Risk Assessment-** The risk assessment process was shared with the committee. This process includes capturing any changes to departments and process and assessing IT systems and process. Ms. Skaggs met with members of senior leadership to solicit areas of major change and areas to be considered for the next year’s audit plan.
 3. **FY2023 Audit Plan Status-** The Audit Dept. completed nine reports from June 2022-May 2023, including areas in Payroll Benefits, Confucius Institute close out, Banner Workflows, University Libraries, College of Sciences, Desktop Management, Office of the President, Police Department and Cybersecurity. There are currently a handful of investigations covering time abuse and wasteful spending/inappropriate purchase and forty-three action items were closed this cycle. Training was delivered to Student Engagement & Enrollment Services and Academic Affairs. Ms. Skaggs also mentioned an issue with Web Time Entry across the University where supervisors weren’t consistently approving timesheets in a timely manner. At a rate previously at 7.6% the University is now at 3.7% with a goal to achieve 2% of less
 4. **FY2023 Audit Projects-** Ms. Skaggs shared current projects: Housing and Residence Life, Athletic Business Office, Enterprise Data Storage and Recovery, Salesfore/Target X, Student Financial Aid, College of Engineering, Special Projects and other activities. Plus, four projects that haven’t started yet, which are Budget Office, Endowment Spending, NCAA Compliance, Amazon Web Services Cloud Computing Environment. Chad Reed, Vice President for Administration & Finance mentioned the budget office has been going through several changes recently to recalibrate the department. Due to this the Budget Office audit was proposed to be removed from the FY2023 audit plan. Three other engagement that were not yet started were proposed to the Committee to be removed from the FY2023 audit plan, but added to the FY2024 audit plan.
 5. **FY2024 Proposed Audit Plan-** Ms. Skaggs shared that about 70% of the hours on the plan are dedicated to scheduled audits and the other 30% of hours are dedicated to other audit activities. This amounts to about 4,000 hours being spent on audits

and approximately 2,000 hours spend on other audit activities. Areas of risk-based audits included the onboarding processes; provisioning of affiliate access and the Registrar's Office, which was last looked at in 2018. Ms. Skaggs also shared risk-based audits in NCAA Compliance within recruitment for athletes. Also discussed was a proposed audit for Accounts Receivable- student accounts in Office of Finance. The proposed audit plan also includes IT Project Management, Amazon Web Services Cloud Computing Environment and Endowment Spending.

6. FY2024 Proposed Audit Plan: Annual Engagements- Ms. Skaggs discussed the Office of the President FY2023 Expenditures and Police Department Fiscal Activities FY2023.
7. FY2024 Proposed Audit Plan: Assisting Others-Ms. Skaggs shared with the committee an Outreach Audit Program and Web Time Entry Override Reports.
8. FY2024 Proposed Audit Plan: Carryover- There will be several projects carried over into FY2024.
9. FY2024 Proposed Audit Plan: Other Activities- Ms. Skaggs shared other activities including who audits the auditor? Every five years the University Audit Department is audited. (Annually the department does this themselves.) They will use an outside party to audit the department. Another activity shared was continuing professional development. Everyone in the department must receive a minimum of 40 hours annually of professional development. Ms. Skaggs shared that The University Audit Department will be hosting the College and University Auditors of Virginia (CUAV) Conference in May 2024 at the VB Oceanfront. This brings together auditors from across the state in a 2.5-day conference that offers 20 hours of continuing professional development hours.
10. The Committee approved modifications to the FY2023 audit plan and also approved the proposed FY2024 audit plan.

- C. **Closed Session** – The Chair, Mr. Pitts, read the following motion: “I move that this meeting be convened in closed session, as permitted by Virginia Code Section 2.2-3711(A), subsection (1), to evaluate the performance of specific departments of the University where that evaluation necessarily involves discussion of the performance of specific individuals.” The motion was duly seconded and approved by all members present and voting (*Bradley, Broermann, Decker, Hill, Pitts, Slaughter*).

In addition to the Committee members in attendance, the following individuals were in attendance during the closed session: President Hemphill, Vice President Reed, Ms. Skaggs, Ms. Schumaker, and Mr. Wilson.

- D. **Reconvene in Open Session and FOIA Certification** – At the conclusion of Closed Session, the Chair reconvened the meeting and the following Freedom of Information Act Certification was read: “Any person who believes that the Board 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 the closed session. I shall now take a roll call vote of the Board. All those who agree that only lawfully exempted matters and specifically only the business matters stated in the motion convening the closed session

were discussed in closed session say “aye.” All those who disagree say “nay.” The certification was approved by roll-call vote (*Ayes: Bradley, Broermann, Decker, Hill, Pitts, Slaughter; Nays: None*).

E. Report from the Vice President for Human Resources, Diversity, Equity, and Inclusion – Ms. September Sanderlin, Vice President for Human Resources, Diversity, Equity, and Inclusion, briefed the Committee on the following FY2023 Commonwealth Dept. of Human Resources policy updates:

1. Policy 1.61 – Teleworking: VP Sanderlin stated that previously Telework Agreements shall include approvals from Agency head for one day a week, Cabinet Secretary for two days a week and Governor’s Chief of Staff for 3 days or more. The changes to this policy are that Telework Agreements are not required for ADA Accommodations, Short-term Intervals, (less than two weeks,) and Field and Mobile workers. Annual renewals of existing Telework Agreements may be approved by the Agency Head.
2. Policy 2.10 – Hiring: Effective July 1, 2023, the Hiring Policy will be modified to increase opportunities for all qualified job seekers. Job announcements for positions that have no regulatory degree requirement, or educational requirements associated with program accreditation/certification standards will no longer include such requirements or preferences.
3. Policy 3.05 – Compensation: VP Sanderlin shared that the Commonwealth is considered one big employer. This policy change will mean agencies may provide competitive salary adjustments to employees who are deemed critical to the agency’s mission and operations when the employee receives a job offer from outside of the Commonwealth. We cannot compete with another Virginia state agency.
4. Policy 4.10 – Annual Leave Policy: The Commonwealth provides paid leave to employees for vacation or other personal purposes. An accrual rate is applied to annual leave based on years of state service. VP Sanderlin shared the changes to this policy will affect the accrual rate for Annual Leave for those who have served in the military. In a commitment to recruit and retain veterans the annual leave accrual rate includes a veteran’s service in the military, National Guard or Reserves. The policy change went into effect January 10, 2023, current employees were able to turn in their service in the military to update their rate of annual leave status.
5. Policy 4.20 – Family and Medical Leave: It was shared that in accordance with the Family Medical Leave Act (FMLA), it is the policy of the Commonwealth to provide eligible employees with up to 12 weeks of family and medical leave per 12 month period because of their own serious health condition or the serious health condition of an eligible family member. Family medical leave is unpaid and provides the job protection and preservation of certain benefits. The policy changed from a fixed 12-month period to a rolling 12-month period. The 480 hours were previously calculated January 10th-January 9th. This will minimize the opportunity to abuse FMLA. The example was shared that prior to this policy

change if an employee went out in October on FMLA they could technically start the FMLA 12 weeks again January 9th.

6. Pregnancy Workers Fairness Act – VP Sanderlin discussed this new federal law, starting June 27, 2023, requires covered employers to provide reasonable accommodations to a qualified worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. An undue hardship is defined as causing significant difficulty or expense. Possible accommodations for pregnant workers could be to sit or drink water, take breaks, morning sickness, bathroom breaks, closer parking, being excused from heavy-lifting or appropriately sized uniforms and safety apparel. Under this federal law, pregnant workers don’t have to prove they have a disability. It is assumed with pregnancy comes certain limitations.

- F. **Administrative and Professional Faculty Appointments-** VP Sanderlin shared with the board 25 AP Faculty appointments, (this is the first time AP Faculty approvals were brought before this committee.) Every month new appointments will be shared. There’s a motion, seconded, all in favor. Presiding chair, P. Murry Pitts, made a motion to approve the 25 AP Faculty appointments. The motion was duly seconded and approved by all members present and voting (*Bradley, Broermann, Decker, Hill, Pitts, Slaughter*).

Adjournment - There being no further business, the meeting adjourned at 4:03pm.