

**APPROVED BY COMMITTEE – 04-22-2021**

**OLD DOMINION UNIVERSITY  
BOARD OF VISITORS  
AUDIT AND COMPLIANCE COMMITTEE  
December 10, 2020**

**MINUTES**

The Audit and Compliance Committee of the Board of Visitors of

**Approval of Minutes** – Ms. Smith made a motion to approve the minutes from the September 15, 2020 meeting and Mr. Bradley seconded the motion. The minutes were approved by roll-call vote. (*Bradley, Corn, Dabney, Dickeski, Harris, Smith*)

**Report from the Chief Audit Executive** – Ms. Amanda Skaggs, Chief Audit Executive, briefed the Committee on the Active Audit Projects. These included Academic Affairs, Information Technology Services, Police Department (Operational), Closeout Procedures for the Confucius Institute, Payroll Benefits, and the College of Business.

Ms. Skaggs then discussed the request from Information Technology Services to remove the Cybersecurity: Intrusion Detection and Incident Response audit from this year's Audit Plan in order to defer the engagement until July, 2021.

Dr. Dabney made a motion to approve the requested Modification of the Audit Plan, Mr. Harris seconded the motion. The motion was approved by roll-call vote. (*Bradley, Corn, Dabney, Dickeski, Harris, Kemper, Smith*)

The Committee then received the results of the Office of the President annual engagement. The audit conclusion noted that overall expenditures were reasonable and appropriate with no reportable issues.

Ms. Skaggs then shared the results of the Design and Construction engagement. Recommendations were made related to the processes for overhead expense allocation, budget management, non-capital construction planning, and records management. An additional recommendation was made related to emergency management plans.

The Committee then received the results of the 2<sup>nd</sup> annual Police Department Fiscal Activities Engagement. Improvement was noted from the prior engagement with adequate controls being noted for purchasing cards, general expenses, budgetary authority, and contracts. The two areas needing improvement are budget management and time reporting and approvals. Ms. Skaggs noted one of the problems was that out of 23 approvers, 15 had pay periods where Payroll had to override their employee's submissions leading to 164 individual time sheets being impacted. They took a sample of 25 paper time sheets over two (2) periods to determine if they existed and if they were properly approved and if they were accurately reported in the time entry system. Within this sample they found some missing time sheets and some paper time sheets without signatures, as well as some where the paper time sheets showed different entries than what were actually entered into the system. Some of these were compounded by the times that payroll had to override time in the system. They will need to work and look at those particular entries that did not agree so that if there are payroll or leave adjustments that need to be made, that they are identified and processed.

Ms. Smith asked if anyone was incorrectly paid or were there indications that people were getting overtime when they shouldn't, or anything in that regard? Ms. Skaggs responded that for the 50 time sheets they reviewed, there were three (3) that did not agree to the system entries. So for those cases it is likely that either leave or hour corrections are needed, but the condition did

not appear to be widespread and, in addition, two (2) of those three (3) related back to recording time during official University closings.

Ms. Dickeski said she was startled by this as well and said it is important that time charging is monitored because it's how people get paid.

funded research? Vice President Foster responded that Old Dominion has a fairly liberal student intellectual property policy whereas students that are funded in various internal grants, but unless they make significant use of a specialized University facility (i.e., an expensive microscope), Research tries to ensure that students retain their own intellectual properties.

Vice President Foster responded that the use is a State policy and Research has requested repeatedly that the State define what significant use is, but to no avail. If students use the library, that is not significant use, but if they use specialized equipment that they couldn't otherwise have access to use, then that is significant use and according to State law, has to be treated as significant Intellectual Property use as University property.

Ms. Skaggs noted that the number of Open Action Items is 36 for this cycle; 12 that are now complete. The Chair said the shorter list is credited to Ms. Skaggs and her team. Ms. Smith thanked Ms. Skaggs and her team and added that it is a very thorough list.

**Report from the Vice President for Administration and Finance** (480124) (12/1/2014)

