



Middle Tennessee State University Board of Trustees Audit and Compliance Committee

Tuesday, May 24, 2022
9:00 a.m.

MEC Meeting Room – 2nd Floor
Miller Education Center
503 East Bell Street
Murfreesboro, Tennessee 37132



**Middle Tennessee State University
Board of Trustees
Audit and Compliance Committee**

Tuesday, May 24, 2022
9:00 a.m.

AGENDA

Call to Order and Opening Remarks

Roll Call

Approval of Minutes (Action)Tab 1

Report on Independence of Chief Audit Executive (Information)Tab 2

Results of External Reviews (Information)Tab 3

1. Tennessee Department of Health, Compliance and Ethics Office
Monitoring Review Report issued on March 1, 2022

Quarterly Report – Results of Internal Audit Reports (Information).....Tab 4

Closing Remarks

Adjourn Public Session

Non-Public Executive Session – Discussion of Audits/Investigations (Information)



**Middle Tennessee State University
Board of Trustees**

Audit and Compliance Committee

Action Item

DATE: May 24, 2022

SUBJECT: **Approval of Minutes**

PRESENTER: Pete DeLay
Committee Chair

BACKGROUND INFORMATION:

The Audit and Compliance Committee met on March 15, 2022. Minutes from the meeting are provided for review and approval.

**MIDDLE TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**AUDIT AND COMPLIANCE COMMITTEE
MINUTES**

The Audit and Compliance Committee met on Tuesday, March 15, 2022 in the MEC Meeting Room in the Miller Education Center at Middle Tennessee State University.

Call to Order and Opening Remarks

Committee Chair Pete DeLay called the meeting to order at 10:43 a.m. and welcomed everyone in attendance. Dr. McPhee welcomed Ms. Yvette Clark who is serving as Interim Vice President for Information Technology and Chief Information Officer.

Roll Call

The following Committee members were in attendance: Trustees J.B. Baker, Tom Boyd, Rick Cottle, Pete DeLay, Joey Jacobs, Christine Karbowskiak, Steve Smith, Pam Wright, and Gabriela Jaimes. Trustee Darrell Freeman Sr. was also present.

President Sidney A. McPhee; Alan Thomas, Vice President for Business and Finance; Mark Byrnes, University Provost; Joe Bales, Vice President for University Advancement; Andrew Oppmann, Vice President for Marketing and Communications; Yvette Clark, Interim Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Brenda Burkhart, Chief Audit Executive; James Floyd, University Counsel and Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff were also in attendance.

Approval of Minutes - Action

The first agenda item was approval of the minutes from the November 9, 2021 Audit and Compliance Committee meeting. Trustee Wright moved to approve the minutes from the November 9, 2021 meeting and Trustee Jacobs seconded the motion. A voice vote was taken

and, with all Committee members voting “Aye,” the motion to approve the minutes from the November 9, 2021 meeting of the Audit and Compliance Committee carried unanimously.

Report of Conflict of Interest Disclosures in 2021 – Information

Mr. Drew Harpool, Assistant Vice-President for the Office of Compliance and Enterprise Risk Management presented the 2021 report of the conflict of interest disclosures reviewed by the Conflict of Interest Committee. There were 7 cases reviewed compared to 15 cases for the prior year.

Review of President’s Statement of Disclosure of Interests for 2022 – Information

Ms. Burkhart presented the President’s Statement of Disclosure of Interests for 2022 for information and the Committee’s review, noting there were no changes from the disclosures made in 2021.

Report on Compliance with Public Records Policy - Information

Mr. Floyd presented the Report on Compliance with Public Records Policy, Policy 120. A summary of the number of records requests received in 2021 was provided for the Committee’s review. Mr. Floyd noted there were 155 total requests received with 81 denied and 74 granted.

Results of External Reviews – Information

Ms. Burkhart presented the results of two external reviews. The Tennessee Comptroller of the Treasury issued the financial and compliance audit for fiscal year ended June 30, 2021. There were no audit findings and the opinions of the financial statements were unmodified. The Tennessee Comptroller’s Office also released the results of the NCAA agreed-upon procedures applied to the statement of revenues and expenses of the athletics programs for the year ended June 30, 2021. There were no exceptions noted. Dr. McPhee acknowledged, complimented and thanked the internal auditors, Vice President of Business and business office staff for a job well done and another year of no audit findings.

Quarterly Report – Results of Internal Audit Reports – Information

Ms. Burkhart presented the results of one internal audit report issued since the November 9, 2021 report of audit results. The Review of Controls to Protect Personal Identifiable Information was completed with no reportable issues. The status of the 2022 audit plan was included in the meeting materials for the Committee’s review.

Non-Public Executive Session

The Committee adjourned the public session at 10:52 a.m. and entered non-public executive session at 10:53 a.m. to discuss audits and investigations. The non-public executive session adjourned at 10:58 p.m.

Respectfully submitted,
Audit and Compliance Committee

DRAFT



**Middle Tennessee State University
Board of Trustees**

Audit and Compliance Committee

Information Item

DATE: May 24, 2022

SUBJECT: **Report on Independence of Chief
Audit Executive**

PRESENTER: Brenda Burkhart
Chief Audit Executive

BACKGROUND INFORMATION:

The Audit and Compliance Committee Charter, Section IV.D.1 requires the Committee to “ensure the Chief Audit Executive’s administrative reporting relationship to the President is independent.”

There are no problems or issues with independence to report. The President does not limit the scope of audit work performed by Audit and Consulting Services. The President is supportive and encourages the independence of the Chief Audit Executive.



**Middle Tennessee State University
Board of Trustees**

Audit and Compliance Committee

Information Item

DATE: May 24, 2022

SUBJECT: **Results of External Reviews**

PRESENTER: Brenda Burkhart
Chief Audit Executive

BACKGROUND INFORMATION:

**1. Tennessee Department of Health, Compliance and Ethics Office
Monitoring Review Report issued on March 1, 2022**

The Tennessee Department of Health (TDH), Compliance and Ethics Office completed subrecipient monitoring for the COVID 19 Vaccination POD program for the period March 1, 2021 through September 30, 2021. The monitoring review of the contract revealed no findings of a material nature. The scope of the review was to determine MTSU's compliance with the contract, civil rights requirements, and specific TDH policies and to obtain an understanding of MTSU's billing procedures.



**Middle Tennessee State University
Board of Trustees**

Audit and Compliance Committee

Information Item

DATE: May 24, 2022

SUBJECT: **Quarterly Report – Results of
Internal Audit Reports**

PRESENTER: Brenda Burkhart
Chief Audit Executive

BACKGROUND INFORMATION:

MTSU Policy 70 Internal Audit section IX.F requires significant results of internal audit reports be presented to the Audit and Compliance Committee quarterly.

Since the last meeting of the Audit and Compliance Committee, there have been no internal audit reports issued.

The current status of the Internal Audit Plan for Fiscal Year 2022 is included for the Committee's review.

**Middle Tennessee State University
Internal Audit Plan
Fiscal Year Ended June 30, 2022
as of May 6, 2022**

Type	Area	Audit Project	Current Status	Audit Results
R	FM	Year-End Inventory FY2021	Completed 8/6/2021	No Reportable Issues
R	FM	Cash Counts FY2021	Completed 8/5/2021	No Reportable Issues
R	GV	Audit of President's Office	Completed 11/11/2021	No Reportable Issues
I	SS	INV1702	In Progress	
I	AA	INV1705	In Progress	
I	AA	INV1801	In Progress	
I	AT	INV1904	In Progress	
I	SS	INV2201	In Progress	
I	FM	INV2202	Administratively Closed 10/12/2021	No Reportable Issues
I	FM	INV2203	Administratively Closed 12/1/2021	No Reportable Issues
I	AA	INV2204	In Progress	
I	SS	INV2205	Administratively Closed 4/15/2022	No Reportable Issues
P	GV	IIA - Self Assessment & QAR	In Progress	
F	GV	State Audit Assistance/Follow-Up	Project Throughout Year	
C	GV	General Consultation/Risk Assessment	Project Throughout Year	
I	GV	Unscheduled Investigations	Scheduled	
R	FM	Cash Counts FY2022	Scheduled	
R	FM	Year-End Inventory FY2022	Scheduled	
A	IT	Risk/Controls: PII Compliance	Completed 2/24/2022	No Reportable Issues
A	IT	Risk/Controls: Vendor Provided Services	Scheduled	
A	MC	Marketing & Communications	Scheduled	
A	FM	Payroll	Scheduled	
A	AA	Research Services Procedural Review	Scheduled	
A	FM	Property Management Contract Review	Scheduled	

<p>Audit Types: A - Risk-Based (Assessed) C - Consulting F - Follow-up Review I - Investigation M - Management's Risk Assessment P - Project (Ongoing or Recurring) R - Required S - Special Request</p>	<p>Area = University Division AA - Academic Affairs AD - Advancement AT - Athletics FM - Financial Management GV - Governance/Executive Office IT - Information Technology MC - Marketing and Communications SS - Student Services</p>
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