

**MIDDLE TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**AUDIT AND COMPLIANCE COMMITTEE  
MINUTES**

The Audit and Compliance Committee met on Tuesday, November 14, 2023 in the MEC Meeting Room in the Miller Education Center at Middle Tennessee State University.

**Call to Order and Opening Remarks**

Committee Chair Tom Boyd called the meeting to order at 11:37 a.m. and welcomed everyone in attendance.

**Roll Call**

The following Committee members were in attendance: Trustees J.B. Baker, Pete DeLay, Bill Jones, Christine Karbowski, Mary Martin, Steve Smith, Pam Wright, Michael Wade, and Molly Mihm. A quorum was declared present.

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

**Approval of Minutes - Action**

The first agenda item was approval of the minutes from the August 15, 2023 Audit and Compliance Committee meeting. Trustee Delay moved to approve the minutes from the August 15, 2023 meeting and Trustee Karbowski seconded the motion. A voice vote was taken and, with all Committee members voting "Aye," the motion to approve the minutes from the August 15, 2023 meeting of the Audit and Compliance Committee carried unanimously.

### **Quarterly Report – Results of Internal Audit Reports – Information**

Mrs. Ladley presented the results of two internal audit reports issued since the August 15, 2023, report of audit results to the Audit and Compliance Committee. 1) Audit of Inventories for Fiscal Year Ended June 30, 2023, which concluded the inventory counts were accurate with no reportable issues. 2) Cash Counts for Fiscal Year Ended June 30, 2023, were completed with no reportable issues. The status of the current Internal Audit Plan for Fiscal Year 2024 was included in the meeting materials for the Committee's review.

### **Results of External Reviews – Information**

Mrs. Ladley reported there was a report issued by The Office of the Comptroller of the Treasury. The investigative report was on selected records of MTSU – Campus Outreach for the period of April 2014 through September 2021. The results of the investigation revealed that individuals with Campus Outreach collaborated to submit a false reimbursement request and a fabricated receipt for payment of \$4,700. Campus Outreach also provided false information about its financial condition to MTSU as part of an updated application process for student organizations applying to be eligible for student activity fee reimbursement. MTSU did not reimburse the \$4,700 reimbursement request. The report included an internal control deficiency that the Student Organizations and Service Office did not require Campus Outreach at MTSU to comply with the Student Organization Handbook. The report also stated university officials made significant updates to the student activity fee reimbursement procedures in 2021.

### **Non-Public Executive Session**

The Committee adjourned the public session at 11:43 a.m. and entered non-public executive session at 11:46 a.m. to discuss audits and investigations. The non-public executive session adjourned at 11:52 a.m.

Respectfully submitted,

Audit and Compliance Committee