

Minutes of the Audit and Compliance Committee

The Audit and Compliance Committee met on Tuesday, August 28, 2018 in the MEC Training Room in the MTSU Miller Education Center located at 503 East Bell Street. Trustee Andy Adams called the meeting to order at 1:30 p.m. A quorum was not present with the following Committee members in attendance: Trustee Andy Adams and Trustee Tony Johnston. Trustees J.B. Baker, Pete Delay, Darrell Freeman Sr., Peyton Tracy, and Pam Wright were also present. Also present were President Sidney A. McPhee; Brenda Burkhart, Chief Audit Executive; Gené Stephens, Assistant Vice President for Compliance and Enterprise Risk Management; 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; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Heidi Zimmerman, University Counsel and Board Secretary; and Kim Edgar, Assistant to the President and Chief of Staff.

The first item on the agenda for action was the approval of the minutes from the May 30, 2018 Audit and Compliance Committee meeting. Because a quorum was not present this item was deferred to the next Audit and Compliance Committee meeting.

The remaining items on the agenda were informational items presented by Ms. Brenda Burkhart and Ms. Gené Stephens. Ms. Burkhart presented the 2018 Annual Report for Audit and Consulting Services and the quarterly report of the results of internal audit reports. The top trends and emerging issues in 2017 based

on The Auburn University Office of Audit, Compliance & Privacy monthly newsletter “Case in Point: Lessons for the proactive manager” were also presented by Ms. Burkhart.

Ms. Stephens presented updates on the following areas: MTSU’s compliance with the European Union’s General Data Protection Regulation; Records Management Reporting to the State of Tennessee; the Unmanned Aircraft Systems/Drones policy and process; Ethics Compliance; the Institutional Compliance Calendar which is an additional compliance program tool for institutional compliance and risk management; and processes used by MTSU to address the Department of Justice’s Filip Factors. Trustee Freeman requested the time frame for the submission of the unmanned aircraft systems use application be reviewed for possible reduction (currently fourteen calendar days prior to the proposed date of operation). Trustee Freeman also noted the policy should be reviewed to determine if it should be more restrictive.

The Committee adjourned its public session at 2:16 p.m. and entered non-public executive session at 2:18 p.m. to discuss audits and investigations. The non-public session adjourned at 2:23 p.m.

Respectfully submitted,

Audit and Compliance Committee