

## **Minutes of the Audit and Compliance Committee**

The Audit and Compliance Committee met on Wednesday, May 30, 2018 in the MEC Training Room in the MTSU Miller Education Center located at 503 East Bell Street. Trustee Christine Karbowskiak, Audit and Compliance Committee Chair, called the meeting to order at 12:30 p.m. A quorum was present with the following Committee members in attendance: Chairwoman Christine Karbowskiak, Board Chairman Steve Smith, Trustee Andy Adams and Trustee Tony Johnston. Trustees J.B. Baker, Joey Jacobs, Lindsay Weaver and Pam Wright were also present. Also present were President Sidney A. McPhee; Brenda Burkhart, Chief Audit Executive; 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 Information Technology; Deb Sells, Vice President for Student Affairs; Heidi Zimmerman, University Counsel and Board Secretary; and Kim Edgar, Chief of Staff.

The first item on the agenda for action was the approval of the minutes from the November 29, 2017 and the March 13, 2018 Audit and Compliance Committee meetings. Trustee Smith made the motion to approve the minutes. The Motion was seconded by Trustee Adams. A voice vote was taken and the Motion to approve the minutes of the November 29, 2017 and the March 13, 2018 Audit and Compliance Committee meetings carried.

The next item on the agenda included informational items requested at the prior committee meeting regarding conflict of interest. Ms. Burkhart presented a signed report summarizing the conflict of interest disclosures reviewed by the Conflict of Interest Committee for calendar year 2017. Ms. Burkhart also reported

the Audit and Consulting Services webpage and the Fraud, Waste and Abuse brochure both address reporting of potential conflicts of interest.

The next item on the agenda for action was the approval of revisions to Policy 100 Use of Campus Property and Facilities Scheduling. Ms. Zimmerman presented this policy which included revisions for clarification, references to other policies, the Campus Free Speech Protection Act, the reservation procedure, and items prohibited on campus. Trustee Johnston made the motion to approve the policy. The Motion was seconded by Trustee Smith. A voice vote was taken and the Motion to approve the revisions to Policy 100 Use of Campus Property and Facilities Scheduling carried.

The next item on the agenda as an informational item was the Status of the Internal Audit Plan Quarterly Report presented by Ms. Burkhart.

The Committee adjourned its public session at 12:41 p.m. and entered non-public executive session at 12:43 p.m. to discuss audits and investigations. The non-public session adjourned at 1:07 p.m.

Respectfully submitted,

Audit and Compliance Committee