

**AUDIT AND COMPLIANCE COMMITTEE**  
**Electronic Meeting via Zoom Videoconferencing**  
**March 16, 2021**  
**11:00 AM**

**BOARD MEMBERS PRESENT VIA ZOOM VIDEOCONFERENCING**

Dr. Alan Wagner, Chair  
Robert Bianchi, Rear Adm. (USN) Ret.  
Sarah Bishop  
Dr. Theresa Emory  
Sharon Goodwyn  
W. Ashton Lewis, Sr.  
Dr. Marcus Martin  
Dr. Bruce Waldholtz

**BOARD MEMBERS ABSENT**

Chester Hart, Jr.

**OTHERS PRESENT IN BOARDROOM**

Dr. Richard Homan  
Brant Cox  
Stacy Purcell  
Josephine Wiley  
Heidi Smith  
Chief Andrew Mitchell  
Mark Salmon

**OTHERS PRESENT VIA ZOOM VIDEOCONFERENCING**

Helen Heselius  
Camille Endres  
Barrett Wood  
Jennifer Williams  
Trey Oglesby  
Nick Strong

**CALL TO ORDER**

Dr. Alan Wagner, Chair, called the meeting to order at 11:01 AM.

**APPROVAL OF MINUTES**

Upon a motion made and seconded, the minutes of the Audit and Compliance Committee meeting held on December 15, 2020 was unanimously approved by roll call vote as distributed. Wagner- yes; Bianchi- yes; Bishop- yes; Emory-yes; Goodwyn- yes; Lewis-yes; Martin- yes; Waldholtz- yes

## **EMERGENCY OPERATIONS PLAN**

Ms. Helen Heselius, Vice President of Administration and Finance, introduced Emergency Manager & Fire Safety Specialist Mark Salmon to present the highlights of changes and updates to the Emergency Operations Plan. Per state regulation, the Board must approve the plan every four years.

The Emergency Operations Plan establishes policies and procedures to respond to emergencies in an organized manner. EVMS follows the National Incident Management System (NIMS) model to facilitate coordination between responding departments and/or agencies.

**ACTION:** Upon a motion made and seconded, the committee unanimously voted by roll call vote to recommend the Emergency Operations Plan to the Board for approval at their March 16, 2021 meeting. Wagner- yes; Bianchi- yes; Bishop- yes; Emory-yes; Goodwyn- yes; Lewis-yes; Martin- yes; Waldholtz-yes

## **EXTERNAL AUDIT UPDATE**

Mr. Trey Oglesby and Mr. Nicholas Strong of KPMG presented the external audit scope and planned audits for FY2021. The audit for FYE 6/30/2020 resulted in an unmodified opinion, with no material weaknesses needed to be reported. There was one finding regarding the financial need calculation for one student. Management has developed controls as outlined in the corrective action plan. For FY2021, the major program selected for audit is Student Financial Assistance. To date, there are no issues or findings to bring to the attention of the Board.

## **INTERNAL AUDIT UPDATE**

Mr. Barrett Wood, Executive Director of Internal Audit, presented the Internal Audit update including the status, findings, and pending or completed corrective actions of risk based and annual audits that are in progress, completed, or planned. Two risk-based audits deferred from FY2020 are in progress: the new academic program development process and the student financial aid audit. The Indigent Care annual audit and the Procurement Card audit have been completed. Fieldwork is in progress for the VA Post-9/11 audit.

## **POLICIES FOR ACTION**

Ms. Purcell presented nine policies for approval by the Board:

- Separation Policy (Revision)
- Position Description Policy (Revision)
- Compensation Policy (Revision)
- Transfers, Promotions, and Demotions Policy (Revision)
- Grievance Policy (Revision)
- Student Accounts Receivable Policy (Revision)
- Competition in Procurement Policy (Revision)
- Allowable Cost Policy (New Policy)
- Cash Management Policy (New Policy)

**ACTION:** Upon a motion made and seconded, the above nine policies were approved unanimously by roll call vote. Wagner- yes; Bianchi- yes; Bishop- yes; Emory-yes; Goodwyn- yes; Lewis-yes; Martin- yes; Waldholtz- yes

There being no further business to discuss, the meeting adjourned at 12:01 PM.

*Heidi G. Smith*

Heidi G. Smith  
Recording Secretary