

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

The Audit and Compliance Committee met on Tuesday, November 13, 2018 in the MEC Training Room in the MTSU Miller Education Center located at 503 East Bell Street. Trustee Christine Karbowiak, Audit and Compliance Committee Chair called the meeting to order at 10:30 a.m. Board Secretary Heidi Zimmerman called the roll. A quorum was present with the following Committee members in attendance: Andy Adams, Tony Johnston, and Steve Smith. Trustees J. B. Baker, Pete Delay, Joey Jacobs, Peyton Tracy, 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 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 was approval of the minutes from the September 18, 2018 Audit and Compliance Committee meeting. The Motion to approve the September 18, 2018 minutes was made by Board Chairman Steve Smith and seconded by Trustee Andy Adams. A voice vote was taken and the Motion to approve the minutes from the September 18, 2018 Audit and Compliance Committee meeting carried.

The next item on the agenda was an informational follow-up item from a prior meeting regarding the Unmanned Aircraft Systems Policy and Process. Ms.

Burkhart explained this policy will be reviewed annually; use is restricted to University-sponsored events or activities directly related to teaching, research, or operational purposes; and the application review process was reduced from fourteen to five calendar days.

The next item on the agenda was a recommendation for approval of the promulgation of a rule regarding public records. Ms. Zimmerman explained that promulgating a rule specifically for this area is required by statute, T.C.A. §10-7-503(g). Additionally, revisions were made to related Policy 120 Public Records – Inspecting and Copying that would also require approval by the Board. Ms. Zimmerman instructed that a roll call vote on the rule by the Committee was needed for this meeting. The motion to recommend promulgation of the Public Records rule and revisions to the related Policy 120 Public Records – Inspecting and Copying was made by Board Chairman Steve Smith and seconded by Trustee Andy Adams. A roll call vote was taken and the motion was unanimous.

The next item on the agenda for information purposes was the results of the external review of the Tennessee Small Business Development Center presented by Ms. Burkhart. The review was performed by the U.S. Small Business Administration for the 2018 federal fiscal year and contained no findings.

The final item on the agenda for information presented by Ms. Burkhart was the Quarterly Report – Results of Internal Audit Reports. Two audit reports have been issued with no reportable issues noted.

The Committee adjourned its public session at 10:36 a.m. and entered non-public executive session at 10:38 a.m. to discuss audits and investigations. The non-public session adjourned at 10:51 a.m.

Respectfully submitted,

Audit and Compliance Committee