

**Meeting of the Tennessee State University Board of Trustees
Audit Committee Meeting
September 14, 2023
Tennessee State University – Hankal Hall**

MINUTES

Committee Members Present: Trustees Deborah Cole (chair), Van Pinnock

Other Board Members Present: Trustees Deborah Cole, Steve Corbeil, Dr. Bill Johnson, Shaun Wimberly, Jr., Dr. Joseph Walker, and Richard Lewis

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Dr. Robbie Melton, Interim Provost and Vice President of Academic Affairs; Douglas Allen, Vice President of Business and Finance; Jason Evans, Chief Operating Officer; Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees; Ginette Brown, Associate General Counsel; Dean Chandra Reddy; Will Radford, Assistant Vice President of University Design & Construction; Renee Forbes-Williams, Director of Internal Audit; Quincy Quick, Associate VP and Chief Research Officer; Jessica Powell, Assistant VP of Customer Relations; Ciera Walker, Customer Relations Program Manager; Cynthia Howell, Assistant VP

I. CALL TO ORDER

Trustee Van Pinnock called the meeting to order at 11:29 on Thursday, September 14, 2023.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at Trustee Pinnock’s request. Trustees Cole and Pinnock were present. Secretary Pendleton announced the presence of a physical quorum.

III. APPROVAL OF JUNE 15, 2023, COMMITTEE MEETING MINUTES

Trustee Pinnock moved to recommend to the full Board the approval of the minutes from the June 15, 2023, Audit Committee meeting, as contained in the September 15, 2023, Committee materials. Trustee Cole seconded the motion, which carried by roll call vote.

IV. REVIEW OF COMPLETED INTERNAL AND EXTERNAL AUDITS

Trustee Pinnock asked President Glover and Renee Forbes-Williams to present a report on this item. Dr. Forbes-Williams reported on an NCAA Student Assistance Fund (SAF) audit for FY 23. The Internal Audit review indicated that the University had procedures in place to ensure student-athletes were eligible to receive SAF funds. It was determined that the expenditure of funds was in compliance with NCAA guidelines.

V. REVIEW OF OUTSTANDING AUDIT ISSUES

Trustee Pinnock asked President Glover and Renee Forbes-Williams to present a report on this item. Dr. Forbes-Williams reported that a follow-up review of Federal Work-Study timesheets is now scheduled to begin in Fall 2023. The Fall follow-up review for Grants Management has been postponed until Spring 2024.

VI. APPROVAL OF MODIFIED ANNUAL AUDIT PLAN

Trustee Pinnock asked President Glover and Renee Forbes-Williams to present a report on this item. Dr. Forbes-Williams presented a Modified Annual Audit Plan, as reflected on page 67 of the Board materials. Travel card transactions and program review will take place from September 2023 through January 2024, IT controls review will take place from September through November 2023, and the State Follow-Up Financial Audit is now scheduled for Sept through October. The State Follow-Up Audit for 2022 has not yet been received.

Dr. Forbes-Williams reviewed additional estimated start and completion dates.

Trustee Corbeil and Dr. Forbes-Williams discussed her comfort with the items in the audit plan. There was further discussion regarding the number of personnel in Dr. Forbes-Williams' department and a desire to hire additional personnel and talent challenges.

Dr. Cynthia Howell, the new Risk Manager, was welcomed to TSU by Trustee Pinnock.

Trustee Pinnock moved to recommend to the full Board the approval of the Modified Annual Audit Plan, as contained in the Board materials for the September 14, 2023, meeting. Chair Cole seconded the motion, which passed by roll call vote.

VII. AUDIT COMMITTEE EXECUTIVE SESSION

Trustee Pinnock moved for the Audit committee to go into Executive Session to discuss items deemed confidential under State law. Chair Cole seconded the motion, which carried unanimously by roll call vote.

VIII. ADJOURNMENT

The committee then transitioned into the Executive Session, and the meeting was adjourned at 11:48 a.m.