

**Meeting of the Tennessee State University Board of Trustees
Audit Committee Meeting
September 24, 2020
Tennessee State University – Electronic**

MINUTES

Committee Members Present: Trustees Deborah Cole, Obie McKenzie and Richard Lewis;

Other Board Members Present: Joseph W. Walker, III, Pam Martin, Andre Johnson, Steve Corbeil, Dr. Ali Sekmen, and Tiara Thomas.

Board and University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost & Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; and Terrence Izzard, Assoc. Vice President of Enrollment Management; Adrian Davis, Director of Internal Audit.

I. CALL TO ORDER

Trustee Cole called the meeting to order at 10:35 a.m. on September 24, 2020. Trustee Cole moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Committee found that there were various important matters that required immediate action by the Committee. Participation by electronic means was necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to enforce social distancing guidelines, including limiting face-to-face contact whenever possible. Electronic participation for the Committee meeting was necessary for the safety of Board members, staff, and guests. Trustee Lewis seconded and the motion carried.

II. ROLL CALL/DECLARATION OF A QUORUM

Trustee Cole asked the secretary to the board to call the roll. Board Secretary Pendleton called the roll. Present: Trustees Deborah Cole, Richard Lewis, and Obie McKenzie. A quorum was established.

Trustee Cole asked the Committee members to state now if any of the committee members cannot hear or speak with each other. No committee members answered in the affirmative. Trustee Cole also asked the committee members to indicate if someone is present with them from the location in which they are calling. No committee members indicated there was anyone present.

III. APPROVAL OF THE JUNE 18, 2020, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to recommend to the full Board the approval of the minutes from the June 18, 2020, Audit committee meeting, as contained in the September 24, 2020, board materials. Trustee McKenzie seconded the motion, which carried unanimously by roll call vote.

IV. APPROVAL OF THE FISCAL YEAR 2020/2021 REVISED AUDIT PLAN

Trustee Cole asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item.

Ms. Davis discussed the fiscal year 2020-2021 revised audit plan as included in the September 24, 2020 board meeting materials. She reminded the committee that this plan was already submitted and approved at the last Board of Trustees meeting held in June, 2020. She noted that at that presentation, Trustee Cole pointed out that the date on her report needed updating and also internal audit follow-ups on findings needed to be included in the plan. Ms. Davis indicated that both requests had been satisfied with this revision.

Trustee Cole then moved to recommend to the full Board the approval of the fiscal year 2020-2021 revised audit plan as contained in the September 24, 2020, board materials. Trustee McKenzie seconded the motion, which carried unanimously by roll call vote: Cole, Lewis, and McKenzie.

V. REPORT OF COMPLETED INTERNAL AUDITS

Trustee Cole asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet.

Ms. Davis stated that in conducting the internal audit on the expenditures for fiscal year 2020 on the NCAA Student Assistance Fund (SAF), a discrepancy was found. The noted expense in the amount of \$13,914.00 paid to two students during fall 2019 and spring 2020, pertaining to student-athletes tutoring services, though correctly reported on the SAF Report as tutoring expenses, were erroneously applied to the students' accounts as scholarships. It was recommended that these students be paid as vendors through the university's purchasing system. The department responded that it will work to ensure that all recommendations are met.

Trustee Cole suggested to Ms. Davis that the audit office follow up to ensure that these corrections are made. She then thanked Ms. Davis for the report.

VI. REVIEW OF OUTSTANDING AUDIT ISSUES

Trustee Cole asked President Glover to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet.

Ms. Davis discussed the list of outstanding internal audit issues as of September 3, 2020 as included in the Board Meeting packet. She pointed out that the list of external outstanding issues was received too late for inclusion into this meeting's agenda. The findings will be openly discussed at the next Board of Trustees meeting.

With no questions or comments, Trustee Cole moved to recommend to the full Board the motion to adjourn the meeting to enter into Executive Session. Trustee McKenzie seconded the motion, which carried unanimously by roll call vote: Cole, Lewis, and McKenzie.

VII. EXECUTIVE SESSION FOR DISCUSSION OF ITEMS DEEMED CONFIDENTIAL UNDER STATE LAW

Trustee Cole moved for the Audit Committee to go into Executive Session to discuss items deemed confidential under State law. Trustees McKenzie and Lewis seconded the motion, which was carried unanimously by roll call vote. The committee then transitioned into the executive session.

VI. ADJOURNMENT

There was no further discussion. Trustee Cole moved to adjourn the meeting and the motion was seconded by Trustee McKenzie. The motion carried unanimously by roll call vote. The meeting was adjourned at 12:09 pm.