The Audit, Risk, and Compliance Committee held its regular quarterly meeting on April 19, 2018. Chair Michael Drummond called the meeting to order and read the required ethics statement. No conflicts were identified. Other members of the committee in attendance were: Ms. Beane, Mr. Fisher, Ms. Kidd, and Mr. Smith.

The meeting began with the review and approval of minutes from the meeting that occurred on January 18, 2018.

Ms. Stefanie Powell then presented the Audit, Risk and Compliance Committee Charter and the Internal Audit Charter for review and approval. Annual reviews and approvals of both documents are required by the Institute of Internal Auditors. Three changes were proposed for the Audit, Risk and Compliance Committee Charter. The changes related to ensuring the committee’s membership as documented in the charter aligns with the Board of Trustees’ Procedural Policies, correcting the name of the committee for one item, and correcting the title of the Chief Audit Executive for one item. No changes were proposed for the Internal Audit Charter. Both charters were approved by the Audit, Risk and Compliance Committee for recommendation to the Board.

Ms. Powell next provided a high-level overview of the work completed by the Office of Internal Audit for the quarter ending March 31, 2018. Internal Audit conducted an audit of Housing and Residence Life and followed up on open audit findings relating to the College of Arts and Sciences. Internal Audit also conducted an investigation relating to 2017 summer painting work. At the end of the quarter, an audit of Project Management, within UNCW Facilities, was in process. During her presentation, Ms. Powell introduced Mr. Corby Johnson. Mr. Johnson began serving as the Interim Chief Audit Executive in late March 2018 and will remain in that role while Ms. Powell serves as the university’s Interim Associate Vice Chancellor for Finance.

Following Ms. Powell’s presentation, Mr. Jim Koebel provided the annual update of UNCW’s coordinated compliance, policy, and ethics program. He began by discussing compliance efforts, noting that this year a compliance website was launched. Ongoing compliance projects include development of a compliance calendar; implementation of an internal system to track compliance projects, needs, and training; regular meetings of a compliance committee, and compliance representation on university committees and workgroups. In the area of policy, five policies and one section of the Code of Student Life were updated this year, and one new policy was implemented. There are also six policies currently undergoing review, and four of the policies relate to campus climate. There are also six planned policies that are currently in development. Regarding ethics, no issues were reported within the Compliance Program over the last year. In addition,
UNCW’s Conflict of Interest or Commitment Policy is in the process of being updated and revised for clarification.

Dr. Brian Victor then spoke on ADA and 504 compliance. In January 2018, UNCW named Dr. Victor the university’s Compliance Coordinator. Dr. Victor is assisted in this role by a committee which includes 19 members representing all five university divisions. Major tasks of the committee include ensuring UNCW has clear and uniform access and accommodation policies; mitigating risks through an annual audit and reporting process; ensuring accessibility of electronic information; working to incorporate appropriate language into master planning, facilities, and vendor agreements; and engaging in campus educating and outreach. Dr. Victor noted that the related laws apply to students, employees, visitors, applicants, and contractors and are applicable at all locations that UNCW owns, operates, or contracts within the United States. Following Dr. Victor’s presentation, there was a discussion around the staffing requirements and related financial impact of increasing regulatory compliance requirements.

Ms. Liz Grimes next presented regarding UNCW’s EEO/AA plan, the annual employment of related persons report, and the 2018 management flexibility report. She began by discussing the EEO/AA plan which involves the annual evaluation of the representation of women and racial and ethnic minorities among employees. She showed the seven year trend, noting the percentage of women in the workforce has remained fairly consistent while racial and ethnic minorities increased about 1% over the prior year to 20% of UNCW’s workforce. During the presentation there was discussion relating to EEO training for faculty and staff and recruitment activities.

Ms. Grimes also discussed employment of related persons, noting that there were 12 situations in the preceding year in which the policy was invoked. She concluded by presenting the information in the management flexibility summary for approval. This summary relates to numerous human resources-related topics including salary ranges, conferral of tenure, and affirmation of compliance with policies. Following her overview, the Audit, Risk and Compliance Committee approved the management flexibility plan.

The meeting concluded with Ms. Sharyne Miller providing a brief overview of IT security, noting UNCW is in the process of updating IT policies to align with one recently approved policy and two forthcoming policies from the UNC System Office. Ms. Miller anticipates bringing additional information, including the updated policies, to the committee at the next meeting.

There being no further business, the meeting was duly adjourned.