The Audit, Risk, and Compliance Committee held its regular quarterly meeting on April 25, 2019. Chair Rippy called the meeting to order and read the required ethics statement. No conflicts were identified. Other trustees in attendance were Mr. McNeill, Ms. Daniels, Ms. Kidd, Mr. Kitchin, Mr. Smith, and Mr. White.

The meeting began with the review and approval of minutes from the meeting that occurred on February 27, 2019.

Mr. Jim Koebel then provided the annual update of UNCW’s coordinated compliance, policy, and ethics program. Ongoing compliance activities include maintenance of the compliance calendar and the internal system to track compliance projects, regular meetings of a compliance committee, compliance representation on university committees and workgroups, and on-going trainings. In the area of policy review and creation, seven policies were reviewed and revised, and other policies are currently undergoing review or are currently in development. Regarding ethics, revisions have taken place to update the Ethics and Conflicts of Interest policies. Other efforts include participation in the University’s risk analysis of HIPAA compliance for future research activities.

Next, Mr. Johnson presented the Office of Internal Audit’s Revised Annual Audit Plan. He provided an overview of the proposed changes. After the overview and a brief discussion, the Audit, Risk, and Compliance Committee approved the revised annual audit plan as presented. Mr. Johnson also provided an update on Internal Audit’s activity during the quarter ending March 31, 2019. He provided an overview of the work completed during the quarter and summarized current and upcoming projects.

Vice Chancellor of Business Affairs Lackey then introduced Ms. Burnette, who leads UNCW’s enterprise risk management (ERM) team. Ms. Burnette updated the committee on the significance of ERM, objectives, and related compliance policies. Going forward, the ARC Committee will receive an annual update on ERM in January and a mid-year update in July.

Lastly, Ms. Grimes presented UNCW’s EEO/AA plan, the annual employment of related persons report, and the 2018 Human Resources compliance report. While presenting the EEO/AA plan, Ms. Grimes showed the eight-year trend of women and minorities in the workplace, noting the percentage of women in the workforce has remained fairly consistent while racial and ethnic minorities increased slightly over the prior year to 20.3% of UNCW’s workforce. She discussed EEO training for faculty and staff and recruitment activities. Ms. Grimes next discussed employment of related persons, noting that there were eight situations in the preceding year in which the policy
was invoked. She concluded by presenting the information in the Human Resources compliance report. This summary relates to numerous human resources-related activities covered by our institutional management flexibility agreement with the UNC System Office including salary ranges, conferral of tenure, and affirmation of compliance with policies.

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