

**APPROVED BY COMMITTEE 12/8/16**

**OLD DOMINION UNIVERSITY  
BOARD OF VISITORS**

**AUDIT COMMITTEE  
Thursday September 22 , 2016**

**MINUTES**

The Audit Committee of the Board of Visitors ~~Thursday~~

communication. There is ongoing monitoring, periodic assessment and external assessment which leads to findings, observations and recommendations. The findings are reported to the Audit Committee and the cycle continues. Ms. Skaggs provided evidence of ongoing monitoring of the Auditor's Office Department which includes the Auditor's Office manual, monthly staff meetings and weekly one-on-one meetings with staff. She stated that identified engagements (audits) are entered into departmental software by staff members and formally approved by the internal auditor. Final reports are reviewed and approved. Periodic assessments are performed and documented. The Auditor's Office audit software is with any other department audit to ensure that the staff is adhering to the established standards.

The Institute of Internal Auditors has created three possible scenarios for 2015-2016 (1-6 (n



employees submit reports on a log in a paper format until a software program was available that the information could be captured electronically. While the audit found that nearly 60% of those reviewed did not correlate to, it was felt that the department has a plan in place. This will now be monitored, and due dates established. The compliance staff in athletics will be following up to ensure that contact evaluations are logged. Additionally, it was recommended that the department facilitate compliance by holding back reimbursement until logs have been entered.

Dr. Maniscalco inquired about timeline for travel reimbursement submissions. Ms. Skaggs noted that coaches are required to adhere to the University's policy on reimbursement which is three days from the return of travel. It should be noted that this is a control implemented by the department in order to adhere to the limit on the number of times a student-athlete can be contacted.

The next issue relates to certifying off-campus recruiters. Coaches who recruit must take a recruiting exam. It was found that all coaches were in compliance with this. NCAA rules require a member institution to certify in writing an on-file list of coaches who are permitted to contact or evaluate prospective athletes on campus. The certification requirements were not consistently followed for the 2015-16 season. Certification forms were not completed for all certified coaches and were not being maintained. The information was kept if coaches were on campus at the start of school, but the department is improving its efforts when there is turnover in the department or when coaches start mid-year. It was recommended that the department submit certification forms for coaches who pass the recruiting test and are selected for recruiting activities. Additionally, they should maintain on file an updated list of coaches who are permitted to contact and evaluate prospective athletes on campus.

The last area of focus is Title IX, which documents actions along with monitoring and reporting of gender equity as it relates to athlete participation, scholarships, and other benefits. The audit determined that the department's efforts had not been documented in a manner that fully addressed all areas covered by the regulation. The audit focused on participation scholarship because it relied on a previous consulting report that showed that the department was strong in other benefit areas. There was one finding that the Athletics Department's efforts were not documented in a manner that fully addressed as covered by the regulation. Recommendations included: 1) focus on following through with current plans; 2) formally select a participation option, implement a strategy, and document supporting activities; 3) equitable criteria utilized for summer aid disbursement; and 4) conduct comprehensive annual outcome assessments.

Athletics selected to demonstrate a history of continued practice of program expansion. The department has agreed to review the number of opportunities for women on an annual basis to determine if there are prospects where rosters can be increased. Additionally, the department plans to increase the number of sponsored female teams in the next five years.

Mr. Tata asked that gender equity be defined. Ms. Skaggs explained that determining if participation in student athletics represents the University's best interest.

Dominion, there are more women enrolled than men based on undergraduate enrollment; however, with regard to student athletes, there are more men than women. The goal is to limit the disparity in participation. When discussing scholarships, this includes dollar amounts and ensuring that the percentage of actual athletes is approximately the percentage of how scholarships were awarded. The university is in compliance with this.

Athletics will be forming a Title IX Committee and reviewing these issues as detailed by the Office of Civil Rights. The committee will be tasked with documenting the assessment of each of the athletic program components. Following the assessment, the findings along with any corrective actions will be presented to the athletic director.

Since President Broderick is ultimately responsible for the university's Title IX, he asked that a mechanism be im

**Third-**

### Third-Party Host System Findings

| Is Type                                   | Description   | # of<br>Items |
|---|---|---------------|
| User Account Management<br>Risk: Moderate | User accounts are not being managed to ODU internal resulting in the potential for unauthorized access by former employees, some with higher level privileges. (Human Resources PAPERS, Student Engagement and Enrollment Services HOBSONS, Institutional Effectiveness and Assessment WEAVE) | 3             |
| Service Provider Assessments<br>Risk: Low | Administrators are not exercising the University's cor right to periodically review the results of required independent third party security audits and/or service organization control   |               |