



FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES

Audit and Compliance Committee

MEETING MINUTES

Approved 6.20.24

Wednesday, January 31, 2024

2:00 p.m. – 2:45 p.m.

Augustus B. Turnbull Conference Center

555 W Pensacola Street, Room 208

Tallahassee, FL 32306

In-Person Attendees: Trustee Jim Henderson (committee); Board Chair Peter Collins, Board Vice-Chair Bob Sasser, Trustee Bridgett Birmingham, Trustee Kathryn Ballard, Trustee Vivian de las Cuevas-Diaz, Trustee Jack Hitchcock, Trustee Justin Roth, Trustee Deborah Sargeant, President McCullough and other university staff

Zoom Attendees: Trustee Maximo Alvarez (Committee Chair); Trustee John Thiel

Committee Staff: Robert Large, Chief Compliance and Ethics Officer; Undra Baldwin, Chief Audit Officer

I. Call to Order and Welcome

Trustee Alvarez called the meeting to order at 2:09 p.m. There was a quorum.

II. Approval of Minutes

Trustee Henderson moved to approve the A&C Committee Meeting minutes from November 10, 2023. Trustee Alvarez seconded the motion, and the minutes were approved unanimously.

III. Office of Compliance and Ethics (OCE)

a. Information Items

Mr. Large provided an operational update to the Committee regarding his first three months in the position. He explained that he has done much work with the Office of Research and is looking forward to reconvening the Compliance Alliance and the Compliance Partners

Committee. Mr. Large also informed the Committee that the OCE Charter is reviewed every three years and that he will bring any revisions to the Committee in 2024.

➤ **International Travel Compliance**

The University must register any individuals traveling internationally, ensuring they are informed of risks and approved for travel. OCE is focusing on streamlining those approval processes.

➤ **Screening of Foreign Researchers**

2021 Legislation requires the University to review and screen any researchers who are non-US citizens or green card holders who are coming from other countries to conduct research. Since implementation, the OCE has reviewed approximately 600 foreign screenings (approximately 311 were reviewed in 2023).

Mr. Large is looking at staffing to ensure OCE has all the resources needed for the process to run smoothly.

➤ **Foreign Gift Reporting**

Coming from two different legislative requirements, one at the federal and one at the state level, the University must report money coming into the University from foreign sources, sending gifts, or offering contracts. The University must report biannually to the US Department of Education and the Florida Board of Governors (BOG). OCE is finalizing the data to send the report to the BOG at the state level. No gifts or contracts met reporting criteria at the federal level.

IV. **Office of Audit and Advisory Services (OAAS)**

a. **Action Items**

➤ **Performance-Based Funding and Preeminent Research University Funding Metrics**

Overall, it appears that adequate controls and processes have been established to ensure the completeness, accuracy, and timeliness of data submissions to the BOG and external entities that support the Performance-Based Funding (PBF) and Preeminent Research University Funding (PRF) Metrics results.

Trustee Alvarez asked for a motion to approve the performance-based funding and preeminent research funding metrics. Trustee Henderson motioned to approve. Trustee Alvarez seconded the motion, and the motion was approved unanimously.

b. **Information Items**

➤ **Status Update – OAAS Operational Audits**

As of January 2024, OAAS has completed three operational audits, and three are also in progress.

➤ **Status Update – OAAS IT Audits**

OAAS is co-sourcing with EisnerAmper, LLP, to complete five FY 23-24 IT audits. OAAS and EisnerAmper, LLP currently have three IT audits in progress.

➤ **Adjustment of the OAAS Audit Plan**

Mr. Baldwin requested approval of an adjustment to the FY 23-24 Operational Audit Plan. OAAS initially listed 20 operational audits that would be completed in FY23-24. However, due to staffing limitations and the audit's expanded scope, Mr. Baldwin requested to reduce the number of operational audits from 20 to seven. The thirteen audits not completed in FY23-24 will be considered for the FY24-25 operational audit plan. Mr. Baldwin also requested an adjustment to the FY23-24 IT Audit Plan. There were initially seven IT audits to be completed in FY23-24. Mr. Baldwin requested to decrease the number of IT audits from seven to six. Trustee Alvarez seconded the motion, and the request was approved unanimously.

V. Open Forum for Trustees

Trustee Alvarez opened the floor for any additional items to be discussed.

Chairman Collins asked Mr. Baldwin how OAAS was coming along with staffing. Mr. Baldwin responded that OAAS is not fully staffed, but processes are still running smoothly. He also explained that OAAS recently hired a new Senior Auditor.

Chairman Collins also asked Mr. Baldwin how many staff OAAS is looking to hire. Mr. Baldwin responded that OAAS currently has two open staff positions.

VI. Adjournment

Trustee Alvarez adjourned the meeting at 2:34 p.m.