



Audit Committee

Austin Peay State University

317 College Street

Clarksville, TN 37040

September 17, 2020

1:30 PM

Call to Order

Roll Call/Declaration of a Quorum

Action Items

A.Internal Audit Salaries and Budget FY2021

B.Internal Audit Plan FY2021

Information Items

A.Office of Internal Audit FY2020 Year End Report

B.Internal Audit Reports released between May 12, 2020 and August 24, 2020

C.External Audit Reports released between May 12, 2020 and August 24, 2020

D.Internal Audit Governance - Independence and Objectivity

Adjourn

**Austin Peay State University**  
**Office of Internal Audit**  
**Budget Information for the Fiscal Year Ending June 30, 2021**

Title	Name	Salary	Professional Certifications	Years of Professional Experience	Years of APSU Experience
Chief Audit Officer	Blayne Clements	\$ 95,300	CIA, CFE, CRMA	23	4.5
Internal Auditor	Beth Chancellor	58,700	CFE	26	21.5
	Longevity Payments	\$ 4,600	(1)		
	Travel Budget	2,500	(2)		
	Operating Budget	5,600	(3)		
	Employee Benefits	53,200			

Certifications:

CIA - Certified Internal Auditor

CFE - Certified Fraud Examiner

CRMA - Certification in Risk Management Assurance

(1) Longevity payments are required by state law and are \$100 for each year of state service for each employee.

(2) Travel budget generally covers travel and reflects a campus-wide temporary reduction of travel budgets.

(3) Operating budget generally covers expenses such as professional development costs, office supplies, postal charges, printing, etc.

Note: A budget increase of \$10,000 was requested to out-source or co-source Information Technology reviews; however, that request was not funded due to lack of resources.

**Austin Peay State University  
Internal Audit Plan  
Fiscal Year Ended June 30, 2021**

<b>Type</b>	<b>Area</b>	<b>Audit</b>
Required	FM	President's Office - FY2020
Required	AT	Athletic Affiliate - FY2020
Follow Up	FM	State Audit Follow-Up
Management's Risk Assessment	IS	Risk Assessment - Misc.
Special requests	IS	Evidence Room
Investigations	IS	Unscheduled Investigations
Consultations	IS	General Consultation
Follow Up	IS	Audit Follow Up
Risk Based	IA	Funding Formula Data (Carry forward from 2020)
Risk Based	FM	Construction and Design (Phase 2)
Risk Based	FM	CARES Funding
Risk Based	FM	Procurement/Travel Card
Risk Based	IS	Department of Safety
Risk Based	IS	Social Media/Communications

**Functional Areas:**

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe includes 81 programs, departments, or processes.



**AUSTIN PEAY STATE UNIVERSITY** OFFICE OF INTERNAL AUDIT

# **YEAR END REPORT**

**FOR THE YEAR ENDED JUNE 30, 2020**



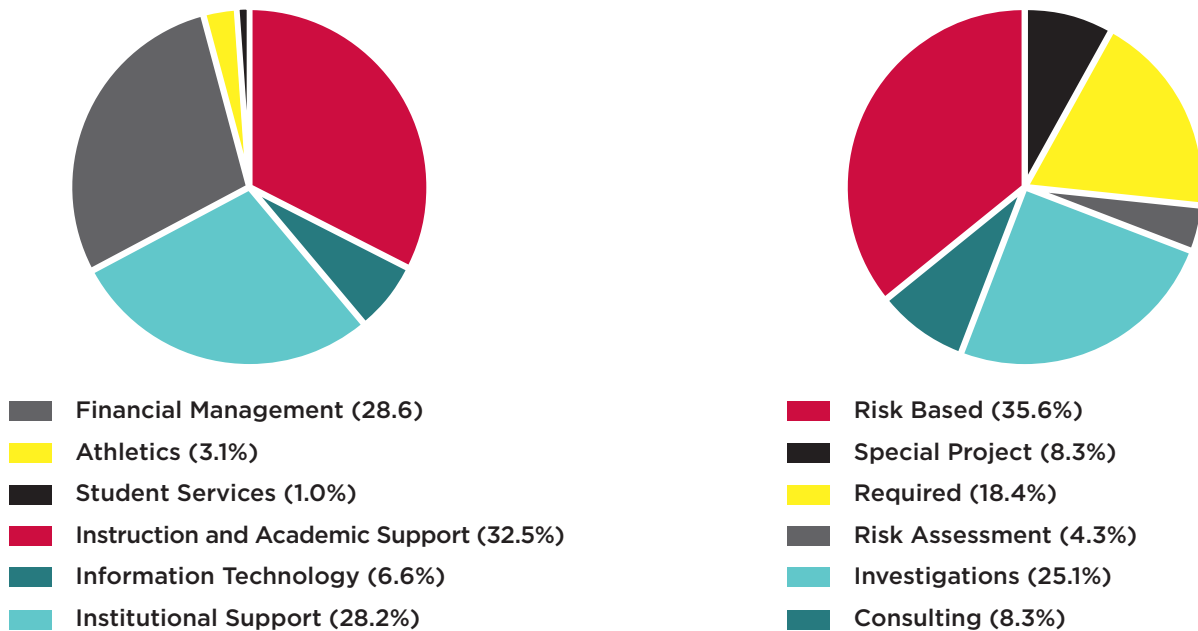


## REVIEW OF AUDIT COVERAGE

The Office of Internal Audit tracks several performance metrics to measure effectiveness and productivity. The primary metric is hours spent performing audits. During fiscal year 2020, the office set a goal of spending 2,200 hours performing audits. The office exceeded the goal, spending 2,271 hours performing audits.

Internal audits are classified by functional area. This allows the APSU Board of Trustees and management to see what segments of the University internal audit serves. Below is a chart showing the distribution of audit hours by area and audit type.

### AUDIT HOURS BY AREA AND AUDIT TYPE FY2020



Historically, the office mainly focuses on the University's business operations, which are generally the financial management and institutional support functional classifications (57% in 2020, 48% in 2019, 66% in 2018; 68% in 2017).

In fiscal year 2020, the amount of time invested in conducting investigations of allegations of fraud, waste and abuse returned to the four-year historical average. See the table below.

### AUDIT HOURS SPENT ON INVESTIGATIONS





# INTERNAL AUDIT RECOMMENDATIONS

Audits often discover opportunities for management to improve operations. Significant opportunities are generally included in the audit report as recommendations. Less significant opportunities may be communicated in a separate letter to management.

For recommendations included in the audit reports, management will provide the Office of Internal Audit a corrective action plan. Corrective action plans detail what actions management may take to address the issue, who is responsible for the corrective action and an estimated date of when the corrective action will be completed. Once the corrective action is completed, the Office of Internal Audit will perform a follow-up review to determine if management has taken appropriate corrective actions to address the issue.

One measure of internal audit’s effectiveness is reviewing how many audit recommendations management implements. Below is a summary of the recommendations for fiscal year 2020.

## AUDIT RECOMMENDATION SUMMARY FY2020

Audit Recommendations in FY2020	46
Number Included in Audit Reports	24
Number Not Included in Audit Reports	22
Report Recommendations Not Adequately Addressed by Management	0

## INVESTIGATION SUMMARY

The Office of Internal Audit has deployed a variety of ways for staff, faculty, students and other stakeholders to report instances of potential fraud, waste or abuse. The Office of Internal Audit is required to investigate each allegation received. In 2020, 18 calls or emails were received alleging fraud, waste or abuse. Of those, only six were deemed to have merit and warranted further review by the Office of Internal Audit.

If an allegation is not substantiated and no significant opportunities for improvement were noted, the case may be administratively closed. If an allegation is substantiated or significant opportunities for improvement are discovered, an audit report may be issued.

Below is a summary of the investigative activity for fiscal year 2020.

### INVESTIGATIVE ACTIVITY FY2020

	2017	2018	2019	2020
Cases Opened	8	10	12	6
Cases Administratively Closed	5	5	8	2
Reports Issued	2	3	6	4
Cases Outstanding at Year End	1	3	1	1





## OTHER

### **VOLUNTEERING**

The staff members of the Office of Internal Audit are committed to the broader university community and volunteer at various events and activities, such as assisting with the Military Coining Ceremony and serving on the APSU National Alumni Association.

### **COMMITTEE WORK**

Internal Audit staff members are valued on various university committees, including the COVID-19 Task Force, the 2020/2021 Financial Planning Task Force, the Conflict of Interest Committee, the Cyber Incident Response Team and the Data Governance Steering Committee. Internal audit staff members serve in an ex-officio status to maintain organizational independence while actively providing advice to management.



**Austin Peay State University**  
**Internal Controls Review – Counseling and Health Services**  
**Internal Audit Report**  
**June 26, 2020**

<b>Key Staff:</b> Director of Counseling and Health Services	<b>Auditor:</b> Beth Chancellor, CFE
<p><b>Introduction:</b> Management is required by state law to perform an annual risk assessment. This risk assessment, which is facilitated by the Office of Internal Audit, identifies business risks and measures their potential impact to the university as well as their likelihood of occurrence. For risks that management identifies as significant, management inventories mitigating controls which are designed to reduce the impact or probability of the risk to an overall acceptable level. In 2019, the risks under the Vice President for Student Affairs were assessed, which included Counseling and Health Services.</p> <p>The charter for the Audit Committee of the Board of Trustees requires the committee to “review and evaluate” management’s assessment of risk. The assessment of risks in the student affairs area was presented to the committee at their November 2019 meeting.</p>	
<p><b>Objective:</b> To identify Counseling and Health Services risks identified by management as significant in their 2019 risk assessment and verify the controls inventoried by management are in place and mitigating the risk to an acceptable level.</p>	
<p><b>Scope:</b> Management’s 2019 Risk Assessment – Counseling and Health Services</p>	
<p><b>Field Work:</b> The review identified the employee responsible for the controls listed in the 2019 risk assessment. This employee was interviewed and supporting documentation was reviewed as deemed necessary.</p>	
<p><b>Audit Results:</b> Except as noted in the recommendation below, it appears the controls listed as mitigating significant Counseling and Health Services risks in management’s 2019 risk assessment are in place, and designed to mitigate the risks to an acceptable level.</p> <p><b>Recommendation:</b> In their 2019 assessment, management identified a breach of confidentiality as a significant risk. Management attested several controls were in place and mitigating this risk. One of the controls was providers on staff receive training on ethics and privacy issues for their state licensing requirements. Section 3.1.1 of the Counseling and Health Services Policies and Procedures states “Providers will maintain current state licensure.”</p> <p>The review discovered one provider’s license expired on December 31, 2019. Management was unaware of the lapsed provider license. At the time this report was released, the provider was in the process of renewing their license and the Director had adapted their workload accordingly. Management should develop and document a process to monitor and ensure all providers maintain current state licensure.</p> <p>Management’s response: We concur. Management will create a spreadsheet to track the providers’ licensure status and check it quarterly. Management will then contact providers with pending expiration dates and request they furnish a copy of their license renewal prior to the expiration date.</p>	

**Austin Peay State University**  
**Follow up to the Comptroller of the Treasury Financial and Compliance**  
**Audit Report for the Year Ended June 30, 2019**  
**Internal Audit Report**  
**June 30, 2020**

<b>Key Staff:</b> Various	<b>Auditor:</b> Blayne M. Clements CIA, CFE, CRMA
<b>Introduction:</b> The Office of the Comptroller's financial and compliance audit report for the fiscal year ended June 30, 2019 was issued January 23, 2020 and contained three findings. As required by the Comptroller's Office, the Office of Internal Audit performed a follow-up review to determine if management has taken adequate corrective action to address the issues noted in the report.	
<b>Objective:</b> To determine if management has implemented corrective actions to adequately address the issues noted in the Comptroller's financial and compliance audit report for the fiscal year ended June 30, 2019.	
<b>Comptroller's Findings:</b> <ol style="list-style-type: none"><li>1. Management did not design and monitor effective internal controls in four areas. The report omitted details from this finding because they were confidential under the provisions of Section 10-7-504(i), <i>Tennessee Code Annotated</i>.</li><li>2. Management should improve procedures for review of journal entries.</li><li>3. The foundation incorrectly record pledge payments.</li></ol>	
<b>Audit Conclusion:</b> <p>Finding 1: While management has completed some corrective actions to address the issues in the finding, other corrective actions are still in process and expected to be completed by December 2020. The Office of Internal Audit will continue to monitor management actions to ensure the issues are adequately addressed.</p> <p>Finding 2: Management has added a review of journal entries to ensure the approved journal entries have been accurately entered in the accounting system.</p> <p>Finding 3: Management records and tracks pledges in the pledge system to ensure the proper information is transferred to the Foundation Accountant for recording payments against pledge receivables.</p> <p>Based on the audit tests performed, management has taken or is in the process of taking adequate corrective actions to adequately address the issues noted in the Comptroller's report. The Office of Internal Audit will continue to follow up on outstanding issues until management has completed the corrective action.</p>	

**Austin Peay State University**  
**Student Assistance Fund and Academic Enhancement Fund Review**  
**Internal Audit Report**  
**July 30, 2020**

<b>Key Staff:</b> Assistant Director of Athletics/Compliance	<b>Auditor:</b> Beth Chancellor, CFE
<p><b>Introduction:</b> The National Collegiate Athletic Association (NCAA) distributes the Student Assistance Fund (SAF) and the Academic Enhancement Fund (AEF) to conference offices annually in June and the conference offices then distribute the appropriate amount to each institution in July. The AEF was previously distributed directly from the NCAA to the schools but since these funds have the same spend categories and reporting requirements as the SAF, these funds are now sent to the conference offices instead and the conference offices are responsible for the reporting.</p> <p>According to NCAA guidelines, the SAF “shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or to recognize academic achievement.” The AEF guidelines state “Institutions are encouraged to use the funds for the direct benefit of student-athletes which enhance the student-athlete’s welfare.” As part of the Ohio Valley Conference (OVC) annual audit and to determine whether funds are being spent in accordance with NCAA guidelines, the OVC requires each institution to subject the Student Assistance Fund and Academic Enhancement Fund to a review and verification of expenses by a source outside the athletics department (i.e. Internal Auditor).</p>	
<p><b>Objective:</b> The audit objective was to verify disbursements from the 2019-2020 Student Assistance Fund and Academic Enhancement Fund complied with established NCAA guidelines.</p>	
<p><b>Scope:</b> The review focused on Student Assistance Fund and Academic Enhancement Fund expenses between July 1, 2019 and June 30, 2020.</p>	
<p><b>Audit Results: Disbursements complied with established NCAA guidelines.</b></p> <p>Internal Audit examined the institutional accounts where expenditures from the Student Assistance Fund and Academic Enhancement Fund are charged. The Athletic Department used the SAF for a tutor/hall monitor, emergency airfare for one athlete, an insurance premium payment for one international athlete, partial reimbursement to one athlete for items taken in a burglary, and fifth-sixth year emergency scholarships for four athletes. Male athletes participating in basketball, football, and tennis were recipients of the funds. Female athletes participating in cross country and softball were also recipients of the funds. The Athletic Department used the AEF for Student-Athlete Academic Support Services professional salaries and benefits.</p> <p>The results of the review indicate that the Athletic Department has adequate controls in place to ensure disbursements from the 2019-2020 Student Assistance Fund and Academic Enhancement Fund complied with NCAA guidelines.</p>	



**Austin Peay State University**  
**Select Data Used in the Funding Formula**  
**Internal Audit Report**  
**July 31, 2020**

**Key Staff:** Executive Director of Decision Support and Institutional Research

**Auditor:** Blayne M. Clements CIA, CFE, CRMA

**Introduction:** The Complete College Tennessee Act of 2010 (CCTA) required the Tennessee Higher Education Commission (THEC) to develop and use an outcomes-based model for making funding recommendations. The commission identified specific outcome measures. The university weighted those outcome measures according to the university mission. If inaccurate data is provided to THEC, the university's state funding could be adversely affected.

THEC Outcome Measurements	Outcomes for the 2018 Academic Year	Weight of the Outcome
Student Progression Metrics:		
30 credit hours	1,583	3%
60 credit hours	1,422	4%
90 credit hours	1,363	7%
Bachelors and Associates Degrees Awarded	1,993	28%
Master Degrees Awarded	301	20%
Degrees per 100 Full Time Equivalent (FTE)	25.5	18%
Six Year Graduation Rate	41.96%	10%
Research, Service and Sponsored Programs*	\$1,289,867	10%
*not included in the scope of this review		

The Office of Internal Audit has a goal to audit the funding formula data every five years. This last audit of all the outcomes was in fiscal year 2016. Due to limited time resources in the Office of Internal Audit, the Research, Service and Sponsored Programs outcome was not included in the scope of this review.

In the fall of 2019, a record number of students enrolled at the university – 11,048. Although the state's funding formula does not include student head count, the audit objectives included verifying this high profile enrollment data point.

**Objectives:** To verify selected university data used in the state's funding formula was reported accurately and in compliance with reporting instructions. To verify the accuracy of the record high enrollment achieved in the fall 2019 semester.

**Scope:** Selected outcome measurements used in the state's funding formula for academic year 2018 and the headcount for fall 2019 enrollment.

**Results:** Based on audit tests performed on a sample of the data outcomes reported for academic year 2018, the data appears accurately reported. Based on audit tests performed on a sample of students included in the fall 2019 student head count, the head count appears accurate.

**APSU - Status Report on Outstanding Internal Audit Recommendations as of August 24, 2020**

	Date of report	Recommendation	Responsible Staff	Date Management's Actions to be Implemented	Status of Internal Audit Follow-up	Internal Audit's Conclusion on Management's Actions
1	12/5/2019	<p>Review of Implementation of Role Based Access in the Banner ERP System -</p> <p>This report contained on recommendation. Due to the sensitive nature of the recommendation, the report was issued as a "Limited Official Use" report and therefore the details are excluded from public documents.</p>	Vice President and Chief Information Officer	8/15/2020	In Progress	NA
2	2/24/2020	<p>Non-Student Minors on Campus</p> <p>Management should consider creating a committee to develop and implement a university policy which establishes expectations in relation to non-student minors that visit campus to participate in university sponsored programs.</p> <p><i>*The Director of Facilities convened a committee to develop a policy related to non-student minors on campus. In August 2020, a draft policy was submitted to the University Policy Committee for approval. Once the University Policy Committee approves the policy, this recommendation will be archived.</i></p>	Director of University Facilities	4/1/2020	In Progress	NA
3	6/30/2020	<p>State Audit Follow up - FY2019</p> <p>The Comptroller's Office annual financial statement audit , included a detailed review of the Office of Information Technology. The audit report contained a Limited Official Use finding regarding four issues. At the time of the internal audit follow up, management was in the process of addressing the issues, stating progress was delayed in part to dealing with the COVID crisis.</p>	Vice President and Chief Information Officer	12/1/2020	Not Due Yet	NA

# **Austin Peay State University**

## ***Audit Committee Charter***

### **Purpose and Mission**

The Audit Committee, a standing committee of the Austin Peay State University Board of Trustees, provides oversight and accountability on all aspects of university operations. The committee will assist the Board in fulfilling its oversight responsibilities by reporting regularly to the Board about Audit Committee activities and issues that arise with such recommendations as the committee deems appropriate. The Audit Committee will provide for open communications among the Board, university senior management, and the Tennessee Comptroller's Office auditors regarding audit matters.

The Audit Committee will provide oversight in the following areas:

- Audit engagements with the Tennessee Comptroller's Office, including the integrity of financial statements and compliance with legal and regulatory requirements.
- Audit engagements with external auditors.
- Internal Audit administration and activities.
- Management's internal controls and compliance with laws, regulations and other requirements.
- Management's risk and control assessments.
- Fraud, waste and abuse prevention, detection, and reporting,
- Review the university's Code of Conduct.
- Other areas as directed by the Board.

### **Authority**

The Audit Committee has the authority to conduct or authorize audits or investigations into any matter within its scope of responsibility. The scope of internal auditing extends to all aspects of institutional operations and beyond fiscal boundaries. The committee is authorized to:

- Seek any information it requires from employees or external parties. Employees are directed to cooperate with the committee's requests.
- Have access to all books, records and physical properties of Austin Peay State University.
- Meet with Board and university officials, external and internal auditors, legal counsel, or others as necessary.
- Delegate authority to subcommittees, providing that such decisions by any subcommittee are presented to the full committee at its next scheduled meeting.

### **Responsibilities**

The Board employs a person qualified by training and experience to serve as the Chief



Audit Officer, who reports directly to the Audit Committee and the Board of Trustees. The Chief Audit Officer coordinates audit activities with the Tennessee Comptroller of the Treasury and with any other external auditors. The Audit Committee facilitates any audit and investigative matters, including advising auditors and investigators of any information the committee may receive pertinent to these matters.

The Audit Committee will carry out the following duties for the Board and Austin Peay State University and will report to the Board about Audit Committee activities and issues that arise with such recommendations as the committee deems appropriate:

#### Tennessee Comptroller's Office Audits

- Understand the scope and approach used by the auditors in conducting their examinations.
- Review results of the Comptroller's examinations of financial statements and any other matters related to the conduct of the audits.
- Review with management and legal counsel any legal matters (including pending litigation) that may have a material impact on the financial statements, and any material reports or inquiries from regulatory or governmental agencies.
- Resolve any differences between management and the Comptroller's auditors regarding financial reporting.
- Meet, as needed, with the Comptroller's auditors to discuss any matters that the Audit Committee or auditors deem appropriate.
- Work management and staff, as needed, to ensure implementation of audit recommendations.

#### External Audits

- Understand the scope and approach used by the external auditors in conducting their examinations.
- Review results of the external auditors' examinations and any other matters related to the conduct of the audits.
- Meet, as needed, with the external auditors to discuss any matters that the Audit Committee or auditors deem appropriate.

#### Internal Audit Activities

- Ensure that the Chief Audit Officer has direct and unrestricted access to the chairman and other committee members.
- Review and approve the charter for the university's Internal Audit function.
- Review and approve the annual audit plans for the university's audit function, including management's request for unplanned audits.
- Receive and review significant results of internal audits performed.
- Review the results of the year's work with the Chief Audit Officer.
- Work management and staff, as needed, to ensure implementation of audit recommendations.
- Ensure the internal audit function maintains a quality assurance and improvement program, including internal procedures and assessments and a periodic external quality assessment of conformance with the Institute of Internal Auditors'

*International Standards for the Professional Practice of Internal Auditing.*

Internal Audit Administration

- Review the Chief Audit Officer's administrative reporting relationship to the President of Austin Peay State University to assure not only that independence is fostered, but adequate resources in terms of staff and budget are provided to enable the department to effectively perform its responsibilities. The President has administrative authority for approval of the Chief Audit Officer's time, travel and other expenses of the Office of Internal Audit. Additionally, the President may initiate a performance evaluation of the Chief Audit Officer at the request of the Audit Committee or Chair of the committee. This administrative reporting relationship is meant to facilitate administrative activities and does not diminish the Chief Audit Officer's reporting relationship to the Audit Committee and the Board of Trustees.
- Review and approve the appointment, compensation, reassignment, or dismissal of the Chief Audit Officer review and approve the compensation and termination of internal audit staff.

Risk, Internal Control and Compliance

- Consider the effectiveness of management's internal control system and compliance with laws and regulations, including computerized information system controls and security.
- Understand the scope of internal and external auditors' reviews of internal controls over financial reporting.
- Make recommendations to improve management's internal control and compliance systems to ensure the safeguarding of assets and prevention and detection of errors and fraud. The components of the control system are:
  1. control environment—creating a culture of accountability;
  2. risk assessment—performing analyses of program operations to determine if risks exist;
  3. control activities—taking actions to address identified risk areas;
  4. information and communication—using and sharing relevant, reliable, and timely information; and
  5. monitoring—tracking improvement initiatives and identifying additional actions needed to further improve program efficiency and effectiveness.
- Review and evaluate risk assessments performed by management of Austin Peay State University.

Fraud

- Ensure that the Board, and the management and staff of the Board and Austin Peay State University take all reasonable steps to prevent, detect, and report fraud, waste and abuse.
- Formally and regularly inform management of their responsibility for preventing, detecting, and reporting fraud, waste and abuse.
- Establish a process for employees, taxpayers and other citizens to confidentially

- report suspected illegal, improper, wasteful or fraudulent activity.
- Inform the Comptroller of the Treasury of assessments of controls to reduce risks of fraud.
- Promptly report indications of fraud to the Comptroller of the Treasury.

#### Other

- Review and assess the adequacy of the Audit Committee's charter annually, requesting Board approval for proposed changes.
- Ensure the receipt, retention and resolution of complaints regarding accounting, internal controls or auditing matters.
- Review the university's Code of Conduct policy to ensure it is readily available to all employees, easy to understand and implement, enforced and provide a confidential means of reporting violations. The Code of Conduct should remind management and staff of the need to:
  1. Maintain the highest level of integrity in regards to financial operations.
  2. Avoid preparing or issuing fraudulent or misleading information.
  3. Protect university assets from fraud, waste or abuse.
  4. Comply with all relevant laws, rules, policies and procedures.
  5. Avoid engaging in activities which would otherwise bring dishonor to the university.
- Review the Board's policy regarding conflict of interest to ensure that "conflict of interest" is clearly defined, guidelines are comprehensive, annual signoff is required for those in key positions and procedures are in place to ensure potential conflicts are adequately resolved and documented.

### **Membership**

*Tennessee Code Annotated*, Section 49-8-201, includes the requirements for the appointment and terms of public members of the Austin Peay State University Board of Trustees. From this membership, the Audit Committee and its chair shall be nominated annually by the Board Chairman and approved by the Board. The Audit Committee shall consist of at least one member, preferably the chair of the committee, who shall have accounting and financial management expertise and other members who are generally knowledgeable in financial, management, and auditing matters. In addition to the Trustees nominated to the committee, the Board may select one or more certified public accountants or other qualified citizens who are not members of the Board to serve on the Audit Committee. The committee shall have at least three members.

### **Independence**

Each member shall be free of any relationship that would give the appearance of a conflict or that would interfere with his or her exercise of independent judgment.

### **Education**



The university senior management and the Internal Audit Office are responsible for providing the committee with educational resources related to accounting principles, internal controls, applicable policies, and other information that may be requested by the committee to maintain appropriate financial and compliance literacy.

## **Meetings**

The Audit Committee shall meet as necessary, but at least annually. Minutes of these meeting should be maintained. The committee may invite management, auditors, or others to attend and provide relevant information. Meeting agendas will be provided to members in advance, along with appropriate briefing materials. Minutes will be prepared. A majority of the members of the committee shall constitute a quorum for the transaction of business. The committee shall also meet at the request of the Comptroller of the Treasury.

The Audit Committee shall follow the public notice requirements of the Board. All meetings of the Committee shall be subject to the open meetings provisions of *Tennessee Code Annotated*, Title 8, Chapter 44, except that, as provided by *Tennessee Code Annotated*, Section 4-35-108(b), the committee may hold confidential, nonpublic executive sessions to discuss:

1. Items deemed not subject to public inspection under *Tennessee Code Annotated*, Sections 10-7-503 and 10-7-504, and all other matters designated as confidential or privileged under this code;
2. Litigation;
3. Audits or investigations;
4. Information protected by federal law, and
5. Matters involving information under *Tennessee Code Annotated*, Section 4-35-107(a), where the informant has requested anonymity.

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Source: March 30, 2017 Board of Trustees meeting; Approved March 9, 2018 Board of Trustees meeting