



Audit Committee		
6.4.21	9:00 a.m.	317 College Street Clarksville, TN 37040
Meeting Type	Audit Committee Meeting	
Note Taker	Beth Chancellor	
Attendees		Present (Y/N)
	Ms. Katherine Cannata, Chair	Y
	Mr. Billy Atkins	Y
	General Gary Luck	Y (Electronic)
	Ms. Keri McInnis	Y
	Mr. Mike O'Malley, ex-officio	Y
	Dr. Michael Licari, President	Y
	Ms. Dannelle Whiteside, Vice President for Legal Affairs and Organizational Strategy	Y
	Dr. McCartney Johnson, Secretary to the Board	Y
Call to Order		
Discussion		
Trustee Cannata called the meeting to order at 10:36 a.m.		
Roll Call/Declaration of a Quorum		
Discussion		
Trustee Atkins, Trustee Cannata, and Trustee McInnis were physically present. Trustee Luck participated by teleconference. As she called the roll, Dr. McCartney Johnson asked the trustee participating by teleconference if he could hear clearly and if he could identify any persons present in the room with him. Trustee Luck stated that he could hear clearly and he was alone.		
Conclusions		

Trustee Cannata stated there was a quorum.

Action Item A - Consideration of the Fiscal Year 2022 Internal Audit Plan

Discussion

Trustee Cannata recognized Blayne Clements for a report. Clements explained the Office of Internal Audit prepares an annual Audit Plan at the beginning of each fiscal year. Clements briefly described some of the planned audits. The plan is based on the staffing and time resources available to perform audits and is prepared in conjunction with an annual risk analysis of the university’s auditable areas.

During the year, changes in audit priorities may result in alterations to the plan. The International Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors (IIA) requires the Audit Committee to approve the audit plan and any significant changes to the plan.

Conclusions

Trustee McInnis moved to approve the fiscal year 2022 Internal Audit Plan. The motion was seconded by Trustee Atkins. A roll call vote was taken and carried unanimously with four trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Gary Luck:	Yes
Keri McInnis:	Yes

Yes: 4, No: 0

Information Item A - Internal Audit Reports released between February 23, 2021 and May 10, 2021, and List of Outstanding Audit Recommendations

Discussion

Trustee Cannata recognized Blayne Clements for a report. Clements discussed the three audits completed between February 23, 2021 and May 10, 2021. The Purchasing Card Review was released on April 12, 2021. The Follow-up to the Comptroller of the Treasury’s Performance Audit (Sunset Audit) was released on April 23, 2021. The Review of the Police Department Evidence Room was released on April 28, 2021.

Clements also explained that the Office of Internal Audit follows up on all recommendations included in internal audit reports, and a summary of outstanding audit recommendations was provided to the committee.

Conclusions

This was an information item and required no action.

Information Item B – Client Satisfaction Surveys for Calendar Year 2020

Discussion

Trustee Cannata recognized Blayne Clements for a report. Clements explained the Office of Internal Audit is committed to a continuous quality assessment and improvement program. This program includes periodically soliciting feedback directly from the clients served regarding the quality of services provided by the Office of Internal Audit. At the beginning of each calendar year, the Office of Internal Audit sends a 10-question survey to staff who have had significant interaction with the office pursuant to internal audit engagements for the previous calendar year. The survey responses are anonymous to ensure candid feedback. Clements explained the charts and stated that he was pleased with the response rate and results.

Conclusions

This was an information item and required no action.

Adjourn Public Portion of the Meeting

Discussion

Trustee Atkins moved to adjourn the public portion of the Audit Committee meeting. The motion was seconded by Trustee McInnis. A voice vote was taken and carried unanimously with four trustees voting yes. The meeting adjourned at 10:52 a.m.