

**Florida Agricultural and Mechanical University  
Board of Trustees**



**Audit & Compliance Committee Meeting  
Trustee Craig Reed, Chair  
Wednesday, December 2, 2020  
9:15 AM**

**Committee Minutes (Zoom Meeting)**

Members Present: Trustee Craig Reed, Chair, Trustee Ann Marie Cavazos  
Trustee Dominique Xavier McClinton, Trustee Belvin Perry, Jr.  
Trustee Robert Woody

Chair Craig Reed called the meeting to order. Ms. Debra Barrington called the roll. A quorum was established.

Chair Reed acknowledged three Action Items. The first action item was consideration for approval of the Wednesday, September 2, 2020, committee meeting minutes. Chair Reed requested a motion for approval. A motion was made by Trustee Robert Woody and seconded by Trustee Ann Marie Cavazos. The September 2, 2020, Audit and Compliance Committee meeting minutes were approved.

Chair Reed recognized Vice President Maleszewski to present the University Fraud Policy and Division of Audit's Audit Work Plan for consideration of approval. The Fraud Policy and Audit Work Plan were both presented. Both items received a motion and second. Both items were approved to be included on the full Board of Trustees consent agenda during the December 3, 2020, meeting.

Chair Reed recognized Chief Compliance and Ethics Officer Calhoun to present an Office of Compliance and Ethics (OCE) Update. Ms. Calhoun presented an update on office activities which included summary information on investigations and training activities. She also highlighted the activities from Compliance and Ethics week. Finally, she highlighted the roll out of the [Board of Trustees Governance Series: Compliance and Ethics](#). She indicated that the training module had been provided to all Board members but would be resent to help ensure all members complete the necessary training. Chair Reed complemented Ms. Calhoun and her staff on a job well done.

Chair Reed then asked VP Maleszewski to proceed with the Division of Audit informational items. VP Maleszewski shared information about the Division of Audit 2019-2020 Annual Report and highlighted key accomplishments from the prior fiscal year including the development of the Board of Trustees and University Policies on Internal Controls and Enterprise Risk Management. VP Maleszewski acknowledged the contributions of staff and noted key staff changes in the Division including the onboarding of two new auditors: Danielle Myrick, Auditor and Arriet Foster, Senior Auditor.

VP Maleszewski then asked Audit Director Melton to present the audit and investigative follow-up. Ms. Melton presented the follow-up items and responded to questions. Chair Reed complemented the presentation and noted great progress on corrective actions. He requested that the next report highlight those items which will require long-term efforts to finalize corrective actions.

Ms. Melton provided an update on the FAMU Direct Support Organization (DSO) financial audit reports which had been complete since the last Audit and Compliance Committee meeting in September 2020. Ms. Melton reviewed the audit of the FAMU Foundation, FAMU National Alumni Association, and FAMU Rattler Boosters' Inc.

Chair Reed then recognized VP Maleszewski to report on the status of mandatory internal controls training. VP Maleszewski indicated that over 1,800 faculty and staff have received the training to date. He highlighted divisions, colleges, and schools with high rates of compliance with the mandatory training requirement. He then indicated that on-demand training would be available through January 31, 2020, and another update would be provided at the March committee meeting.

VP Maleszewski then outlined the process and timeline that will be used to provide an annual internal controls assessment and related assurance statement to the FAMU Board of Trustees.



Director of Audit Melton then provided an update to the committee on the status and results of the following audit projects:

- CARES Act Audit:
  - Emergency Student Financial Aid Grants
  - Institutional Funds
  - HBCU Grants
- Federal Contracts and Disclosure Audit
- Knight Foundation Grant Audit (FY19-20)
- Transfer of Non-Athletic Auxiliary Funds Audit
- Performance Based Funding Date Integrity

Trustee Cavazos asked a question regarding purchasing card usage and Ms. Melton provided information about the process which requires mandatory training before an employee is authorized to have and use a FAMU purchasing card.

VP Maleszewski introduced the Division of Audit's newest Senior Auditor Arriet Foster and summarized her background for the committee.

Chair Reed and Trustee Cavazos both expressed their appreciation for the updates and commended staff for a job well done.

Before closing, Trustee Nicole Washington asked a question regarding the Athletic Budget and VP Maleszewski provided a response.

Chair Reed adjourned the meeting.