FLORID	A A & M UNIVERSITY
BOA	ARD OF TRUSTEES
IN RE: AUDIT AND COMP COMMITTEE MEETING	LIANCE
	/
COMMITTEE MEMBERS:	
	TRUSTEE GARY MCCOY TRUSTEE ROBERT WOODY
	TRUSTEE CRAIG REED
DATE:	WEDNESDAY, FEBRUARY 10, 2016
TIME:	COMMENCED AT: 2:00 P.M. CONCLUDED AT: 2:45 P.M.
LOCATION:	PRESIDENT'S CONFERENCE ROOM FAMU CAMPUS
	TALLAHASSEE, FLORIDA
REPORTED BY:	NANCY S. METZKE, RPR, FPR
	COURT REPORTER
-	& N REPORTERS
TALLAHASSE	OFFICE BOX 3093 E, FLORIDA 32315-3093
na	/ FAX (850) 697-8715 ncy@metzke.com
can	dnreporters.com

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2	OTHER TRUSTEES	ALSO	PRESENT:			
3	Bettye Grable Cleve Warren					
4	Matthew Carter					
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1	PROCEEDINGS
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4	CHAIRMAN WARREN: Tasha, are you there?
5	MS. ROYSTER: I am.
6	CHAIRMAN WARREN: The next committee would be
7	the Audit and Compliance Committee, which isn't due
8	to convene until 2:15. Could we check to see if
9	the members are on the line and maybe we can go on
10	with that meeting?
11	MS. ROYSTER: We can.
12	Trustee Washington.
13	TRUSTEE WASHINGTON: Here.
14	MS. ROYSTER: Trustee Graham.
15	(NO RESPONSE).
16	MS. ROYSTER: Trustee McCoy.
17	TRUSTEE MCCOY: Here.
18	MS. ROYSTER: Trustee Woody.
19	(NO RESPONSE).
20	MS. ROYSTER: Trustee Woody.
21	(NO RESPONSE).
22	MS. ROYSTER: Trustee Reed.
23	(NO RESPONSE).
24	CHAIRMAN WARREN: Okay.
25	TRUSTEE WASHINGTON: Can we try to get in

4 1 touch with Woody? I know Graham is out. 2 MS. BURY: Woody is on the line. 3 TRUSTEE WOODY: I'm sorry, here. I'm here. TRUSTEE CARTER: They were talking about you, 4 5 man. I'm glad you chimed in. 6 TRUSTEE WOODY: Oh, boy, I should have stayed 7 quiet and listened to what y'all were talking 8 about. 9 CHAIRMAN WARREN: Do we have --10 TRUSTEE WOODY: I'm trying to do two things at 11 one time. Okay, I'm sorry. I'm here. 12 CHAIRMAN WARREN: That's all right. TRUSTEE WASHINGTON: So good afternoon. I 13 14 would like to call the Audit Committee to order. 15 Welcome to everyone, or you've all been here. 16 And, Ms. Barrington, will you please call the 17 role? 18 MS. BARRINGTON: Sure. Thank you. Good 19 afternoon to everyone. 20 Chair Washington. 21 TRUSTEE WASHINGTON: Here. 22 MS. BARRINGTON: Trustee Graham. 23 (NO RESPONSE). 24 MS. BARRINGTON: Trustee McCoy. 25 TRUSTEE MCCOY: Here.

5 1 MS. BARRINGTON: Trustee Woody. 2 TRUSTEE WOODY: Here. 3 Trustee Reed. MS. BARRINGTON: 4 (NO RESPONSE). 5 MS. BARRINGTON: Well, we've got a quorum. 6 TRUSTEE WASHINGTON: Thank you. 7 So we just have two action items this 8 afternoon. The first is the approval of the 9 minutes. The minutes have been posted online for 10 your review. 11 May I have a motion to approve? 12 TRUSTEE WOODY: So moved, Madam Chair. 13 Trustee Woody. 14 TRUSTEE WASHINGTON: Thank you. And a second? 15 TRUSTEE MCCOY: Second. This is Trustee 16 McCoy. 17 TRUSTEE WASHINGTON: Thank you. Is there any discussion? 18 19 (NO RESPONSE). 20 TRUSTEE WASHINGTON: If no discussion, a 21 motion -- or approve by saying aye. 22 (AFFIRMATIVE INDICATIONS). 23 TRUSTEE WASHINGTON: Any approvals (sic)? 24 (NO RESPONSE). 25 TRUSTEE WASHINGTON: The ayes have it. We

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will call those -- the motion carries.

The next item is the acceptance of the report for the review of allegations, which is Emo Architects for Pharmacy Phase II building. It is my understanding that moving forward the Board will have to accept, which means just review and accept these before submitting them officially to the Board of Governors. They would like to know that the Board has actually reviewed and accepted these before moving on with those, so it's not an approval formally, it is just accepting; and then they will move forward and we will submit a copy to the Board of Governors. But VP Givens will give an overview of the report.

15 VICE PRESIDENT GIVENS: First, just to give a 16 little background on the report itself, the 17 architect for the Pharmacy Phase II construction 18 project was terminated by the University; and after 19 he was terminated, he filed a number of allegations 20 with the Board of Governors.

The Board of Governors received the allegations and referred it down to the University to investigate but wanted the University to hire an outside firm to do an investigation. We hired a firm, and they have issued their report on the

allegations.

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2	Just to walk quickly through those, there was
3	an allegation that the contract commitments
4	exceeded the encumbrance authorizations. This was
5	found to be substantiated. It was around a period
6	from May 2010 until September 2010 when the
7	encumbrance authorizations exceeded or the
8	commitments exceeded the encumbrance authorizations
9	by 663,000; this was corrected in September.
10	And just to clarify what this is, the money
11	had been appropriated to the University but the
12	University needed to get approval to spend it and
13	just had not gotten that approval until September.
14	The second allegation had to do with
15	mismanagement of the project that resulted in
16	delays, which resulted in the University paying
17	general condition costs. This was found to be
18	substantiated. They validated some \$300,000 in
19	costs that were paid, but they were substantially
20	less than what the allegation the allegation was
21	there were \$1.5 million in delayed costs that the
22	University had incurred. Each cost was paid
23	through a subsequent amendment to the contract.
24	And then there were three allegations that
25	were not substantiated. The first just had to do

with the architect claiming that he had -- was not paid for work performed and was entitled to a termination fee under the clause of the contract. They found that he was paid for work performed but did not render an opinion on whether the termination fee was owed; however, our General Counsel's office and our outside counsel both feel like no termination fee was owed under the contract.

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And then, also, there's an allegation that the University contacted some of the subconsultants after termination of the contract, and this was found that the University had done that but they -- when the complaint was made, we ceased contact.

And then the last allegation was that the University violated procurement laws by hiring the architect -- the successor architect on an emergency basis rather than true competitive procurement, and this was found to be unsubstantiated. That's the highlights of the report.

23TRUSTEE WASHINGTON: Thank you, VP Givens.24Do I have any questions? Are there any25questions from Committee members or other Board

members?

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(NO RESPONSE).

3 TRUSTEE WASHINGTON: Hearing -- go ahead.
4 TRUSTEE CARTER: What's the overall status?
5 Trustee Carter. Just asking, what's our overall
6 status on this matter? I know we've got to get to
7 the Board of Governors, but what's our status in
8 terms of what we present to the Board of Governors?
9 Bottom line it for me.

10 VICE PRESIDENT GIVENS: We send them the 11 report, they review it. If they have questions, 12 they'll get back with us.

13 We will have a corrective action plan that 14 we'll send along with the report. And basically 15 what we've done is the construction manual has been 16 redone. We have new people in place over the construction area. And our office, the Division of 17 18 Audit and Compliance, is providing some ongoing 19 monitoring for a project to see that we're 20 following our new construction manual. 21 TRUSTEE CARTER: Permission to follow up? 22 TRUSTEE WASHINGTON: Sure. 23 TRUSTEE CARTER: Is there any outstanding 24 litigation in this matter? 25 VICE PRESIDENT GIVENS: It's possible the

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10 1 architect could continue -- or could file suit. At. 2 the present time, no, there is no litigation. He 3 could still file to get the termination fee if he feels like he's owed it. 4 5 TRUSTEE CARTER: Thank you. 6 TRUSTEE WASHINGTON: Any other questions? TRUSTEE WOODY: VP Givens, did we --7 8 TRUSTEE WASHINGTON: Hold on one second, 9 Trustee Woody. We have a follow-up. 10 ATTORNEY SELF: This is David Self, Associate 11 General Counsel. 12 I've been working on this matter with Emo 13 Architects. When Emo was terminated about two and a half or three years ago, we did deliver to him 14 his final check that we believed -- based on our 15 16 evaluation of the project, his final check was 17 approximately \$32,000. He has not cashed that check. It has lingered 18 19 so long that our accounting people have surrendered 20 that check to unclaimed property, the state's 21 unclaimed property. He has approximately two years 22 remaining on the statute of limitations to decide 23 if he wants to bring litigation, so we won't know 24 for certain until either he files or the statute 25 runs.

TRUSTEE WASHINGTON: Thank you for that clarification.

Yes, Trustee Carter.

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TRUSTEE CARTER: What about -- the check you mentioned, it's probably stale by now, right?

6 ATTORNEY SELF: Yeah, it is. Well, they don't 7 actually expire, but our accounting department called the General Counsel's office a week and a 8 9 half ago: What do we do with this check? Thev 10 were about to take the money and put it back into 11 the account. For purposes of our litigation 12 strategy, we did not want to take the money back. 13 We suggested that it be surrendered to DMS for 14 unclaimed property, Financial Services, for their 15 unclaimed property.

TRUSTEE CARTER: Let me --

TRUSTEE WASHINGTON: Please.

18 TRUSTEE CARTER: With the possibility of 19 litigation, would it be better to put it in a --20 what our version of a trust account would be?

ATTORNEY SELF: Without getting into a litigation strategy, we believe that to bring the money back in gives them some sort of defenses or claims to it.

We've given them the check. It hasn't been

1 cashed. The next step for state-issued property 2 like that is to go to Financial Services in their 3 unclaimed property department. It's the same as if you left a utility deposit and moved and didn't 4 5 claim -- going to the Treasury Department of 6 unclaimed property and fill it out. 7 TRUSTEE CARTER: But they have two years --CHAIRMAN WARREN: Madam Chair, this is Trustee 8 9 Warren. 10 ATTORNEY SELF: No, no, litigation is 11 different. Litigation is different. 12 CHAIRMAN WARREN: Madam Chair. 13 ATTORNEY SELF: He can cash his check at any 14 time. If he wants to sue, he still has two more 15 years. 16 TRUSTEE WASHINGTON: All right. Trustee Woody 17 and then Trustee Warren, we had a couple of 18 questions? 19 CHAIRMAN WARREN: Well, mine isn't a question. 20 I just can't hear the respondent. If you would ask 21 them to get closer to the mike or speak into it. 22 TRUSTEE WOODY: The same thing, I can barely 23 hear also. 24 TRUSTEE WASHINGTON: Apologies. He is very 25 close.

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1 ATTORNEY SELF: I don't know what part you 2 didn't hear. The bottom line is we've given the 3 architect his last check; he has not cashed it. We 4 submitted that to unclaimed property, the state's 5 Financial Services department. There are two years 6 remaining on the statute of limitations, so we 7 won't know until the two years run or if he files 8 an action. 9 TRUSTEE WASHINGTON: Thank you so much. Any 10 other --11 TRUSTEE WOODY: Can you tell me what -- this 12 is Trustee Woody. 13 Could you tell me what the amount of that last check was? Because I thought I heard VP Givens say 14 15 it wasn't as much as they originally said it was. 16 TRUSTEE WASHINGTON: That is two separate 17 issues, Trustee Woody. 18 ATTORNEY SELF: The final check was \$32,000 19 and change. The other allegation had to do with 20 delayed damages. 21 TRUSTEE WOODY: Oh, okay. Thank you. 22 TRUSTEE WASHINGTON: Thank you. Very good 23 questions. 24 Any other questions? 25 Trustee Warren, if I may. CHAIRMAN WARREN:

TRUSTEE WASHINGTON: Yes, Trustee Warren. CHAIRMAN WARREN: The outline of the allegations in the first paragraph, the summary paragraph, doesn't give us a perspective on the date of origin, if you will, of the allegations. Might I suggest in the future that if we have something like this that we have some kind of reference point?

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9 I get the impression in reading it that this 10 allegation might have been outstanding for six 11 years; is that not correct?

ATTORNEY SELF: No. This particular allegation, no, has not been outstanding for six years, but the project has had some issues for quite sometime. It started in 2006 or 7, just to give you some idea of how long the project has been qoing.

TRUSTEE WASHINGTON: And Trustee --

19CHAIRMAN WARREN: But the allegations filed20with the Board of Governors was filed with them21when?

ATTORNEY SELF: About two and a half years ago.

24TRUSTEE WASHINGTON: And, Trustee Warren,25you should have received separately the full

15 1 report from the company that the Audit and 2 Compliance office sent out. What was that, last 3 month? That had the full detail of all of the 4 history and the full findings and corrective 5 action. If you don't have that, we can have the 6 staff resend that. 7 CHAIRMAN WARREN: Please. 8 TRUSTEE WASHINGTON: Any other questions? 9 (NO RESPONSE). 10 TRUSTEE WASHINGTON: Hearing none, can I have 11 a motion to accept this report? 12 CHAIRMAN WARREN: So moved. I'm not on it. 13 TRUSTEE WOODY: So moved. 14 TRUSTEE MCCOY: I'll second. 15 TRUSTEE WASHINGTON: Thank you. Trustee Woody 16 motioned, and Trustee McCoy seconded that motion. 17 All in favor say aye. 18 (AFFIRMATIVE INDICATIONS). 19 TRUSTEE WASHINGTON: Opposed nay. 20 (NO RESPONSE). 21 TRUSTEE WASHINGTON: The motion carries. 22 So now I recognize VP Givens to present the 23 information items for the Committee. 24 VICE PRESIDENT GIVENS: The first information 25 item is just to go through a discussion on the

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Audit Committee's roles and responsibilities.

The roles and responsibilities of the Audit Committee are defined by the Audit Committee Charter that's adopted by the Audit Committee and approved by the Board of Trustees. It's reviewed periodically. Right now we do it about every year or year and a half to review it to be sure it's in conformance with the model charter that's put out by the Institute of Internal Auditors.

10 And the Committee Charter that we have now is 11 based on that model charter. Just quickly, some of 12 the roles of the Audit Committee are to oversee the 13 financial reporting, oversight of internal controls and risk management. There's a certain 14 15 relationship with the internal auditors and the 16 interaction with management, as well as some responsibilities to oversee the ethics and 17 18 compliance of the University, and also have how 19 the Audit Committee interacts with the internal 20 auditors, and that's the Division of Audit and 21 Compliance, as well as with other Board committees 22 and just some recommendations that the Audit 23 Committee is to evaluate itself periodically, as 24 well as obtain the orientation education necessary. 25 And I'd just like to hit some highlights of

this. In the oversight and financial reporting, the Audit Committee is the arm of the Board of Trustees to oversee the financial reporting of the University. The primary responsibility is to ensure the integrity of the financial information. And you do this through hiring qualified people as well as receiving audit reports and seeing that the audits are done timely and have the interaction with the auditors.

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As far as oversight of internal controls and risk management, this has always been a big responsibility in government for audit committees to oversee the controls regarding legal and regulatory compliance. And those are controls that would extend beyond just the typical financial reporting controls.

And then to ensure that the University devotes 17 18 adequate resources required for the effectiveness 19 of the internal control processes as well as to 20 determine the risk management processes are in 21 place, especially as they affect such areas as 22 financial reporting and reputational risk; review the risk assessment and challenge the risk profile 23 24 as well as reassess the list of the top risk areas 25 and determine who in management should oversee the

areas. And we do this -- every year we do a risk assessment that is done for the primary purpose of developing the work plan for the Division of Audit and Compliance, but we present the report to the Committee for review and approval. And that's the point at which it gives the Board an opportunity to see what high-risk areas have been identified, to ask appropriate questions, and to ensure that the University is providing for appropriate addressing of those issues.

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11 As far as relationship with independent 12 auditors, the Board is the one that has the 13 authority to hire independent auditors. And when 14 we hire those, those are primarily for special 15 projects just like the one we had. The state 16 auditor general is the one who every year does 17 the financial and audit of the federal awards 18 program.

As far as interaction with management, the Audit Committee just needs to be able to find the balance between oversight without making the management decisions. And this is done through an open and trusting relationship with management and asking appropriate questions. The meetings of the Audit Committee provides you the opportunity to do

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that as well as just direct interaction with appropriate employees.

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3 As far as the interaction with the internal 4 auditors, you know, we like you to look at us as 5 the key resource to provide information to you that 6 you need for making decisions. It's important that we have a direct line to the Audit Committee and 7 8 that the Audit Committee is involved with the risk 9 assessment process. It's also we -- the standards 10 need to be viewed as an objective entity, and our 11 role in this is basically fact finding and 12 reporting. We don't get into making management 13 decisions or implementing management decisions; 14 that's left up to management. That way it 15 maintains our objectivity and independence so we're 16 not put in a position of trying to audit decisions 17 that we made.

And if there are questions, I'd be glad to answer questions on the roles. If not, I'll be glad to move on to our next topic.

21 TRUSTEE WASHINGTON: Just a second. Thank22 you, VP Givens.

23 Committee members, I know that we have a 24 number of new members on the Committee as well as 25 Board members, and so I just wanted to say that I

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asked VP Givens to give this sort of overview, high level as we go through, so as we continue to mull through some of these issues, you have at least an understanding. So I would encourage you to ask questions, if not now, then off line directly to VP Givens.

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Thank you, VP Givens. You can continue.

8 VICE PRESIDENT GIVENS: I just wanted to give 9 an update on a couple of reports that were issued. 10 We had issued a report on followup of some -- of an 11 audit that was done of the purchasing card program. 12 We found that there were still instances where the 13 documentation was not adequate and that sometimes 14 it was not complete, and these are expenses for the 15 purchasing card program. In some instances, they 16 were not complete and not submitted on time. In 17 some instances, there was not an adequate business 18 purpose for the expenses. And the purchasing card 19 administrator has implemented some corrective 20 actions on all of those to address those issues.

We also had issued a report on the hiring process at the University as a result of some allegations that were reported to the Board of Governors and that they referred down to us to look at. They asked us to look at the hiring process to

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be sure the hiring process was followed in the hiring of this particular individual.

We did that. We found that the hiring process was followed. We found that the individual was qualified to be hired into the position he was hired; but in doing it, we did see some areas that could be improved, and it related primarily to the instances where the advertising for a position is waived.

10 We met with our HR department. We went 11 through the findings, then HR has agreed to 12 implement some changes to the process, basically to 13 revise policy language to codify and clarify the 14 procedure that's used when an advertisement is 15 waived, and also to consider procedures that could 16 help the University take action in the event an 17 individual provides false information about 18 pertinent or minimum qualifications that are used 19 in the selection process.

And then, also, we noted some improvements could be made in the background check process, which we found that the EEOC guidelines were followed but that it would help I think if they were codified in writing. HR has agreed to look at that as a possibility to put those in writing.

2.2 1 TRUSTEE CARTER: Madam Chairman, an 2 opportunity for questions? 3 TRUSTEE WASHINGTON: Sure. Chair -- I mean, 4 sorry, Trustee Carter. 5 TRUSTEE CARTER: In the context of the 6 non-advertised positions, what's the volume? How 7 do we -- is there a way to quantify that? I want 8 to see if there's a problem. How do we quantify 9 that? How many was that or --10 VICE PRESIDENT GIVENS: We looked, and within 11 a year maybe there might have been 30 or so. 12 TRUSTEE CARTER: And the basis for that? 13 VICE PRESIDENT GIVENS: Is the need to fill 14 positions quickly if there were people that were 15 qualified to take --16 TRUSTEE CARTER: Now is that more for internal employees? What I'm trying to get my head around, 17 why would you not advertise? Is that because these 18 19 are internal promotions or employees? How does 20 that --21 VICE PRESIDENT GIVENS: Well, that was part 22 of the process that we looked at. When the 23 advertising is waived, there's a justification 24 that has to be provided. And the justification, 25 it could range from just the need to fill

23 positions or -- I don't remember the rest of them 1 2 off the top, but there are several reasons that 3 were given. 4 TRUSTEE CARTER: Excuse me, Madam Chair. 5 TRUSTEE WASHINGTON: Sure. 6 TRUSTEE MCCOY: Could you please talk up? Ι 7 can barely hear you. Sorry about that. 8 TRUSTEE CARTER: 9 For this line of questioning, in the case of 10 non-advertised, who is the final signing authority? 11 How do we -- who is the final signing authority on 12 that? If you're going to waive advertising, how 13 does that -- there has to be someone responsible, 14 right? 15 PRESIDENT MANGUM: Me. 16 TRUSTEE CARTER: The President? So you are 17 informed of that, right, so long as -- just as long 18 as we have oversight, so if we're doing that, then 19 I think the President, you know, should be able to 20 know that that occurs so we don't leave that to 21 some folks down in the --22 TRUSTEE WASHINGTON: So just to be clear, for 23 all unadvertised filling of job descript -- you 24 know, for all unadvertised positions, the President 25 is the final say on the actual signoff, like she is

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1	aware of each individual that we have waived hiring
2	for or waived advertising, or would it be maybe
3	like the Chief of Staff?
4	VICE PRESIDENT GIVENS: It says or President's
5	designee.
6	TRUSTEE WASHINGTON: Okay, or the President's
7	designee.
8	ATTORNEY THOMAS: It would be a vice president
9	or the President.
10	TRUSTEE WASHINGTON: Right. Okay.
11	TRUSTEE CARTER: I'm just asking that for
12	accountability purposes.
13	VICE PRESIDENT GIVENS: And the hiring manager
14	is the one that can initiate that, whether or not
15	it's advertised.
16	TRUSTEE GRABLE: Chairman Washington, this is
17	Trustee Grable. I too, like Trustee Woody, I can
18	barely hear when people are talking; and then
19	several people start talking and I miss the entire
20	discussion.
21	TRUSTEE WASHINGTON: I apologize, Trustee
22	Grable. We will get VP Givens a little closer to
23	the mike and maybe he can speak up.
24	TRUSTEE GRABLE: Trustee Washington
25	TRUSTEE WASHINGTON: Can you hear me? Trustee

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1	Grable?
2	TRUSTEE GRABLE: Yes, I'm here.
3	TRUSTEE WASHINGTON: Sorry.
4	TRUSTEE GRABLE: Thank you.
5	TRUSTEE WASHINGTON: I apologize for the
6	ambient noise. The line of questioning is just
7	ensuring that there is a process and procedure for
8	unadver for positions that have been waived.
9	And it appears as if there is a process and that
10	the accountability structure goes up to either a VP
11	or the President herself.
12	TRUSTEE GRABLE: Okay. Thank you for that
13	clarification, Trustee Washington.
14	TRUSTEE WASHINGTON: You are very welcome.
15	Any other questions on that matter? Oh,
16	sorry, General Counsel.
17	ATTORNEY THOMAS: Yes. I just wanted to state
18	that there is a regulation and it's 10.102 that
19	prescribes what the process is for waiver of
20	advertisement. There's a form that must be
21	completed, and the only persons that are allowed
22	to, you know, do actual hiring would be the
23	President or the President's designee, which is an
24	actual VP, not an associate or
25	TRUSTEE WASHINGTON: Okay. Thank you very

2.6 1 much. 2 Any more questions? 3 TRUSTEE WOODY: Chairman Washington, Trustee 4 Woody. 5 TRUSTEE WASHINGTON: Yes, Trustee Woody. 6 TRUSTEE WOODY: Is there a requirement -- did 7 you find that there is a requirement that everybody 8 that is interested in applying for a position 9 submit an application, a written application that is submitted to HR? 10 11 Rick, VP Givens. TRUSTEE WASHINGTON: 12 VICE PRESIDENT GIVENS: In the process, if 13 it's advertised yes, everybody is required to 14 submit an application; but not in the -- an 15 application has not been required in the process 16 where advertisement is waived. 17 TRUSTEE WASHINGTON: That might be something 18 we look into. Is there a state regulation, General 19 Counsel, on filling out of the state application? 20 ATTORNEY THOMAS: Not that it's applicable to 21 the State University System because we prescribe 22 our own hiring regulations. 23 TRUSTEE WASHINGTON: Okay. Thank you. 24 Trustee Woody, are you okay? Do you have any 25 more questions?

CHAIRMAN WARREN: There's Trustee Warren if he doesn't.

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TRUSTEE WASHINGTON: Trustee Warren, you are recognized.

CHAIRMAN WARREN: Well, this whole subject 5 6 matter seems to me opens Pandora's box on the 7 subject of nepotism. So if we have a process for 8 approving -- making job assignments or hiring 9 people without advertisement, then I'm delighted to 10 hear that the process floats up to the final 11 authority being the President or the President's 12 designee. But on the other hand, to not have an 13 application, minimally an application for those 14 folk, how is the President then made aware of the 15 qualifications of the person without something 16 having been submitted, an application and even a 17 resume, for that matter, attached to it that helps 18 in that evaluation? Otherwise it comes to her 19 merely anecdotally, a recommendation from somebody 20 who likes somebody else.

TRUSTEE WASHINGTON: So, Trustee Warren, I will just reiterate maybe what the General Counsel noted, was that there is -- even for the waived positions, there is a justification form and supporting documents that are required to be

1 submitted with those.

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2	VICE PRESIDENT GIVENS: Yeah, and I'd just
3	like to add too, that the hiring manager in the
4	process determines what documents are required.
5	And that's generally going to be at least a resume,
6	so you do have a resume that's submitted too.
7	CHAIRMAN WARREN: So, Madam Chair, a follow on
8	then.
9	TRUSTEE WASHINGTON: Yes, Trustee Warren.
10	CHAIRMAN WARREN: We're still leaving the
11	discretion on what is submitted to the hiring
12	manager as opposed to rule and/or a procedure
13	dictating what minimally should be provided under
14	any circumstance, be it an advertised job or a
15	non-advertised job. If one of us, as an example,
16	as a Board member, wanted had an inquiry about
17	the recent hire, for whatever reason that might be,
18	the hiring manager would have determined what's
19	available to us to review if we had questions about
20	a hiring.
21	TRUSTEE WASHINGTON: I agree, and it sounds
22	like it's the will of the Committee to maybe review
23	the regulation itself for hiring and maybe add some
24	additional clarification in there and make sure

that it is codified and shored up in a way that we

1 feel is appropriate. So maybe I will task myself 2 with getting with General Counsel and VP Givens and 3 whoever else is --PRESIDENT MANGUM: Human resources. 4 5 TRUSTEE WASHINGTON: -- in human resources to make sure that those regulations -- and I'm not 6 7 sure what committee they'd come out of because it 8 wouldn't be audit necessarily. But we will 9 definitely continue with this line of -- to make 10 sure that it is not a Pandora's box. 11 CHAIRMAN WARREN: Yes, thank you. Thank you, 12 Trustee Washington. 13 TRUSTEE WASHINGTON: VP Givens --14 Are there any other questions on this specific 15 topic? 16 (NO RESPONSE). 17 TRUSTEE WASHINGTON: All right. VP Givens, 18 can you please continue? 19 VICE PRESIDENT GIVENS: Yes. I'd just like to 20 give a guick update on where we are related to the 21 review that was authorized by the Board related to 22 the renovations at the University's owned house 23 that's being occupied by the President and the 24 bonuses. 25 We have hired the firm of Grant Thornton to do

1 the review. They were onsite last week, this week 2 and probably will be onsite next week with the 3 anticipation of having a report to us by sometime -- around February the 16th is what 4 5 they've committed to. 6 And then, lastly, I'd just like to give a 7 quick update on the proposed Board of Governors' 8 regulations --9 TRUSTEE WASHINGTON: VP Givens, one second. 10 Madam President. 11 PRESIDENT MANGUM: Thank you for the 12 opportunity to speak and to clarify the 13 terminology. 14 There were no bonuses, those were hiring 15 incentives. We should use the appropriate 16 language. 17 TRUSTEE WASHINGTON: Thank you for the 18 clarification. 19 VP Givens. 20 VICE PRESIDENT GIVENS: And then an update on 21 the proposed Board of Governors' regulations. 22 Those -- the Board of Governors is in the process. 23 They have met with various stakeholders, they've 24 received input, and they're incorporating some 25 changes. Their intent right now is to issue

another draft set of regulations and have some more meetings with the stakeholders prior to taking those to the Board of Governors' committee for notice. So those are moving still, but they're not on track to go to the Board of Governors' Audit Committee in March as previously planned.

And, Madam Chair, that would conclude my report.

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TRUSTEE WASHINGTON: Thank you, VP Givens.

Do we have any more -- any other questions from Committee members or non-Committee members?

12 CHAIRMAN WARREN: Madam Chair, this is Trustee 13 Warren.

TRUSTEE WASHINGTON: Yes, Trustee Warren, you're recognized.

16 CHAIRMAN WARREN: The work of the Audit staff 17 seems to be heavily focused on investigative work. 18 I'm curious to know if Mr. Givens -- and I think 19 we've seen this before, but just help me with my 20 memory, Mr. Givens, if you will, if there is an 21 audit plan on areas that you would focus on to 22 explore where we might have risk.

23 Your staff and you serve as internal auditors 24 to the University, and in that role our expectation 25 is that you would look under rocks, either on an

invited basis as doing investigations and an uninvited basis your free will to look at operating procedures all over the University so that we can make adjustments where need be based on those periodic examinations or explorations of yours.

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But over the last several months what we've heard most about are investigations or your responses to allegations, but help us understand what is the work plan for the Audit staff with respect to periodic reviews.

VICE PRESIDENT GIVENS: Every year we do a risk assessment, and based on the risk assessment, we come up with a work plan that includes the audits as well as time that we allocate to investigations, as well as some management requests that we provide some help on.

We do spend an awful lot of time on 17 18 investigations. I would -- we spend probably 19 50 percent of our time doing investigations. We 20 get allegations through the hotline, we get them 21 direct, we get some referred down from the Board of 22 Governors, as well as the Governor's Inspector 23 General all refer these down to us and we do -- we 24 look at those. We have developed a filter that we 25 try to run these through so that we can maintain a

balance between the audits and the investigations.

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You know, as far as the filter that we have on the investigations, we try to look at things like: Does the person making the complaint have first-hand knowledge of what they're talking about, or is this something they've heard or something that they just suspect might be going on? We look at what their motive might be for filing a complaint, do they have a problem with somebody that they're trying to stir trouble up for; and then we look at the impact, what's the possible impact on the complainant.

13 Some of the allegations involve some issues 14 that relate to compliance but may not have a real 15 big impact, and so we try to prioritize based on 16 those factors. But the standards have changed a 17 little bit in the last year or so and they do 18 require that internal auditors maintain a balance 19 in their work. And it's something we're cognizant 20 of and really trying to work towards maybe doing 21 that a little better as far as doing more audit 22 work.

CHAIRMAN WARREN: Thank you, Mr. Givens.
 TRUSTEE WASHINGTON: Thank you, Committee
 members. Any other further business before the

	34
1	Committee?
2	(NO RESPONSE).
3	TRUSTEE WASHINGTON: If no other business, the
4	Audit and Compliance Committee is adjourned.
5	CHAIRMAN WARREN: Thank you, Trustee
6	Washington.
7	(WHEREUPON, THE COMMITTEE MEETING WAS
8	ADJOURNED).
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1	CERTIFICATE
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3	STATE OF FLORIDA)
4	COUNTY OF LEON)
5	I, NANCY S. METZKE, RPR, FPR, certify that I
6	was authorized to and did stenographically report the foregoing proceedings and that the transcript is a true and complete record of my stenographic notes.
7	
8	DATED this 21st day of February, 2015.
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11	NANCY S. METZKE, RPR, FPR Court Reporter
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