



FLORIDA A&M UNIVERSITY  
DIVISION OF AUDIT

*(Revised)*

# Division of Audit FY 2023- 2024 Work Plan

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Report #22-23-008

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November 21, 2023



## EXECUTIVE SUMMARY

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This executive summary provides an update on the annual Division of Audit work plan approved by the Board of Trustees in June 2023. The Division of Audit has encountered significant staffing challenges since the plan’s approval, including the departure of the Lead Senior Auditor and the unfunded request for enterprise risk management staff members as part of the budget process.

In light of the staffing impacts, the Division of Audit has made strategic adjustments to the approved work plan, prioritizing essential areas of focus. As a result, certain projects and initiatives will be removed or scaled back in the current fiscal year. Removed projects will be reconsidered as part of the risk assessment and plan for the coming fiscal year. Changes are summarized below.

### 1. Removed Projects:

- Operational Audit of Property Management Function
- Risk Based Budgeting Tools
- Risk and Controls Certification Program
- Crisis Management Toolkit
- Athletics Risk Toolkit

### 2. Reduced Initiatives:

- The frequency of **risk bulletins** will be decreased due to limited staffing.
- The availability of **on-demand Enterprise Risk Management (ERM) training courses** will be scaled back.

The primary goal of these work plan adjustments is to ensure that the remaining projects and initiatives can be executed effectively, focusing on critical areas, while maintaining a high level of quality.

The Division of Audit remains committed to upholding its core responsibilities and contributing to the organization's risk management efforts. The decision to modify the work plan has been taken with careful consideration of the available resources and the need to deliver impactful outcomes.

The Division of Audit appreciates the ongoing support of the Board of Trustees and the understanding of all stakeholders as it navigates through these staffing challenges. Efforts will be directed towards optimizing the use of existing resources to deliver value and ensure the organization's risk management objectives are met.



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## BACKGROUND

Professional auditing standards<sup>1</sup> state that the chief audit executive (CAE) must establish a risk-based plan to determine the priorities of the internal audit activity, consistent with the organization’s goals. Additionally, the CAE must review and adjust the plan, as necessary, in response to changes in the organization’s business, risks, operations, programs, systems, and controls. The CAE must then communicate the internal audit activity’s plans and resource requirements, including significant interim changes, to senior management and the board for review and approval.

Every entity exists to realize value for its stakeholders. Value is created, preserved or eroded by management decisions in all aspects of an entity’s activities, from strategy setting to daily operations. Entities failing to recognize the risks they face, from external or internal sources, and to manage them effectively, can destroy value. An effective starting point for understanding risk is to take a look at all aspects of an entity’s activities.

The 2023-2024 Audit Work Plan, was developed based on information from a university-wide risk assessment that included risk surveys, workshops, and other channels of communication with leadership, faculty, staff, and students. The top ten risks for the university are identified in the chart below.

FAMU TOP 10 RISKS for FY 2023 - 2024			
1	Campus Safety and Security	6	Emergency Preparedness
2	Talent Management	7	Culture of Accountability
3	IT/Cybersecurity	8	Privacy and Data Governance
4	Staff and Student Mental Health	9	Legislation Impacts from Florida’s 2023 Session
5	Organizational Change Management	10	Athletics

The internal audit and enterprise risk management function work plans are designed to address high risk areas of the university and support the achievement of [Boldly Striking, Florida A&M University’s \(FAMU\) 2022-2027 Strategic Plan](#).

<sup>1</sup> International Standards for the Professional Practice of Internal Auditing (Standards) – Performance Standards 2010 Planning



## INTERNAL AUDIT RESOURCES

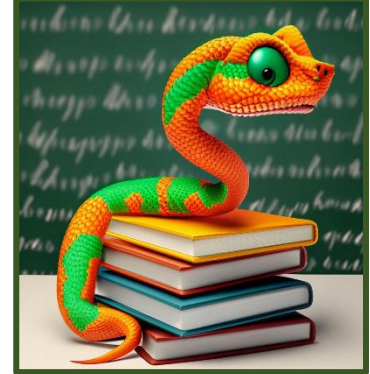
The Division of Audit has the following staff to support the internal audit function and work plan.



Joseph Maleszewski  
VP for Audit/CAE  
(1800 Hours)



Deidre Melton  
AVP for Audit/CRO  
(900 Hours)



Vacant  
Sr. Auditor & Investigator  
(1400 Hours)



Trystal Wright  
Sr. Auditor & Investigator  
(1800 Hours)



William Thomson  
Sr. IT Auditor & Investigator  
(1800 Hours)



Erica Thames  
Sr. Auditor & Investigator  
(1800 Hours)



Crisencia Brown  
Auditor & Investigator  
(1800 Hours)



Rasheedat McKay  
Auditor & Investigator  
(1800 Hours)



# INTERNAL AUDIT WORK PLAN



## Board of Trustees (Mandatory)

- Athletics Financial Review - Fall 2023
- Athletics Financial Review - Spring 2023



## Florida Board of Governors (Mandatory)

- Performance-based Funding Data Integrity Audit (Strategic Priority 4)
- Foreign Influence Audit (Strategic Priority 2)
- Post-Tenure Review Audit (Strategic Priority 2)



## Operational

- Campus Safety & Security (Strategic Priority 5)



## Academic Affairs Advisory Services

- Colleges & Schools: Performance Based Funding (Strategic Priority 4)
- Colleges & Schools: National Rankings (Strategic Priority 1 - 2)
- Colleges & Schools: Strategic Plan (Strategic Priorities 1 - 5)
- Colleges & Schools: Operations (Strategic Priority 5)



## IT/Cybersecurity

- Cybersecurity Maturity Model Certification Level 1 Self- Assessment (Strategic Priority 2)
- Gramm-Leach Bliley Act Audit (Strategic Priority 5)



## FAMU Committees

- Athletic Action Plan Implementation Team and Workgroup (Strategic Priority 5)
- Metrics and Rankings Workgroup (Strategic Priorities 1 - 5)
- Civil Discourse Committee (Strategic Priority 1 - 2)



## Training and Awareness

- Fraud Awareness Week (Strategic Priority 5)
- Internal Audit Awareness Month (Strategic Priority 5)
- FAMU Fundamentals (Strategic Priority 5)
- FAMU Management Seminar (Strategic Priority 5)



## DoA Services

- External Audit Coordination
- Investigative Services
- Management Requests
- Audit, Advisory, & Investigative Follow-up



## ENTERPRISE RISK MANAGEMENT RESOURCES

The Division of Audit has the following staff to support the ERM function and work plan.



Deidre Melton  
AVP for Audit & Chief Risk Officer  
(900 Hours)



William Knight  
ERM Coordinator  
(1800 Hours)

Additional assistance is expected through the Federal Work Study Program. This program allows for the ERM function to receive two student workers for approximately 15 hours per week during the Fall and Spring terms. Additionally, the Division of Audit was awarded the 2023 URMIA Student Internship Fund which provides the funding for FAMU to award a paid internship for one student for approximately 20 hours per week during the Fall and Spring terms.



## ENTERPRISE RISK MANAGEMENT WORK PLAN



### ERM Purpose and Scope

- ERM Policy Review
- Risk Appetite Statement Review
- Strategic Plan Risk Assessment



### ERM Centralization and Accountability

- ERMAC: Strategic and Performance
- ERMAC: Operational Risk Managers (Cohort 1)



### ERM Process

- Risk Workshops
- University Risk Assessment
- Risk Mitigation
- Risk Alerts - Emerging Risks
- Risk Bulletins



### Campus Risk Management Culture

- ERM Awareness Week
- ERM On-Demand Training Courses
- ERM Newsletter and Infographics
- Risk Culture Survey



### Special Projects

- Artificial Intelligence Risk Toolkit
- ERM Standard Operating Procedures
- Cybersecurity Toolkit
- Athletics Risk Toolkit





## PROJECT TEAM

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### Engagement was conducted by



Deidre Melton, MBA, CFE, CIA, CISA, CISM, CDPSE, CRISC, CRMA  
Associate Vice President for Audit and Chief Risk Officer

### Engagement was supervised and approved, and distributed by:



Joseph K. Maleszewski, MBA, CIA, CGAP, CISA, CIG, CIGA, CIGI, CCEP,  
CCA, CFE  
Vice President for Audit, Chief Audit Executive, and Inspector General

**NOTE:** This report was approved by the BOT  
Audit and Compliance Committee and full BOT  
on June 8, 2023.

## STATEMENT OF ACCORDANCE

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The Division of Audit's mission is to enhance and protect the value of FAMU and its stakeholders by providing excellence in risk-based and objective assurance, advice, and insight through the promotion of accountability, integrity, and efficiency.

We developed the work plan in accordance with the International Standards for the Professional Practice of Internal Auditing. Those standards require we plan and conduct a risk assessment to use as a basis for the development of the audit work plan aligned with university goals. We believe the evidence obtained provides a reasonable basis for our risk assessment and conclusions based on our objectives.

Please address inquiries regarding this report to the Division of Audit at (850) 412-5479.

<https://www.famu.edu/administration/audit/>