



Audit & Compliance Committee Meeting

University of North Florida

Virtual

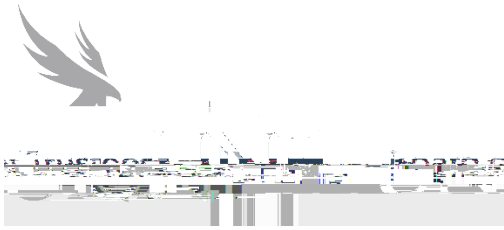
2024-09-16 12:00 - 13:00 EDT

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Audit & Compliance Committee Meeting
University of North Florida
Monday, September 16, 2024 at 12:00 PM to 1:00 PM

Virtual



Item # AC-1
Action Item

UNF Board of Trustees
Audit and Compliance Committee

September 16, 2024

Subject: Approval of June 6, 2024 Audit and Compliance Committee Meeting Minutes

Recommended Action:

Approval of June 6, 2024 Audit and Compliance Committee Meeting Minutes

Background Information:

Committee members will review and approve the Minutes of the Audit and Compliance Committee meeting held on June 6, 2024

Supporting documentation:

1. [June 6, 2024 Audit and Compliance Committee Meeting Minutes](#)

Presenter:

Paul McElroy, Chair of Audit and Compliance Committee

Item # AC-2
Action Item

UNF Board of Trustees
Audit and Compliance Committee

September 16, 2024

Subject: Office of Internal Auditing Charter

Recommended Action:

Approval of revised Office of Internal Auditing Charter.

Background Information:

Ms. Julia Hann, Chief Audit Executive, will provide information on the revisions made to the

University of North Florida
Internal Audit Charter

Introduction

This Charter identifies the purpose, scope, responsibilities, and authority of the Office of Internal Auditing (OIA) at the University of North Florida (UNF) and establishes a framework for complying with the International Professional Practices Framework (Standards) promulgated by The Institute of Internal Auditors.

Purpose

The purpose of the internal audit function is to strengthen the internal control system and ensure compliance with applicable laws, regulations, and university policies.

- x Operations and programs are being carried out effectively and efficiently.
- x Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact the University.
- x The integrity of information and the means used to identify, measure, analyze, classify, and report such information is reliable.
- x Resources and assets are acquired economically, used efficiently and sustainably, and protected adequately.

Ethics and Professionalism

The chief audit executive will ensure that internal auditors:

- x Conform with The , , \$ Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- x Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organization and be able to recognize conduct that is contrary to those expectations.
- x

- x Assist and provide technical advice and support to the BOT Audit and Compliance Committee in oversight of Direct Support Organizations, as requested, which may include efforts to review related financial statements, external audit reports and selection of external auditors/consultants.

The Board of Trustees, or as delegated to the Audit and Compliance Committee by the Board Chair, will

- x Approve the Internal Audit Charter
- x Annually, review and approve the plan of work to be performed by the Office of Internal Audit
- x Quarterly, receive communications from the Chief Audit Executive on the internal audit activity relative to the plan and other matters.
- x Make inquiries of management and the Chief Audit Executive regarding scope and resources.

Authority

The Board of Trustees grants the Internal Audit Function the mandate to provide the board and senior management with objective assurance, advice, insight, and foresight.

The board authorizes the internal audit function to:

- x Have full and unrestricted access to all functions, data, records, information, physical property, and personnel pertinent to carrying out internal audit responsibilities. Internal auditors are accountable for confidentiality and safeguarding records and information.

material and significant audit issues to the President, Chair of the Audit and Compliance Committee, Chair of the UNF Board of Trustees, and to the State University System of Florida Board of Governors when applicable

Quality Assurance and Improvement Program

The chief audit executive will develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. The program is approved by the Board of Governors (pr.004 (m)-4.004 2 (

Item # DISC-1
Information Item

UNF Board of Trustees
Audit and Compliance Committee

September 16, 2024

Subject: Office of Internal Auditing (OIA) Quarterly Update

Recommended Action:

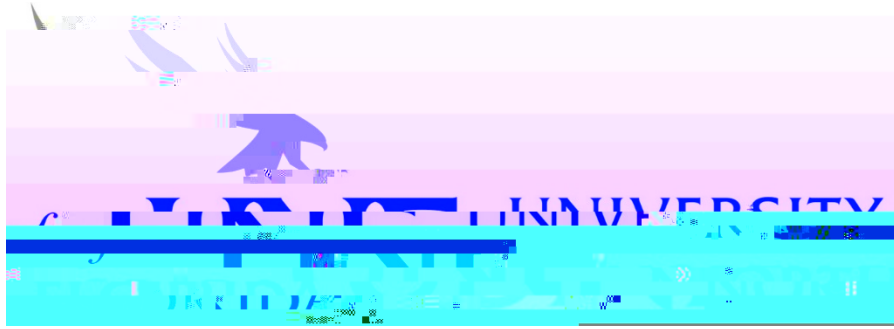
No action is necessary. This item is only informational.

Background Information:

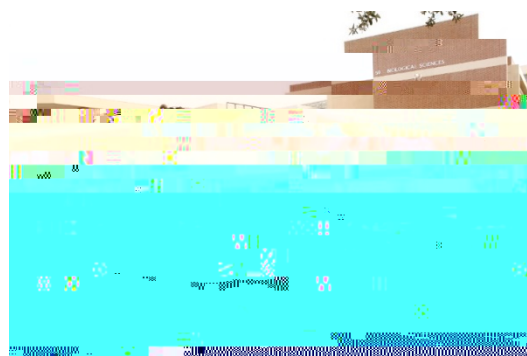
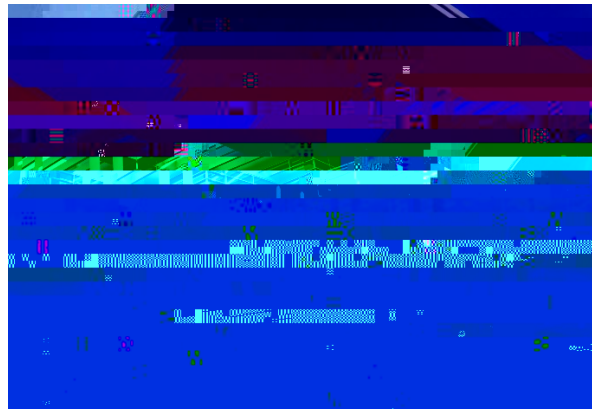
Item # DISC-2
Information Item

UNF Board of Trustees
Audit and Compliance Committee

September 16, 2024



COMPLIANCE OFFICER ANNUAL REPORT FY 2023 - 2024



Submitted By:
Robyn Blank
AVP and Chief Compliance & Ethics Officer
September 2024

COMPLETED ACTIVITIES

Committee, the Financial Aid Policy Committee, the Data Governance Committee, and the GDPR Task Force

Provided guidance to campus partners on hiring of relatives, drafting of COI management plans, acceptance of gifts, and filing of required forms with the Florida Commission on Ethics

5. Audit and Monitoring

Provided quarterly compliance updates to BOT Audit and Compliance Committee
Continued to enhance the compliance directory to identify federal and state higher education compliance requirements and the University's responsible party
Monitored the university calendar for civil discourse-related items and assisted with drafting of UNF's Summer 2024 Civil Discourse Recommendations Update, ensuring continued compliance with BOG requirements
Tracked compliance issues arising from internal and external audits, and other program reviews and monitored corrective action
Continued monitoring of the student-athlete concerns portal and responded to reports

6. Enforcement and Discipline

Promoted awareness of UNF policies and procedures and regulatory requirements via Osprey Update and in-person meetings
Assisted with providing of recommendations to supervisors regarding appropriate corrective action for policy violations arising from Office investigations

7. Response and Prevention

- Issued update notices and other alerts to compliance partners regarding regulatory changes
- Participated in discussions regarding UNF's protections and responses to cyberthreats and cyberattacks

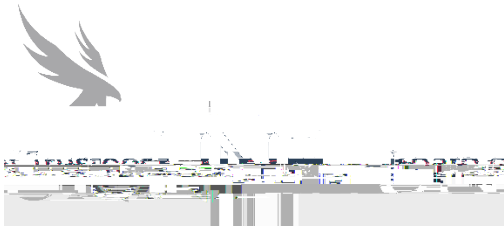
Goals for 2024-2025

1. Expand the Office by hiring a general compliance officer, privacy officer, and Clery coordinator (*Clery Act Compliance Manager starts September 16, 2024)
2. Continue progress in meeting the requirements of the UNF Compliance and Ethics Program and implement recommendations from the five-year review
3. Continue efforts to mature UNF's Enterprise Risk Management Program via CEROC
4. Review new Title IX rules and lead any policy or regulation revision efforts, if necessary (Title IX rules were issued in Spring 2024 with an effective date of August 1, 2024, but are currently enjoined by federal courts)
5. Review new federal third-party servicer regulations and lead any policy, regulation, or procedure revision efforts (regulations are still pending at the federal level)

Item # DISC-3
Information Item

UNF Board of Trustees
Audit and Compliance Committee

September 16, 2024



Item # DISC-4
Information Item

UNF Board of Trustees Audit and Compliance Committee

September 16, 2024

Subject: Direct Support Organizations' (DSOs) Audits and Form 990s

Recommended Action:

No action is necessary. This item is only informational.

Background Information:

The purpose of this item is to present, for review, audits for UNF's DSOs and Form 990's, including the (1) UNF Foundation, Inc., (2) UNF Training & Service Institute, Inc., (3) UNF Financing Corporation, Inc., and (4) MOCA, Jacksonville.

Also, this item is in response to the Board of Governors' requirement that the Board of Trustees review the university's direct service organizations federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990).

Supporting documentation:

1. DSOs Financial Statement Audits
2. Form 990s

Presenter:

Scott Bennett, Vice President of Administration and Finance

UNF Board of Trustees
Audit and Compliance Committee

September 16, 2024

Subject: Audit and Compliance Committee FY25 Annual Work Plan

Recommended Action:

No action is necessary. This item is for discussion only.

Background Information:

The Committee Work Plan serves as a roadmap for the committee's activities, ensuring that all necessary approvals are noted and that the committee is regularly informed of important developments in audit and compliance.

The FY25 Audit and Compliance Work Plan outlines the key items that the Audit and Compliance Committee will review throughout this fiscal year. This plan includes a list of approval and informational items, ensuring that the committee remains informed and engaged in the committee's work.