

- III. Closed Session– Convene in closed session to discuss the performance of specific departments where such evaluation will necessarily involve discussion of the performance of specific individuals as permitted by the Code of Virginia Section ~~272~~ 272-1 (A)(1).
- IV. Reconvene in Open Session and FOIA Certification
- V. Report from the Vice President for Human Resources Diversity, Equity, and Inclusion–
September Sanderlin
 - A. V.V.

**OLD DOMINION UNIVERSITY BOARD OF VISITORS
AUDIT, COMPLIANCE AND HUMAN RESOURCES**

Responsibilities

The Committee's general responsibilities are defined in Section 4.02 (d) of the Board Bylaws: "The Committee is responsible for (1) oversight of financial reporting and financial statement matters and any critical accounting and reporting issues; (2) reviewing annually the audited financial statements with the external auditors, determining that the administration has been open and has acted in good faith in connection with the audit; (3) oversight of the internal audit function, including receiving reports and approval of the annual audit plan; and (4) reviewing matters of compliance related to the University's human capital infrastructure; and (5) oversight of the University's compliance function."

More specifically, the below are some of the duties of the Committee:

Financial Statements

- Receive entrance and exit communications with the external auditors regarding their annual audit of the University and any other communications as necessary.
- Review with management and the external auditors the results of the audit, including any difficulties encountered.

Internal Control

- Consider the effectiveness of the University's internal control system, including information technology security and control.
- Understand the scope of internal and external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- Determine whether internal control recommendations made by internal and external auditors have been implemented by management.

Internal Audit

- Review with management and the Chief Audit Executive the charter, plans, activities, staffing, and organizational structure of the internal audit function.
- Approval annual internal audit plans.
- Periodically review and update the internal audit function's audit charter.
- Ensure there are no unjustified restrictions or limitations, and review and concur in the appointment, replacement, or dismissal of the Chief Audit Executive.
- Review the effectiveness of the internal audit function, including compliance with The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*. This includes receiving the results of periodic peer reviews conducted on the internal audit function.
- Review the results of significant audit activities, audit reports, and management responses, and ensure the Committee is informed about fraud, illegal acts, deficiencies in internal control and other audit-related matters.

- Monitoring the adequacy and timeliness of corrective actions taken in response to audit activities.
- On an as needed basis, meet separately with the Chief Audit Executive to discuss any matters that the Committee or internal audit believes should be discussed privately.

External Audit

- Review with management and the external auditors all matters required to be communicated to the committee under generally accepted auditing standards.
- Review the external auditors' proposed audit scope and approach, including coordination of audit effort with internal audit.
- Monitor audits performed by the external auditors.
- On an as needed basis, meet separately with the external auditors to discuss any matters that the Committee or auditors believe should be discussed privately.

Compliance

- Support leadership by promoting an institutional culture of ethical conduct and adherence to compliance requirements, ensuring appropriate resources to fulfill compliance requirements and expectations.
- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance, helping enforce accountability for compliance expectations.
- Review the findings of any examinations by regulatory agencies and any other auditor observations.
- Review the process for communicating the code of ethics to university personnel and for monitoring compliance therewith.
- Obtain regular updates from management, internal audit, the compliance function, and University legal counsel regarding compliance matters.

Human Resources

- Receive updates on new and revised policies having campuswide implications.
- Review annual succession planning goals in accordance with Code of Virginia § 2.2-1209.
- Periodically review employee census data reports.
- Receive annual updates on mandatory Commonwealth of Virginia reporting requirements including telework, classified employee turnover, and the employment opportunities plan for hiring people with disabilities.

Reporting Responsibilities

- Regularly report to the Board of Visitors about committee activities, issues, and related recommendations.
- Provide an open avenue of communication between internal audit, the external auditors, and the Board of Visitors.

Other Responsibilities

- Perform other activities related to this charter as required by the Board of Visitors.
- Review and assess the adequacy of the committee charter annually, requesting board approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
- Confirm annually that all responsibilities outlined in this charter have been carried out.
- Chair shall evaluate the Committee's performance and individual member participation on a regular basis.

The University Audit Department was asked to complete an annual fiscal review of the Old Dominion University Police Department (ODUPD) to assist the department in complying with the Commission on Accreditation for Law Enforcement (CALEA) requirements. Accreditation Standard 7.4.3 states that “an independent audit should be conducted at least annually or at a time stipulated by applicable statute or regulation.”

UNIVERSITY Chief Audit Executive:
Amanda Skaggs

Audit Report Date:
4/12/2024

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Background

This audit was performed as a result of a request from the Board of Trustees, dated February 11, 2024, regarding the University's financial reporting process.



Status of Audit Issues Since November 2023

University Audit Department
April 8, 2024

Status of Audit Issues Since November 2023

Issue Status by Engagement

Engagement Title	Report Date	# of Issues Closed Since 11/21/23	# of Issues
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Status of Audit Issues Since November 2023

Action Plan Status by Report Date

ExecutiveArea

Status of Audit Issues Since November 2023

ExecutiveArea	Audit Title	Audit Observation	Category	Report Date	Original Due Date	Status
Academic Affairs	College of Sciences	Records Management	State Compliance	4/6/23	7/1/23	Complete
		Emergency Management	Internal Compliance	4/6/23	12/1/23	In Progress
		Fixed Asset Management	Control and Internal Compliance	4/6/23	12/1/23	In Progress

Academic Affairs College of Sciences

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\$65,000 1/25/2024 12 mos.

Education Engagement Coordinator

Assistant Professor

Center for Bioelectronics

Dr. TaShara Bailey holds a Bachelor of Science in Agricultural and Environmental Systems Engineering from North Carolina Agricultural and Technical State University, Master of Arts in Educational Studies with Elementary Teacher Certification from the University of Michigan, and a Doctor of Philosophy in Higher Education from the University of Michigan. Dr. Bailey brings experience as the Director of the First Star Old Dominion University Academy, Director of STEM Curriculum, and Assistant Instructor.

University Marketing

Victoria Bourne holds a Bachelor of Arts in English Literature from the University of Virginia. She brings experience as a Senior Writer & Editor with Old Dominion University, Freelance Writer, and Associate Editor with Virgin Media.

Mitchell Burket \$60,023 12/18/2023 12 mos.

Associate Director of Student Conduct & Academic Integrity

Instructor

Student Conduct & Academic Integrity

Mitchell Burket holds a Bachelor of Science and Arts in Biology with a Business Foundations Program Certificate from the University of Texas at Austin and Master of Education in Educational Leadership from the College of William and Mary. He brings experience having served as a Student Conduct Assistant in the Office of Student Conduct & Academic Integrity with Old Dominion University.

Andrea Byrom \$50,400 1/10/2024 12 mos.

Academic Advisor

Instructor

College of Health Sciences

Andrea Byrom earned a Master of Arts in Organizational Leadership from Waldorf University and a Bachelor of Science in Criminology from Florida State University. Ms. Byrom worked as an Academic Advisor at Columbia Southern University and has experience working as an Instructional Design Technologist for Freedom Learning Group.

William Chappell	\$49,350	2/26/2024	12 mos.
Academic Advisor			Emergency Hire
Instructor			
College of Arts & Letters Advising			

William Chappell holds a Bachelor of Science in Professional Studies with a Concentration in Biblical & Theological Studies and a Master of Arts in Human Services with a Concentration in Student Affairs from Regent University. He joins Old Dominion University with experience as a Military Academic Advisor at Regent University, a Student Affairs Professional Intern with Menchville High School in Newport News, and a Paraprofessional Educator with Suffolk Public Schools.

Kody Cook	\$122,000	2/25/2024	12 mos.
Assistant Football Coach			Exceptional Hire
Assistant Instructor			
Intercollegiate Athletics			

Kody Cook holds a Bachelor of Science in Business Administration from Kansas State University. Mr. Cook brings experience as the Assistant Wide Receivers Coach from the University of Tennessee. Mr. Cook also coached at Hutchinson Community College and Mill Valley High School.

Catheryn Cope	\$68,200	1/10/2024	12 mos.
Professional Counselor			
Instructor			
Counseling Services			

Catheryn Cope holds a Bachelor of Psychology with a Minor in Communications from Radford University and a Master of Social Work from Norfolk State University. Ms. Cope brings experience as a Psychotherapist at Piedmonta Villa Outpatient in Norfolk, VA and a Clinical Social Work Intern with the NSU Student Counseling Center.

Zack DeThomasis	\$47,500	3/25/2024	12 mos
Assistant Director of Football Operations			
Instructor			
Athletics			

Zack DeThomasis holds a Bachelor of Arts in Media and Communication Studies from the University of Maryland, Baltimore and a Master of Arts in Sport Management from Washington University. He brings experience as the Director of Football Operations, Assistant Athletic Director Facilities and Operations, and Coordinator of Athletics Operation with Long Island University.

Dr. Rhyanne Henley \$77,500 3/25/2024 12 mos.
Senior Program Manager
Assistant Professor
Dean Continuing Education

Dr. Rhyanne Henley holds a Bachelor of Arts in Sociology from Stetson University, a Master of Business Administration from Rollins College Crummer Graduate School of Business, and a Doctor of Education in Leadership from Trevecca Nazarene University. Prior to this appointment, Dr. Henley worked as a Higher Education Consultant with Massachusetts College of Pharmacy and Health Science, Higher Education Analyst with rpk GROUP, and Associate Vice President of Enrollment with Trevecca Nazarene University.

William "Odell" Hodge \$100,000 3/16/2024 12 mos.
Special Assistant to the Head Men's Basketball Coach Emergency Hire
Assistant Instructor
Athletics

William "Odell" Hodge holds a Bachelor of Arts from Old Dominion University. Prior to this appointment, Mr. Hodge served as the Basketball Coach with GSG Aarschot (Belgium), Sports Manager with Limburg United (Belgium division) and Basketball Coach with Hasselt Bt (Belgium third division).

Elizabeth Hudy \$49,350 2/25/2024 12 mos.
Transfer Academic Success Advisor
Instructor
Center for Advising Administration and Academic Partnerships

Elizabeth Hudy holds a Bachelor of Science in Mathematics from the University of Mary Washington and a Master of

Kenyatta Jeusi Jr. \$42,000 12/25/2023 12 mos.
Coordinator for Student Engagement and Traditions Emergency Hire
Assistant Instructor
SEES

Kenyatta Jeusi Jr. holds a Bachelor of Art Music, Sound Recording Technology with a Minor in Education from Old Dominion University. Prior to this appointment, Mr. Jeusi worked as a Graduate Assistant for the Old Dominion University Office of Fraternity and Sorority Life, University of Georgia New Student Orientation Intern, and as a Black Initiatives Intern in the Office of Intercultural Relations at ODU.

Michael Johnson \$165,000 1/10/2024 12 mos.
Senior Director, Capital Design and Construction
Instructor
Assistant VP for University Auxiliary Services

Michael Johnson holds a Bachelor of Science in Mechanical Engineering from Virginia Military Institute, a Master of Science in E(o)-4h8(r)1.6 (uci)2.on (os)9. (nt)6.9 (a)4.1 (t)itSit74.1 (t)2.9 d77.2 Tm [2neE(o3t)6.9 (a)4.Tm [2n.1 (tg Mtio)-7.5

Leigh Kelley	\$69,500	3/10/2024	12 mos.
Creative Project Manager			Emergency Hire
Assistant Instructor			
Virginia Degree Completion Network			

Leigh Kelley holds a Bachelor of Fine Arts from the University of North Texas. She

Kyle Pollock	\$65,000	1/19/2024	12 mos.
Director of Player Personnel			Emergency Hire
Assistant Instructor			
Athletics			

Kyle Pollock holds a Bachelor of Science in Management Information Systems from Pennsylvania State University. With Ohio University, Mr. Pollock served as the Director of Recruiting, Assistant Director of Player Personnel, and Recruiting/Operations Assistant.

Anthony Redifer, Jr.	\$45,000	12/1	
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Christina Russell

\$106,000

2/10/2024

12 mos.

University Compliance Officer

Assistant Professor

University Audit

Christina Russell holds a Doctor of Business Administration from Wilmington University and a Bachelor of Science in

Jared Sykes

\$49,965

3/10/2024

12 mos.

International Student Advisor (J1 Scholar Advisor)

Instructor

Visa & Immigration Service

Jared Sykes holds a Bachelor of Arts in International Affairs from Marshall Uni

