

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
AUDIT COMMITTEE  
NOVEMBER 2025 MEETING

11:05 a.m. – 11:35 a.m. EST  
Friday  
November 14, 2025

East Tennessee Room  
D.P. Culp Student Center  
412 J.L. Seehorn Road  
Johnson City, TN

**COMMITTEE MEMBERS**

Ron Ramsey, Committee Chair  
Wade Farmer  
Dorothy Grisham  
Melissa Steagall-Jones

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**AGENDA**

- I. Call to Order
- II. Roll Call
- III. [Approval of the Committee Minutes from September 12, 2025](#)
- IV. [Action Item: Revisions to FY26 Audit Plan – Lewis \(2 minutes\)](#)
- V. [Audits and Investigations Performed September through October 2025 – Lewis \(5 minutes\)](#)
  - A. [President’s Expenditure Audit](#)
  - B. [Memorandum on Advisory Services](#)
  - C. [Completed Audit Heat Map](#)
- VI. [Recommendation Log Status as of October 31, 2025 – Lewis \(2 minutes\)](#)
- VII. [Review of Audit Committee Responsibilities – Lewis \(5 minutes\)](#)
- VIII. Other Business
- IX. Executive Session to Discuss Active Audits, Enterprise Risk Management, and Review University Risks and Related Internal Controls
- X. Adjournment

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

ACTION ITEM

DATE: November 14, 2025

ITEM: Approval of the Minutes from September 12, 2025

COMMITTEE: Audit

RECOMMENDED ACTION: Approve

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

The minutes of the September 12, 2025, meeting of the Audit Committee are included in the meeting materials.

**MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.**

**RESOLVED: The reading of the minutes of the September 12, 2025, meeting of the Audit Committee is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.**

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
AUDIT COMMITTEE

MINUTES

September 12, 2025  
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Audit Committee met on Friday, September 12, 2025, at 11:21 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

**I. Call to Order**

Committee Chair Ron Ramsey called the meeting to order at 11:21 a.m.

**II. Roll Call**

Board Secretary Dr. Adam Green conducted the roll call. The following committee members were physically present:

Committee Chair Ron Ramsey  
Trustee Wade Farmer  
Trustee Dorothy Grisham  
Trustee Melissa Steagall-Jones

Other Trustees present were Janet Ayers, Steve DeCarlo, Dr. Steph Frye-Clark, Jon Lundberg, Grant Summers, Tony Treadway, and Aashi Vora.

**III. Approval of the Committee Minutes from May 23, 2025**

The minutes from the May 23, 2025, meeting of the Audit Committee were approved as submitted with Trustee Melissa Steagall-Jones making the motion and Trustee Dorothy Grisham seconding the motion. The motion passed unanimously.

**IV. Action Item: Audit Plan for FY26**

Ms. Becky Lewis, Chief Audit Executive, explained the various types of audits that her office conducts and presented a list of planned audits for FY26.

Trustee Grisham made a motion that the Audit Plan for FY26 be approved as presented, and Trustee Farmer seconded the motion. It passed unanimously.

## **V. Action Item: Internal Audit Employee Profiles**

Ms. Lewis reported on the salaries for each of her office's four staff.

Trustee Steagall-Jones made a motion that the profiles be approved as presented, and Trustee Grisham seconded the motion. It passed unanimously.

## **VI. Audits and Investigations Performed May through August 2025**

Ms. Lewis said that since April, her office has completed four audits and one advisory service. They are:

- A. Professional Development Audit: Ms. Lewis said it appears that adequate controls are in place regarding revenues, budget transfers, and operations within the Camps and Conferences unit.
- B. Complimentary Tickets Audit: This audit examined the complimentary ticket procedures for intercollegiate athletic events and for the Martin Center for the Performing Arts. No issues were discovered.
- C. ITS General Controls Audit: This audit looked at high-risk areas such as access controls, succession planning, and disaster recovery planning. Test work indicated that the university's policies and procedures were being followed.
- D. Grade Changes Audit: The audit found that the university has policies in place regarding grade appeals and incomplete grades and that the Registrar's Office includes grade change procedures in its manual. A finding was issued related to controls over grade changes, primarily due to missing documentation, approvals, and explanations, as well as insufficient monitoring of the required assignment of incomplete grade form submissions.
- E. Memo on Advisory Services: In the summer of 2025, Ms. Lewis reported her office issued its first full advisory services engagement. It was for the Department of Continuing Education for Health Professionals.
- F. Completed Audit Heat Map: Ms. Lewis presented a heat map showing the status of the audits.

## **VII. Recommendation Log Status as of August 31, 2025**

Ms. Lewis reviewed the Internal Audit Recommendation Log as of August 31, 2025. Four items were in the green area, meaning that actions are progressing in a timely manner. One item, controls over ProCard purchases, is in yellow, meaning that further follow-up will be done. President Noland added that the university will continue to review and tighten operations related to ProCard purchases through the Office of Internal Audit.

## **VIII. Report on Audit Functions for FY25**

Ms. Lewis called the committee's attention to the Annual Report for the Department of Internal Audit for the 2025 fiscal year, noting that in this period, 12 audits and seven

investigations were completed, along with several follow-up services. Ms. Lewis also highlighted the very positive results of the department's customer satisfaction surveys.

**IX. Report on Internal Audit Operating Expenses**

Ms. Lewis presented to the committee, as an information item, the Internal Audit travel and operating budgets for FY26.

**X. Other Business**

There was no other business to come before the committee.

**XI. Executive Session to Discuss Active Audits, Enterprise Risk Management, and Review University Risks and Related Internal Controls**

The committee adjourned at 11:36 a.m. to go into executive session.

**XII. Adjournment**

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

ACTION ITEM

DATE: November 14, 2025

ITEM: Action Item: Revisions to FY26 Audit Plan

COMMITTEE: Audit

RECOMMENDED ACTION: Approve

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Ms. Lewis will provide a listing of additions and deletions to the fiscal year 2025-2026 audit plan since the last meeting.

**Additions**

FWA 26-01 - Internal Audit received a possible fraud, waste, or abuse concern. This will be investigated by audit and/or assigned to the appropriate authority.

FWA 26-02 - Internal Audit received a possible fraud, waste, or abuse concern. This will be investigated by audit and/or assigned to the appropriate authority.

FWA 26-03 - Internal Audit received a possible fraud, waste, or abuse concern. This will be investigated by audit and/or assigned to the appropriate authority.

**Deletions**

WETS-FM for FY 2025 – Due to the loss of federal funding for the Corporation for Public Broadcast (CPB), the annual WETS-FM audit is no longer required.

Central Receiving and Facilities Management Inventory Special Request (Advisory Service) – After the request for Internal Audit services was made by a university department, the departments involved have decided to try and address the issues themselves.

**MOTION: I move that the Audit Committee recommend adoption of the following resolution by the Board of Trustees:**

**RESOLVED: The revisions to the Audit Plan for 2025-26 are approved as presented in the meeting materials**

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 14, 2025

ITEM: Audits and Investigations Performed September through October 2025

COMMITTEE: Audit

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Ms. Lewis will provide an overview of the audits completed during the period September 1, 2025, to October 31, 2025.

**Audits**

- President's Expenses – An audit of the President's expenses was conducted in compliance with Tennessee Code Annotated, Title 49, Chapters 7 and 14. TCA requires an annual financial audit of the Office of the President. The objectives were to determine compliance with state statutes and institutional policies regarding expenses and to identify and report all expenses made by, at the direction of or for the benefit of the President regardless of the funding source.

**Advisory Services**

- The Jeanne Clery Campus Safety Act (Clery Act) - An advisory service engagement of the Clery Act compliance was conducted by Internal Audit personnel. The review was performed to provide guidance to various departments after changes were made in both staffing and organization structure related to Clery.
- College of Pharmacy - An advisory service engagement was requested by the Dean of the College of Pharmacy related to their internal scholarship procedures. The purpose of the review was to assess the consistency, transparency, and objectivity when selecting the recipient of the Cardinal Health scholarship.



**East Tennessee State University**  
**Audit of President's Expenses**  
**For the Fiscal Year July 1, 2024 – June 30, 2025**

<b>Objectives</b>	To comply with Tennessee Code Annotated, Title 49, Chapters 7 and 14, by performing an internal financial audit of the Office of the President for the fiscal year July 1, 2024 to June 30, 2025; to determine compliance with state statutes and institutional policies regarding expenses; and to identify and report all expenses made by, at the direction of or for the benefit of the President regardless of the funding source.																																										
<b>Scope</b>	The audit included all accounts under the direct budgetary control of the President, whether funded by institutional funds, foundation funds or external sources and other accounts as necessary. The audit was conducted in accordance with the <i>Global Internal Audit Standards</i> , issued by the Institute of Internal Auditors and included tests of the accounting records and such other auditing procedures considered necessary.																																										
<b>Analysis</b>	<p>Financial Services along with the President's Office prepares a detailed annual expense schedule of the President's Office. These schedules were reviewed for accuracy and completeness during the audit. The following is a summary by funding source of:</p> <p>(1) certain expenses made by, at the direction of, or for the benefit of the President, and</p> <p>(2) salary and benefits and any other operating expenses for the President's office during the fiscal year ended June 30, 2025.</p> <table> <tr> <th></th><th><b>Institutional</b></th><th><b>Foundation</b></th><th><b>Total</b></th></tr> <tr> <td>Salary &amp; Benefits – President &amp; Staff</td><td>\$1,272,600.41</td><td>\$ -</td><td>\$ 1,272,600.41</td></tr> <tr> <td>Travel – President</td><td>24,802.06</td><td>5,730.00</td><td>30,532.06</td></tr> <tr> <td>Travel – First Lady</td><td>3,151.49</td><td>-</td><td>3,151.49</td></tr> <tr> <td>Travel – Other</td><td>5,756.53</td><td>-</td><td>5,756.53</td></tr> <tr> <td>Business Meals, Hospitality- President</td><td>24,801.52</td><td>66,040.28</td><td>90,841.80</td></tr> <tr> <td>Business Meals, Hospitality- First Lady</td><td>-</td><td>3,685.45</td><td>3,685.45</td></tr> <tr> <td>Other Expenses of the President</td><td>13,794.00</td><td>-</td><td>13,794.00</td></tr> <tr> <td>Miscellaneous Operating Expenses</td><td>99,044.64</td><td>63,874.74</td><td>162,919.38</td></tr> <tr> <td>Total Expenses</td><td><u>\$ 1,443,950.65</u></td><td><u>\$ 139,330.47</u></td><td><u>\$ 1,583,281.12</u></td></tr> </table> <p><u><i>Additional Disclosures:</i></u></p> <p><b>President's Salary and Benefits</b> – Salary and Benefits for the President totaled \$659,872.69 and included not only the base salary and benefits but also a Discretionary Allowance, Vehicle Allowance, Performance Stipend, Longevity Pay, and Housing Allowance.</p> <p><b>Discretionary Allowance</b> – The President was provided a discretionary allowance of \$24,000 during the audit period. The use of this allowance was not included in testwork since the President elected for it to be paid as taxable income.</p> <p><b>Vehicle Allowance</b> – The President was provided a vehicle allowance of \$14,000 during the audit period. This was paid as taxable income through payroll.</p> <p><b>Performance Stipend</b> – The President received a performance stipend of \$58,000 during FY 2025.</p> <p><b>Longevity Pay</b> – The President received longevity pay of \$2,100 during FY 2025.</p> <p><b>Housing/Housing Allowance</b> – The President was provided use of the Shelbridge guest house while renovations are being completed on the Shelbridge main house. Operating and Maintenance cost for the residence totaling \$28,070.53 was recorded in Facilities and not</p>				<b>Institutional</b>	<b>Foundation</b>	<b>Total</b>	Salary & Benefits – President & Staff	\$1,272,600.41	\$ -	\$ 1,272,600.41	Travel – President	24,802.06	5,730.00	30,532.06	Travel – First Lady	3,151.49	-	3,151.49	Travel – Other	5,756.53	-	5,756.53	Business Meals, Hospitality- President	24,801.52	66,040.28	90,841.80	Business Meals, Hospitality- First Lady	-	3,685.45	3,685.45	Other Expenses of the President	13,794.00	-	13,794.00	Miscellaneous Operating Expenses	99,044.64	63,874.74	162,919.38	Total Expenses	<u>\$ 1,443,950.65</u>	<u>\$ 139,330.47</u>	<u>\$ 1,583,281.12</u>
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	<p>included in the above totals. Therefore, the scope of the review related to these expenses was limited. Home improvement cost totaling \$13,794.00, however, are included above in Other Expenses of the President. The President received a housing allowance of \$27,000 during the audit period. This was paid as taxable income through payroll.</p> <p><b>Shelbridge Renovations</b> – The major renovations being completed at Shelbridge are part of a deferred maintenance plan approved by the State Building Commission. The cost is related to mechanical, electrical, and plumbing systems; windows; architectural millwork; accessibility improvements; and correction of code issues. The deferred maintenance costs for Shelbridge are not included in the above totals.</p> <p><b>Travel</b> – The President was provided airfare at no cost for four separate trips during FY 2025. Airfare was provided by TVA for a return flight between Chattanooga and Hilton Head. Airfare was provided by Ballad Health for a return flight from West Palm Beach to Nashville. Round-trip airfare was provided by NMSG, LLC for a flight from Johnson City to San Antonio. The First Lady was also aboard these flights. In addition, a round-trip flight from Johnson City to Nashville was provided to the President by NMSG, LLC.</p> <p><b>Information Technology Disclosures</b> - The Office of Information Technology disclosed several expenses made by, at the direction of, or for the benefit of the President in Fiscal Year 2025 which were paid from an Information Technology (IT) Index. A Dell Latitude Laptop was purchased for the President totaling \$1,657.26 and the Cellgate TruCloud Connect subscription for Shelbridge totaled \$479.88 in FY 2025. Youtube TV subscription (\$1681.38), Bright Ridge Broadband Internet for Guest House and Shelbridge (\$719.88 each), Bright Ridge Broadband Cable for Guest House (\$1,817.52), Bright Ridge Broadband Cable for Shelbridge (\$2,576.16) were also paid from an IT Index during FY 2025. Neither IT personnel nor President were aware that cable was still being paid for Shelbridge and the guest house after subscribing to YouTube TV. Internal Audit was notified that the cable service was cancelled on August 15th, 2025. These amounts are not included in the totals above.</p> <p><b>Miscellaneous Operating Expenses</b> – This category included various operating expenses that were not included elsewhere. The largest miscellaneous expenditures were related to a MOU agreement with George L. Carter Museum and a grant writing consultation contract.</p>		
<b>Questioned Costs</b>	None	<b>Recoveries</b>	N/A
<b>Conclusion</b>	<p>The objectives of the audit related to the President’s expenses for the fiscal year July 1, 2024 through June 30, 2025 were met. The audit revealed no significant statutory or policy violations or any deficiencies in internal controls. Internal Audit did determine that a substantial amount of expenses was omitted from the original reports prepared by Financial Services. These omissions were subsequently corrected by Internal Audit and are reflected in the totals of this report.</p>		

*This report is intended solely for the internal use of East Tennessee State University and its Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be handled in accordance with institutional policies; however, this report is a matter of public record.*



# EAST TENNESSEE STATE UNIVERSITY

Department of Internal Audit  
Box 70566  
Johnson City, TN 37614-1707  
Telephone: 423/439-6155

## MEMORANDUM

**TO:** ETSU Board of Trustees' Audit Committee

**FROM:** Becky Lewis, Chief Audit Executive *B Lewis*

**SUBJECT:** Advisory Services – September 1 to October 31, 2025

**DATE:** November 14, 2025

Below is a summary of the advisory services completed between September 1 to October 31, 2025.

### ***The Jeanne Clery Campus Safety Act:***

An advisory service related to The Jeanne Clery Campus Safety Act (Clery Act) was completed by the Office of Internal Audit. The Clery Act is a federal law which requires colleges and universities receiving federal funds to disclose information about crimes on and around campus. Due to changes in both staff and organizational structure related to Clery responsibilities, an advisory service was performed. Changes are currently being made to improve procedures related to Clery compliance. Based on the recommendations provided, subsequent reviews as well as a comprehensive audit will be performed at a later date.

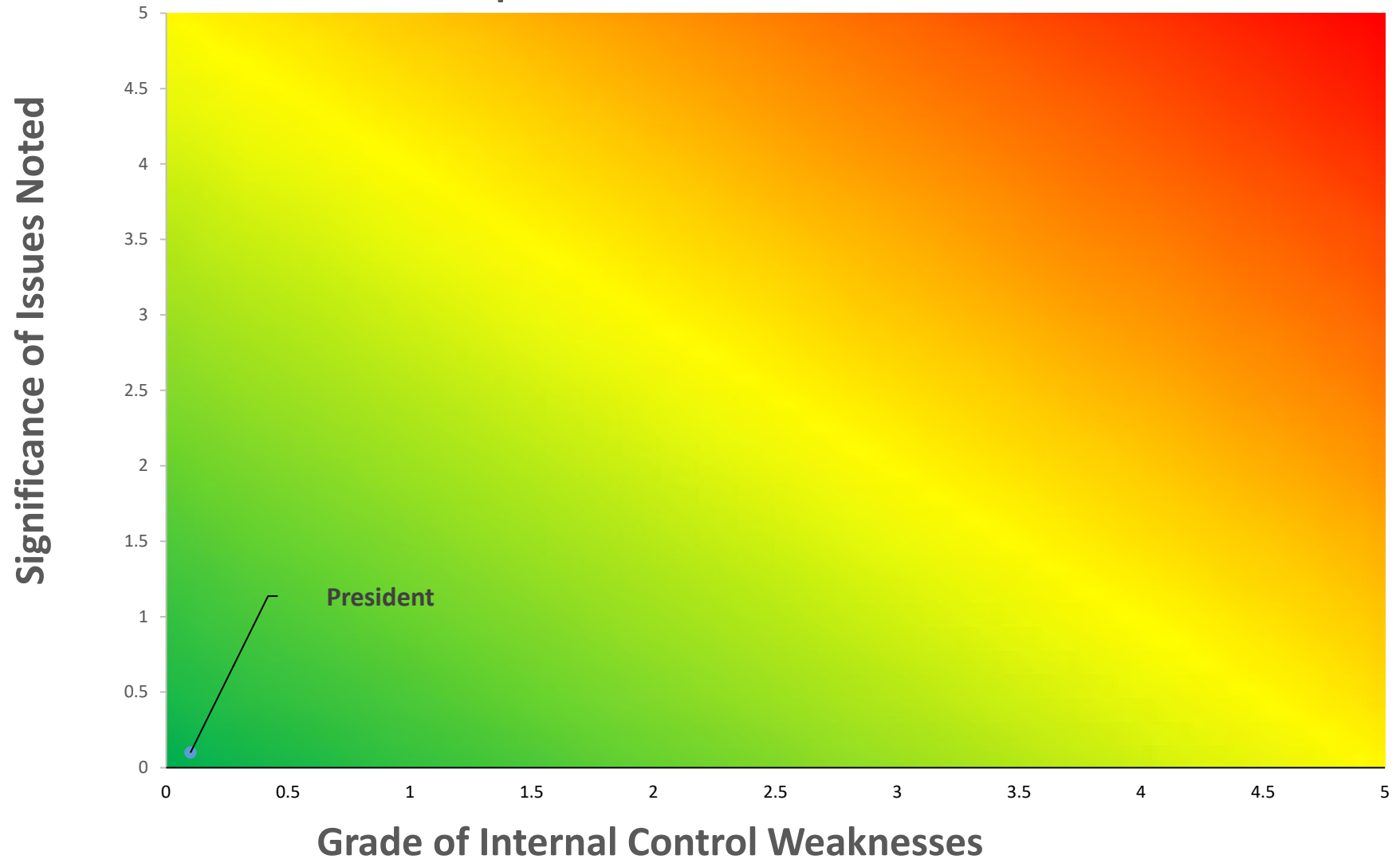
### ***College of Pharmacy:***

An advisory service engagement was requested by the Dean of the College of Pharmacy related to their internal scholarship procedures. Specifically, the Office of Internal Audit was asked to complete a review of the process and criteria used to award the Cardinal Health Scholarship over the past five years. The purpose of the review was to assess the consistency, transparency, and objectivity when selecting the recipient of this scholarship.

Based on the results of the engagement, changes are being made to the process of awarding not only the Cardinal Health Scholarship but also other scholarships granted by the college. These improvements should help the College of Pharmacy award scholarships in a more consistent and objective manner while maintaining all the necessary documentation to support their decisions.

# Heat Map of Completed Audits

from September to October 2025



EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 14, 2025

ITEM: Recommendation Log Status as of October 31, 2025

COMMITTEE: Audit

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Audit reports often contain recommendations to improve internal controls or procedures. For each recommendation, management must respond with a corrective action plan. A follow-up review of these corrective action plans is later performed by Internal Audit. A log is maintained to track the status of prior audit recommendations and is communicated to the Board of Trustees' Audit Committee each meeting.

East Tennessee State University Internal Audit Recommendation Log as of October 31, 2025		
Area	Recommendation	Status
Procard System	Controls over procard purchases need improvement	Yellow
Family Medicine Timekeeping	Policies and procedures related to compensatory time need improvement	Green
Administration	Various policies, procedures, and other internal controls within the Office of Administration need improvement.	Green
Grade Changes	Controls over grade changes need improvement	Green
Continuing Education for Health Professionals	Procedural changes implemented based on advisory service recommendations needs reviewed	Green
College of Pharmacy	Procedural changes implemented based on advisory service recommendations needs reviewed	Green
Clery Act	Procedural changes implemented based on advisory service recommendations needs reviewed	Green

<b>Legend:</b>	
Actions completed since previous Audit Committee Meeting	Blue
Actions are progressing in a timely fashion or not yet due	Green
Actions are slightly overdue	Yellow
Actions are significantly overdue	Red

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 14, 2025

ITEM: Review of Audit Committee Responsibilities

COMMITTEE: Audit

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Ms. Lewis will provide an overview of the responsibilities of the Audit Committee outlined in the meeting materials.

## ***Roles and Responsibilities of Audit Committee***

<u>Policy/Law</u>	<u>Requirement</u>	<u>Meeting</u>
<b>Annual Audit Plan and Year-end Status Report</b>		
TN 49-14-102 (b)	The internal auditor shall file a report on the audit work with the audit committee at least annually.	Annual Audit Plan - First Meeting of new FY
AC Charter III.C.6	Review the results of the year's work with the Chief Internal Auditor	Each AC Meeting as needed
AC Charter III.C.3 & ETSU's Internal Audit Policy V. C.	Review & approve the annual audit plan including management's request for unplanned audits. Review and approve audit plan revisions	Annual Report on Audit Activity - Fall
<b>Quality Assurance and Improvement Program</b>		
AC Charter III.C.7	Ensure audit function maintains a quality assurance & improvement program.	Update Committee As Needed
<b>Audit Reports and Recommendations</b>		
AC Charter III.C.4	Receive and review significant results of internal audits performed.	Each Meeting
AC Charter III.C.5	Ensure implementations of audit recommendations.	
<b>Fraud, Waste, and Abuse</b>		
AC Charter III.F. 1-2.	Ensure that the Board and the institution have an effective process in place to prevent, detect, and report fraud, waste and abuse. Establish a process for employees, taxpayers and other citizens to confidentially report suspected illegal, improper, wasteful, or fraudulent activity.	Annual Report on Audit Activity - Fall
TN 49-14-103 (a)	The internal auditor shall establish a process by which students, employees, taxpayers or other citizens may confidentially report suspected illegal, improper, wasteful or fraudulent activity. Each year the internal auditor shall include with the auditor's annual report a summary of all completed audit activities pursuant to this chapter.	



## ***Roles and Responsibilities of Audit Committee***

<u>Policy/Law</u>	<u>Requirement</u>	<u>Meeting</u>
<b>State and External Audits</b>		
AC Charter III.A.2.	Review results of the Comptroller's examination of financial statements and another other matters related to the conduct of the audits	Spring and as needed
AC Charter III.B.2.	Review results of external auditors' examination and any other matters related to the conduct of the external audits	
<b>Presidential Expenses Reporting and Audits</b>		
TN 49-7-3001 (c)	Each state university board shall require an annual internal financial audit of the office of the president of the institution. The audit shall be reviewed by the institution's governing board and the comptroller of the treasury.	
TN 49-14-106 (c)	Annual or other periodic audits of chief executives shall be performed by an internal auditor or auditors who are not employees of the institution of the chief executive being audited. Notwithstanding the foregoing, internal auditors or auditors who report to the board audit committee may perform annual or other periodic audits of the chancellor of the board of regents system or the University of Tennessee president.	Fall - Due annual by December 1st.
TN 49-14-104	The governing boards of all public institutions of higher education shall establish a policy requiring that annual reports detailing expenditures made by, at the direction of, or for the benefit of a system head or chief executive of an institution are to be filed with their respective boards. It is the legislative intent that the policy require the report of discretionary expenditures, which shall include, but not be limited to, unrestricted gifts, foundation funds, athletic funds, sponsorship fees, licenses and royalty funds, and other such funds that would not be included in the operating budget for the system head's or chief executive's office. System heads or chief executives shall not have the authority to grant themselves an exception to fiscal, spending, or travel policies established by their boards or by statute.	This can be reviewed with audit due Dec. 1.
<b>Miscellaneous Responsibilities</b>		
AC Charter III.C.2	Review and approve the charter of the Internal Audit Department	Spring
AC Charter III.D.1	Ensure Chief Audit Executive reports functionally to the Audit Committee of the Board and reports to the President for administrative purposes only.	Fall
AC Charter III.D.2	Ensure Internal Audit has adequate resources in terms of staff and budget to perform its responsibilities	Fall or as needed

## ***Roles and Responsibilities of Audit Committee***

<b><u>Policy/Law</u></b>	<b><u>Requirement</u></b>	<b><u>Meeting</u></b>
AC Charter III.D.3	Review & approve appointment, compensation, reassignment or dismissal of Chief Internal Auditor	Fall or as needed
AC Charter III.D.4	Review & approve the compensation & termination of campus internal auditors.	Fall or as needed
AC Charter III.E.4	Review & evaluate risk assessments performed by management.	Fall and updates throughout year
AC Charter III. G. 1.	Review and assess the adequacy of the Audit Committee's charter annually, requesting Board approval for any proposed changes.	Spring or as needed
AC Charter III. G. 3.	Review the University's code of conduct and/or policies regarding employee conduct to ensure that they are easy to access, are widely distributed, are easy to understand & implement, include confidential mechanism for reporting code violations, are enforced and include a conflict of interest policy.	Spring
AC Charter III. G. 4.	Review the University's conflict of interest policy to ensure that the term "conflict of interest" is clearly defined, the policy is comprehensive, annual signoff is required, and potential conflicts are adequately resolved and documented.	Spring