



Board of Trustees

Audit Committee

Minutes

President's Boardroom, Horace Mann Center

June 7, 2018

Board of Trustees committee members in attendance: Committee Chair Sullivan, Vice Chair Landrau (by remote participation), Secretary Hill, and Trustee Magovern.

Trustee guests present: Trustees Hagan, Martin, Martinez-Alvarez, Queenin, Slakey and Swan.

Dr. Ramon S. Torrecilha, President of Westfield State University, was also present.

The meeting was called to order by Committee Chair Sullivan at 12:45 PM who stated that Trustee Landrau would be participating in the meeting remotely and that all votes would be by roll call.

Committee Chair Sullivan moved forward to agenda item Approval of Minutes and asked for a Motion.

At 12:46 PM, MOTION was made by Trustee Magovern, seconded by Trustee Landrau, to approve the minutes of the April 26, 2018 meeting.

Roll Call Vote:

Trustee Hill	Yes
Trustee Magovern	Yes
Trustee Landrau	Yes
Trustee Sullivan	Yes

Motion passed unanimously.

Committee Chair Sullivan brought forward Items for Information and invited Stephen Taksar, Vice President of Administration and Finance, to the table. Vice President Taksar said that after the file review of all Title IV funding was provided to the Department of Education, they accepted our recommendation and corrective action plans, but recently granted provisional approval to continue to issue Title IV funds. We need to pay very close attention to this going forward and need to follow through with the action plan. We will have to go back to them in three years seeking "regular" approval.

Committee Chair Sullivan welcomed Olivia Bischoff, Associate Director of Risk Management, who explained the FY18 Internal Control Questionnaire (ICQ) submission. Ms. Bischoff compiled responses from many departments and both Vice President Taksar and President Torrecilha reviewed the questionnaire prior to submission. Risks are always changing, so the ICQ will be used for an assessment tool to implement plans to reduce risks as they emerge.

David Dilulis, CPA, the engagement partner, and Todd Merriam, CPA, the engagement manager, from O'Connor and Drew, P.C., gave a presentation on the audit process. They have started the audit and are

testing internal controls through receipts, payroll and financial aid, making sure we are in compliance with the internal audit procedures. They will return in July/August to perform the field work for cash, accounts receivables, capital assets and long-term debt for the financial statements which will be presented in draft at the October meeting. The pension liability GASBE 75 is new this year dealing with other post-employment benefits (OPEB). The state will determine who qualifies for a piece of that liability and how much, but it will be the same or greater than previous pension liability. The GASBE 87 operating leases are now a footnote disclosure. In a few years, we may need to add university housing as leases.

Ms. Bischoff gave an update on the FY18 Internal Audit (IA), stating the dining services fieldwork is complete and cash receipts is currently in progress. The tracking spreadsheet is being refined and will classify the status of recommendations as completed, in progress or not yet started and will be presented to the audit committee twice a year on the newest findings and outstanding issues. The format of the IA schedule has changed so that it shows the multi-year plan, including previous and future audits. Vice President Taksar stated that the IA function is a value-added benefit to the university and helps to head off significant problems down the road.

At 1:10 PM, MOTION was made by Trustee Landrau, seconded by Trustee Magovern, to approve the FY19 Internal Audit Schedule, as presented.

Roll Call Vote:

Trustee Hill	Yes
Trustee Magovern	Yes
Trustee Landrau	Yes
Trustee Sullivan	Yes

Motion passed unanimously.

Ms. Bischoff presented changes to the E-mail Policy to reflect the new Records Retention Policy approved in April. These procedures represent a best practice to help stay in compliance with state retention schedules. This fall, record retention and email training will be started with the Administrative Council and then offered to specific departments. New policies will be sent out to the campus community by NewsWise. It was requested to amend the review period in the E-mail Policy from annually to every three years in keeping with current policy guidelines.

At 1:14 PM, MOTION was made by Trustee Hill, seconded by Trustee Magovern, to approve and adopt the updated Westfield State University Policy 0550 Electronic Mail (E-mail), as amended.

Roll Call Vote:

Trustee Hill	Yes
Trustee Magovern	Yes
Trustee Landrau	Yes
Trustee Sullivan	Yes

Motion passed unanimously.

There being no further business, Committee Chair Sullivan asked for a Motion to adjourn.

At 1:15 PM, MOTION was made by Trustee Magovern, seconded by Trustee Hill, to adjourn.

Roll Call Vote:

Trustee Hill	Yes
Trustee Magovern	Yes
Trustee Landrau	Yes
Trustee Sullivan	Yes

Motion passed unanimously.

The meeting was adjourned at 1:15 PM.

Attachments presented at this meeting:

- a. Minutes 4-26-18
- b. U.S. Department of Education FY17 Final Audit Determination
- c. FY18 Internal Control Questionnaire (Executive Summary)
- d. FY18 Internal Control Questionnaire
- e. FY18 Audit Plan Presentation – O'Connor & Drew, PC
- f. Motion – FY19 Internal Audit Schedule
- g. FY19 Internal Audit Schedule
- h. Motion – Electronic Mail (Email) Policy (0550)
- i. Electronic Mail (Email) Policy (0550) (Updated)