



Audit Committee Meeting		
11.29.2018	Start time: 2:49 pm	317 College Street
Meeting Type	Audit Committee Meeting	
Note taker	Beth Chancellor	
Attendees		Present (Y/N)
	Ms. Katherine Cannata (chair)	Y
	Mr. Billy Atkins	Y
	Dr. Nell Rayburn	Y
	Mr. Mike O'Malley (ex-officio)	N
	President Alisa White	Y
	Dannelle Whiteside, General Counsel and Secretary to the Board	Y
Information Item A – Internal Audit Reports Released between August 21, 2018, and November 6, 2018 (Information Item)		
Discussion	<p>Trustee Cannata recognized Blayne Clements for a report. Clements explained that the meeting materials include a list of all the internal audit reports released between August 21, 2018 and November 6, 2018. Clements briefly discussed the reports released during this time period.</p> <p>Clements also explained that the Office of Internal Audit follows up on all recommendations included in internal audit reports and a summary of outstanding audit recommendations was provided to the committee.</p>	
Conclusion	<p>This was an information item and required no action.</p>	
Follow-up Items	Person	Deadline
N/A		
Information Item B – Quality Assessment Review with External Validation (Information Item)		
Discussion	<p>Trustee Cannata recognized Blayne Clements for a report. Clements discussed the results of the recent Quality Assessment Review report, issued on October 17, 2018.</p>	
Conclusion		

This was an information item and required no action.		
Follow-up Items	Person	Deadline
N/A		
Information Item C – Client Satisfaction Survey results – Fall 2018 (Information Item)		
Discussion		
Trustee Cannata recognized Blayne Clements for a report. Clements explained the customer satisfaction survey was first implemented in October 2016. The current survey was sent to thirteen staff members who had significant interaction with the Office of Internal Audit for audits completed between April 2018 and September 2018. Clements explained the charts and stated he was pleased with the response rate and results.		
Conclusion		
This is an information item and required no action.		
Follow-up Items	Person	Deadline
N/A		
Information Item D – Information Technology Security Update – Presented by Judy Molnar, Associate Vice President and Chief Information Officer (Information Item)		
Discussion		
Judy Molnar presented a brief overview of information technology security risks at Austin Peay and explained steps being taken to mitigate those risks.		
Conclusion		
This was an information item and required no action.		
Follow-up Items	Person	Deadline
N/A		
Adjournment		
Trustee Rayburn moved to adjourn the meeting. Trustee Cannata seconded the motion. The meeting adjourned at 3:25 p.m.		