



Regular Meeting of the Executive & Audit Committee

May 30, 2019

Horizon Room, Memorial Union  
Corvallis, Oregon

MINUTES

**Committee Members Present:** Patty Bedient, Rani Borkar (*chair*), Darry Callahan, Paul Kelly, Ed Ray (*ex officio*), and Kirk Schueler (*vice chair*)

**Other Trustees Present:** Mike Bailey, Mark Baldwin, Michele Longo Eder, Julie Manning, Angel Mandujano-Guevara, Preston Pulliams, and Mike Thorne

**University Staff Present:** Charlene Alexander, Jennifer Almquist, Steve Clark, Debbie Colbert, Becca Gose, Mike Green, Paul Odenthal, Lauren Skousen, Patti Snopkowski, Suzy Tannenbaum, and Irem Tumer

**1. Call to Order/Roll/Declaration of a Quorum**

Committee Chair Rani Borkar called the meeting to order at 11:27 a.m., asked the assistant board secretary to call the roll, and noted a quorum.

**2. Consent Agenda**

**a. Minutes of the April 4, 2019 Executive & Audit Committee Meeting**

A motion was made and seconded to approve the minutes of the April 4, 2019, Executive & Audit Committee Meeting. The motion carried.

**3. Action Item**

**a. Office of Audit, Risk and Compliance Progress Report**

Borkar asked Chief Audit, Risk and Compliance Executive Patti Snopkowski to present this item. Snopkowski provided an overview of the two reports that were issued by the Office of Audit, Risk and Compliance (OARC) since the last committee meeting. Snopkowski said the first report assessed the accuracy of the financial reports for the Umatilla County 4-H Association and the second assessed the adequacy of the fiscal control structure of the 4-H programs. She noted that this is consistent with the two-step process the OARC follows when investigating financial irregularities. Snopkowski said the investigation was done in response to a complaint. In response to a question by Trustee Kirk Schueler, Snopkowski confirmed that the complaint was made directly to the OARC.

Following the report, a motion was made and seconded to approve the May 2019 OARC progress report. The motion carried.

**4. Education/Discussion Item**

**a. All Hazard Planning, including risk management report**

Borkar asked Vice President of Finance and Administration Mike Green and Chief of Public Safety Suzy Tannenbaum to present this item. Green began by stating that safety is the top priority for the university, adding that there have been a number of efforts to ensure that a robust all hazard planning process is in place. He noted that the university has in place emergency management protocols, which are designed to protect people and property, while maintaining the primary mission of the university. Tannenbaum began by reminding trustees that the university's all hazard plan includes an Emergency Operations Plan (EOP) that was approved by the vice president of finance and administration in April 2018. She said the EOP describes communication protocols that university departments, building managers, and other community members should use when incidents and emergencies occur. She also described efforts to enhance communications and the coordination of emergency response. Tannenbaum said that the EOP identifies staffing, communication, and training requirements; however, she noted several challenges that were affecting the ability to reach the desired level of staffing. Tannenbaum described short-term strategies to maintain full dispatch functionality and said the new target date for full staffing would be July 2019, with training and certification completion of new dispatch personnel anticipated by March 2020. She added that she was also working with the Office of Human Resources to better align pay to improve retention. Green explained that the time between full staffing and certification was due to the length of the certification process, noting that this investment of time and resources makes dealing with any turnover particularly challenging. He added that it is important to maintain adequate coverage, and the new support agreement with the Oregon State Police would serve as an interim measure to ensure full dispatch functionality.

Next, Tannenbaum described efforts to complete individual building operations plans. She said approximately 90% of plans are complete, with a target of 100% completion by July 2019. Tannenbaum reported that a number of websites had been updated and now included the Annual Security and Fire Safety reports. She also reported on training efforts for OSU emergency personnel and the OSU Incident Management Team as well as for students, staff, faculty, and members of the broader community and on efforts to conduct emergency and non-emergency drills of university level events at all OSU locations. Tannenbaum described efforts to increase access management, particularly across the Corvallis campus, including enhancements to identification cards and systems. She also noted a number of physical improvements to enhance safety and discussed the university's advanced social media threat monitoring system and its DAMSafe safety app. Tannenbaum concluded by referencing commendations the university had received for its safety initiatives, adding that the university will continue to remain focused on safety as OSU's top priority. Following the report, trustees commended staff for their efforts.

## 5. Adjournment

With no further business proposed, Chair Borkar adjourned the meeting at 11:47 a.m.

Respectfully submitted,



Jennifer M. Almquist