



MINUTES

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

Other Trustees Present: Mike Bailey, Julia Brim-Edwards, Michele Longo Eder, Lamar Hurd, Julie Manning, and Mike Thorne

University Staff Present: Jennifer Almquist, Debbie Colbert, Ed Feser, Becca Gose, Mike Green, Dan Larson, Paul Odenthal, Lauren Skousen, and Patti Snopkowski

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

Committee Chair Rani Borkar called the meeting to order at 8:17 a.m., asked the board secretary to call the roll, and noted a quorum. Borkar then made a land acknowledgement statement.

2. Consent Agenda

a. Minutes of the January 23, 2020 Executive & Audit Committee Meeting

b. Minutes of the January 24, 2020 Executive & Audit and Finance & Administration Committees Meeting

A motion was made and seconded to approve the items on the consent agenda. The motion carried.

3. Education/Discussion Item

a. All Hazards Planning, including risk management report

Borkar asked Provost and Executive Vice President Ed Feser, Vice Provost for Student Affairs Dan Larson, and Senior Associate Vice President for Administration Paul Odenthal to present this item. Feser began with an overview of the university's response to the COVID-19 pandemic, beginning with monitoring the initial outbreak in Wuhan, China through developing a more robust response as it became apparent that the crisis would affect every aspect of the university's mission. He noted that the management framework for the university's COVID-19 response differed from the emergency response in other incidents the university has faced, and he added that responding to the pandemic was also unique in that it is a sustained event. Odenthal provided an update on all-hazards planning and progress since the previous year, including continuing to make updates to the university's Emergency Operations Plan as staff gain more knowledge and experience. Larson spoke specifically about the university's COVID-19 response, which began with a focus on support and communication to stakeholders and preparing for local impacts. As the pandemic progressed, the university evolved the structure of its Continuity Management Team and worked to develop and implement strategies associated with a prolonged crisis response. Odenthal concluded by noting that what began as management of an emergency now required a more sustained focus on ensuring business continuity.

Following the presentation, Trustee Darry Callahan asked about the university's ability to continue communications in the event that systems and networks are impacted by a crisis event, and Odenthal described the redundant communications systems in place. Borkar remarked on the long-term, proactive thinking applied to the work of all-hazards planning.

4. Action Items

a. Office of Audit, Risk and Compliance Progress Report

Borkar asked Chief Audit, Risk and Compliance Executive Patti Snopkowski to present this item. Snopkowski began with a summary of audit reports issued since the last committee meeting. She provided an update on the 2020 audit plan, noting that it had been adjusted to ensure the Office of Audit, Risk and Compliance (OARC) is providing services that enhance and protect organizational value during the COVID-19 emergency. Snopkowski said four new areas of focus would be included in the 2020 plan: confirmation of controls over bank account charges; confirmation of internal controls for and compliance with emergency funding sources; analytical and transactional reviews of revenue collections and expense activities; and data analytic services. Snopkowski concluded by noting that the enterprise risk management priorities identified in January remain relevant and are receiving ongoing support by leadership and the Board.

Following the report, Trustee Paul Kelly asked about a report issued on controls around the data used in quarterly fiscal management reports. Snopkowski said the purpose was to provide assurances that the fiscal management reports, which are presented to the Finance & Administration Committee, are accurate and that trustees could focus on the executive summary and any recommendations noted. In response to a question by Trustee Patty Bedient about the recommendations, Snopkowski said that a number of broader strategic initiatives were underway that complement and expand on the recommendations noted in the report and the Board would continue to hear about proposed improvements.

Following the report, a motion was made and seconded to approve the May 2020 OARC progress report and changes to the 2020 work plans.

b. President's Residence Policy

Borkar asked Board Secretary Debbie Colbert and Assistant Board Secretary Jennifer Almquist to present this item. Colbert began by sharing that the renovation of the President's Residence was substantially complete, with only a few items outstanding as a result of COVID-19. She added that fundraising for the purchase and renovation of the residence is complete. Colbert said that the proposed President's Residence Policy would guide operations, management, and use of the residence and was a best practice recommended by the OARC. The policy focuses on use and access, the furnishing of public spaces, and budgeting and reporting and is intended to supplement the terms specified in the employment agreement between the president and university. Almquist summarized the policy, noting in particular elements intended to support the public and private nature of the unique facility.

Following the report, Trustee Julia Brim-Edwards asked about the budgeting and reporting process and any caps on expenditures beyond ongoing operations and maintenance. Colbert said that the annual budgeting process would include both

a review of the base budget and an opportunity to address any capital improvements planned for the ensuing fiscal year. Brim-Edwards also proposed an amendment to the policy to include sharing a copy of the budget with the full Board upon approval by the Board Chair. In response to a question by Kelly, Colbert confirmed that the budget for the President's Residence would be included as part of the university's annual operating budget, with the process detailed in the residence policy providing an additional level of detail.

Following discussion, a motion was made and seconded to recommend to the Board adoption of the President's Residence Policy as provided in Attachment 1, and with modifications to reflect that a copy of the budget will be shared with the full Board upon approval by the Board Chair. The motion carried.

5. Adjournment

With no further business proposed, Chair Borkar adjourned the meeting at 9:08 a.m.

Respectfully submitted,

Jennifer M. Almquist
Assistant Board Secretary