

**Minutes of the VSC Board of Trustees Audit Committee held Monday, February 11, 2019
at the Office of the Chancellor in Montpelier, VT APPROVED**

The Vermont State Colleges Board of Trustees Audit Committee met on February 11, 2019, at the Office of the Chancellor in Montpelier, VT.

Committee members present: Linda Milne (Chair), Lynn Dickinson (Vice Chair), Karen Luneau (via phone), Mike Pieciak (by phone)

Absent: Chris Macfarlane

Other Trustees: Church Hindes

Presidents: Elaine Collins, Pat Moulton, Joyce Judy, Karen Scolforo

Chancellor's Office Staff: Tricia Coates, Director of External and Governmental Affairs
Todd Daloz, Associate General Counsel
Sheilah Evans, System Controller & Senior Director of Financial Operations
Jen Porrier, Administrative Director
Jeb Spaulding, Chancellor
Steve Wisloski, Chief Financial Officer
Sophie Zdatny General Counsel
Yasmine Ziesler, Chief Academic Advisor

From the Colleges: Laura Jakubowski, Chief Budget & Finance Officer, Castleton University
Maurice Ouimet, Dean of Enrollment, Castleton University
Andy Pallito, Dean of Administration, Community College of Vermont
Sharron Scott, Dean of Administration, Johnson State College
Lit Tyler, Dean of Administration, Vermont Technical College

From the public: Lola Duffort, Reporter, VT Digger

Chair Milne called the meeting to order at 1:06 p.m.

ITEMS FOR DISCUSSION AND ACTION

1. Approval of the Minutes of the October 24, 2018 Meeting of the Audit Committee

Trustee Luneau moved and Trustee Dickinson seconded the approval of the minutes. The minutes were approved unanimously.

ITEMS FOR INFORMATION AND DISCUSSION

1. Review FY2019 Internal Audit Plan Proposal

Sheilah Evans, System Controller and Senior Director of Financial Operation, discussed and described the internal audit process. The FY2019 internal audit will focus on the Purchase Card (PCard) program. Half of all VSCS full time employees have a PCard and over \$8 million are charged to them annually.

2. Review Summary of Whistleblower reports

Chair Milne shared the Whistleblower reports with the committee. General Counsel Sophie Zdatny briefly discussed the process of the Ethicspoint reporting system/hotline. Chair Milne requests that review of whistleblower reports be an annual agenda item.

3. Discuss Disaster Recovery Planning

Chair Milne shared her thoughts about implementing a disaster recovery plan and response. Ms. Evans explained the three general categories of a disaster recovery plan – emergency response plan, which each college has in place, IT infrastructure and response plan, and business continuity plan. The IT team continues to refine their plan as technology evolves and it is currently working with a student class to document the plan. Chair Milne asked that the full board receive and update at the June meeting.

4. Public Comment

There was no public comment.

5. Adjourn

Chair Milne adjourned the meeting at 2:05 p.m.