

**Minutes of the VSC Board of Trustees Audit & Risk Management Committee meeting held Monday, February 7, 2022 at 1:00 p.m. via ZOOM - APPROVED**

The Vermont State Colleges Board of Trustees Audit & Risk Management Committee met on February 7, 2022, via Zoom

Committee members present: Sue Zeller (Chair), David Silverman (Vice Chair), Dylan Giambatista, Mary Moran, Shawn Tester

Other Trustees Present: Lynn Dickinson,

Presidents: Joyce Judy, John Mills, Tom Mauhs-Pugh, Pat Moulton

Chancellor's Office Staff: Donny Bazluke, Network/Security Analyst  
Kellie Campbell, Chief Information Officer  
Wilson Garland, Director of Transformation Projects  
Jen Porrier, Administrative Director  
Sharron Scott, Chief Financial/Operating Officer  
Toby Stewart, System Controller  
Patty Turley, General Counsel  
Meg Walz, Program Manager, Library Coordinator  
Sophie Zdatny, Chancellor

From the Colleges: Nolan Atkins, Provost, Northern Vermont University  
Roy Brock, Dean of Administration, Northern Vermont University  
Sarah Chambers, Coordinator of Instructional Technology, Castleton University  
Laura Jakubowski, Chief Budget & Finance Officer, Castleton University  
Andy Pallito, Dean of Administration, Community College of Vermont  
David Rubin, Dean of Administration, Vermont Technical College  
Dannielle Spring, Chief Budget & Finance Officer, Northern Vermont University

From the Public: Chris Evans, Audit Senior, O'Connor & Drew  
Kieth Goldie, Audit Partner, O'Connor & Drew

Chair Zeller called the meeting to order at 1:00 p.m.

1. Approval of the Minutes of the October 18, 2021 Meeting of the Audit Committee

**Trustee Tester moved and Trustee Moran seconded the motion to approve the October 18, 2021 meeting minutes. The motion was approved unanimously.**

2. Review and Approval of FY2021 *Uniform Guidance Single Audit*
  - a. Presentation of Uniform Guidance Single Audit with O'Connor & Drew
  - b. Resolution Approving Uniform Guidance Single Audit

Chair Zeller introduced Kieth Goldie and Chris Evans from O'Connor & Drew, the external auditors for the VSCS. Mr. Goldie presented the FY2021 *Uniform Guidance Single Audit* which can be found [here](#) on pages 10-36.

**Trustee Tester moved and Trustee Moran seconded the motion to recommend to the Board the approval of Resolution 2022-001 Acceptance of the FY2021 Uniform Guidance Single Audit Report. The motion was approved unanimously.**

3. Progress Update on *FY 2021 Internal Audit of Payroll & Benefits*

System Controller Toby Stewart provided a progress update on the compliance activities related to last year's internal audit on Payroll and Benefits. The scope for the FY21 internal audit was the new payroll and benefit system UKG. FY20 was this system's first full year of implementation. This audit was conducted by BerryDunn, an audit and consulting firm headquartered in Portland, ME. Mr. Stewart then detailed the recommendations made by BerryDunn. The updates and recommendations can be viewed in detail [here](#) on pages 40-51.

4. Review and Approval of *FY2022 Internal Audit Plan – Chart of Accounts*

Chief Financial and Operating Officer Sharron Scott presented the FY2022 Internal Audit Plan which will focus on Chart of Accounts Use and Compliance. The details of this plan can be found [here](#) on pages 52-59. Note on page 57 that the Design Matrix title will be changed from Payroll and Benefits to Chart of Accounts.

**Trustee Giambatista moved and Trustee Silverman seconded the motion to approve the FY2022 Internal Audit Plan-Chart of Accounts. The motion was approved unanimously.**

5. Other Business

There was no other business.

6. Public Comment

There was no public comment.

7. Adjourn

Chair Zeller adjourned the meeting at 1:36 p.m.