

MEMORANDUM

TO: Board of Visitors Audit, Compliance and Human Resources Committee
Robert S. Corn, Chair
Ross A. Mugler, Vice Chair
R. Bruce Bradley
P. Murry Pitts
Andrew Hodge
Elza Mitchum
Steve Hsiung (Faculty Representative)

FROM: Amanda Skaggs, Chief Audit Executive
September Sanderlin, VP for Human Resources Diversity, Equity and Inclusion

DATE: November 21, 2023

SUBJECT: Meeting of the Committee, November 30, 2023

The Board of Visitors Audit, Compliance and Human Resources Committee will meet on Thursday, November 30, 2023 at 11:00 a.m. in the Board Room of the Kate and John R. Broderick Dining Commons. Enclosed for your review are the agenda and supporting documents.

AGENDA

- I. Call to Order
 - II. Approval of Minutes – The Committee will consider a motion to approve the minutes of the Audit, Compliance, and Human Resources Committee meeting held on September 14, 2023.
 - III. Closed Session – Convene in closed session to discuss the performance of specific departments where sive individuals as permitted by the Code of Virginia (Section 2.2-3705(2)(14)(b)) and to discuss specific vulnerabilities as permitted by Code of Virginia Section 2.2-3705(2)(14)(b).
 - IV. Reconvene in Open Session and FOIA Certification
 - V. Report from the Chief Audit Executive – Amanda Skaggs
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- A. Presentation of Completed Audit Reports
 - i. Housing and Residence Life
 - ii. Status of Open Audit Issues Since September 2023
 - B. Discussion of Open Audit Projects
 - i. Athletic Business Office
 - ii. Office of the President FY2023 Expenditures
 - iii. Police Department Fiscal Activities FY2023
 - iv. Enterprise Data Storage and Recovery
 - v. College of Engineering and Technology

- vi. Student Financial Aid
- vii. Onboarding Processes (Classified and AP Faculty)
- viii. Salesforce TargetX – Customer Relationship Manager
- ix. Special Projects and Other Activities

C. Proposed Modification to FY2024 Audit Plan

VI. Report from the Vice President for Administration and Finance – Chad A. Reed

A. Red Flag Rule

VII. Report from the Vice President for Human Resources Diversity, Equity, and Inclusion – September Sanderlin

A. FLSA

B. Healthiest Employer Designation

C. AP Faculty Senate

D. AP Faculty Appointments

VIII. Adjourn



Status of Audit Issues Since September 2023

University Audit Department
November 21, 2023

Status of Audit Issues Since September 2023

Status of Audit Issues Since September 2023

Issue Status by Engagement

Engagement Title	Report
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Status of Audit Issues Since September 2023

Action Plan Status by Report Date

Executive Area	Audit Title	Audit Observation	Category	Report Date	Original Due Date	Status
Board of Visitors	Board Governance	Bylaw and Board Manual Review Cycle	Governance	6/04/20	12/31/21	In Progress
Administration and Finance	Design and Capital Construction	Budget Reconciliation Process	Control	11/25/20	6/30/21	Complete
		Non-capital Construction Planning Process	Control	11/25/20	6/30/21	In Progress

Research

Office of Research

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MODIFICATION PROPOSED

OLD DOMINION UNIVERSITY
University Audit Department
Audit Plan
FY 2023-2024

SCHEDULED ENGAGEMENTS

Audits	Area	Estimated Hours	Group Total
Annual Engagements	Area	Estimated Hours	Group Total
Assisting Others	Area	Estimated Hours	Group Total
Audits Started In Prior Fiscal Years	Area	Estimated Hours	Group Total
<i>Total Scheduled Audits</i>			3,990

OTHER AUDIT ACTIVITIES

Activity	Estimated Hours	Group Total
<i>Total Other Audit Activities</i>		1,925

Total Audit Hours 5,915

Definitions

Section 1

Section 1



Section 2

Section 3

Section 2

Section 3

Section 4

Section 1

Section 2

Section 4

Section 1

Section 2

ADMINISTRATIVE FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Audit, Compliance, and Human Resources Committee, the Board of Visitors approves the following administrative faculty appointments.

Name and Rank	Salary	Effective Date	TeAnderson
			Instructor, Early Care & Education Assistant Instructor, ODU Child

Dina Anderson holds a Bachelor of Arts in Communications with a Minor in African American Studies from Stockton State College. Prior to her appointment, Ms. Anderson served as the Lead Teacher at the ODU Children’s Learning & Research Center, Teaching Assistant with Chesapeake Montessori, and Property Manager for Airbnb.

Sgt. Boyd Athletic Facility and Events Coordinator	\$40,000	9/1/2023	12 mos.
Assistant Instructor, Athletics			

Sydnee Brady holds a Bachelor of Science degree in Sports Management from Old Dominion University. Most recently, Ms. Brady served as a Graduate Assistant over Athletic Facilities & Events and as an Athletic Facility/Operations Intern with the Old Dominion University Department of Athletics.

Mhb Dal Sant Director of CRM & Integrated Systems	\$107,000	9/10/2023	12 mos.
Assistant Instructor , Enrollment Management, Student Engagement & Enrollment Services			

Michael Dal Santo holds a B.S. in Industrial Engineering from Lehigh University. Mr. Dal Santo joins ODU with past experiences serving as the Acting Director of CRM & Data Analysis and Coordinator of Technology and Data Analysis in the Office of Enrollment Management with Old Dominion University. Additional experiences include serving as the Associate Director of Undergraduate Admissions Operations and Assistant Director of Undergraduate Admissions Operation at the Stevens Institute of Technology in New Jersey.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Teal Hansen Director of Budget Operations	\$160,000	10/14//2023	12 mos.

Assistant Instructor, University Budget Office

Tealen Hansen earned a Bachelor of Science in Accounting from Montana State University and has maintained an active Certified Public Accountant license issued by the Virginia Board of

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Sp4 Jb	\$225,000	11/01/2023	12 mos.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Morganne Lander Assistant Director of Social Media Instructor, University Marketing	\$64,000	9/10/2023	12 mos.

Morganne Lander holds a Bachelor of Science in Communications with a concentration in Public Relations from the University of North Florida and a Master of Professional Studies with a concentration in Sports Management from Missouri State University. Ms. Lander joins ODU with experience as a Social Media Specialist at Washburn University, Assistant Director of Sports Information at Texas A&M University, and as the Athletic Communications Graduate Assistant at Missouri State University.

Anna Makhorkina Chief Administrative Officer Assistant Professor, Dragas Center/State of the Commonwealth Report	\$90,000	10/25/2023	12 mos.
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Dr. Anna Makhorkina holds a Ph.D. in International Studies from Old Dominion University, a M.A. in International Studies from Old Dominion University, and a Diploma of Referent-Translator and Specialist in International Relations from Lviv State University in Ukraine. Dr. Makhorkina has served as the Associate Director for Transfer Initiatives with the Academic Success Center at ODU, the Associate Director for Regional Transfer Centers with ODU, and the Assistant Director and Assistant Professor at the Peninsula Center with ODU.

Zekeia Marshall Residence Hall Director Instructor, Student Housing	\$42,000	9/25/2023	12 mos.
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Zekeia Marshall has a Master's in Student Affairs from Regent University and a Bachelor of Arts in Psychology from Norfolk State University. She joins ODU bringing experiences as the Housing and Residence Life Hall Director at Virginia Union University, Lead Teacher at KinderCare Learning Center, and Director of Student Affairs Assessment and Staff Development Intern at North Carolina Agricultural and Technical University.

Eleny Miller Case Manager	\$57,000	9/11/2023	12 mos.
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Instructor, Student Engagement & Enrollment Services

Mrs. Eleny Miller holds a Master of Instructional Leadership from the University of Montevallo and a Bachelor

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ty Miller Jr Assistant Dean of Students and Director of Student Conduct & Academic Integrity	\$85,000	9/11/2023	12 mos.

Assistant Professor, Student Engagement & Enrollment Services

Dr. Tony Miller, Jr. holds a Doctor of Philosophy in Higher Education from Texas Tech University, a Master of Science in Leadership and Policy Studies from the University of Memphis and a Bachelor of Science in Political Science from Georgia Southwestern State University. Prior to his appointment with Old Dominion University, Dr. Miller served as the Director of Student Conduct and Title IX Coordinator, Director of Student Conduct and Title IX Coordinator for Students and Deputy Director of Student Conduct and Title IX Coordinator at the University of Montevallo in Montevallo, Alabama. He brings past experiences as the Coordinator of Student Conduct & Cbr2 Students I6D Tw dents1/Art6T/P 4 (t)n76 (a.(C)-3 j-0.004 Tc 0.004 Tw 0.46 0 Tdi)-1tle

Effective

Greg Ward \$60,375 9/25/2023 12 mos.
Assistant Director for Marketing and Branding
Assistant Instructor, University Marketing

Greg Ward holds a Bachelor of Arts in Radio, Television, and Film with a Minor in English from the University of Maryland College Park. Mr. Ward served as a Tourism Marketing Consultant, Account Supervisor/ Senior Strategist, and Partner/ Account Group Director at BCF a Virginia

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Rachawan Wongtrirat Director for Office of Intercultural Relations	\$86,147	10/25/2023	12 mos.

Assistant Professor, Office of Intercultural Relations-SEES

Dr. Rachawan Wongtrirat holds a Ph.D. in Higher Education Administration from Old Dominion University, a Master of Education in Educational Psychology from Chulalongkorn University in Bangkok, Thailand, and a Bachelor of Education in Business Education from Kasetsart University in Thailand. Dr. Wongtrirat has served as the Interim Assistant Director for International Initiatives at Old Dominion University, the Assistant Director for International Education Initiatives at the University of North Carolina Charlotte and as the Assistant Director for International Initiatives with the Office of Intercultural Relations at ODU.