

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
AUDIT COMMITTEE

MINUTES

February 16, 2024  
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Audit Committee met on Friday, February 16, 2024, at 11:12 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

**I. Call to Order**

Committee Chair Melissa Steagall-Jones called the meeting to order at 11:12 a.m.

**II. Roll Call**

Board Secretary Dr. Adam Green conducted the roll call. The following committee members were physically present:

Committee Chair Melissa Steagall-Jones  
Trustee Dorothy Grisham  
Trustee Dr. Linda Latimer  
Trustee Ron Ramsey  
Trustee Tony Treadway

Other trustees in attendance were Charles Allen, Dr. Steph Frye-Clark, and Aamir Shaikh.

**III. Approval of the Committee Minutes from November 17, 2023**

The minutes from the November 17, 2023, meeting of the Audit Committee were approved as submitted with Trustee Tony Treadway making the motion and Trustee Dorothy Grisham seconding the motion. The motion passed unanimously.

**IV. Action Item: Revisions to the FY24 Audit Plan**

Ms. Martha Winegar, Associate Director of the Office of Internal Audit at ETSU, presented the report. Ms. Winegar indicated that her office had received two fraud, waste, or abuse concerns since October, and she requested approval to add those to the 2024 Audit Plan. Because of these additions and some personnel changes, she requested that two audits be removed from the current year plan: ITS general controls and grade changes. In addition, the staff is requesting

that the Family Medicine timekeeping follow-up review be deferred until Voyager implementation is completed.

Trustee Grisham made a motion that the revisions be approved, and Trustee Treadway seconded the motion. It passed unanimously.

**V. Recommendation Log Status as of January 31, 2024**

Ms. Winegar directed the committee's attention to information included in members' packets on the status of prior audit recommendations. She said her office is continuing to perform follow-up reviews to ensure that prior recommendations have been addressed. She reported that since October, three follow-up reviews have been completed, which indicated that corrective actions have been taken to improve controls. She added that three investigations, seven audits, and three follow-ups are in process.

**VI. Annual Public Safety and Clery Report Update**

Mr. Jeremy Ross, Chief Operating Officer, introduced Mr. Jeff Blanton, formerly with the Federal Bureau of Investigation, who is now Assistant Vice President for Administration and Director of Emergency Management at ETSU. Mr. Blanton presented highlights from the Clery Report, which includes information regarding crimes committed on campus and within a one-mile radius of campus, as well as at satellite campuses, during 2022. In summarizing the report, Mr. Blanton indicated that most crime statistics at ETSU have gone down over the reporting period. He said there were no arrests last year at any of ETSU's satellite campuses. Crime was down on the main campus. According to the report, two prominent violations were theft and liquor violations, and even those were down from previous years. There were only 12 alcohol-related violations reported in 2022, and there were 10 theft of property violations. There has also been a decrease in drug violations compared to 2020 and 2021.

**VII. Other Business**

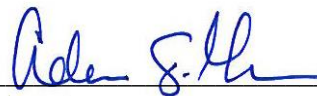
There was no other business to come before the committee.

**VIII. Executive Session to Discuss Active Audits, Enterprise Risk Management, and Review University Risks and Related Internal Controls**

The committee meeting was adjourned at 11:32 a.m. so that members could go into executive session to discuss active audits, enterprise risk management, and review university risks and related internal controls.

**IX. Adjournment**

Respectfully submitted,



Adam Green  
Secretary of the Board of Trustees