MINUTES
The University of North Carolina at Greensboro
Board of Trustees
Audit Committee

April 10, 2008

Attending-Business Affairs: Richard Moore, Randall Kaplan, William Pratt

Board Members and Guests: John Bryant, Lucien Capone, Linda Carlisle, Carolyn Ferree, Steve Gilliam, Stephen Hassenfelt, Jill Hillyer, Donna Honeycutt, Sharlene O’Neil, David Perrin, Jane Preyer, Cindy Reed, Don Skeen, Patricia Sullivan, Reade Taylor

Richard Moore called the meeting to order at 9:16 a.m. The minutes of the February 14, 2008 meeting were approved as submitted.

INFORMATION ITEMS

Audit Review of Board of Trustees (AUD-1)

Mr. Skeen advised that since the last Board of Trustees meeting an audit was performed of the Purchasing Card Program. There were minor findings on travel reports supported by required receipts. Ten reports lacked pre-trip authorization, five lacked post-trip approval and eight were submitted to Accounts Payable beyond the ten business days following a trip. All of these items were resolved.

In addition, an audit of the Personal Identification Numbers, in compliance with NC general statutes was completed. This statute determines if social security numbers are being safeguarded and encompasses all University data systems which obtain a personal identification number for individual identification. A minor finding revealed that the Banner information system stores this data in a manner that does not restrict access to social security number on the form where this information resides. University divisions are conducting an employee inventory of Banner users with access to the form that need social security number information as well as other data on the form. ITS is conducting an initiative to mask the social security data element on Banner forms via a recent Banner security feature.

The meeting was adjourned at 9:18 a.m.

Respectfully submitted

Donna Honeycutt, CPS