



**Compliance, Audit, Risk Management and Legal Affairs (CARL) Committee**  
**August 15, 2023**  
**10:15 a.m.**

**DRAFT MINUTES**

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**COMMITTEE MEMBERS PRESENT:** Anita Bachmann (Committee Chair), Margaret Benjamin, George Hoyle, Dale Phipps, Dean Priddy

**COMMITTEE MEMBERS ABSENT:** None

**OTHERS PRESENT:** Chancellor Franklin Gilliam; Jerry Blakemore, Vice Chancellor for Institutional Integrity and General Counsel; Kristen Bonatz, Deputy General Counsel; Jeanne Madorin, Associate Vice Chancellor for Human Resources; Kimberly Osborne, Interim Vice Chancellor of Strategic Communications; Bob Shea, Vice Chancellor for Finance and Administration; Katherine Skinner, Director of Internal Audit; Debbie Storrs, Provost and Executive Vice Chancellor; Kelly Harris, Associate Chief of Staff and Assistant Secretary to the Board of Trustees; and other members of the administration and staff.

**PROCEEDINGS:**

Chair Bachmann called the meeting to order at 10:15 a.m. She welcomed Dale Phipps to the Committee and requested that Jerry Blakemore introduce his team to the Committee. Blakemore proceeded to provide introductions and a brief background on each of the members of the Office of Institutional Integrity and General Counsel.

The Chair then reminded the Committee members of their duty under the State Government Ethics Act to avoid conflicts of interest and advised that any conflict of interest or appearance thereof with respect to any matter before the Board of Trustees or the Committee needed to be raised at that time. None were identified.

Quorum was confirmed through roll call.

**Actions Item:**

**CARL-1 Consent Agenda**

Chair Bachmann noted the items on the Committee's consent agenda, which were approval of: (1) the minutes of the Committee's March 14, 2023, meeting; (2) the 2023-2024 CARL Committee Work Plan; and (3) the 2023-2024 Internal Audit Work Plan. Materials for each of the consent agenda items were included in the Committee's pre-meeting materials.

There being no requests to remove any of the items from the consent agenda to the regular agenda, Chair Bachmann invited a motion to approve the consent agenda. Trustee Hoyle made the motion, which was seconded by Trustee Priddy. The motion carried unanimously.

During discussions later in the meeting, the Committee expressed an interest in receiving regular updates on IT security, infrastructure, stability, projects, and priorities, as well as progress on implementing corrective action following IT audit findings. The consensus of the Committee was to add this IT update to each Committee meeting, starting with the October 2023 meeting, and staff was instructed to revise the Committee's 2023-2024 Work Plan accordingly.

**Discussion Items:**

**CARL-2 Internal Audit Report**

Director of Internal Audit Katherine Skinner and Internal Auditor Ron Fulton reported on the results of an internal audit of the travel reimbursement review process. Fulton began by reviewing the objective and scope of the audit. He then discussed with the Committee two findings related to efficiency and effectiveness, as well as their recommendations with respect to those findings, which are in the process of being implemented. A follow-up review will be conducted by Internal Audit in 2024, after the planned implementation of travel reimbursement software.

**CARL-3 Internal Audit Resources**

Skinner also presented a summary of Internal Audit resources, which she noted is required by internal audit standards. The summary included a review of the internal audit staffing at UNC Greensboro versus staffing at other System campuses, as well as recommendations from the Council of Internal Auditing for small increases in Internal Audit staffing at UNC Greensboro. She pointed out that these were recommendations, not requirements. In response to questions and discussion with the Committee, Skinner advised that she believes the University's Internal Audit function is currently adequately staffed to maintain compliance with internal audit standards.

**Information Item:**

**CARL-4 Audit Documents provided to the System Office**

As an information item, the Committee was provided with a copy of the summary of 2022-2023 Internal Audit activities versus the audit work plan, which has also been provided to the Council of Internal Auditing and the UNC System Office.

With no further business before the Committee, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Kelly Harris  
Assistant Secretary to the Board of Trustees