



State Capitol 600 E Boulevard Ave Dept. 215
Bismarck ND 58505-230
Phone: 701.328.2960 Fax: 701.328.2961
E-mail: ndusinquiry@ndus.edu Web: ndus.edu

North Dakota State Board of Higher Education
October 9 2023, Audit Committee Meeting Minutes

The State Board of Higher Education Audit Committee met on October 9th at 3:30p.m. CT., via Teams

Chair Volk called the meeting to order at 3:30p. CT.

Audit Committee Members Participating:

Mr. Jeffrey Volk (Chair)
Mr. Tim Mihalick
Dr. Casey Ryan

NDUS/Other Staff Participating:

Chancellor Hagerott
Ms. Dina Cashman
Mr. Chris Pieske
Mr. David Krebsbach
Mr. Dustin Walcker
Ms. Mindy Sturn
Ms. Meredith Larson, Legal Counsel

Others participating:

Dean Simone, DCB
President Easton, DSU
Ms. Amber Hill, MaSU
Mr. Chris Wilson, Mr. Bruce Bollinger, Ms. Charlene Glur, Ms. Lisa Ripplinger, NDSU
President Armacost, Mr. Rob Carolin, Ms. Sharon Loiland,
Ms. Erica Buchholz, VCSU
Ms. Krista Lambrecht, WSC
Ms. Meredith Larson, Legal Counsel, AG Office

1. Agenda

Mihalick moved, Ryan seconded, to approve the agenda, as presented.

Mihalick, Ryan, and Volk voted yes. Motion passed.

2. Meeting Minutes

Ryan moved, Mihalick seconded, to approve the August 16th and September 2, 2023, meeting minutes, as presented.

Mihalick, Ryan, and Volk voted yes.

NORTH DAKOTA
STATE BOARD OF HIGHER EDUCATION
Policy Manual

Policy: 306.2 Internal Audit Charter

Effective: September 28, 2023

- B. North Dakota Institutions' Internal Audit Charter : This Charter applies to institutions that employ internal auditors.
1. Purpose The role of internal audit is to provide independent and objective assurance a consulting activity that is guided by a philosophy of adding value to improve the operations of the respective campus. It assists in accomplishing its objectives by bringing a systematic a disciplined approach to evaluate and improve the effectiveness of the institution's governance risk management, and internal controls.
 2. Role: The internal audit department is established by the ND State Board of Higher Education a ~~NDSU and UND (the "Institutions") and the respective campuses. The internal audit activity will adhere to relevant Board, NDUS and institutional (NDSU/UND) policies and procedures.~~
 3. Professionalism: The ~~institutions'~~ internal audit activity will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Audit, the Code of Ethics, and the Core Principles and International Standards for the Professional Practice of Internal Auditing, and to the recommended guidance including the Practice Guides and Implementation Guidance. ~~The internal audit activity will adhere to relevant NDUS and institutional (NDSU/UND) policies and procedures.~~
 4. Authority: The ~~institutions'~~ internal audit departments are authorized full, free, and unrestricted access to all of the ~~institutions'~~ records, physical properties, and personnel pertinent to ~~carry~~ out any engagement.

North Dakota State University Internal Auditing
Management Update as of 09/30/2023

Type of Finding	Open 7/31/2023	New Added	Closed	Open 09/30/2023
Prior Not Implemented	0	0	0	0
High Risk	0	0	0	0
Moderate Risk	0	0	0	0
Low Risk	2	0	2	0
Totals	2	0	2	0

NDUS Internal Auditor Office
Management Update as of 09/30/2023

Type of Finding	Open 7/31/2023	New Added	Closed	Open 09/30/2023
Prior Not Implemented	0	1	1	0
High Risk	1	0	1	0
Moderate Risk	1	0	1	0
Low Risk	3	0	0	3
Totals	5	1	3	3

All Audit Recommendations Aging Report in Days
by Campus as of 09/30/2023.

Campus	0-60	61-120	121-240	241-500	501-750	751-1,000	Total
DCB	2						2
NDSU				1			1
NDUSO						1	1
UND		2	1				3
WSC				1			1

the start of quarter, but have since closed. They will be removed from the next quarter's report.

IssueID	IssueName	% Complete	Status	Region	Auditor	AuditName	AuditDate	Recommendation
NDUS Internal Process Audit	NDSCS Admission Prior Not Implemented						04/30/2021	<p>We recommend NDSCS ensure documentation of behavioral intervention teams review and determination</p> <p>NDSCS implemented a new system to flag student applications which has been put in place as of June 2023. NDUS Internal Audit are currently following up on the recommendation again were open at</p> <p>exists.</p>

Open Audit Issues Report September 30, 2023

IssueID	IssueName	% Complete	Status	Region	Auditor	AudName	AuditDate	Typeof Finding	Age	LastCommentEntered	Dateof Last Comment
01440001	DCB Improper Verification for Veteran Dependent Tuition Waivers	10	Open	DCB	SAO	Dakota College at Bottineau Audit Report for the Two Year Period Ended June 30, 2022	07/17/2023	Formal	23	DCB has engaged the services of the NDUS Internal Audit for their assistance in correcting/creating procedures/creating documentation to provide the proper verification of veteran dependent waivers.	9/6/2023
01440002	DCB Not Following State Procurement Policy	0	Open	DCB	SAO	NDUS 730 TD <0372>Tj36184 1 Tf .2261 0 TD (Following)Tj /TT3 InstitutionsTD (9.7172 0 TD (Rule)070-339Tj (OT) -2450.611					
										for Spring Semester	9/25/2023
00960022	NDUS Universal immunization form	95	Open	NDUS	NDUS Internal	NDUS SYSTEM WIDE IMMUNIZATION AUDIT	06/30/2021	Low Risk	820	As of 9/26/2023 implementation continues. CT Staff met with several campuses to gather the workflow and any other specs related to the use of the form. Full implementation is scheduled to be completed by the end of this calendar year (2023) and remain on track.	9/26/2023
01360001	Cost transfer justification form was not included in the documentation for 18/30 cost transfers in our sample.	0	Open	UND	UND Internal	UNDIA Federal Cost Transfers Final Audit Report	05/24/2023	Moderate Risk	126	Comment provided by Rob Carolin UND. This item is part of the UND Internal Audit FY24 Audit Plan for follow up. It will be reviewed in FY24 Audit Plan for follow up.	9/26/2023
	UNDC									It will be reviewed in FY24.	9/26/2023
01380002	Checks received were not always deposited on a timely basis. The time lapse to deposit the checks ranged from 0-55 business days, with average of 18 days.	0	Open	UND	UND Internal	UNDIA FINAL AUDIT REPORTS SCHOOLS OF MEDICINE AND HEALTH SCIENCES MEDICAL SERVICES PLAN JUNE 28, 2023	06/28/2023	Moderate Risk	90	Comment provided by Rob Carolin UND. This item is part of the UND Internal Audit FY24 Audit Plan for follow up. It will be reviewed in FY24.	9/26/2023
01260028	WSC consistency Among NDUS Institutions	75	Open	WSC	NDUS Internal	System Wide Transfer of NDUS Coursework Audit Report, August 19, 2022	10/19/2022	Low Risk	344	WSC Registrar has met with UND to review their process. The initial plan was to implement in August but due to the Fall semester starting and being short staffed the implementation has been delayed and is now planned for October.	9/28/2023

North Dakota University System
Status of FY24 NDUS Internal Audit Plan

Approving Entity: SBHE Audit Committee
Contact: Dina Cashman, Chief Audit Executive, NDUS

