

BOARD OF VISITORS
AUDIT, RISK AND COMPLIANCE COMMITTEE MEETING MINUTES
February 17, 2022

1. Call to Order/Establish Quorum

Bishop Kim Brown, Chair, called the Audit, Risk and Compliance Committee meeting to order at approximately 9:35 a.m. Roll was called. Upon Dr. Harold Watkin's arrival, a quorum was established.

Committee Members

Bishop Kim W. Brown, Chair
Ms. Heidi W. Abbott
Dr. Terri L. Best
Dr. Harold Watkins (completed quorum)
Dr. Deborah M. DiCroce (Virtual participation)

Committee Members Absent

Mr. Delbert Parks
Ms. Joan G. Wilmer

NSU Administrators and Staff

Dr. Javaune Adams-Gaston, President
Ms. Tanya S. White, Chief of Staff
Ms. Derika L. Burgess, Chief Audit Executive
Ms. Inda Walker, Board Liaison
Mr. Rasool A. Shabazz, Project Engineer, Office of Information Technology
Michael Steward, Administrative Lieutenant, NSUPD
Candace Sessoms, Crime Data Analyst, NSUPD
Michael Wallace, Emergency Management Consultant, NSUPD
Brian K. Covington, Interim Chief, NSUPD
DeAndre' L. Hyman, Interim Deputy Chief, NSUPD

Absent NSU Administrators and Staff

Dr. Dawn Hess, Chief Compliance Officer (Absent, family personal)

Participant – Student Representative to the Board

Mr. Jaylin Drewry, SGA President*

Counsel Present

Ms. Pamela F. Boston, University Counsel and Senior Assistant Attorney General
Mr. James Wright (virtual)

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2. Recommend Approval of Electronic Participation

The Committee unanimously approved the electronic participation for Dr. DiCroce.

2. Approval of the Minutes

The Committee unanimously approved the Audit, Risk and Compliance Committee minutes for November 16, 2021.

3. Discussion Items

Clery Compliance Review Management Action Plans Update

Mrs. Derika Burgess introduced the NSUPD. Crime Data Analyst Candice Sessoms and Lieutenant Stewart gave an update on the Clery Compliance Audit and the Corrective Action Plan.

- A strategic plan is in place which is affiliated with the Office of Violence Against Women (VAWA) to assist with training of law enforcement, campus community, and campus security authorities (CSA's). CSA's are still needed and departmental assistance is necessary and requested.
 - The training will involve how the police should respond to sexual assault offenses.
 - There will be trauma informed training.
 - CSA training will include reporting requirements, reporting processes, and to whom they should report matters brought to their attention.
 - The training has been developed in the MOAT system, a web-based online system.
- The Clery Geography mapping has been developed, it speaks directly to Clery geography and is ready for review. The Clery Act identifies areas as Clery Geography, to include the off-campus property.
- The Clery Compliance Coordinator, Candice Sessoms, must receive disclosures of fire safety for inclusion in the Annual Crime and Fire Safety Log and for tracking of fires that have taken place. The processes have been streamlined for better management of information.
- The information for disclosure and availability of Annual Crime Reports will be placed on NSU's website. An announcement will go out when a report is published and ready for review.
- The Timely Warnings Policy is being developed.
- The Emergency Response and Evacuation Plan has been updated.

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- Sixty percent of CSA's have been identified and the majority have completed CSA training. Department heads are needed to help identify the people and the people will be trained.
- The department head has suggested creating a Clery Compliance Team so that data can be accurate and done efficiently.
- The Hierarchy of Rules speaks specifically to the NSUPD and how they report criminal activities. There will be in depth training officers will have to go through to identify if an incident has multiple offenses and how the multiple offenses will be reported.
- The NSUPD will be trained on how to rightly classify and report offenses. The goal is consistency with Clery reportable offenses.
- Governance and management oversight incorporates the collaborative efforts of many at the University. We are working to improve the lines of communication.
- The FBI will be coming on campus to give active shooter training and training in evacuation procedures.

Hazardous Energy Control: Lock Out, Tag Out and Machine Guarding (OPR 2051)

The purpose was to evaluate the University's hazardous energy control program as it aligns with the requirements of OSHA (Occupational Safety and Health) and the Virginia Department of Labor.

Findings:

- There is no evidence that policies are being adhered to and much of the work goes undocumented.
- Tags are not being filled out with the date and time, and some of the tags are being removed.
- The guards and barriers for machines are removed or missing.
- The tools are not being properly maintained, and improper tools are being used.
- First aid kits are not available.
- There is no documentation for training.
- There is no evidence that annual inspections are being performed.
- There is no evidence that management is monitoring or evaluating programs.

Corrective Action Plans have been provided and will be implemented.

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9. Adjournment

Dr. Watkins motioned, seconded by Dr. Best, and with a 4-0 Roll Call vote the meeting was adjourned at approximately 10:16 a.m.

Respectfully submitted,

Inda Walker, Board Liaison

Bishop Kim W. Brown, Chair
Audit, Risk and Compliance Committee