



**STATE BOARD OF EDUCATION  
AUDIT COMMITTEE**

STATE of IDAHO  
BOARD of EDUCATION

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**APPROVED MINUTES  
STATE BOARD OF EDUCATION AUDIT COMMITTEE  
March 8, 2017**

A regular meeting of the Audit Committee of the State Board of Education was held March 8, 2017 in Boise, Idaho and video conference throughout Idaho.

**ATTENDANCE**

Committee: Don Soltman, Chair; Emma Atchley, Brent Moylan

Board staff: Chet Herbst, Scott Christie

Moss Adams: Scott Simpson, Tammy Erickson, Pam Cleaver

BSU: Mark Heil, Jo Ellen Dinucci, Suzanne Adams, Keven Satterlee, Texie Evans, Larry Harmon, Mark Eisenman

ISU: Brian Hickenlooper, Brant Wright, Reese Jensen

UI: Brian Foisy, John Keatts, Brad White, Kent Nelson

LCSC: Todd Kilburn, Teresa Cole, Ryan Bircher

**AGENDA**

**1. Approve November 30, 2016 Meeting Minutes**

The meeting minutes of the November 30<sup>th</sup> 2016 Audit Committee meeting were approved.

**2. Moss Adams FY 2017 Audit Plan**

The Committee reviewed and approved the Moss Adams audit plan for fiscal year 2017.

**3. Institution 2<sup>nd</sup> Quarter FY 2017 Financial Reviews**

The institutions presented their 2<sup>nd</sup> quarter FY 2017 financial reports. The Committee suggested the institutions be ready to describe factors that result in any significant personnel cost changes (i.e., addition or deletion of positions, changes due to CEC and benefit increases, promotions, etc.) Staff will make available the institutions' annual summaries of employee salary changes. The Committee requested that ISU move its employee turnover information to the At-A-Glance page and include the revenue pie chart.

**4. Internal Audit Risk Assessment**

The Committee did not direct the internal auditors to include specific risk areas in their audit plans. The Committee discussed new State guidelines that provide the institutions more latitude in their purchasing procedures. The Committee suggested inclusion of purchasing policies and procedures in the rotation of institution audit plans to ensure compliance with these new guidelines.

#### 5.-7. Operating Agreements

The Audit Committee discussed the operating agreements for the Boise State Alumni Association, Boise State Athletic Association, and the Vandal Boosters Association. It was determined that Board policy V.E. "Gifts and Affiliated Foundations" may need to be reviewed and revised to better reflect the operating practices applicable to athletic booster and alumni organizations, where these may differ from operations of the institutions' foundations. The Committee directed the Board's general counsel to work with the institutions' legal counsel to consider revisions to Board policy V.E. and report back to the Committee.

#### 8. New Independent Non-Board Member Committee Candidate

The Committee was notified that outside member Mark Heil had resigned voluntarily to take on the VP Controller position at Boise State University. The Committee reviewed the resume of Steve Speidel. Mr. Speidel is the VP/Controller for Idaho First Bank. The Committee affirmed to replace Mr. Heil with Mr. Speidel and to recommend the appointment of Mr. Speidel to the full Board as an outside Audit Committee member.

Meeting adjourned at 3:08 pm (Mountain)