

**LONGWOOD UNIVERSITY BOARD OF VISTORS**  
**Audit Committee**  
**Friday, December 10, 2004**

**Minutes**

**Call to Order**

Mrs. Anne Gregory Vandemark, Chair of the Audit Committee, called the meeting to order at 1:00 p.m.

Members present:

Mrs. Anne Gregory Vandemark - Chair  
Mr. John B. Adams, Jr.  
The Honorable William W. Bennett, Jr. - Vice Chair  
Mr. Otis L. Brown  
Dr. Helen P. Warriner-Burke  
Dr. Mary Flanigan (Faculty Representative)  
Mr. Matthew Harris (Student Representative)

Present at the request of the Committee:

Dr. Patricia P. Cormier  
Ms. Jeanne S. Hayden  
Mrs. Penelope G. Howard

Others present:

Mr. J. David Adams  
Ms. Marjorie M. Connelly  
Mr. Ricky L. Otey  
Ms. Helen E. Phillips  
Mrs. Susan E. Soza

**Business**

Item 1 - Update on Internal Audit Activities

Mrs. Howard reported that Internal Audit has completed reviews of Printing Services and Conferences and Facilities Scheduling. She also reported that data collection for the 5-year risk assessment is complete and the cell phone usage review fieldwork is complete, noting that there was significant improvement in the appropriate use of cell phones. A review will be conducted by interns in the spring of 2005 of the Longwood University Student Health Services and the Budget Office review scheduled for spring 2005 will be rescheduled for fall 2005.

Mrs. Howard stated that an issue related to the vending services contracts came to her attention through the Printing Services' audit and it was determined that it would be prudent to review Longwood's vending contracts, determine the cause of the problem and assist in providing a course of action.

**Adjournment**

There being no further business the meeting was adjourned at 1:10 p.m.

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Jeanne S. Hayden  
Secretary to the Board of Visitors