

# LONGWOOD

U N I V E R S I T Y



**LONGWOOD UNIVERSITY BOARD OF VISITORS**  
**Audit Committee**  
**Friday, March 24, 2006**

**Minutes**

**Call to Order**

The Board of Visitors' Audit Committee held a meeting on Friday, March 24, 2006, at Longwood University. The meeting was called to order by the Vice Chair, Mr. Case at 8:45 a.m.

Members present:

The Honorable William W. Bennett, Jr.  
Mr. Barry J. Case  
Mr. Thomas I. DeWitt  
Mrs. Susan E. Soza  
Dr. Linda B. Wright (Faculty Representative)

Members absent:

Mr. Ricky L. Otey  
Mr. Scott Krogh (Student Representative)

Present at the request of the Committee:

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

Others present:

Mr. John B. Adams, Jr.  
The Honorable John W. Daniel, II  
Mrs. Anne Gregory Vandemark  
Dr. Helen P. Warriner-Burke

**Business**

Item 1 - Update on Internal Audit Activities

Mrs. Lindsay report that an operational review was completed in December 2005 for Cashiering and Student Accounts and an operational review is ongoing for the entire Administration and Finance area. She reported that this review should be complete by Fall 2006.

Mrs. Lindsay reported the student interns are proceeding with Accounting and Reporting as part of the operational audit of Administration and Finance and this phase includes fixed assets,

general accounting, financial reporting, grants and Accounts Payable. She anticipates that this phase will be complete by April 2006.

**Closed Session**

Mr. Case moved to go into Closed Session under Section 2.2-3711-A1 of the Code of Virginia to discuss matters related to personnel. The motion was seconded by Mrs. Soza and approved by the Committee.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mrs. Soza moved to certify that the discussion in Closed Session was in accordance with the Code of Virginia. The motion was seconded by Mr. Case and affirmed by Mr. Adams, Mr. Bennett, Mr. Daniel, Mr. DeWitt, Mrs. Gregory Vandemark, and Dr. Warriner-Burke. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 1, March 24, 2006.)

**Adjournment**

There being no further business the Chair adjourned the meeting at 9:20 a.m.

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Jeanne S. Hayden  
Secretary to the Board of Visitors