



**Board of Trustees Conference Call
Meeting Minutes
Friday, February 26, 2021**

Chair Kelvin Lawson called the meeting to order. Trustees Cliatt, Dubose, Harper, Lawrence, Lawson, McClinton, Moore, Stone and Washington, were present, establishing a quorum. Trustees Cavazos, Dortch, Perry and Reed did not attend the meeting due to work commitments.

Chair Lawson reminded the Board that it would receive the Performance-based Funding Data Integrity Audit and then consider the PBF Data Integrity Certification for approval. He stated that the certification must be submitted to the Board of Governors (BOG) by March 1, 2021. Chair Lawson then recognized Vice President Joe Maleszewski for an update on the audit.

VP Maleszewski shared that the audit of the integrity of the data is required by law. The University's audit process must ensure completeness, accuracy, and timeliness of data submitted to the BOG. The audit focused on submissions for fall 2019, spring 2020, and summer 2020. They focused on Metric 5 - academic progress, Metric 6 and 8 regarding areas of strategic emphasis at the bachelor's and master's degree level, Metric 9 - bachelor degrees awarded without excess hours and Metric 10 - bachelor degrees awarded to AA transfers.

VP Maleszewski stated that to support the data certification process the audit found that the University:

- Established effective internal controls and monitoring over the collection and reporting of data submitted;
- Established reliable processes, controls, and procedures to ensure submissions were accurate and complete;
- Maintained all relevant data in Peoplesoft and ImageNow. The data contained in these two applications provided accurate information about the University in a timely and cost-effective manner;
- Provided accurate data to the Board of Governors, as evidenced by the audit testing of metrics 5, 6, 8, 9, and 10.
- Appointed, Khoi To, University Data Administrator.
- Performed tests on submitted data files, prior to submission. Any inconsistency identified in the submission process was resubmitted.
- Identified a critical error in addressing a gap and logic, for the submission of the

fall admissions file that related to about 14 particular applicants and those critical issues were resolved.

- Submitted all data files in accordance with the Florida BOG data file submission calendar.

VP Maleszewski acknowledged the staff in the Office of Institutional Effectiveness, as well as his audit staff for their work regarding the audit.

Trustee Dubose noted that there had been some resubmissions and asked whether VP Maleszewski felt that the University had corrected the root cause and if the issues were resolved going forward. Deidre Melton, Audit Director stated that steps had been put in place so that the University won't have those issues going forward. She stated that was one of the things that the Board of Governors specifically required them to look at during the audit. VP Maleszewski clarified that regarding the resubmission, none of the items identified, whether it was the need for re-submissions or the critical errors that had since been corrected, would have been material to the scores and would not have impacted the University's positioning on the performance-based funding models.

Chair Lawson asked for a motion to approve the data integrity certification. Trustee Moore moved approval. The motion was seconded by Trustee Dubose and was approved by a unanimous vote.

With there being no further business, the meeting adjourned.