



Administrative Committees and Councils

The University of Texas-Pan American
Committees and Councils Project

Audit Committee

(Last updated 6-09)

Purpose

The Audit Committee will serve to ensure that: (1) activities of the Internal Audits department comply with the Internal Audit Charter, appropriate Business Procedures Memorandums, the Texas Internal Auditing Act, and the Institute of Internal Auditors' Standards for the Professional Practice of Internal Auditing; (2) audit coverage of The University of Texas-Pan American adequately encompasses all aspects of the institution's operations and that coverage is not inhibited or limited by any individual or department; (3) audit activities are responsible to executive management's needs and objectives; and (4) executive management is aware of internal audit activities, results of audits, and progress toward implementation of audit recommendations.

Members

Charles Sorber	Interim President	Ex-officio
Paul Sale	Provost/Vice President	Ex-officio
James R. Langabeer	Vice President for Business Affairs	Ex-officio
John Edwards	Vice President for Enrollment and Student Services	Ex-officio
Janice Odom	Vice President for University Advancement	Ex-officio
Bob Lim	Vice President for Information Technology	Ex-officio
Kenneth Everhard	External Member	
Eloy Alaniz	Director, Internal Audits	Ex-officio

Officers

Blandina Cárdenas, Chair

(The President's Executive Secretary takes minutes. Minutes are maintained in the President's Office.)

Responsibilities

- Ensure that internal audit goals and objectives, staffing plans, financial budgets, and audit activities provide adequate support of University goals and objectives.
- Assess the performance of the Internal Audits department.
- Ensure the audit planning process, including the Risk Assessment methodology, considers appropriate aspects of the University's operations and executive management concerns, and approving the annual audit plan.
- Review the results of audit activities, approve audit reports, auditee responses, and approve significant audit findings/recommendations before release.
- Monitor the adequacy and timeliness of corrective actions taken in response to audit activities.
- Review the annual report to the Governor, Legislative Budget Board, Sunset Advisory Commission, and State Auditor.
- Monitor implementation of the U.T. System Action Plan to Enhance Internal Controls.
- Monitor audits performed by external auditors (e.g., State Auditor's Office, Federal auditors, etc.).

- Review and approve the internal audit departments peer review team. Evaluate its report and determine whether the internal audit function complies with Standards for the Professional Practice of Internal Auditing and U.T. system policies and procedures which pertain to internal auditing.

Meetings

The Audit Committee will meet at least quarterly. Committee meetings should be scheduled in advance, members notified, and agenda topics assembled. The Director of Internal Audits will coordinate this activity. One week prior to the meeting, the Director of Internal Audits will provide the Committee members with information relating to the status of audit activities. Such information should include, but not be limited to, audit reports, audit follow-up and the implementation of recommendations, management services, external audits, and other relevant information. In addition, annual audit plans, required annual reports, staffing plans, financial and budget reports, and other appropriate information essential for the Committee to fulfill its responsibilities, will be provided and reviewed as necessary.

Composition and Terms of Membership

- President, ex-officio, voting (chair)
- Provost/Vice President for Academic Affairs, ex-officio, voting
- Vice President for Business Affairs, ex-officio, voting
- Vice President for Enrollment and Student Services, ex-officio, voting
- Vice President for University Advancement, ex-officio, voting
- Vice President for Information Technology – ex-officio, voting
- Member external to institution, voting
- Director of Internal Audits, ex-officio, non-voting,

Reporting

The Audit Committee reports to the President.