

## **Louisiana Community and Technical College System Audit Committee Meeting**

**June 13, 2007  
8:00 a.m.**

**The Louisiana Building  
Baton Rouge Community College  
5310 Florida Blvd., Baton Rouge, Louisiana 70806**

**(Board Anti-Room)**

### **MINUTES**

1. Call to Order by Committee Chair

The Audit Committee of the Louisiana Community and Technical College System Board of Supervisors met on June 13, 2007, in the Board Anti-Room in the Louisiana Building at Baton Rouge Community College, 5310 Florida Blvd., Baton Rouge, Louisiana. Supervisor Johnson served as Committee Chair in Mr. DeLaney's absence. The meeting was called to order at 8:10 a.m.

Bonni Blouin, Coordinator of Board services, called roll and a quorum was established.

The following committee members were in attendance: Kathy Sellers Johnson and Brett Mellington. Supervisors St. Blanc and Murphy were appointed to serve on the committee. Supervisor Smith arrived to the meeting at 8:29 a.m.

Also in attendance at the meeting were: Alanna Davis, Legislative Auditor; Leo Hamilton, General Counsel; Dr. Joe May, Allen Brown, John Paul Domiano, Jan Jackson, Jim Henderson, and Shannon Sedberry, LCTCS.

2. Presentation of Draft Audit Plan for 2007-2008

Allen Brown, Director of Internal Audit, distributed a copy of the draft Internal Audit Plan for Fiscal Year Ending June 20, 2008 and reviewed the plan with committee members. Items included in the draft plan are: 1) LTC Student Data Report; 2) Review time and attendance of elected officials; 3) Perkins Fiscal Monitoring; 4) Follow-up on prior internal audit reports; 5) Louisiana Technical College Internal Control Reviews; 6) Information Technology; 7) OIT Policy Related to Data Security; 8) Grants; 9) College cash cards; 10) Moveable property; 11) Exceptions to employee job descriptions; and 12) Special Projects.

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Item 1-3: Mr. Brown indicated that the first 3 items listed were conducted annually.

Item 4: Mr. Brown stated that a couple of weeks will be spent following-up on prior internal audit reports conducted during the past year. Follow-up will be conducted by phone/fax.

Item 5: A review of 3 LTC regions will be conducted this year to determine if the proper internal controls are in place.

Item 6: Disaster recovery procedures will be reviewed at Delgado, Nunez, SOWELA and the System Office. In addition, a comparison of LCTCS employees' names and addresses to vendor names and addresses will be conducted to determine if an employee is doing business with the System.

Item 7: A review will be conducted to determine that each campus has communicated to the pertinent staff/faculty/employees that all data that is protected under confidentiality regulations or law has to be encrypted if placed on a mobile device (laptop, flash drive, etc.) and removed from its home location. Ms. Jackson stated that Vonita Scott, LCTCS, has been visiting the campuses to download the necessary software on campus computers.

Item 8: A review will be conducted on a couple of the LCTCS grant programs to ensure that all requirements are being met.

Item 9: The review of college cash cards primarily will include information gathering. Baton Rouge Community College and Delgado Community College are the only 2 campuses currently providing college cash cards.

Item 10: Another State audit finding regarding moveable property will be reported on Delgado Community College and the Louisiana Technical College. Mr. Brown indicated that the findings report is dated June 30, 2006; therefore, half of the findings in the report are from 2 years ago. Mr. Brown stated that there would be a statewide finding that will include all institutions of higher education. Discussion among Committee members followed.

Supervisor Mellington made a recommendation to place the appropriate forms on the LCTCS website and on the G: drive to provide access to everyone who may need them.

Ms. Jackson stated that the forms would be added to the LCTCS website.

Item 11: Mr. Brown indicated that someone had suggested that a review be conducted on exceptions that are made to employee job descriptions. Committee members discussed this issue at length to determine if there was a need to include this item in the audit plan. Mr. Brown stated that he could conduct an initial review of 5-6 cases to determine if further review is needed. Committee members

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asked Mr. Brown to conduct an initial review and report to them on whether he felt that further review is needed.

Item 12: Special Projects will be considered at the request of Board members and/or LCTCS staff.

Mr. Brown presented the staff recommendation to approve the Internal Audit Plan for Fiscal Year Ending June 30, 2008, as presented.

**On motion of Supervisor Mellington, seconded by Supervisor St. Blanc, the Audit Committee voted to present the proposed Internal Audit Plan for Fiscal Year Ending June 30, 2008, as presented, to the Full Board for approval at the July 2007 Board meeting. The motion carried.**

3. Update on Current Work and 4. Recently Issued Reports by Internal Audit

Allen Brown stated he would address agenda items 3 and 4 at the same time. He stated the audit review of elected officials is currently being conducted with 3 individuals remaining to be reviewed. He reported that no major issues have been determined and some minor compliance issues related to LCTCS Policy #6.018 have been found.

Committee members discussed the agenda item included on the June 13, 2007 agenda of the Full Board regarding proposed changes to LCTCS Policy #6.018.

Mr. Brown continued that work is also being conducted in Region 6 on internal controls.

Mr. Brown added that the LTC Student Data Report will be issued on Friday, June 15, 2007. He reported that no major issues were found and added that the report will be sent electronically on a disk. Mr. Brown stated that the LTC is the only college that is required to prepare this report.

Supervisor Murphy questioned whether the Board of Regents had a position on the necessity of this report. Committee members discussed this issue further. Supervisor Murphy asked Mr. Brown to check with the Board of Regents to determine their position on this issue.

5. Other Business/Status Reports

DocuShare – The internal audit division has moved their project files to DocuShare and is currently testing it in the field. This provides immediate backup to all documents.

Allen Brown introduced John Paul Domiano to the committee. John Paul is the new internal audit manager. Jan Jackson introduced Shannon Sedberry, Interim Director of Fiscal Affairs.

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There being no further business to come before the Audit Committee, on motion of Supervisor Mellington, seconded by Supervisor Smith, the Audit Committee meeting adjourned at 8:45 a.m.