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Vincent St. Blanc, III  
Craig Spohn  
Stephen Toups

**Student Members:**

Algernon Doplemore  
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**October 8, 2014 Audit Committee Minutes As Approved December 9, 2014**  
**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**

LCTCS Board of Supervisors Audit Committee Meeting  
Baton Rouge Community College, Louisiana Building  
Board Anteroom

October 8, 2014  
8:00 a.m.

**DRAFT MINUTES**

1. Call to Order

**Supervisor Keith Gamble, Audit Committee Chair, called the meeting to order at 8:04 a.m.**

2. Roll Call

Sara Landreneau Kleinpeter, Coordinator of Board Services, called roll. The following Audit Committee members were in attendance: Keith Gamble, Chair; Deni Grissette, Vice Chair; Helen Bridges Carter; Willie Mount, and Paul Price. Other Board members present for the meeting included Bob Brown and Board Chair, Woody Ogé. Supervisors Vinney St. Blanc, Stephen Toups, Craig Spohn, and Joe Potts, joined the meeting while in progress. LCTCS staff present for the meeting included: Michael Redmond, Director of Internal Audit; System President Dr. Monty Sullivan; Interim Senior Vice President of Finance and Administration Joseph Marin; Sara Landreneau Kleinpeter, Coordinator of Board Services; and Director of Media Relations, Quintin Taylor. Mr. Leo Hamilton, Board Legal Counsel, was also in attendance.

3. Approval of Minutes from the June 11, 2014 Meeting

**On motion of Supervisor Ogé, seconded by Supervisor Grissette, the committee voted to approve the minutes of the June 11, 2014, meeting as presented. The motion carried.**

4. Significant Reports and Current Projects

Mr. Redmond thanked the members for being in attendance. He briefed the Committee on significant reports issued and projects that are currently being worked on. Since the last meeting, the office has issued five reports, all related to fiscal and programmatic monitoring for the Perkins Funds. Time and effort certifications continue to be a challenge for all entities. The LCTCS Perkins Administration has issued a Grants Management Procedure Manual that requires the certifications on a monthly basis. Other often identified issues are with tagging and tracking inventory, travel expenses, and timely reimbursement. Training is done twice a year with federal staff as well as the internal audit staff. The five colleges and universities that were looked at were: LSU Alexandria, Northshore Technical Community College, South Louisiana Community College, Central Louisiana Technical College, and Northwest Louisiana Technical Community College.

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The Louisiana Legislative Auditor (LLA) issued a report on Fletcher Technical Community College with issues related to financial aid reimbursement and Return to Title IV calculations. Mr. Redmond has not distributed this report to the Board, but will be doing so as soon as he receives the report from the LLA. This report will be discussed in full during the next Audit Committee Meeting.

In February, a missing gun from one of the BRCC Police officers had been reported to the LLA and the local district attorney, as required by statute for all misappropriations. Mr. Redmond reported that the firearm has been located and is back in the hands of the police force.

Ongoing projects include Adult Education Program Monitoring and site visits. Mr. Redmond expects to see similar findings as the Perkins Fund reports. Mr. Ogé suggests that the Board be provided a list of providers for Adult Education Programs.

Grad Act data will be reviewed and the Internal Audit staff will continue to work on finding the way to best and accurately display and report data.

Internal Audit staff is working on developing a stronger web presence, allowing the department to serve as a useful resource for employees. A series of articles will be posted on the site to continually update and inform college faculty and staff on best practices for internal audit.

### 5. Questions and Other Business

Supervisor Spohn requested that a financial audit take place at Bossier Parish Community College to provide the incoming chancellor with a clear understanding of the issues at the college. Furthermore, Supervisor Spohn suggests that a fiscal audit take place at all colleges during a change in leadership at the chancellor post. The Board and committee will continue to discuss the best method to prepare for a new chancellor.

Mr. Redmond noted the next Audit Committee meeting is scheduled for 8 am, Wednesday, December 9, 2014. Committee Chair Supervisor Gamble asked that Ms. Kleinpeter and Mr. Redmond poll the committee to find an alternative meeting time, possible Tuesday afternoon or following the full board meeting on Wednesday.

### 6. Adjournment

**On motion of Supervisor Toups, seconded by Supervisor Mount, the Audit Committee adjourned at 8:39 a.m.**