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Student Members:

Algernon Doplemore
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June 11, 2014 Audit Committee Minutes As Approved October 8, 2014

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

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

June 11, 2014

8:00 a.m.

MINUTES AS APPROVED OCTOBER 8, 2014

1. Call to Order

Supervisor Deni Grissette, Audit Committee Vice Chair, called the meeting to order at 8:02 a.m.

2. Roll Call

Supervisor Grissette appointed Supervisors Stevie Smith and Michael Murphy as members of the Audit Committee. Sara Landreneau Kleinpeter, Coordinator of Board Services, called roll. The following Audit Committee members were in attendance: Deni Grissette, Vice Chair; Helen Bridges Carter; Michael Murphy, Paul Price, and Stevie Smith. Other Board members present for the meeting included Edward Banks, Vinney St. Blanc, Bob Brown and Steve Hemperley. LCTCS staff present for the meeting included: Michael Redmond, Director of Internal Audit; System President Dr. Monty Sullivan; Erin VanGeffen; Jeffery Fleming; Dana Dumas, Jan Jackson; Sara Landreneau Kleinpeter, Coordinator of Board Services. Baton Rouge Community College Chancellor Andrea Miller and Leo Hamilton, Board Legal Counsel, were also in attendance.

3. Approval of Minutes from March 12, 2014 Meeting

On motion of Supervisor Carter, seconded by Supervisor Price, the committee voted to approve the minutes of the March 12, 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, and, most of those reports are clear from issues. The main findings related to federal funding audits, and deal with the requirements of Time and Effort Certificates. The office issued a report last week on the Baton Rouge Community College Live Work Program in the Automotive Department. There was an issue where some individuals were doing "live work" on automobiles that were not part of the curriculum. The problem has been addressed; Dr. Miller is available to answer any questions the committee may have.

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5. Presentation of 2014-2015 Audit Plan

Mr. Redmond presented the Audit Plan for 2014-2015, identifying the method in which projects were selected, by identifying the high risk, high impact projects. He reviewed the 2014-2015 audit plan in detail:

Agreed Upon Procedures

Perkins Fiscal, Programmatic and Civil Rights Monitoring
Adult Education Fiscal Monitoring

Risk Based Projects

Internal Controls Review – First Priority
Data Collection, Recording and Reporting Procedures Review – First Priority
Disaster Recovery / Continuity of Operations Review – First Priority
ID / Personally Identifiable Information (PII) Theft – Second Priority
Fraud / Financial Exigency – Second Priority
Reputational Risk Mitigation – Second Priority

Special Projects

As requested
Training
Ethics
Best Practices

On motion by Supervisor Smith, seconded by Supervisor Brown, the committee voted to approve the 2014-2015 Audit Plan as presented. The motion carried.

Supervisor Smith asked about role of the internal audit staff in relation to campus foundations and funds received as part of ACT 360 Projects. A discussion was held related to the extent to which the internal audit would monitor the foundations in the system. Mr. Redmond will look into their roll. Dr. Sullivan noted that the LCTCS Foundation would look into the operations of other foundations in the system from an audit standpoint and report when necessary.

Mr. Redmond presented the 3rd Quarter Special Meals Report to the committee.

6. Questions and/or Other Business

Mr. Redmond noted the next Audit Committee meeting will be held on October 8, 2014.

7. Adjournment

On motion of Supervisor St. Blanc, seconded by Supervisor Price, the Audit Committee adjourned at 8:48 a.m.