

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

**May 11, 2011
8:00 a.m.**

**Baton Rouge Community College
Louisiana Building
Board Ante-Room**

MINUTES

1. Call to Order by Committee Chair

Supervisor Keith Gamble, Chair, Audit Committee, called the meeting to order at 8:06 a.m.

2. Roll Call

Bonni Blouin, Coordinator of Board Services called roll to establish a quorum. The following Audit Committee members were present: Keith Gamble, Helen Carter and Vincent St. Blanc, III, ex-officio. A quorum was not established.

Also present for the meeting were Board Supervisors Robert Brown, Valerie Gaspard, Brett Mellington, Woody Ogé and Stevie Touns.

Chair Gamble appointed Board Supervisors Robert Brown, Valerie Gaspard, Brett Mellington, Woody Ogé and Stevie Touns to serve as members of the Audit Committee for today's meeting for the purposes of establishing a quorum.

(Audit Committee members Deni Grissette, Mickey Murphy, Paul Price and Stevie Smith were late arriving to the meeting).

LCTCS staff present for the meeting included Allen Brown, Director of Internal Audit; John Paul Domiano; Michael Redmond; Kyle Michelli; Jan Jackson; Shannon Sedberry; Dr. Monty Sullivan; Dr. Joe May; and Leo Hamilton, General Counsel for LCTCS.

3. Internal Audit Plan for 2011 – 2012

Allen Brown, Director of Internal Audit, presented the Internal Audit Plan for 2011-2012. The following projects were recommended for Audit Committee and Board of Supervisor's approval for the 2011-2012 year.

1. Carl Perkins Fiscal & Program Monitoring
 - a. Required by federal guidelines
 - b. First involvement of internal audit with program monitoring
2. Elected Officials
 - a. Review of compliance with Board policies
3. Adult Education
 - a. Fiscal monitoring

4. Verification of the \$16 ERP Fees
 - a. A review of the amounts reported and submitted by colleges to determine is such is in compliance with Board policy
5. Review of the controls related to EFT
 - a. Electronic funds transfers account for a substantial amount of outflows of money from the system office and colleges. Internal audit will review the controls related to this process.
 - b. The project will include the System Office and selected colleges.
6. Banner – Implementation Testing
 - a. Auditing standards require that the external auditor (Legislative Auditor) be involved to a certain extent in the implementation planning process and then perform tests work on the new system.
 - b. In an attempt to reduce costs of such involvement by the external auditor, internal audit met with the Legislative Auditor's staff and agreed to be involved in the planning and to perform certain testing.
7. Grant Audits – sample of grants received by selected colleges
8. Follow up on prior year work – only as determined necessary
9. Special projects as may be requested

On motion of Supervisor Carter, seconded by Supervisor Mellington, the Audit Committee voted to pass the Internal Audit Plan for 2011-2012 as submitted. The motion carried.

4. Updates

Mr. Brown provided an update on the BANNER ERP. He stated that Mike Redmond was attending most of the ERP meetings and was working with the Legislative Auditor to help reduce costs. Internal Audit will be doing independent testing regarding the ERP implementation.

Mr. Brown provided an update on a previous issue regarding the Central Louisiana Technical College-Alexandria Campus regarding two former prison instructors who had claimed time that they did not work. He stated that he had spoken with the District Attorney working on the case and that one instructor has committed to paying the money back this week. The District Attorney stated that other methods may be needed to recover the funds from the other instructor. The Alexandria campus should be receiving some of the money back soon.

5. Other Business

Mr. Brown reminded Audit Committee members that the Financial Disclosure reports are due on May 15th. He asked for anyone having questions to contact him for assistance.

Chair Gamble congratulated Allen Brown on his new position at the Legislative Auditor's Office. Today will be Mr. Brown's last day with the LCTC System Office. John Paul Domiano will serve in an interim position until a permanent replacement for Mr. Brown is selected.

There being no further business to come before the Audit Committee, on motion of Supervisor Mellington, seconded by Supervisor Ogé, the Audit Committee adjourned at 8:30 a.m.