

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM



**Changing Lives,
Creating Futures**

Monty Sullivan
System President

Officers:

N. J. "Woody" Ogé
Chair

Timothy W. Hardy
First Vice Chair

Deni Grissette
Second Vice Chair

Members:

Helen Bridges Carter
Keith Gamble
Steve Hemperley
Erika McConduit-Diggs
Willie L. Mount
Michael J. Murphy
Joe Potts
Paul Price, Jr.
Stephen C. Smith
Craig Spohn
Vincent St. Blanc, III
Stephen Toups

Student Members:

Da'Antre Austin
Benson Kinney

Louisiana
Community
& Technical
College System

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Audit Committee Meeting

Wednesday, April 13, 2016
11:00 a.m.

The Louisiana Building
Baton Rouge Community College
201 Community College Drive, Baton Rouge, Louisiana 70806

**NOTE: A meeting of the LCTCS Board of Supervisors is scheduled
for Wednesday, April 13, 2016, at 1:00 p.m.**

A. Call to Order by Committee Chair

Chair Gamble called the April 13, 2016 LCTCS Board of Supervisors Audit Committee meeting to order at 11:01 a.m.

B. Pledge of Allegiance

Supervisor St. Blanc led the assembly in reciting the Pledge of Allegiance.

C. Roll Call

Board Coordinator, Sara Kleinpeter conducted the roll call with the following results:

Members Present

Keith Gamble
Helen Carter
Steve Hemperley
Paul Price, Jr.
Woody Ogé, Board Chair
Benson Kinney
Joe Potts
Craig Spohn
Vinney St. Blanc
Stevie Smith

Absent

Deni Grissette
Willie Mount

Staff Present

Monty Sullivan
Sara Kleinpeter
Mike Redmond
Shannon Sedberry
Joe Marin
Joel Watkins
Paul Carlsen
Jeff Fleming

D. Approval of Meeting Agenda for April 13, 2016

On motion by Supervisor Price, seconded by Supervisor St. Blanc, the Committee voted to approve the April 13, 2016, meeting agenda as presented. The motion carried.

E. Approval of Minutes of September 8, 2015 Meeting

On motion by Supervisor Kinney, seconded by Supervisor St. Blanc, the Committee voted to approve the September 8, 2015 meeting minutes as presented. The motion carried.

F. 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, noting that reports are sent monthly to the Board.

On April 1, Commissioner of Administration Dardenne sent correspondence to higher education and other state agencies to address the number of audit findings at colleges and state agencies over the last year. There are three LCTCS Colleges in the report, all of which, have previously been reported to the Board: Delgado Community College, Fletcher Technical Community College, and South Louisiana Community College.

Mr. Redmond noted that the internal audit department has begun a review of procedures and processes used on colleges as related to the return of Federal Title IV funding. Internal Audit Manager, Jeff Fleming, is meeting with all colleges to try to determine a unified way to manage federal funding for financial aid system wide. Federal Financial Aid rules are the same at all colleges and the system office is working to coordinate this service.

G. Internal Audit Policy and Procedures Manual Updates

Mr. Redmond presented to the Committee a proposed update to the Internal Audit Policy and Procedures Manual. He reminded them that the committee has already approved the revised Internal Audit Charter and the Vision, Mission and Value Statements. The remaining items in the manual are being presented to the Committee for review. He included a list of the items being presented, along with a copy of the items for the Committee's review and advisement. Mr. Redmond noted that the revisions include a revised job structure to maintain the institutional knowledge while allowing current employees the opportunity for professional growth. The career paths include positions of staff to senior to manager to director, and other titles in between. The position descriptions do not indicate the intent to hire additional staff members, it helps to define available growth opportunities.

Mr. Redmond asked that the Committee review the manual updates and looks for final approval during the June Audit Committee meeting.

H. Update on College Finances

Mr. Marin provided the semi-annual update to the Committee on the status of the college's financial health. The reports help to better determine the financial picture at each college. He noted that his staff has been closely monitoring both Bossier Parish Community College (BPCC) and Central Louisiana Technical Community College (CLTCC) because of their past financial situations. CLTCC has recently hired a new CFO that seems to understand the full picture. Both institutions are making progress in their respective budgets but are uncertain how the future state budget will impact their budgets. All of the LCTCS institutions are expected to finish in the black but some are being watched closely for various reasons.

I. Questions and Other Business

Chair Gamble noted that the next meeting of the Audit Committee will take place prior to the June 8, 2016, Board meeting, at a time to be announced.

Chair Gamble announced that he will be resigning from the LCTCS Board of Supervisors, and the Audit Committee effective April 15, 2016. Supervisor Spohn thanked Mr. Gamble for his service to LCTCS and for his personal guidance and friendship.

Mr. Redmond reminded the Board members in attendance that it is the annual financial disclosure period for Board members, and they are due no later than May 15, 2016. Please complete the filing before that date.

J. Adjournment

On motion of Supervisor St. Blanc, seconded by Supervisor Hemperley, the Audit Committee adjourned at 11:37 a.m.