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Rhoman J. Hardy  
Timothy W. Hardy  
Erika McConduit  
Michael J. Murphy  
Stanton W. Salathe  
Stephen C. Smith  
Craig Spohn  
Stephen Toups

***Student Members:***

Josh Couvillion

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*Minutes of 1.12.22 Mtg as Approved on 4.13.22*

## **LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**

### **Louisiana Community & Technical College System Audit Committee Meeting Minutes**

Wednesday, January 12, 2022  
9:00 a.m.

LCTCS Board 2<sup>nd</sup> Floor Conference Room  
265 S. Foster Dr., Baton Rouge, Louisiana 70806

Meeting will be broadcast live for public interest.

For live streaming, visit this link: <https://www.youtube.com/GoLCTCS>

There is an opportunity for public comment prior to an item being considered on the agenda. Public comments may be made in the following ways: (1) Prior to the meeting until 5:00 p.m. on Tuesday, January 11, 2022: via email to [mediarelations@lctcs.edu](mailto:mediarelations@lctcs.edu) or by this [online form](#) or (2) During the meeting via open conference call at (877) 810-9415; Access Code 6499147#.

Any public comments received virtually will be read during the meeting by the board secretary or a designee. All public comments must include an agenda item number, a name, and a brief statement. Public comments are limited to three minutes per comment.

**\*\*The Board of Supervisors of the Louisiana Community and Technical College System reserves the right to enter Executive Session in accordance with R.S. 42.16-17.**

LCTCS President, Dr. Monty Sullivan welcomed all to the January meeting of the LCTCS Board of Supervisors Audit Committee and asked Board Coordinator, Sara Landreneau Kleinpeter, to review a few items with Board members.

Ms. Kleinpeter reviewed the following items with Board members:

- The meeting is being live streamed online, please be mindful of that.
- Those joining by remote access are each asked to keep yourselves on mute during the meeting. Please use the "raise hand" feature if you have a comment or question. When recognized to speak, unmute yourself, give it a few seconds before you make your comments and then return to mute to avoid background noise during the remainder of the meeting.
- If you have trouble with your technology at any point, you should text or call Sara Kleinpeter, Board Coordinator, on her cell phone. (225-235-2332)
- You may view board items via the links posted on the LCTCS Website.
- We will conduct a roll call at the start of the meeting to establish a quorum and as needed to approve the agenda, enter executive session or with voiced

opposition to an item. Time will be given at each motion to voice concern or request a roll call vote.

- Members, please state your name when making a motion. Motions must be made via sound, not gesture.
- Public comments can be made during today's meeting via open conference call at (877) 810-9415; Access Code 6499147#. That information is in the notice of meeting posted on the LCTCS website – [www.lctcs.edu](http://www.lctcs.edu)
- Any public comments received will be read during the meeting by the board secretary or a designee. All public comments must include an agenda item number, a name and a brief statement. Public comments are limited to three minutes per comment.
- This meeting will need to adjourn by 9:50 a.m. in order to accommodate the timely start of the 10 a.m. Board meeting.

A. Call to Order by Committee Chair

**Chair Spohn called the January 12, 2022, LCTCS Board of Supervisors Audit Committee meeting to order at 9:02 a.m.**

B. Pledge of Allegiance

**Supervisor Paul Price led the group in the Pledge of Allegiance.**

C. Roll Call

Ms. Kleinpeter called roll with the following results:

**Members Present (via Zoom)**    **Absent**

Craig Spohn  
Paul Price, Jr.  
Willie Mount  
Tari Bradford  
Helen Carter  
Rhoman Hardy  
Stanton Salathe  
Stephen Smith

**Staff Present**

Monty Sullivan    Joseph Marin  
Michael Redmond    Katie Waldrop  
Sara L. Kleinpeter    Jeff Fleming  
Wendi Palermo    Shannon Sedberry

**Campus Representatives**

Randy Esters    Rick Bateman  
Vincent June    Tina Tinney  
Earl Meador    Melanie Sotak

D. Approval of Minutes of August 11, 2021 Meeting

**On motion by Supervisor R. Hardy, seconded by Supervisor Bradford, the board voted to approve the meeting minutes of August 11, 2021, as presented. The motion carried.**

E. Internal Audit Reports and Projects in Progress

1. Issued (by Audit Committee Date)
  - i. SLCC CDL Program Review
  - ii. LCTCS Vendor Master File Review
  - iii. LDCC Financial Aid Baseline Review
2. In progress
  - i. Remote Access
  - ii. PCard/Travel Card Reviews

Mr. Redmond presented in detail each of the internal audits issued and those in progress. Overall, the audits issued are positive and the colleges are using recommendations to strengthen the controls in place already.

F. Legislative Auditor Reports

1. Nunez Community College
2. Northwest Louisiana Technical Community College
3. Bossier Parish Community College
4. Louisiana Community and Technical College System

LCTCS COO, Joseph F. Marin, reviewed the Legislative Audits that were recently issued. Nunez Chancellor Tinney noted that the issues found in the audit were addressed and corrected. Northwest Louisiana Technical Community College (NLTCC) received a full-scale audit, which expectedly resulted in a few findings related to closing out books in Banner, unclaimed property refunds, inadequate timeliness in the refund of tuition and fees, inaccurate AFR. NLTCC Chancellor Meador thanked Melanie Sotak for her work with the audit, which was a process that took more than nine months. Bossier Parish Community College is working to better train employees and strengthen the system to protect student data and records. BPCC Chancellor Bateman noted the disappointment in the finding and will work to make necessary adjustments. He thanked Eric Setz and Joe Marin for their help with the finding and how to make improvements. LCTCS received an unqualified opinion on the audit and thanked Shannon Sedberry and Gerald Mayeaux for their tremendous effort to complete the audit.

Ms. Kleinpeter noted for the record that Supervisor Salathe joined the meeting during Mr. Marin's presentation.

G. Questions and Other Business

1. Institutional Health Index

Mr. Marin noted that they are reviewing in detail at each college level and will present the data to the Board when complete.

**On motion by Supervisor Mount, seconded by Supervisor Salathe the committee voted to include in the LCTCS procedures for an employee to have a note in their file if they are simultaneously employed and a vendor with a college. The motion carried.**

President Sullivan noted that staff will present ethics language to be included in the employee files.

Board Coordinator Kleinpeter noted that there were no requests for comments by the public.

There were no questions and no additional business presented to the Committee.

H. Adjournment

**On motion by Supervisor Mount, seconded by Supervisor Price, the meeting adjourned at 9:47 a.m.**