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Craig Spohn
Stephen Toups

Student Members:

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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

LCTCS BOARD OF SUPERVISORS Audit Committee Minutes

Wednesday, April 13, 2022
9:00 a.m.

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

**** 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 April Audit Committee meeting of the LCTCS Board of Supervisors and reminded members of the Committee and those in the audience that the Board meeting is being live streamed.

A. Call to Order

Chair Spohn called the April 13, 2022, LCTCS Board of Supervisors Audit Committee meeting to order at 9:00 a.m.

B. Pledge of Allegiance

Supervisor Mount led the group in the Pledge of Allegiance.

C. Roll Call

Board Coordinator, Sara Landreneau Kleinpeter called roll with the following results:

Members Present

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

Absent

Tari Bradford

Staff Present

Monty Sullivan Joseph Marin
Sara L. Kleinpeter Jeff Fleming
Michael Redmond
Charles Wendt

D. Approval of Minutes of January 12, 2022 Meeting

On motion by Supervisor Mount, seconded by Supervisor R Hardy, the Committee voted to approve the January 12, 2022, meeting minutes. The motion carried.

Michael Redmond reviewed the internal audit reports and projects in progress.

E. Internal Audit Reports and Projects in Progress

1. Follow-up to Vendor Master Review

Mr. Redmond noted that the following statement was added to vendor contracts, in response to the previous audit finding.

Parties to this contract attest that they are in compliance with the State of Louisiana Code of Ethics. Including, but not limited to section 1113 Prohibited Contractual Arrangements and section 1121 Assistance to Certain Persons after Termination of Public Service.

2. Issued (by Audit Committee Date)

i. PCard / Travel Card Reviews

1. Fletcher Technical Community College
2. Louisiana Delta Community College
3. Northwest Louisiana Technical Community College
4. LCTCS System Office
5. South Louisiana Community College

LCTCS Senior Audit Manager Jeff Fleming addressed the Board on the reports issued related to PCard/Travel Card Reviews. There were no findings of unallowable purchases, but a few findings about inaccurate documentation for transactions.

3. In progress

i. Remote Access Review

Mr. Fleming noted that the team intended this review to ensure that controls were in place for remote access by faculty, staff, and students. Additionally, this review is addressing asset management of laptops and equipment.

ii. Payroll Controls Review

iii. Financial Aid Controls Review

Mr. Redmond informed the Committee that a general review of payroll controls and financial aid controls is being planned that will look into all areas of these controls.

iv. Agency Accounts Review

Mr. Fleming explained that the team is doing a review of student organization expenses at colleges, which totals around a million dollars across the system. They are going to review policies and procedures at colleges and how the funds are spent.

4. Department Update

Mr. Redmond introduced the new staff senior auditor, Charles Wendt, noting that he is an experienced auditor and will be a great addition to LCTCS Internal Audit.

Mr. Redmond also noted that the software used to manage audit projects is coming to an end, and the department will transition to a new product after the beginning of the next fiscal year.

Additionally, a quality assurance review of the audit department occurs every five years. One is due in the next fiscal year.

Joe Marin reviewed the Legislative Auditor Reports.

F. Legislative Auditor Reports

1. Central Louisiana Technical Community College

There were no findings at Central Louisiana Technical Community College.

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2. SOWELA Technical Community College

SOWELA Technical Community College had one finding – untimely termination of employees.

Mr. Marin noted that auditors are still working on some of the college reports. Mr. Redmond noted that Baton Rouge Community College had a report issued this week related to Title IV calculations and late returns.

G. Institutional Health Index

Mr. Marin reviewed the Institutional Health Index with the Committee.

Dr. Sullivan noted that a fiscal health index was developed nearly six years ago. The Institutional Health Index was developed to show the overall health of colleges including enrollment along with revenue and expenses. This will be helpful to see the fiscal rhythm of the colleges in a new way.

H. Questions and Other Business

1. Board Financial Disclosures – Due May 16, 2022

Mr. Redmond reminded the Committee that the 2021 Tier 2.1 Financial Disclosure is due May 16, 2022.

No additional business was presented to the Committee.

I. Adjournment

On motion by Supervisor Mount, seconded by Supervisor Price, the meeting adjourned at 9:35 a.m.