



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

LCTCS BOARD OF SUPERVISORS AUDIT COMMITTEE MEETING

DRAFT MINUTES

Wednesday, September 12, 2018
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 into Executive Session in accordance with R.S. 42.16-17.

A. Call to Order by Committee Chair

Chair Potts called the June 13, 2018, LCTCS Board of Supervisors Audit Committee meeting to order at 9:02 a.m.

B. Pledge of Allegiance

Supervisor Mount led the group in the Pledge of Allegiance.

C. Roll Call

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

Table with 3 columns: Members Present, Absent, Staff Present. Lists names of attendees and absentees.

Other Members:
Stephen Toups

D. Approval of Minutes of June 13, 2018 Meeting

On motion by Supervisor Mount, seconded by Supervisor Carter, the Audit Committee of the LCTCS Board of Supervisors voted to approve the June 13, 2018, meeting minutes. The motion carried.

Changing Lives,
Creating Futures

Monty Sullivan
System President

Officers:
Stephen Toups
Chair

Paul Price, Jr.
First Vice Chair

Willie L. Mount
Second Vice Chair

Members:
Tari T. Bradford
Helen Bridges Carter
Timothy W. Hardy
Alterman L. "Chip" Jackson
Erika McConduit
Michael J. Murphy
Joe Potts
Stanton W. Salathe
Stephen C. Smith
Mark D. Spears, Jr.
Craig Spohn
Vincent St. Blanc, III

Student Members:
Jeremy Gray
Raissa Oliveira Yantis

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& Technical
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E. Reports – Projects in Progress

Jeff Fleming reported that a fiscal assurance review found a small weakness in controls in travel payment at Central Louisiana Technical Community College. After a more in-depth review, it was found that CLTCC has all controls in place for travel and the one inaccuracy was a single occurrence. Mr. Marin informed the committee that the system is rolling out an electronic, web-based travel application that will allow for paper free reimbursements.

Michael Redmond provided a summary on the various projects in progress.

a. Flying Tigers Update

- Of the 21 identified and 14 offered settlements, all 14 have accepted the offer. Mr. Leo Hamilton noted that those who were not offered a settlement offer have not filed legal action.

b. Contracts Review

- As a result of this type of contract, the audit team is going to be reviewing similar contracts across the system.

c. IT General Controls Review – Governance

- There are six areas of IT Governance that are being reviewed at the System level. The review is to allow for the System to understand where it is in the maturity of IT Governance processes.

d. Analysis of Academic Overload

- Academic overload is a review of the processes across the system of when a college either hires a new faculty member or overloads a current faculty member with an additional class section. Once the data is reviewed and analyzed, the team hopes to provide a baseline, best practices guideline for Academic Overload.

e. Office of Civil Rights Compliance Efforts

- Reminded the committee that the system is in an agreement to review and update the accessibility of websites. A software service called Monsido scans websites and identifies places that do not provide accessibility. Once weaknesses are identified, colleges are making corrections. IA is reviewing the scans regularly to ensure colleges are correcting the sites as needed.

F. Questions and Other Business

Mr. Redmond noted that the Legislative Auditor recently released a few reports. They will be disseminated to the Board soon and will be discussed during the December meeting. Mr. Joe Marin will provide a summary of the audit findings and reports issued.

G. Adjournment

On motion by Supervisor Mount, seconded by Supervisor Carter, the Audit Committee of the LCTCS Board of Supervisors adjourned at 9:23 a.m.