LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

APPROVED MINUTES

LCTCS Board of Supervisors
Audit Committee Meeting

Wednesday, December 12, 2018
9:00 a.m.

The Louisiana Building – Board Ante Room
Baton Rouge Community College
201 Community College Drive, Baton Rouge, Louisiana 70806

A meeting of the LCTCS Board of Supervisors was held on Wednesday, December 12, 2018, at 10:00 a.m.

A. Call to Order

Chair Potts called the December 12, 2018, LCTCS Board of Supervisors Audit Committee meeting to order at 9:00 a.m.

B. Pledge of Allegiance

Louisiana Delta Community College Chancellor, Dennis Epps led the group in the Pledge of Allegiance.

C. Roll Call

Sara Kleinpeter called roll with the following results:

Members Present	Absent	Staff Present	
Audit Cmt:	Tari Bradford	Monty Sullivan	Joe Marin
Joe Potts	Willie Mount	Sara L. Kleinpeter	Gena Doucet
Helen Carter		Mike Redmond	Eric Setz
Chip Jackson		Jeff Fleming	
Craig Spohn			
Stephen Toups		Chancellor Dennis Epps	
		Interim Chancellor Will Wainwright	
Other Members:		Acting Chancellor Daniel Roberts	
Stanton Salathe		Ex. Vice Chancellor Tom Williams	
Stevie Smith			
Vincent St. Blanc, III			

D. Approval of Minutes of September 12, 2018 Meeting

On motion by Supervisor Toups, seconded by Supervisor Jackson, the Audit Committee of the LCTCS Board of Supervisors voted to approve the September 12, 2018, meeting minutes. The motion carried.

E. Internal Audit Report
   a. LCTCS IT Governance Report

Michael Redmond discussed the LCTCS IT Governance Report with the committee. The review is of IT general controls within the system. This review focused on the following aspects of IT Governance: framework, strategic alignment, risk assessment and management, performance management, resource management, and value delivery. This audit was unique because it was not tied to a particular rule or policy; rather it measured IT functions according to the Capability Maturity Model. A full report was provided to the Audit Committee and other members in attendance. The report provides value in knowing where the System stands in IT Governance.

   b. Projects in Progress

Mr. Redmond noted that Internal Audit is working on small audits of purchase cards and travel cards. These audits are quick to complete and something that can continually be done throughout the year.

Additionally, Internal Audit is reviewing and analyzing all Third-Party Contracts for Instruction and doing an Analysis of Faculty Overload

F. Amendment to the Internal Audit Procedure Manual, Section C-1, Audit Committee Relations

Mr. Redmond reviewed the reason for an amendment to the internal audit procedure manual

On motion by Supervisor Potts, seconded by Supervisor Carter, the Audit Committee of the LCTCS Board of Supervisors voted to approve the update to the Internal Audit Procedures Manual, Section C-1 - Audit Committee Relations, as presented by the Director of Internal Audit to be effective January 1, 2019. The motion carried.

G. IT Security Update

Joe Marin reviewed the IT security update noting that the colleges are varied in IT security and budgets. Eric Setz reported that a statewide IT Committee was created to find a base for all colleges. The committee created a security subgroup to identify a security program that all colleges will follow. The two frameworks that will be followed are the NIST Cyber Security and the CAG20 Framework. The first three controls are focused on data recoverability, venerability management, and employee security management training. All colleges are either in compliance or working towards compliance. Three more controls will be going out soon that include hardware inventory control, software inventory control, and administrative access management. In each control, colleges have been given the tools and pieces they need to become compliant.

H. Fiscal Health Index

Mr. Marin reviewed the fiscal health index provided to the committee. The index is a regular reporting tool to demonstrate the fiscal health of each college that tracks the expendable fund balances. The report allows the system office and the Board to remain aware of the financial health of each institution. The report was provided to the committee.

Dr. Sullivan noted that many of the colleges continue to do remarkable work in fiscal responsibility even with limited resources they are given.

I.   Questions and Other Business

Dr. Sullivan gave an update on the ongoing audit of the System by the Louisiana Legislative Audit. The Board office was asked by the LLA for information related to action taken by the Board in September 2017 that urged and requested the LCTCS Leadership Team with the resources available to provide salary increases to faculty and staff. In June 2017, Chancellors provided the System office with their intent to provide raises or not. In September 2017, some colleges provided raises retroactively to July 1, 2017. LCTCS provided LLA with documentation that pay raises were discussed and planned in June and were given out appropriately with regards to the law.

Mr. Redmond reminded the committee that ethics training is due no later than December 31, 2018.

J.   Adjournment

On motion by Supervisor Salathe, seconded by Supervisor Toups, the Audit Committee of the LCTCS Board of Supervisors adjourned at 9:53 a.m.