



## LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

***Changing Lives,  
Creating Futures***

Monty Sullivan  
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Paul Price, Jr.  
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Willie L. Mount  
*First Vice Chair*

Alterman L. "Chip" Jackson  
*Second Vice Chair*

**Members:**

Tari T. Bradford  
Helen Bridges Carter  
Rhoman J. Hardy  
Timothy W. Hardy  
Erika McConduit  
Michael J. Murphy  
Joe Potts  
Stanton W. Salathe  
Stephen C. Smith  
Mark D. Spears, Jr.  
Craig Spohn  
Stephen Toups

**Student Members:**

Tara Mitchell  
Joshua Turner

Louisiana  
Community  
& Technical  
College System

265 South Foster Drive  
Baton Rouge, LA 70806

Phone: 225-922-2800  
Fax: 225-922-1185

[www.lctcs.edu](http://www.lctcs.edu)

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

**Wednesday, August 12, 2020  
9:00 a.m.**

LCTCS Board Office  
1st Floor Conference Room  
265 South Foster Drive Baton Rouge, LA 70806

Meeting will be broadcast in audio for public interest.  
For Live Audio 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 **two** ways:

- (1) Prior to the meeting until **5:00 pm on Tuesday, August 11, 2020:**  
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 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 August 12, 2020, meeting of the LCTCS Board of Supervisors Audit Committee and 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.
- 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, and each motion will require a roll call vote for approval.

- 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 – 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 in order to accommodate the timely start of the 10 am Board meeting.

A. Call to Order

**Chair Spohn called the August 12, 2020, LCTCS Board of Supervisors Audit Committee meeting to order at 9:09 a.m.**

B. Pledge of Allegiance

**Supervisor Salathe led the group in the Pledge of Allegiance.**

C. Roll Call

Sara Kleinpeter called roll with the following results:

**Members Present (via Zoom)**

Craig Spohn  
Willie Mount  
Tari Bradford  
Helen Carter  
Stanton Salathe

**Absent**

Rhoman Hardy

**Staff Present**

Monty Sullivan  
Joseph Marin  
Sara L. Kleinpeter  
Katie Waldrop  
Michael Redmond

Stephen Smith\*

\*Guest of Audit Committee

E. Approval of Minutes of December 11, 2019 Meeting

**On motion by Supervisor Mount, seconded by Supervisor Salathe, the Audit Committee of the LCTCS Board of Supervisors voted to approve the December 11, 2019, meeting minutes.**

F. Internal Audit Reports

Mr. Redmond reviewed the various reports that were issued or are in progress.

G. Year End Report on FY 2019-2020 Audit Plan

Mr. Redmond reviewed the year-end report noting that six of the nine proposed projects were completed or are in progress with thirteen reports issued throughout the year.

H. Approval of 2020-2021 Audit Plan

Mr. Redmond reviewed the Audit Plan for FY 2020-2021 in detail with the committee. There are nine proposed projects, including the two projects currently in progress from the previous fiscal year. The plan considers the current mode of working from home. The identified risk-based projects are:

- Remote Access Security
- Electronic Signatures
- Accounts Payable Internal Controls,
- Payroll Internal Controls
- Contracts
- Agency Accounts Review
- Purchase/Travel Cards
- Property Management (from previous fiscal year)
- Compliance Baseline (from previous fiscal year)

**On motion by Supervisor Mount, seconded by Supervisor Salathe, the Audit Committee of the LCTCS Board of Supervisors voted to approve the proposed Annual Audit Plan for fiscal year 2020-2021 as presented by the Internal Audit Director to be effective upon approval through June 30, 2021.**

I. Legislative Auditor Reports

Mr. Marin reviewed the current Auditor Reports from the Louisiana Legislative Auditor. All reports should be issued by the end of the calendar year. The reports will be issued throughout the remainder of the year. Members of the Board will be notified in advance of the LLA's audit report. Currently, one report for River Parishes Community College was issued recently.

J. Questions and Other Business

Ms. Kleinpeter reminded members to complete and return the annual related party documentation to the auditors.

There was no additional business to come before the Committee.

K. Adjournment

**On motion by Supervisor Bradford, seconded by Supervisor Mount, the meeting adjourned at 9:45 a.m.**