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Creating Futures**

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Tari T. Bradford  
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Willie L. Mount  
Michael J. Murphy  
N. J. "Woody" Ogé

Joe Potts  
Paul Price, Jr.  
Stephen C. Smith  
Mark D. Spears, Jr.  
Craig Spohn  
Vincent St. Blanc, III

**Student Members:**

Zachary Hitt  
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*Minutes of 6.13.18 Audit Cmt Mtg as Approved 9.12.18*

# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## LCTCS BOARD OF SUPERVISORS AUDIT COMMITTEE MEETING

### MINUTES

**June 13, 2018  
9:00 AM**

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

#### A. Call to Order by Committee Chair

**Chair Potts called the June 13, 2018, LCTCS Board of Supervisors Audit Committee meeting to order at 9:00 a.m.**

#### B. Pledge of Allegiance

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

#### C. Roll Call

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

**Members Present**

**Absent**

**Staff Present**

Audit Cmt:  
Joe Potts                      Willie Mount  
Chip Jackson                Craig Spohn  
Paul Price, Jr.

Helen Carter                Monty Sullivan                Joe Marin  
Sara Kleinpeter             Eric Setz  
Michael Redmond           Jeff Fleming  
Gena Doucet                Emily Campbell

Other Members:  
Stephen Toups                Tari Bradford  
Stephen Smith                Tim Hardy  
Mickey Murphy                Vinney St. Blanc

Leo Hamilton

#### D. Approval of Minutes of March 14, 2018 Meeting

**On motion by Supervisor Mount, seconded by Supervisor Jackson, the Audit Committee of the LCTCS Board of Supervisors voted to approve the March 14, 2018, meeting minutes. The motion carried.**

E. Fiscal Year 2017-2018 Year End Report

Michael Redmond reported that this is the final meeting of the fiscal year. The summary of the year was provided to the committee to review.

Mr. Redmond thanked the committee for the support given throughout the year. He affirmed that the internal audit department has an organizational independence which allows them to fulfill their responsibilities with objectivity.

Mr. Redmond reviewed the report with the committee in detail. Fiscal Year 2017-2018 was a full year for LCTCS Internal Audit.

- Completed the QAR for the IA Activity
- Hired two new staff auditors.
- Became involved in the Flying Tigers Aviation Claims process.
- Completed six of the projects on the Approved Audit Plan
- Used data analytics on two major IA projects to increase relevance of observations and significance of recommendations
- Staff received substantial training
- Staff obtained additional certifications

F. Fiscal Year 2018-2019 Report

1. Risk Assessment

IA Manager, Jeff Fleming reported the details on how the risk assessment was done, including the discussions with colleges and staff, along with the ranking of potential projects. Using these risk rankings, the audit plan for the next fiscal year is created.

2. Annual Audit Plan

Mr. Redmond reported that nine projects have been laid out in the audit plan for FY 18-19. The projects are: ADA Website Compliance, Financial Aid Controls, IT Controls Review, Faculty Utilization, Banner Access & Segregation of Duties, Contracts Review, OL2020 Goal 5, Purchase/Travel Cards, and Follow-up on prior projects.

**On motion by Supervisor Mount, and seconded by Supervisor Price, the Audit Committee of the LCTCS Board of Supervisors approved the Audit Plan for Fiscal Year 2018-2019 as presented by the Director of Internal Audit. The motion carried.**

Supervisor St. Blanc commended Supervisor Potts for his thoroughness with the audits and Audit Committee.

#### G. Network Security Update

Joe Marin reported that the System office found out that network issues were occurring on some of the college campuses. Supervisor Spohn connected the system office with individuals that specialize in network security to create a plan for security around the state. Eric Setz noted that the system has a statewide IT working group and a subgroup has been created to review the CAG20 guidelines and identify processes in which to follow. They continue to actively investigate vulnerability management, tackling data recovery capabilities, and implementing security training for employees.

Upon response to Supervisor Potts' question about student data security, Mr. Setz noted that the Banner system is highly protected and runs best practices to keep student data safe.

Dr. Sullivan thanked Supervisor Spohn for the time he's spent helping with this network security review and processes to implement best practices.

#### H. Questions and Other Business

There were no questions or other business to come before the committee.

#### I. Adjournment

**On motion by Supervisor Spohn, seconded by Supervisor Mount, the Audit Committee of the LCTCS Board of Supervisors adjourned at 9:46 a.m.**