

## LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

### LCTCS BOARD OF SUPERVISORS AUDIT COMMITTEE MEETING

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

April 8, 2015  
11:30 a.m.

#### MINUTES

#### 1. Call to Order

**Supervisor Keith Gamble, Audit Committee Chair, called the meeting to order at 11:30 a.m.**

#### 2. Roll Call

Sara Landreneau Kleinpeter, Coordinator of Board Services, called roll. The following Audit Committee members were in attendance: Keith Gamble, Chair; Helen Bridges Carter; Steve Hemperley; and Willie Mount. Other Board members present for the meeting included Woody Ogé, Joe Potts, and Craig Spohn. LCTCS staff present for the meeting included: Michael Redmond, Director of Internal Audit; Senior Vice President of Finance and Administration Joseph Marin; and Sara Landreneau Kleinpeter. Chancellors Rick Bateman and Jimmy Sawtelle were in attendance, along with Legal Counsel, Leo Hamilton.

#### 3. Approval of Minutes of December 9, 2014 Meeting

**On motion of Supervisor Mount, seconded by Supervisor Spohn, the committee voted to approve the minutes of the December 9, 2014, meeting as presented. The motion carried.**

#### 4. Reports and Current Projects

Mr. Redmond thanked the members for being in attendance. He briefed the Committee on significant reports issued and projects that are currently being worked on.

Four reports have been issued by the Louisiana Legislative Auditor since the last Audit meeting, two with findings.

Bossier Parish Community College – Issued December 17, 2014. Found issues related to Student Aid Fraud and weaknesses in controls governing refunds and receivables. Both issues have been rectified and BPCC is working toward strengthening their controls.



*Changing Lives,  
Creating Futures*

Monty Sullivan  
*System President*

**Officers:**

N. J. "Woody" Ogé  
*Chair*

Timothy W. Hardy  
*First Vice Chair*

Deni Grissette  
*Second Vice Chair*

**Members:**

Robert Brown  
Helen Bridges Carter  
Keith Gamble  
Steve Hemperley  
Willie Mount  
Michael J. Murphy  
Joe Potts  
Paul Price, Jr.  
Stephen C. Smith  
Vincent St. Blanc, III  
Craig Spohn  
Stephen Toups

**Student Members:**

Edward Banks  
Robert Fisher

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Community  
& Technical  
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South Louisiana Community College – regarding late returns of title four funds, in that money was not returned within the 45 day periods as required. Controls have been tightened to aid in collecting funds owed to the college.

South Central Louisiana Technical College – No Findings

LCTCS System Office – No Findings

The LCTCS Internal Audit staff conducted an audit of Adult Education Fiscal Monitoring with two colleges and had the following results:

Central Louisiana Community College – No Findings

South Central Louisiana Technical College – Issues were found with time and effort certifications, salary reporting, travel reimbursement, computer/technology purchases that were not put into use in a timely manner. The college is working on tightening efforts in reporting and have made progress.

Mr. Redmond mentioned that there have been two instances recently at Delgado that were reported missing: a zero turn radius mower and a Ram truck. Both are being investigated by Delgado Police and NOPD.

5. Fiscal Matters

a. Fiscal Health Index Update

Mr. Marin provided the Committee with the fiscal health index update in various formats in order to provide a detailed look at the fiscal status of each college. The reports are intended to be informative for a clear view on the fiscal picture.

Mr. Marin recommends that the future reports show both the current reserves and also the rate of burn as compared to the budget. This will enable the Board to more closely see the financial picture of each college, including a look at the outlook of that picture. Mr. Marin is working with the financial officers very closely to monitor the fiscal health of their respective colleges.

b. FY 15 Close-out Progress Update

Mr. Marin informed the Committee that he is in contact with colleges that have had financial issues in the past. He is working with Central Louisiana Technical Community College to tighten the controls in handling the finances of the college. Mr. Marin's goal is to work with each college to have a better outlook for the fiscal year 2016.

6. Status of Quality Assurance Review
  - a. Internal Audit Governing Documents
    - i. Internal Audit Charter – (update)
    - ii. Vision Statement
    - iii. Mission Statement

Mr. Redmond noted that the Internal Audit team recently did a review of the status of quality assurance. During this self-evaluation, and subsequent external review, it was noted that the Internal Audit Charter is in need of an update. Additionally, the vision and mission of the department should align with the goals and vision of the LCTCS. Mr. Redmond presented, for review, an updated Internal Audit Charter, Vision Statement and Mission Statement. He welcomes any comments or edits to the documents as presented and hopes the Committee will approve the documents during the June Audit Committee meeting.

7. Questions and Other Business

Mr. Redmond provided to the Committee a quarterly special meals report for their information.

Mr. Redmond noted the next Audit Committee meeting is scheduled for 3 pm, Tuesday, June 9, 2015.

8. Adjournment

**On motion of Supervisor Carter, seconded by Supervisor Mount, the Audit Committee adjourned at 12:35 p.m.**