



**MEETING MINUTES OF THE BOARD OF REGENTS
LEE COLLEGE DISTRICT
AUDIT & INVESTMENT COMMITTEE
September 21, 2026**

The Board of Regents Audit and Investment Committee of the Lee College District met on September 21, 2026, at the President's Conference Room, Rundell Hall, Room 200-G. Judy Jirrels, Committee Chair, called the meeting to order at 4:00 p.m.

PRESENT: Judy Jirrels, Committee Chair; Mark Himsel, Gina Guillory

Jacob Atkin, President; Leslie Gallagher, Chief of Staff and Vice President, Strategic Initiatives and External Affairs; Elena Martinez, Internal Auditor; David Mohlman, Coordinator of Board Relations

ABSENT: None

REPORT FROM INTERNAL AUDITOR

Elena Martinez introduced herself to the committee, briefly discussing her work background and her internal audit philosophy.

Audit Status Update, Fiscal Year 2026

Ms. Martinez indicated this report represents a bridge between work completed by Greg Goings, and the transition to start of her work as Internal Auditor. For nine entries on the spreadsheet, status is Done. Three entries are Work In Progress. Two others – Policy & Procedure Governance, and Shipping/Receiving/Surplus – are Not Started, and are included in the FY 2027 Audit Plan.

Noting that a new Cybersecurity Compliance Analyst began work at the college only a few months ago, Ms. Martinez said Data Center Colocation, which was a Work In Progress, has been canceled. During Q&A that ensued, Mr. Atkin said Workday implementation is reducing the need for colocation, as well as time available to evaluate that need. Workday features several colocations, he said, noting that major operating systems will be hosted in the cloud. For internal operations that are managed locally, the potential issue involves data connectivity, not preservation or backup of data, he said.

Also, Contract Management is postponed. Ms. Martinez said the Executive Director of Procurement & Administrative Services is still relatively new to the college, and that updates to standard operating policies and procedures are being established. Contract Management will be added, either to the FY 2027 Audit Plan, or to the following year, she said.

Fiscal Year 2027 Internal Audit Plan

Ms. Martinez said she has met with Cabinet members and other administrators to identify concerns for internal audit work. The FY 2027 plan allows time for items not currently scheduled that may emerge, as well as follow-up work that may be needed, she said. An example is review/follow-up of previous findings that IT access and permissions have lasted beyond appropriate time frames.

Ms. Martinez said Vacation Accruals review has started, and that, per direction from Mr. Atkin, she will look at the Grants Process. Also, during either the fall or spring semester, Cash Handling will be evaluated, she said. In answer to questions as to the wisdom of advance notification for inspection of cash handling, Mr. Atkin differentiated between random unannounced cash count checks and advance notification of a Cash Handling audit that would involve a more formal structure.

Audits planned for Remote Work, and for TAC 202 IT Controls, were requested by administrators, not because of suspected abuse, but in order to confirm the college is complying with state requirements, Ms. Martinez said.

Mr. Atkin discussed how items will be confirmed and reported to the committee as resolved/corrected. Answering a question by Regent Himsel as to what perhaps is being overlooked, Mr. Atkin referenced the FY 2027 Risk Assessment document provided by Ms. Martinez, and the time budget she provided for FY 2027. Time is built in to allow for any items that may come up, Ms. Martinez confirmed.

Fiscal Year 2026 Annual Internal Audit Report

Noting that the committee is scheduled to meet again in mid-October, Ms. Martinez called attention to the annual internal audit report she prepared and is providing to the committee today for the fiscal year completed August 31, 2026. She said reports are due to the State Auditor by November 1.

MATTERS OF CONCERN FOR FUTURE AGENDAS

None.

Adjournment

Committee Chair Jirrels declared the meeting adjourned at 4:37 p.m.

Chairman, Board of Regents

Secretary, Board of Regents