



**MEETING MINUTES OF THE BOARD OF REGENTS
LEE COLLEGE DISTRICT
AUDIT & INVESTMENT COMMITTEE
December 15, 2025**

The Board of Regents Audit and Investment Committee of the Lee College District met on December 15, 2025, at the President's Conference Room, Rundell Hall, Room 200-G. Judy Jirrels, Committee Chair, called the meeting to order at 4:30 p.m.

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

Dr. Lynda Villanueva, President (5:20 p.m.); Jacob Atkin, Chief Financial Officer and Vice President, Finance; Renea Woodruff, Controller; Greg Goings, Internal Auditor; David Mohlman, Coordinator of Board Relations; Patrick Simmons, Audit Engagement Partner, Whitley Penn; Laura Lynch, Senior Audit Manager, Whitley Penn

ABSENT: Leslie Gallagher, Chief of Staff and Vice President, Strategic Initiatives

PRESENTATION OF COLLEGE AUDIT FOR FY 2024-2025

Mr. Simmons overviewed engagement objectives and key areas of focus. The audit process included planning and risk assessment, testing internal controls, and substantive testing, he said.

For the audit of college financial statements, the federal single audit covering student financial aid, and the state single audit covering Texas Educational Opportunity Grant (TEOG), Whitley Penn in each case rendered an unmodified clean opinion, with no findings/recommendations, weaknesses or significant deficiencies, Mr. Simmons reported. He credited Ms. Woodruff, Mr. Atkin, and the Lee College team for "a great experience" on the part of Whitley Penn.

Overviewing the college's Statement of Net Position, Mr. Simmons noted total assets increased by \$15.8 million, and total liabilities decreased by \$1.6 million. He called attention to the three-year trend of increasing net investment, and concluded by overviewing college operating revenues and expenses.

Discussion during the presentation included fluctuations in pension liability, and increased valuation of land held by the college, and the resulting effects of these factors on the college's financial position.

REPORTS FROM INTERNAL AUDITOR

Mr. Goings reported status of FY 2026 internal audit work. The report on Cash Management & Handling was discussed in October. P-Card Analysis and I&C Asset Management will be discussed at this meeting. He reported on work in progress, including EEC Professional Development Travel; EEC Convocation, Professional Development, Admin, and Staff Training; Main Campus Risk Assessment; Cybersecurity; Business Impact Analysis; and Content Management & Records Retention.

In response to a question by Committee Chair Jirrels, Mr. Goings discussed status of an assessment, underway at the Administration's request, to examine the college's International Travel program, which was paused last summer after the Administration identified what Mr. Goings said are "structural issues." Mr. Atkin said processes were taking place in a way not consistent with guidance in place.

Following completion of a report, and if/when the program is reinstituted, it would be presented to the full Board for consideration as a brand-new program, Mr. Atkin said.

Regarding P-Card Analysis, Mr. Goings said state standards differ for use of Procurement Cards and Travel Cards, although at Lee College, their use and management has come to be combined over time. He said better management and execution of use of these cards will improve effectiveness and efficiency. (During this discussion, Dr. Villanueva arrived at the meeting.) Mr. Atkin said the current approval process is “arduous” because it is almost totally manual. He said creation of a P-Card manual with updated guidelines and standards to be implemented and managed is overdue. Regent Guillory noted that her previous employer purchased and distributed gift cards that can be tracked to determine whether or not they are ever used. Regent Himself voiced encouragement of this practice.

Regarding Industrial & Construction Asset Management, which began in early November, the initial scope of the project is the McNair Center. Mr. Goings reported absence of a common, systematic lifecycle process covering acquisition, maintenance, inventory management, standard vendors, reorder criteria, and supply management. As a result, he reported, there are circumstances of two semesters to two years’ worth of consumables on hand, along with the appearance of excessive or unused and unnecessary equipment, unopened boxes, and supplies that are inadequately stored.

Theft issues/concerns at McNair Center involving equipment kept outside, and vehicles in the parking lot, are now mitigated by 24/7 security presence, as well as security camera upgrades, Mr. Goings reported. Additional benefit of installing a fence around all or some of the McNair Center is now uncertain, he indicated. Mr. Atkin suggested the situation likely will be evaluated on an annual basis.

Committee Chair Jirrels suggested an underlying theme emerging in reports made by Mr. Goings is lack of procedures in place. Mr. Goings agreed, noting that with PeopleSoft, some of the capabilities have never been turned on. Mr. Atkin discussed forthcoming implementation of a new ERP system, which will involve modification of many processes. Regent Guillory recalled a previous workplace experience when end-users of a new system were not involved until after the new system was selected. Mr. Atkin identified effective development of training materials, and documentation of processes, as vital to implementation of a new ERP system.

MATTERS OF CONCERN FOR FUTURE AGENDAS

None, beyond those identified during the course of the meeting.

Adjournment

Committee Chair Jirrels declared the meeting adjourned at 5:45 pm.

Chairman, Board of Regents

Secretary, Board of Regents