



**MEETING MINUTES OF THE BOARD OF REGENTS
LEE COLLEGE DISTRICT
AUDIT & INVESTMENT COMMITTEE
May 13, 2025**

The Board of Regents Audit and Investment Committee of the Lee College District met on May 13, 2025, 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

Jacob Atkin, Chief Financial Officer and Vice President, Finance; Leslie Gallagher, Chief of Staff and Vice President, Strategic Initiatives (virtual); Greg Goings, Internal Auditor; David Mohlman, Coordinator of Board Relations

ABSENT: Gina Guillory; Dr. Lynda Villanueva, President

REPORTS FROM INTERNAL AUDITOR

Mr. Goings reviewed the FY 25 internal audits schedule that he plans to present at the regular board meeting tomorrow. The schedule includes audits completed, combined, and added; others for which fieldwork is underway; and others in the planning stage. An FY 26 annual audits plan and an FY 25 annual report will be started this summer.

General discussion ensued regarding how the college uses PeopleSoft, and the anticipated process of selecting/implementing a new Enterprise Resource Planning (ERP) system in the next few years. Q&A involved document storage (electronic vs. hard copies), flow of data, and record retention.

Key for the next ERP system will be to take advantage of all system software capabilities, Mr. Goings said. Employment of PeopleSoft consultants through the years has focused on resolving a particular issue, not establishing processes to implement PeopleSoft advancements, Ms. Gallagher said. Mr. Atkin said implementing a new ERP system will involve adapting college processes to maximize new software capabilities, not customizing/adapting the software to maintain existing processes.

Noting that, because a student module is needed, there are few available choices, Mr. Atkin named four ERP vendor options and briefly discussed the companies and their history. Mr. Goings said issues to be addressed with ERP selection involve efficiencies/housekeeping, not major risk-related concerns. Implementing processes of a new ERP system will dramatically impact how staff work, he noted.

Mr. Goings reported internal audit results as follows:

- Financial Aid – two issues identified are both low risk; they relate to reliance on manual controls, and the fact that some records and support documents are saved outside the ERP system. Also, access that IT employees have makes it feasible for them to conduct transactions, a 2017 audit finding by Weaver.
- Human Resources – two issues identified are both low risk; they relate to absence of a standard inventory of interview questions for use by hiring committees, and several examples of records missing from the expected storage location. Q&A involved questions that are asked during the college's hiring

process, and effectiveness and composition of hiring committees. Mr. Atkin said Lee College's hiring process is very robust, very thorough, but that too much time tends to pass from posting to completion.

- Information Technology – seven issues were identified; six with elevated risk (Separation – IT and Business, Privileged Users, Operating System Security Settings, Access Certification Review, ERP Change Management, Staffing Shortcomings as identified by management) and one with moderate risk (ERP Anomalies). Eight action plans resulted, with completion target dates ranging between mid-2025 and mid-2026. Mr. Goings reiterated his finding re: financial aid, about access on the part of IT employees to all ERP environments, which he encountered in other audits that have been underway.

Additional discussion ensued regarding the IT audit. Mr. Goings said an “elevated” rating is one that generally is expected to be resolved within six months. He identified courses of action to address the various findings – updating the network management system, removing legacy access as employees move from one position to another within the college, and implementation of a new ERP system. He said not only will he review after management says an action plan is complete, but also there are target dates for follow up and review on the way to completion.

In response to a question about informing all board members, Mr. Atkin and Mr. Goings discussed appropriate protocol while maintaining confidentiality/security. They suggested that only an egregious finding rated “high” be reported to the entire board. Below that level, they recommended detail be presented to the committee, and a summary presentation be made to the board noting follow up is underway. Under such an arrangement, the opportunity to resolve findings could be allowed for up to six months, including establishment of consistent penetrating testing, then if not resolved, the issue could be reported to the full board, Mr. Atkin suggested. This is general practice, he noted, adding that the administration ultimately is not trying to dictate/direct whether or when to go to the full board.

In response to a question about disaster recovery and co-location of data, Mr. Atkin noted extent of the disaster and amount of time required to recover affect the need (e.g. amount of time electrical power is out; did campus take a direct hit with computers and systems destroyed). It was noted that cloud-based solutions are reducing the need for disaster recovery capability. Ms. Gallagher said Dr. Villanueva has directed Dr. Carolyn Lightfoot to determine and to complete a solution for offsite data storage.

MATTERS OF CONCERN FOR FUTURE AGENDAS

None.

Adjournment

Committee Chair Jirrels declared the meeting adjourned at 5:58 pm.

Chairman, Board of Regents

Secretary, Board of Regents