



**MEETING MINUTES OF THE BOARD OF REGENTS
LEE COLLEGE DISTRICT
AUDIT & INVESTMENT COMMITTEE
April 10, 2025**

The Board of Regents Audit and Investment Committee of the Lee College District met on April 10, 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; Gina Guillory; Mark Himsel

Dr. Lynda Villanueva, President; Annette Ferguson, Chief Operations Officer and Executive Vice President; Jacob Atkin, Chief Financial Officer and Vice President, Finance; Leslie Gallagher, Chief of Staff and Vice President, Strategic Initiatives; Renea Woodruff, Controller; Greg Goings, Internal Auditor; David Mohlman, Coordinator of Board Relations; David McElwain, Meeder Investment

UPDATE FROM INTERNAL AUDITOR

Mr. Goings overviewed the FY25 Internal Audit Status spreadsheet, by type and priority as follows:

- Audit Tier 1 – Information Technology, Workforce, Human Resources, Purchasing
- Audit Tier 2 – Athletics, Financial Aid, Accounts Payable Payments
- Audit Tier 3 – Inventory, Accounts Payable & Payroll-Uncashed Check Payments
- Consulting Tier 1 – Centralized Risk Database, ERP Replacement, Data Center Colocation
- Consulting Tier 2 – Instrumental Grants Database Project
- Follow-up Tier 1 – Various/Other
- Planning Tier 1 – FY 2026 Audit Plan Development
- Reporting Tier 1 – FY 2025 Annual Audit Report)

Q&A ensued regarding P cards.

Presenting results of a Purchasing Compliance audit for which field work was done during the fall, Mr. Goings named six issues that were identified – two elevated (Purchasing Infrastructure, Travel Management), three moderate (Processing Exceptions, NIGP Compliance, Requisition Quality), and one low (Desk Procedure Manual). Twelve action plans resulted, with majority having a completion target date of 7/25/2025, and two others with completion target dates of 1/31/2026.

QUARTERLY INVESTMENTS REPORT

Reporting on the quarter ended Feb. 28, 2025, Mr. McElwain discussed the economic environment, including effects of tariff threats, anticipated reduction in the number of rate cuts by the Federal Reserve this year, and unemployment remaining low while inflation trending higher. He reviewed the distribution of maturity dates, and the portfolio summary by fund, in the college's investment portfolio.

Mr. Mc Elwain recommended moving available funds to longer term investments that mature in a few years, to lock in rates of return prior to anticipated rate cuts by the Fed. Discussion and Q&A ensued.

UPDATE FROM INTERNAL AUDITOR (CONTINUED)

Presenting results of an audit of Accounts Payable and Payroll Uncashed Check Payments, Mr. Goings named three issues that were identified – one moderate (Lack of Use of EFT Payments), and two low (Documentation, Log Form Consistency). Three action plans resulted, with completion target dates all prior to end of 2025.

Committee members complimented Mr. Goings on his work. Discussion ensued regarding pending selection of an Enterprise Resource Planning (ERP) system to replace PeopleSoft – hiring of a consultant is planned to facilitate the selection process. Meantime, it will make sense for consideration of some new systems/processes to be on hold. Additionally, Mr. Goings discussed the matter of summary reporting to the full Board of Regents – what, how much and why.

Mr. Goings presented a debrief for an investigation he conducted during the fall and reported at the committee's Feb. 13, 2025, meeting. He reviewed what he examined as a result of complaints that led to the investigation, and summarized findings and recordkeeping shortcomings that were identified. Ms. Ferguson said employee training is in process as a result of this investigation and the findings. Mr. Goings said the desire is to trend to cashless transactions, to the extent possible.

MATTERS OF CONCERN FOR FUTURE AGENDAS

None.

Adjournment

Committee Chair Jirrels declared the meeting adjourned at 5:30 pm.

Chairman, Board of Regents

Secretary, Board of Regents