



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a meeting of the Finance and Audit Committee (Saad, Menon, and Wallace) at 6:00 p.m. on Tuesday, September 17, 2024, in the President's Conference Room 407 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

Locations

Celina Campus

Collin Higher
Education Center
McKinney, Texas

Courtyard Center
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety
Training Center
McKinney, Texas

Rockwall Center

Technical Campus
Allen, Texas

Wylie Campus

PUBLIC COMMENT

REVIEW AND DISCUSSION ITEM

1. Consideration of Approval of the Audit Plan for Fiscal Year 2025
2. Discuss Results for Internal Audit Report # 24-03 – Canvas Learning Management System and Honorlock

Andrew P. Hardin
Chair, Board of Trustees

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Collin County Community College District Board of Trustees

1. Finance and Audit Committee

September 17, 2024

Resource: Ali Subhani
Director of Internal Audit

DISCUSSION ITEM: Consideration of Approval of the Audit Plan for Fiscal Year 2025

DISCUSSION: The following list outlines the projects that are planned by the Office of Internal Audit for fiscal year 2025:

Audits

- Directory Services
- Key Shop
- Technical Campus Academic Programs Consumable Review
- Accounts Payable
- Job Order Contracting
- Copier Leasing Contract Review

Administrative Projects

- External Peer Review
- Follow-up Activities
- Issuance of the Annual Internal Audit Report
- Professional Development/Speaking Engagements/ Training
- Investigations/Special Requests



Date: September 17, 2024

To: H. Neil Matkin, Ed.D., District President
Members of the Finance and Audit Committee

From: Ali Subhani, CIA, CISA, GSNA, CDPSE
Executive Director, Office of Internal Audit *Ali Subhani*

Subject: Fiscal Year 2025 - Audit Plan Approval

The Internal Audit Charter requires that the Board of Trustees approves the annual Audit Plan. Based on the methodology detailed on page three, the following projects are recommended for approval:

Project	Objectives	Tentative Start Date
Directory Services	To evaluate the effectiveness of Active Directory (AD) and Azure management processes with Texas Administrative Code (TAC) 202 standards, and to assess adherence to technology best practices. (Satisfies the Texas Administrative Code 202 - Information Security Standards Audit Requirement)	First Quarter
Key Shop	To evaluate the adequacy of key related processes to ensure safety Districtwide.	First Quarter
External Peer Review	Effort related to the ongoing external review of the Office of Internal Audit that is required every 5 years by professional auditing standards.	First Quarter
Technical Campus Academic Programs Consumable Review	To evaluate internal controls over inventory and consumables for the Automotive, Construction and Welding academic programs and to determine if lab fees are aligned with program costs.	Second Quarter

Project	Objectives	Tentative Start Date
Accounts Payable	To assess the adequacy and effectiveness of internal controls over the accounts payable process and ensure adherence to applicable requirements.	Second Quarter
Job Order Contracting	To evaluate compliance with applicable policies and regulations for Job Order Contracts.	Third Quarter
Copier Leasing Contract Review	To review the leasing contract for multifunctional devices (printers/copiers), identifying opportunities for cost savings, improved efficiency, and effective use of district resources.	Fourth Quarter
Administrative Requirements	Effort devoted to various administrative requirements such as publishing the required Annual Internal Audit report, development of the audit plan, serving on institutional committees, fulfilling requests for speaking engagements and attendance at professional training events.	Ongoing
Investigations / Special Requests	Perform investigations of fraud incidents reported through the District's hotline or others, and any special requests.	Ongoing
Follow Up Activities	Follow up on implementation of pending management action plans in response to audit observations.	Ongoing

The plan was based on the utilization of the Director and one full-time Senior Auditor. Additionally, the District President is supportive of plans to utilize student interns.

The planned audit of Scholarships approved for inclusion on the fiscal year 2025 audit plan previously, will be reevaluated at a future date.

Audit Plan Methodology - Fiscal Year 2025

As required by the Internal Audit Charter, the Director for Internal Audit prepared the Fiscal Year 2025 Audit Plan by identifying the auditable areas for the District. The auditable areas were identified by reviewing budgetary information, the Comprehensive Annual Financial Report, the Collin College website, and Collin College policies (legal and local). Members of the District President's Cabinet were also offered the opportunity to provide input to the Office of Internal Audit.

A risk assessment was then conducted of the auditable areas based on eight risk factors. Each factor is weighted based on importance and given a risk rating, that indicates the risk for that factor to the auditable area. The risk rating for the auditable area is totaled to compute the risk score. The final selection is based on the professional judgment of personnel in the Office of Internal Audit.

An explanation of the eight factors and risk ratings is outlined in the graphic on the right.

I M P A C T		
1	Criticality of the Unit 	This factor measures the importance of the unit to accomplish the mission of the District. This considers the impact if the unit is unable to provide its service within a required time frame and/or at the expected level.
2	Financial Impact 	This considers the overall dollar amount flowing through, committed to, or generated by the unit/process (e.g. expenditures, grant amount, revenues collected/earned). This evaluates the impact of inappropriate activity from a financial perspective.
3	Regulatory Compliance 	The complexity, volume, & clarity of regulations / compliance requirements from external requirements impact the District's ability to comply & therefore influences risk. Risks relate to the inability to comply; penalties, fines or litigation; loss of funding sources; & regulatory restrictions.
4	Public Sensitivity 	This measures the sensitivity of the unit to public exposure of critical internal issues. This considers the potential effect to the District overall as the result of negative information.
L I K E L I H O O D		
5	Control Environment 	Assessment of the control environment is based on factors such as the adequacy of the existing control structure, expertise of management, historical problems, conditions found during recent reviews/interactions, and the overall effectiveness and efficiency of operations.
6	Changes in the Unit 	Changes in management personnel, organizational & operational structure, & the operational systems can influence risk. In some cases, reorganization of responsibilities and activities can result in significant changes that compromise the internal control environment.
7	Complexity of Monitoring Activities 	This factor considers the locations/number of locations where activities occur and/or the locations where monitoring of such activities take place.
8	Audit History 	This considers whether there has been an audit of the unit, the last time an audit was performed, and the results of the audit.

Collin County Community College District Board of Trustees

2024-09-X

September 24, 2024
Resource: Ali Subhani
Director of Internal Audit

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of the Audit Plan for Fiscal Year 2025

DISCUSSION: The following list outlines the projects that were approved by the Finance and Audit Committee for inclusion in the audit plan for fiscal year 2025:

Audits

- Directory Services
- Key Shop
- Technical Campus Academic Programs Consumable Review
- Accounts Payable
- Job Order Contracting
- Copier Leasing Contract Review

Administrative Projects

- External Peer Review
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DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of the Audit Plan for fiscal year 2025.

SUGGESTED MOTION: This item comes as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Audit Plan for fiscal year 2025."

Collin County Community College District Board of Trustees

2. Finance and Audit Committee

September 17, 2024

Resource: Ali Subhani
Director of Internal Audit

DISCUSSION ITEM: Discuss Results for Internal Audit Report # 24-03 –
Canvas Learning Management System and Honorlock

DISCUSSION: The Executive Director of Internal Audit plans to outline
the results of Internal Audit Report # 24-03 – Canvas
Learning Management System and Honorlock.

The report contains confidential information that relates to computer network security and information resources technology. Discussion of information contained in the report is not subject to the disclosure requirements of the Texas Public Information Act, under Texas Government Code § 551.089, and disclosure of information contained in the report is exempt under Texas Government Code § 552.139.

Date: September 17 , 2024

To: H. Neil Matkin, Ed.D., District President
Members of the Finance and Audit Committee

From: Ali Subhani, Executive Director Internal Audit *Ali Subhani*

Subject: Confidential Internal Audit Report

An audit of the Canvas and Honorlock was completed at the District. The objectives of the audit were to evaluate whether controls within the Learning Management System and proctored exam tool are operating effectively to manage the risks related to the student learning experience and assess compliance with applicable laws, policies, and procedures.

The report contains confidential information that relates to computer network security and information resources technology. Discussion of information contained in the report is not subject to the disclosure requirements of the Texas Public Information Act, under Texas Government Code § 551.089, and disclosure of information contained in the report is exempt under Texas Government Code § 552.139. Specific results and recommendations were made to members of the management team.