



NOTICE OF AN AUDIT COMMITTEE MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL

Tuesday, December 5, 2023 | 10:00 AM

Administrative Office

1601 Botham Jean Blvd., Room #036, Dallas, Texas 75215

www.dallascollege.edu/boardmeetingslive

Persons who address the Board are reminded that the Board may not take formal action on matters that are not part of the meeting agenda and may not discuss or deliberate on any topic that is not specifically named in the agenda. For any non-agenda topic introduced during this meeting, there are three (3) permissible responses: 1) to provide a factual answer to a question; 2) to cite specific Board Policy relevant to a topic; or 3) the topic may, at a later date, be placed on a Board Agenda for a subsequent meeting.


Speakers shall direct their presentations to the Board Chair, or the Board, as a whole.

Audit Committee Meeting Agenda

- 1. Roll Call - Announcement of a Quorum**
- 2. Certification of Notice Posted for the Meeting**
- 3. Citizens Desiring to Address the Board**
- 4. Committee Presentations**
 - 4.1. Annual Comprehensive Financial Report for the College and Richland Collegiate High School and Single Audit Report of Federal and State Awards together with Reports of Independent Auditors, for the Fiscal Years Ended August 31, 2023 and 2022
Presenters: McConnell Jones, Tiska Thomas

- 4.2. Internal Audit Department (IAD) - Audit Committee Report:
4th Quarter Ending November 30, 2023
Presenter: Lori Cox

5. Items for Review

- 5.1. Chancellor's Travel Report
- 5.2. Committee Notes
 - a. Audit Committee Notes for September 12, 2023 4 - 10
 - [5.2.a. September 12 2023 AuditCommittee Notes](#) 

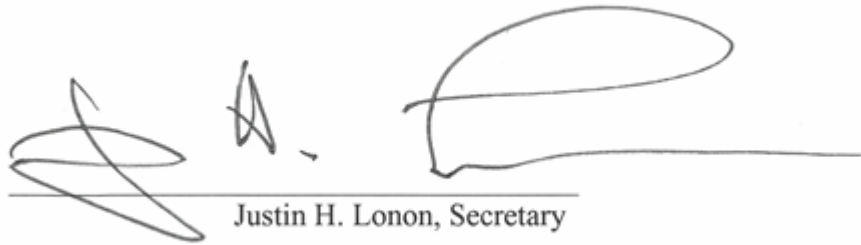
6. Executive Session

- 6.1. Consultation with Attorney Regarding Legal Matters or
Pending and/or Contemplated Litigation or Settlement Offers
- Section 551.071
- 6.2. Personnel Matters Relating to Appointment, Employment,
Evaluation, Assignments, Duties, Discipline, or Dismissal of
Officers or Employees- Section 551.074
- 6.3. Deliberate Regarding Real Property Since Open Deliberation
would have a Detrimental Effect Upon Negotiations with a
Third Person - Section 551.072
- 6.4. Deliberate Regarding Security Devices or Security
AuditsSections 551.076 and 551.089

7. Adjournment

*CERTIFICATION OF NOTICE POSTED FOR THE DECEMBER 5, 2023 AUDIT COMMITTEE MEETING OF
DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL BOARD OF TRUSTEES*

I, Justin H. Lonon, Secretary of the Board of Trustees of Dallas College, do certify that a copy of the notice for this meeting was posted on the 1st day of December 2023 in compliance with the applicable provisions of the Texas Open Meetings Act.



Justin H. Lonon, Secretary

ITEMS FOR REVIEW NO. 5.2.a.

Audit Committee Notes for September 12, 2023

The Audit Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, September 12, 2023, beginning at 9:34 a.m. at the administrative office in room 036 and was broadcasted via the streaming link www.dallascollege.edu/boardmeetingslive. This meeting was convened by Committee Chair Diana Flores.

Board Members and Officers Present

- Mr. Cliff Boyd
- * Ms. Charletta Compton
- * Ms. Diana Flores (Committee Chair)
- Dr. Catalina Garcia
- Dr. Justin H. Lonon (Secretary and Chancellor)
- * Mr. Paul Mayer
- Mr. Philip Ritter

Members Absent

Ms. Monica Lira Bravo

* *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** was confirmed by Committee Chair Flores.
2. **Certification of Notice Posted for the Meeting** was Confirmed by Chancellor Justin Lonon.
3. **Citizens Desiring to Address the Board**
None.
4. **Committee Presentations**
 1. Internal Audit Quarterly Report - 4th Quarter
 - a. Fiscal Year 2024 Internal Audit Engagement Plan

➤ IAD- FY24 ENGAGEMENT PLAN AND RISK ASSESSMENT

Ms. Cox provided a brief overview of the Internal Audit Department's (IAD) organizational structure, contribution to the College's strategic priorities, and the audit (engagement) process.

Next, Ms. Cox provided an overview of the Internal Audit Engagement Plan and Risk Assessment, which encompasses a 5-Step process as follows: 1) Identify objectives, 2) Identify Risks, 3) Measure Risks, 4) Prioritize Risks, and 5) Select Engagements & Develop Plan.

Ms. Cox shared the following top 10 risks that were identified: 1) Systems and Processes, 2) Employee Recruitment and Retention, 3) Professional Development, 4) Performance Management, 5) Procurement, 6) Data Security and Privacy, 7) Business Continuity Planning, 8) Cyber Security, 9) Records Management and Retention, and 10) Safety and Security.

Trustee Flores inquired of the records retention requirements, specifically for Grants and Ms. Cox shared that retention requirements and methods of retention will be included in the scope of the engagement.

Trustee Garcia inquired of including risks that students may face and shared an example of students registering for courses that do not "make". Ms. Cox shared that the IAD previously reviewed enrollment and will be performing a follow up of this area. Discussion ensued.

Vice Chair Ritter inquired of what procedures are in place regarding authenticity of electronic records for litigation reasons. Ms. Cox shared that this risk was identified and will be reviewed within the Data Security and Privacy risk area review that the IAD identified. Counsel Wendland also shared that there are regular interactions and collaborations with Information Technology (IT) regarding the systems used to ensure that they are robust and meet the needs of Dallas College and for litigation. Vice Chair Ritter inquired if Dallas College has been found to have deficiencies regarding authenticity and Counsel Wendland shared that the College has not been found deficient in litigation. Discussion ensued. Ms. Cox also shared that the

College's Risk Management department also review data security and cybersecurity on a biannual basis.

➤ IAD - FY24 AUDIT PLAN

Ms. Cox shared an overview of the FY24 annual audit plan which includes audits, continuous engagements, special reviews and advising engagements, follow-up audits, and other services duties, and special projects. Ms. Cox also shared that the plan is flexible to ensure the IAD can respond timely to emerging risks and issues.

Trustee Compton inquired of what would be reviewed in the Construction Special Request and Ms. Cox shared that the engagement would include reviewing the process, controls in place, and performance. Further, Ms. Cox noted that the engagement would not include looking at the construction itself, but the controls surrounding payment and how the process is handled. Trustee Compton inquired if the IAD also reviews compliance and Ms. Cox shared that compliance is a component of all IAD's engagements. Discussion ensued.

Trustee Flores inquired if IAD was performing an evaluation of the transformation of Dallas College to identify what is working and what needs to be reconsidered. Trustee Lonon shared that this is a continuous process to evaluate staffing levels, organizational structures, and processes. Ms. Cox shared that each of these areas are directly related to reviews in our audit plan.

IAD Horizons

In addition to the activities outlined on the Engagement Plan, IAD development projects planned for the 2023/2024 fiscal year include: Fraud Hotline (New) Implementation, Internal Audit Related Training for College Employees, and Audit Internship and Guest Auditor Program.

➤ IAD – FY23 4th QUARTER ENGAGEMENT UPDATES

Ms. Cox provided the following updates for engagements, other services, duties, and special projects:

Fixed Assets

Status: On-going

IAD reviewed internal controls and processes and noted no exceptions.

Information Technology & Security

Status: Completed

IAD reviewed third party risk management. No exceptions were noted based on the audit work performed.

Safety & Security

Status: Completed

IAD reviewed processes for hazards and incidents. Overall, the controls and related processes for the areas reviewed were effective and operating as intended.

Dual Credit

Status: Completed

The IAD surveyed 149 partners. Overall, Partners were pleased with the quality of instruction. Partners did note that additional communications, technology enhancements, more face-to-face instructional choices, and enhanced tools to monitor students would be helpful. All results were reviewed with Dual Credit leadership.

Hiring Process

Status: In Progress

Ms. Cox shared that this review replaced the Recruitment and Retention and Workforce Planning and Staffing engagements due to the operational changes in Human Resources.

Grants and Contracts

Status: In progress

Reviewing overall processes and procedures for post awards, grant monitoring, and compliance.

International Student Office (ISO)

Status: Completed, Reporting in Progress

Overall, internal controls were effectively implemented, and current programs processes and procedures were effective. We noted there were some missing documents for students who were admitted prior to the reorganization to Dallas College, and some Colleague data/records for F-1 students were not up to date. Issues noted have been reviewed with the International Student

Office leadership and they have developed an action plan to address all issues.

Trustee Compton asked where the ISO was located. Dr. Joseph shared that the ISO is housed at each campus.

Richland Collegiate High School Attendance

Status: Completed, Reporting in Progress

The objective of this review was to determine compliance with the Texas Education Agency attendance verification requirements. The RCHS attendance records for the Fall 2022 and Spring 2023 terms were accurately reported; however, exceptions were identified with the professor's certification of the Weekly Attendance Sheets. Exceptions will be discussed with appropriate staff and management.

Trustee Compton inquired about RCHS being moved to another entity. Chancellor Lonon noted that there were discussions, but thus far the move did not work out. The college will continue to evaluate and monitor options. Discussion ensued.

Clery Compliance Follow-up

Status: Completed

Overall, four (of the six) issues have been fully resolved and the resolution of two issues is in progress.

Police Property Room Follow-up

Status: Completed

All issues have been fully addressed.

Professional Development Follow-up

Status: In Progress

Status updates and progress made by management on implementing corrective actions are pending.

Succession Planning Follow-up

Status: In progress

No action has yet been taken as the Human Resources function is undergoing an operational redesign. The IAD will continue to follow up in FY24.

Fraud Hotline Administration and Monitoring

Status: Completed and On-going

IAD received 7 reports in the fourth quarter. No incidents of fraud, waste, or abuse were identified or substantiated.

Policy and Procedure Special Project

Status: In Progress

An overall “inventory” of policies and procedures is in progress to identify gaps and updates needed.

Special Investigations/Reviews

Status: Completed as needed/requested

The IAD performed two special investigations. Allegations for both investigations were not substantiated.

Workday Implementation Participation

Status: In Progress/On-Going

Ms. Cox shared that IAD staff are participating in meetings regarding the Workday student module implementation.

FY23 Audit Plan Update Summary

Ms. Cox shared that the IAD has substantially completed the FY23 Audit Plan with a few items “in progress.” Ms. Cox shared that some items have been moved to the current year.

➤ QUESTIONS

Vice Chair Ritter inquired of secret shopper service to evaluate enrollment and the student experience. Ms. Cox shared that the IAD performed some secret shopper type services which included conducting phone calls utilizing a script and hosting several student forums. Ms. Cox shared that the IAD will explore options to procure secret shopper services during the IAD’s follow up engagements. Discussion ensued.

Counsel Wendland requested that the annual audit plan be placed on the consent agenda for approval as required by government code. The audit committee agreed to put the audit plan on the October agenda for approval.

5. Items for Review

1. Committee Notes
 - a. Audit Committee Notes for August 8, 2023
No comments or edits were made.

6. Executive Session

None.

7. Adjournment

The meeting adjourned at 10:03 a.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dallascollege.edu/boardmeetingslive, under the Archived Videos section.