



This Open Meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, §§551.001 through 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of Board Relations. Per Texas Government Code §551.1282, this meeting is being broadcast over the Internet in the manner prescribed by Texas Government Code, §551.128. In accordance with Texas Government Code §551.127 one or more members of the Board of Trustees may participate in the meeting via videoconference in accordance with the provisions thereof.

**NOTICE OF AN AUDIT COMMITTEE MEETING OF THE BOARD OF TRUSTEES
FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL
Tuesday, June 6, 2023 | 9:00 AM**

**Administrative Office
1601 Botham Jean Blvd., Room #036
Dallas, Texas 75215
[Live Streaming of Board Meeting](#)**

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

Page


1. Roll Call - Announcement of a Quorum

*Committee Members: Diana Flores (Committee Chair), Charletta Compton (Member),
Paul Mayer (Member)*


2. Certification of Notice Posted for the Meeting

3. Citizens Desiring to Address the Board

4. Committee Presentations

- 4.1 Internal Audit Quarterly Report 3rd Quarter Ending May 31, 2023 4 - 17
[Internal Audit Quarterly Report 3rd Quarter Ending May 31, 2023](#) 
Presenter: Lori Cox

5. Items for Review

- 5.1 Committee Notes
a. Audit Committee Notes for March 7, 2023 18 - 22
[Audit Committee Notes for March 7, 2023](#) 
5.2 Chancellor's Travel Report

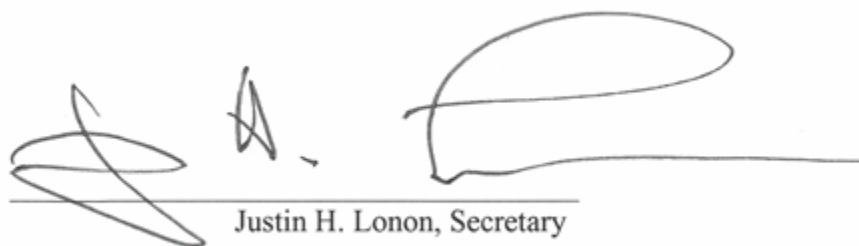
6. Executive Session (if required)

- 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 Audits Sections 551.076 and 551.089

7. Adjournment

CERTIFICATION OF NOTICE POSTED FOR THE JUNE 6, 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 2nd day of June 2023 in compliance with the applicable provisions of the Texas Open Meetings Act.



Justin H. Lonon, Secretary

Board of Trustees
AUDIT COMMITTEE

June 6, 2023

INTERNAL AUDIT REPORT

Lori K. M. Cox
Chief Internal Auditor

INTERNAL AUDIT DEPARTMENT (IAD) REPORT



IAD ORGANIZATION & PRIORITIES



ENGAGEMENT PROCESS OVERVIEW



ENGAGEMENT UPDATES



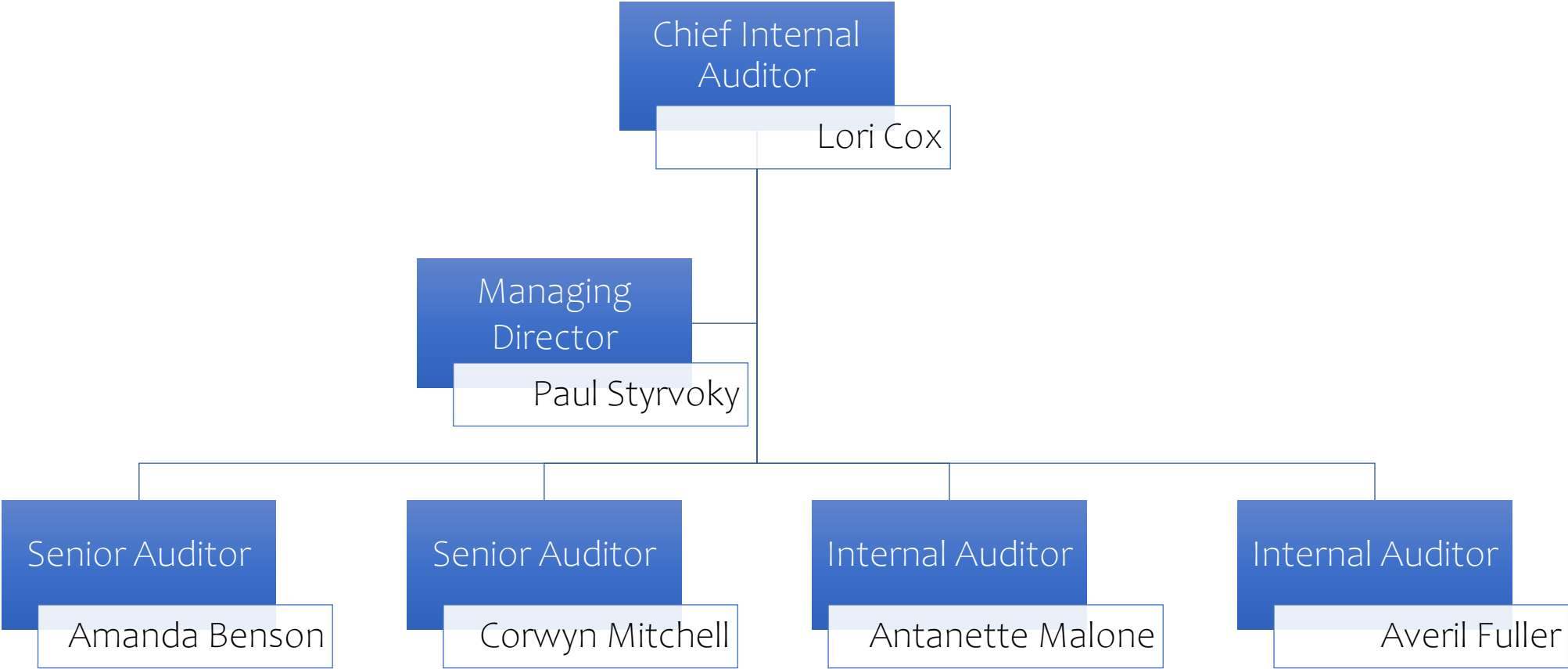
ENGAGEMENT PLAN AT-A-GLANCE



RISK ASSESSMENT 2024 PROCESS OVERVIEW



IAD ORGANIZATION



IAD: CONTRIBUTION TO STRATEGIC PRIORITIES

MISSION

...the mission of the IAD is to enhance and protect organizational value by providing high-quality, objective risk-based assurance and consulting services, advice, and insight...



INTERNAL AUDIT ACTIVITIES

...IA will monitor internal control and furnish analysis, appraisal, recommendations, advice, and information concerning the activities reviewed.

ALIGNMENT WITH STRATEGIC PRIORITIES

- ✓ FOSTER AN EQUITABLE, DIVERSE, AND INCLUSIVE ENVIRONMENT FOR EMPLOYEES, STUDENTS, AND SUPPLIERS
- ✓ CREATE A HIGH PERFORMANCE WORK AND LEARNING CULTURE THAT DEVELOPS LEADERS AT ALL LEVELS, INCREASES SKILL PROFICIENCY, AND SUPPORTS COLLABORATION AND EQUITY

IAD – AUDIT (ENGAGEMENT) PROCESS

The process outlined below will be used for most engagements:

BEFORE THE ENGAGEMENT



Risk Assessment



Types of Audits



Annual Audit Plan

DURING THE ENGAGEMENT



Engagement Letter



Opening Conference



Planning the Audit



Fieldwork
Draft Report

AFTER THE ENGAGEMENT



Closing Conference



Management Response



Executive Conference



Final Report

REPORTING AND FOLLOW-UP



Report to Chancellor



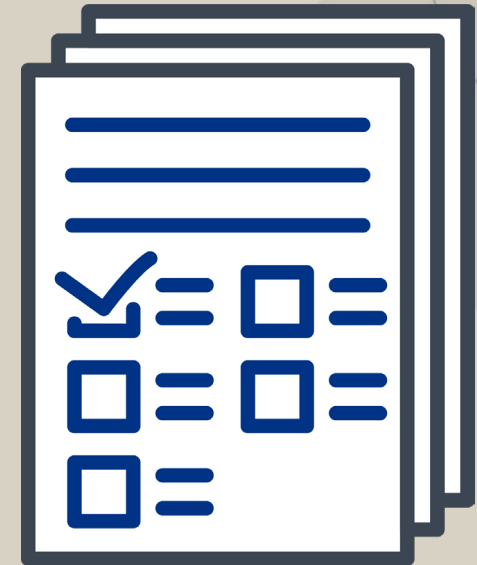
Report to Management



Report to Board



Follow-Up



IAD – ENGAGEMENT & PLAN UPDATES

CONTINUOUS ENGAGEMENTS

These engagements are broken down into separate focus areas, and completed periodically, due to the size and scope of the function/department.

FIXED ASSETS

Status: On-Going
Fixed asset personnel have integrated and consolidated fixed asset records and are updating policies and procedures to align with new systems. Workday workflow testing for receipt and inventory of fixed assets has been completed. Continued reviews of controls, processes, and procedures will occur throughout FY23 (including fixed asset verification - on a sample basis). *IAD reviewed internal controls and processes and noted no exceptions.*

IT & SECURITY

Status: Completed
The objective of this CE was to evaluate and provide reasonable assurance on the effectiveness of the College’s Payment Card Industry (PCI), Security Standards Council (SSC), Data Security Standard (DSS) compliance program. Overall, the processes supporting PCI DSS compliance were effective and operating as intended, and *the College was PCI DSS compliant.*

PROCUREMENT

Status: Completed
The objective of this engagement was to follow-up on the Procurement Department’s implementation of corrective actions for varied procurement processes. Most process updates have been completed with the Workday implementation; and resolution of one issue is in progress. *Opportunities remain to streamline practices and processes and update policies and procedures.*

SAFETY & SECURITY

Status: Completed
The objectives of this review were to evaluate the responsiveness of the Public Safety & Security Department (Police) to service calls, the effectiveness of user deployment of Rave Mobile Safety’s Guardian mobile application, the implementation of Business Continuity/Disaster Recovery Plans for operations related to service calls, and to evaluate compliance with the technical aspects of the FBI Criminal Justice Information Service (CJIS) Division's policies and regulations. Overall, the *controls and related processes for the areas reviewed were effective and operating as intended.*

IAD – ENGAGEMENT & PLAN UPDATES

AUDITS & SPECIAL REVIEWS

DUAL CREDIT

Status: In Progress, Final Stage

The objectives of this review are to assess current risks; review dual credit partnerships, state, federal, or accreditor guidelines for compliance and achievement of goals and objectives; and to evaluate general dual credit plans, procedures, and processes for efficiency and effectiveness. The document and process review, and the survey of all dual credit partners, have been completed. The results of the survey are being summarized and any issues reported requiring clarification will be discussed with dual credit partners. All results will be reviewed with Dual Credit leadership.

INTERNATIONAL STUDENT OFFICE

Status: In Progress, Final Stage

The objectives of this review are to determine if internal controls governing the International Student Office operations are implemented in a manner to ensure compliance requirements and goals and objectives are achieved, to assess current risks, and to evaluate the efficiency and effectiveness of current programs, processes, and procedures. Process reviews are completed, and specific document and compliance reviews are in progress. *No exceptions have been noted at this time.*

IAD – ENGAGEMENT & PLAN UPDATES

AUDITS & SPECIAL REVIEWS, *CONTINUED*

REGISTRATION AND ENROLLMENT PROCESS REVIEW

Status: Completed, Reporting in Progress

The objectives of this review are to examine the College registration, enrollment, and payment processes for efficiency and effectiveness. As part of the review, the IAD staff completed “secret shopper” type (anonymous) phone calls. In addition, student forums were completed (four virtual, and in-person forums at each campus); the purpose of the student forums is to gain student’s perspectives, challenges, and experiences with the registration and enrollment process. Students reported appreciation for resources available and services on the campuses, while reporting challenges with the registration and enrollment process and the website. Detailed results and recommendations will be discussed with Student Success Leadership; the results related to the website were shared with the Chief Marketing Officer and corrective action is underway.

SUCCESS COACH PROGRAM REVIEW

Status: Completed, Reporting in Progress

The objectives of this review are to assess current risks and to evaluate the efficiency and effectiveness of the current plans, programs, processes, and procedures. Overall, we found that Success Coach leadership presented a robust and thorough strategic plan for Success Coaching; however full implementation has been hampered by several factors (most significant are systems/applications and space constraints). Detailed results and recommendations will be discussed with Success Coach leadership.

IAD – ENGAGEMENT & PLAN UPDATES

AUDITS & SPECIAL REVIEWS, *CONTINUED*

HUMAN RESOURCE RELATED

Status: In Progress – Planning Stage

- Employee Recruitment & Retention
- Workforce Planning & Staffing
- Professional Development – Follow-up

OTHER SERVICES, DUTIES & SPECIAL PROJECTS

FRAUD HOTLINE ADMINISTRATION & MONITORING

Status: Completed and On-going

IAD received four reports in the third quarter. *No incidents of fraud, waste, or abuse were identified or substantiated.* Reports included concerns regarding spam emails (inaccurately attributed to the College) received by students. The IAD reported the issues to the Information Technology and Marketing and recommended a communication be prepared and distributed to students alerting them to the fraudulent emails. The communication was sent in early April.

IAD – ENGAGEMENT & PLAN UPDATES

OTHER SERVICES, DUTIES & SPECIAL PROJECTS, *CONTINUED*

POLICY AND PROCEDURE SPECIAL PROJECT

Status: In Progress

The objectives of this special project are to assess policies and procedures (P & Ps) college-wide to determine any inconsistencies, gaps, and updates needed. P & Ps have been reviewed as part of each audit and special review during the year. An overall “inventory” of P&Ps is planned for the 4th quarter.

SPECIAL INVESTIGATIONS/REVIEWS

Status: Completed as needed/requested.

Special investigations and reviews of varied complexity are completed to address, review, or substantiate allegations; provide information; review specific controls/processes; and/or provide recommendations. In the third quarter, a special investigation related to a scholarship award process was completed – we found that controls related to scholarship award documentation can be strengthened. An investigation related to grant compliance is in progress. Results and recommendations have been, or will be, reviewed with the appropriate department leadership for appropriate action, as necessary.

WORKDAY IMPLEMENTATION PARTICIPATION

Status: In Progress/On-Going

IAD will continue monitoring activity in the implemented modules to help ensure controls operate as intended. IAD’s participation in the Student Module implementation will begin in June as project activities and meetings commence.

IAD – FY23 AUDIT PLAN UPDATE AT-A-GLANCE

ENGAGEMENT	TARGET FISCAL QUARTER	NOTES/COMMENTS
Registration/Enrollment Process	1 st	Completed
Dual Credit	1 st	In Progress
International Student Office	1 st	In Progress
Employee Recruitment & Retention	2 nd	Moved to 3 rd quarter (by request) – in progress.
Success Coach Program	2 nd	Completed
Workforce Planning and Staffing	3 rd	Moved to 3 rd quarter (by request) – in progress.
Diversity, Equity & Inclusion	3 rd	Moved to 4 th quarter
Grants & Contracts	3 rd	In Progress
Professional Development Follow-up	3 rd	In Progress
Richland Collegiate High School	4 th	
Succession Planning Follow-up	4 th	
Clery Compliance Follow-up	4 th	
Police Department Property Room Follow-up	4 th	
Environmental Compliance & Controls	4 th	
Policy, Process, & Procedures (College-Wide)	3 rd - 4 th	In Progress
Fixed Assets	Continuous*	Completed, On-Going Monitoring
Information Technology & Security		
Procurement & Contracting		
Safety & Security		
Special Investigations/Reviews	On-Going	
Fraud Hotline Administration and Monitoring (On-Going)		
Workday Implementation Participation (On-Going)		

*Continuous Engagements: These engagements will be broken down into separate focus areas, completed periodically, due to the size and scope of the function/department.

IAD – FY23 AUDIT PLAN BY FUNCTION/AREA

CHANCELLOR/COLLEGE WIDE Policy & Procedure Review Special Project

PROVOST/ ACADEMICS

Dual Credit
Richland Collegiate
HS Attendance

STUDENT SUCCESS

International
Student Office
Registration &
Enrollment
Success Coach
Program

WORKFORCE & ADVANCEMENT

*Special Reviews/
Investigations
(as needed or
requested)*

OPERATIONS

Diversity, Equity & Inclusion
Fixed Assets
Employee Recruitment & Retention
Environmental Compliance &
Controls
Grants & Contracts
Information Technology & Security
Procurement
Safety & Security
Workforce Planning & Staffing

LEGAL

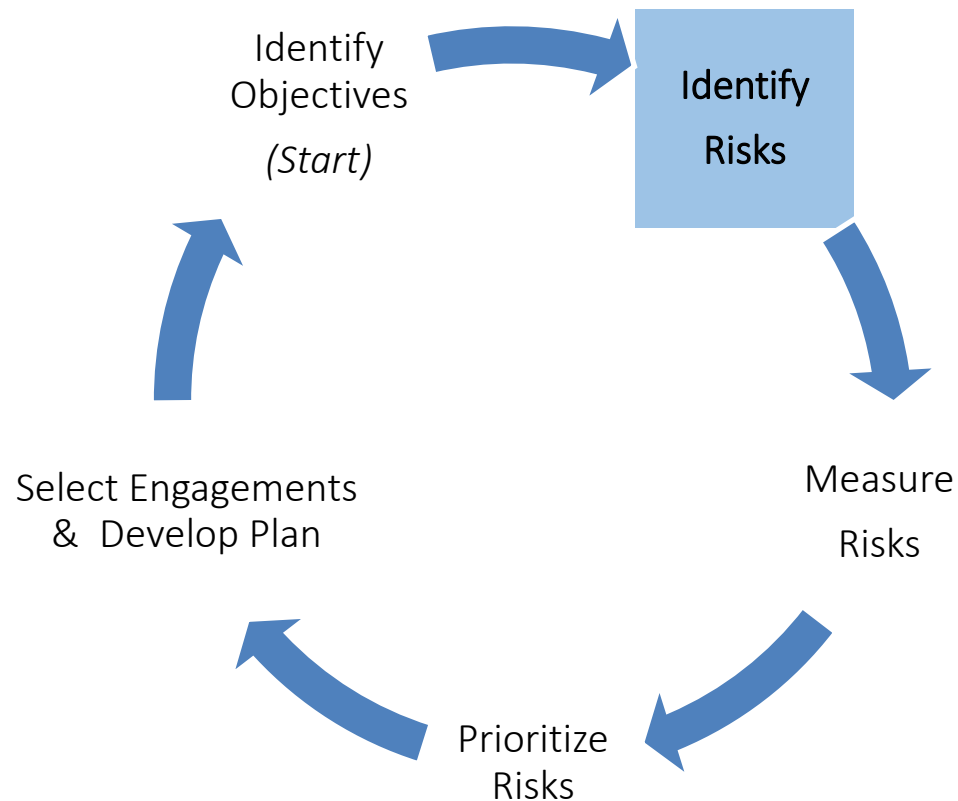
*Special Reviews/
Investigations
(as needed or
requested).*

CAMPUS

*Special Reviews/
Investigations
(as needed or
requested).*

IAD – RISK ASSESSMENT PROCESS FY 2024

RISK ASSESSMENT PROCESS OVERVIEW



CURRENT PHASE – IDENTIFY RISKS

- IAD will survey and/or meet with the Board of Trustees, Senior Management, staff, and the Chancellor to gain input on areas viewed as risks to the College.
- IAD will also review varied information and reports (internal and external); research risks common to Higher Education and organizations in general; review the top topics on corporate internal audit plans; and consult with peer internal audit activities to gain a more holistic view of risks that may be relevant to the College.
- Plan to be presented to the Board of Trustees and Audit Committee in September 2023.

INTERNAL AUDIT DEPARTMENT REPORT

Questions?

Audit Committee



ITEM FOR REVIEW NO. 5.1.a.

Audit Committee Notes for March 7, 2023

The Audit Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, March 7, 2023, beginning at 10:30 a.m. at the administrative office in room 036 and was broadcasted via the streaming link <https://dcccnew.swagit.com/events/16305>. This meeting was convened by Committee Chair Diana Flores.

Board Members and Officers Present

Mr. Cliff Boyd

Ms. Monica Lira Bravo

* Ms. Charletta Rogers Compton

* Ms. Diana Flores (committee chair)

Dr. Catalina Garcia

Dr. Justin H. Lonon (secretary and chancellor)

* Mr. Paul Mayer

* Denotes a committee member

Members Absent

None.

- 1. Roll Call - Announcement of a Quorum** confirmed by Trustee Flores.
- 2. Certification of Notice Posted for the Meeting** confirmed by Chancellor Justin Lonon.
- 3. Citizens Desiring to Address the Board**
None.
- 4. Committee Presentations**
 1. Internal Audit Quarterly Report - 2nd Quarter Ending February 28, 2023
Presenters: Lori Cox

Cox provided an overview of the organizational structure and the Internal Audit Department's alignment with strategic priorities of Dallas College, including fostering an equitable, diverse, and inclusive environment, and creating a high-performance work and learning culture.

Cox provided the following engagement updates.

➤ CONTINUOUS ENGAGEMENTS

Fixed Assets

Status: Completed – In Progress

Fixed asset personnel have integrated and consolidated fixed asset records and are updating policies and procedures to align with new systems. Workday workflow testing for receipt and inventory of fixed assets is in progress. Continued reviews of controls, processes, and procedures will occur throughout FY23 (including fixed asset verification - on a sample basis). IAD reviewed internal controls and processes and noted no exceptions.

Information Technology & Security

Status: Completed, Reporting in Progress

The objective of this engagement was to evaluate the College's process of compliance with the terms of software license agreements and assess if the license programs are effective. IAD noted no exceptions. IT employs numerous software management, monitoring tools and techniques to further enforce software compliance. IT is in the process of extracting information from the procurement system records to update the listing of software inventory.

Procurement

Status: Completed

The objective of this engagement was to document selected procurement processes, evaluate these processes for efficiency and effectiveness, and provide recommendations as needed for control enhancements, cost savings, and revised workflows. We noted that the procurement and approval process included extensive approvals and complex order requirements (additional reviews, signatures, and/or forms) that can create significant delays, and that the current state of the procurement process may limit quick and reasonable processing times for non-contract and contract purchases for academic, support, and operational departments of the College. IAD discussed the detailed results and recommendations with Procurement leadership. Procurement prepared an action plan to address

issues noted on the report that the action plan was under review. IAD also reviewed management's action plan to ensure alignment with WorkDay.

Trustee Flores requested that high level changes made to the process be presented to the Board, either from Internal Audit or Finance.

Safety & Security

Status: Completed, Reporting in Progress

The objective of this engagement was to evaluate the controls related to the issuance of hard (metal) keys, and keys to College fleet vehicles, to authorized personnel at all College locations. IAD noted no exceptions.

➤ AUDITS & SPECIAL REVIEWS

Dual Credit

Status: In Progress

The objectives of this review were to assess risks; review dual credit partnerships, state, federal, or accreditor guidelines for compliance and achievement of goals and objectives; and to evaluate general dual credit plans, procedures, and processes for efficiency and effectiveness. A survey of all dual credit partners was in progress and risk assessment interviews were scheduled with Dual Credit leadership.

International Student Office

Status: In Progress

The objectives of this review was to determine if internal controls governing the International Student Office operations were implemented in a manner to ensure compliance requirements and goals and objectives were achieved, to assess current risks, and to evaluate the efficiency and effectiveness of current programs, processes, and procedures.

Trustee Flores inquired of the process to ensure staff was adequately trained to stay current with compliance requirements. Dr. Joseph shared that staff must complete professional development training.

Registration and Enrollment Process Review

Status: In Progress

The objectives of this review were to examine the College registration, enrollment, and payment processes for efficiency and effectiveness. As part of the review, the IAD staff completed "secret shopper" type (anonymous) phone calls; IAD plans to discuss any issues noted with applicable College leadership. IAD also completed three student forums (one virtual and two in person); the purpose of the student forums was to

gain student's perspectives, challenges, and experiences with the registration and enrollment process. IAD scheduled two additional virtual forums, and five in-person forums, for late March.

Success Coach Program Review

Status: In Progress

The objectives of this review were to assess current risks and to evaluate the efficiency and effectiveness of the current plans, programs, processes, and procedures.

➤ OTHER SERVICES, DUTIES, & SPECIAL PROJECTS

Fraud Hotline Administration & Monitoring

Completed and On-going

IAD received six reports in the second quarter. No incidents of fraud, waste, or abuse were identified or substantiated. Reports included allegations and concerns regarding faculty credentials, student code of conduct violations, "false advertisements," and a student's account balance. In addition, two issues of spam emails (inaccurately attributed to the College) were reported. All issues were reviewed/investigated and/or referred to appropriate departments as necessary for resolution.

Special Investigations/Reviews

Status: Completed as needed/requested.

Special investigations and reviews of varied complexity were completed to address, review, or substantiate allegations; provide information; review specific controls/processes; and/or provide recommendations. A special investigation related to a Request for Bid (RFB) was completed in the second quarter; and a special investigation related to a payroll matter was in progress. Results and recommendations were, or will be, reviewed with the appropriate department leadership for appropriate action, as necessary.

Workday Implementation Participation

Status: In Progress/On-Going

WorkDay was implemented on schedule. Prior to go-live, IAD participated in the daily meetings regarding implementation and provided internal control recommendations. IAD will continue monitoring activity in the implemented modules to help ensure controls operate as intended.

Questions

Regarding Dual Credit, Trustee Garcia inquired if student grades were tracked before and after joining dual credit program and retention information for those students. Dr. Floyd, provost, shared that the college

does not review the student's grade history prior to joining the College and that students take a college assessment to identify appropriate plan and their progress is tracked after they have joined the College. Dr. Floyd also shared that a Dual Credit presentation will be provided at a later date.

Trustee Garcia inquired of the reasoning for moving the Employee Recruitment and Retention and Workforce Planning and Staffing engagements to the third quarter. Cox shared that this was at the request of the Interim Chief Human Resource Office due to timing reasons related to the implementation of WorkDay.

5. Items for Review

1. Items for Review

- a. Audit Committee Notes for December 6, 2022
No comments noted.
- b. Chancellor's Travel Report
No comments noted.

6. Executive Session

The Board adjourned for Executive Session.

7. Adjournment

The meeting adjourned at 1:47 p.m.

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