



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, February 20, 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 Tuition Rates and Fees Effective Fall 2024
2. Consideration of Approval of the Revised Audit Plan for Fiscal Year 2024
3. Consideration of Approval for an External Quality Assurance Review Professional to Perform an External Assessment of the Office of Internal Audit

*Andrew P. Hardin
Chair, Board of Trustees*

iCollin

www.collin.edu

Board of Trustees

Andrew Hardin, *Chair*

Jay Saad, *Vice Chair*

Jim Orr, *Secretary*

Raj Menon, Ph.D., *Treasurer*

Cathie Alexander

Stacy Anne Arias

J. Robert Collins, Ph.D.

Greg Gomel

Megan Wallace

District President

H. Neil Matkin, Ed.D.

3452 Spur 399

P.O. Box 8021

McKinney, Texas 75070

P | 972.758.3800

F | 972.758.3807

nmatkin@collin.edu

www.collin.edu

Collin County Community College District Board of Trustees

1. Finance and Audit Committee

February 20, 2024

Resource: Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval of Tuition Rates and Fees
Effective Fall 2024

DISCUSSION: Information regarding instructional expenses and revenue generated from tuition, fees, and state funding will be shared with the Committee. The Committee will be provided projections for instructional revenue and expenses to recommend 2024-2025 tuition rates and fees for consideration by the Board of Trustees.

Collin County Community College District Board of Trustees

2024-02-X

February 27, 2024

Resources: Melissa Irby
Chief Financial Officer

- AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval of Tuition Rates and Fees Effective Fall 2024
- DISCUSSION:** A tuition increase is being recommended this year. The Board's goal of having revenue in state appropriations, tuition, and fees to equal instructional expenses to ensure the financial stability of Collin College will not be met with the current tuition rates and fees for this year and next year.
- DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends approval of the tuition rates and fees of \$67 per credit hour for in-district residents, \$127 per credit hour for out-of-district residents, and \$202 per credit hour for out-of-state/out-of-country residents, effective Fall 2024. This is an increase of 8.1% for in-district residents, 8.5% for out-of-district residents, and 8.0% for out-of-state/out-of-country residents from the previous year.
- 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 tuition rates and fees of \$67 per credit hour for in-district residents, \$127 per credit hour for out-of-district residents, and \$202 per credit hour for out-of-state/out-of-country residents, effective Fall 2024. This is an increase in tuition."

Collin County Community College District Board of Trustees

2. Finance and Audit Committee

February 20, 2024

Resource: Ali Subhani
Director of Internal Audit

AGENDA ITEM: Consideration of Approval of the Revised Audit Plan for Fiscal Year 2024

DISCUSSION: The following projects were approved on September 19, 2023:

Audits

- Dual Credit Programs
- Promotional Items Expenditures
- Canvas Learning Management System and Honorlock
- Scholarships

Administrative Projects

- Follow-up Audits
- Issuance of the Annual Internal Audit Report
- Professional Development / Speaking Engagements / Training

Approval is requested for the following updates:

- Investigations - Conduct investigations resulting from hotline (fraud), State Auditor's Office (SAO), management, or other sources
- Small Business Development Center Grant
- Scholarships – Rollover to Fiscal Year 2025

Date: February 20, 2024

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

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

Subject: Fiscal Year 2024 - Audit Plan Approval

The Internal Audit Charter requires the Board of Trustees to approve the annual Audit Plan. The following projects were approved on September 19, 2023 :

Audits

- Dual Credit Programs
- Promotional Items Expenditures
- Canvas Learning Management System and Honorlock
- Scholarships

Administrative Projects

- Follow-up Audits
- Issuance of the Annual Internal Audit Report
- Professional Development / Speaking Engagements / Training

Approval is requested for the following updates:

- Investigations - Conduct investigations resulting from hotline (fraud), State Auditor's Office (SAO), management, or other sources.
- Small Business Development Center Grant
- Scholarships – Rollover to Fiscal Year 2025

The plan was based on the utilization of one full-time auditor.

February 27, 2024

SUBJECT

Report Out of the Finance and Audit Committee and Consideration of Approval of the Revised Audit Plan for Fiscal Year 2024

RECOMMENDATION

The District President recommends approval of the revised Audit Plan for fiscal year 2024.

The following projects were approved on September 19, 2023:

Audits

- Dual Credit Programs
- Promotional Items Expenditures
- Canvas Learning Management System and Honorlock
- Scholarships

Administrative Projects

- Follow-up Audits
- Issuance of the Annual Internal Audit Report
- Professional Development / Speaking Engagements / Training

Approval is requested for the following updates:

- Investigations - Conduct investigations resulting from hotline (fraud), State Auditor's Office (SAO), management, or other sources
- Small Business Development Center Grant
- Scholarships – Rollover to Fiscal Year 2025

The Internal Audit Charter requires the Board of Trustees to approve the annual Audit Plan.

RESOURCE PERSONNEL

Ali Subhani, Director of Internal Audit

ATTACHMENT

- A. Revised Audit Plan for fiscal year 2024

Respectfully Submitted By:



Ali Subhani
Director of Internal Audit

Collin County Community College District Board of Trustees

3. Finance and Audit Committee

February 20, 2024

Resource: Ali Subhani
Director of Internal Audit

AGENDA ITEM: Consideration of Approval for an External Quality Assurance Review Professional to Perform an External Assessment of the Office of Internal Audit

DISCUSSION: Standard 1300 – Quality Assurance and Improvement Program of the International Standards for the Professional Practice of Internal Auditing requires the Office of Internal Audit to undergo periodic external assessments.

An external evaluation aims to evaluate the Office of Internal Audit's conformance with the Standards.

To conduct an evaluation, the reviewer must have preferred competencies such as:

- Professional Certification: Certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or equivalent.
- Extensive Internal Audit Experience: A minimum of 7-10 years of progressive experience in internal auditing roles, including leadership positions.
- Audit Methodology Proficiency: Proficiency in audit methodologies such as risk-based auditing, data analytics, and process improvement techniques.
- Regulatory Compliance Knowledge: An understanding of relevant regulatory requirements and standards applicable to the District's operations.

The Executive Director of Internal Audit from Lone Star College, with over 25 years of professional experience in auditing, primarily in the higher education sector, has the competencies to lead the External Quality Assurance Review. She possesses Big Four audit firm experience working in various industries, including government, financial services, manufacturing, and retail. Additionally, she has prior Quality Assurance Review experience with Deloitte and the Texas State Technical College.

Leticia T. Charbonneau

Internal Audit Executive

Internal Audit Executive with over **25** years of audit experience primarily in the higher education sector. Possess Big Four audit firm experience working in various industries including government, financial services, manufacturing, and retail. Demonstrated skills in assessing risk, evaluating the effectiveness of internal controls, and identifying process improvement opportunities.

Experience

- 7/2014 – Present** **Lone Star College**
Executive Director, Audit and Consulting Services, The Woodlands, TX
Direct the internal audit department of a large community college system.
- Successfully rebuilt the internal audit function.
 - Provide leadership and strategic direction.
 - Oversee the completion of audits and special projects.
 - Co-facilitate initiatives related to compliance, fraud, and risks.
- 5/2008 – 7/2014** **Alamo Colleges**
Principal Auditor (Manager), San Antonio, TX
Performed internal audits for a large community college district.
- Assisted with annual risk assessment and audit plan development.
 - Conducted internal quality control procedures.
 - Assisted in preparation and managing of departmental expense budget.
- 1/2007 – 5/2008** **Deloitte & Touche, LLP**
Senior Auditor/Manager, Central TX
Conducted Enterprise Risk Services projects for various industry clients.
- Managed advisory projects, including financial and compliance audits, Sarbanes Oxley, risk assessments, and quality assurance reviews.
 - Conducted higher education Single Audit portion of external audits.
 - Demonstrated leadership in assisting Partner build Central Texas practice.
- 6/2006 – 12/2006** **Resources Global Professionals**
Associate, San Antonio, TX
Performed Sarbanes Oxley compliance testing for a large client.
- 1/2006 – 6/2006** **International Bank of Commerce**
First Vice President and Sarbanes Oxley Coordinator, Laredo, TX
Coordinated Sarbanes Oxley activities for the bank holding company.
- 11/2000 – 4/2002** **Texas State Auditor's Office**
Senior Auditor, Austin, TX
Conducted audits of state agencies and institutions of higher education.
- 1/2000 – 3/2000** **Glass and Company**
Senior Accountant, Austin, TX
Conducted external audits of banks and construction companies.
- 12/1996 – 12/1999** **The Laredo National Bank**
Senior Auditor, Laredo, TX
Conducted compliance and operational audits of bank and subsidiaries.

Education

- 1994** **Bachelor of Business Administration, Accounting**
The University of Texas at Austin

Personal Info

Address

2303 Cobblecreek DR
Conroe, TX 77384

Phone

(713) 307-2211

E-mail

LetTorres@yahoo.com

LinkedIn

www.linkedin.com/in/leticia-charbonneau

Skills

Risk Assessment
Business Process Improvement
Strategic Planning
Communication Skills
Interpersonal Skills
Problem Solving
Knowledge and practice of professional standards

Software

Microsoft 365
TeamMate
PeopleSoft
Banner

Certifications

Certified Public Accountant
Certified Internal Auditor
Certified Fraud Examiner
Certified Government Auditing Professional

Memberships

Institute of Internal Auditors
Association of College and University Auditors
Texas Association of College and University Auditors

Languages

Spanish

February 27, 2024

SUBJECT

Report Out of the Finance and Audit Committee and Consideration of Approval for an External Quality Assurance Review Professional to Perform an External Assessment of the Office of Internal Audit

RECOMMENDATION

The District President recommends approval of the candidate to perform the External Quality Assurance Review.

Standard 1300 – Quality Assurance and Improvement Program of the International Standards for the Professional Practice of Internal Auditing requires the Office of Internal Audit to undergo periodic external assessments. An external evaluation aims to evaluate the Office of Internal Audit’s conformance with the Standards. To conduct an evaluation, the reviewer must have preferred competencies such as:

- Professional Certification: Certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or equivalent.
- Extensive Internal Audit Experience: A minimum of 7-10 years of progressive experience in internal auditing roles, including leadership positions.
- Audit Methodology Proficiency: Proficiency in audit methodologies such as risk-based auditing, data analytics, and process improvement techniques.
- Regulatory Compliance Knowledge: An understanding of relevant regulatory requirements and standards applicable to the District's operations.

The Executive Director of Internal Audit from Lone Star College, with over 25 years of professional experience in auditing, primarily in the higher education sector, has the competencies to lead the External Quality Assurance Review. She possesses Big Four audit firm experience working in various industries, including government, financial services, manufacturing, and retail. Additionally, she has prior Quality Assurance Review experience with Deloitte and the Texas State Technical College.

RESOURCE PERSONNEL

Ali Subhani, Director of Internal Audit

ATTACHMENT

- A. Resume-External Quality Assurance Review Candidate

Respectfully Submitted By:



Ali Subhani
Director of Internal Audit