

**LASSEN COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AUDIT SUBCOMMITTEE MEETING
APPROVED MINUTES**

**January 12, 2010
4:30 p.m.**

1. Call to Order and Roll Call

Trustee Holybee called the meeting to order at 4:31 p.m.

Members Present: Tom Holybee and Jeff Hemphill

Members Absent: Tom Hammond

Staff Present: Dr. Houston, Julie Johnston, Dave Clausen,
David Burris, Cary Templeton, Tom Henry,

Guests Present: Rob Griffith, Nystrom & Company; Chris
Click, Trustee

2. Approval or Deletions to Agenda

A Motion was made by Trustee Hemphill, seconded by Trustee Holybee, and carried unanimously to approve the agenda as presented.

3. Call for Requests from the Audience to Speak to any Item on the Agenda

None

4. Approval of January 13, 2009 Minutes

A Motion was made by Trustee Hemphill, seconded by Trustee Holybee, and carried unanimously to approve the January 13, 2009 Minutes as presented.

5. Discussion Agenda:

- Review of Final 08-09 Audit Report – Dr. Houston stated to those present that he had asked staff to make a presentation to the Audit Committee and expressed his appreciation to Nystrom & Company for working so closely with the college and being so responsive. Dr. Houston further stated he feels the audit is an accurate review of our controls. Dr. Houston further expressed his appreciation to Dave Clausen and the staff who worked so closely with Nystrom on the completion of the audit.

Dave Clausen, Comptroller, presented a Summary of the Audit Findings (attached). Mr. Clausen stated he came in after the year end and saw the audit recommendations from Michele McClowry, (Contract) who had been working with David Burris, Interim Dean Of Administrative Services, and Nystrom on the preliminary audit findings. Mr. Clausen reported especially of note is the fact that all findings from prior years were corrected by the district and cleared by the Auditors. Mr. Clausen stated the staff did an excellent job of pulling paperwork together for the audit team and further stated he is planning a meeting with the staff after the audit is approved to review findings and discuss various topics related to future audit work.

Rob Griffith of Nystrom & Company commended Dave Clausen and Dr. Houston on the college's work on the audit stating that the staff currently in place really did well.

Dr. Houston finished by stating to the Audit Committee members Present that he believes the Audit Committee should meet monthly until the current recommendations/findings are cleared. This will also allow the Committee members to receive monthly updates on the controls in place.

Trustee Holybee stated he believes the Audit Committee needs meetings on a more regular basis.

It was agreed that Audit Committee Meetings would be scheduled prior to the February and March regular board meetings.

6. Comments from the Audience

Trustee Chris Click asked regarding the third party opinion on the Financial Statement regarding the co-generation plant. Dave Clausen responded they are planning on clearing this item before the end of February.

Special Trustee Tom Henry gave complements to staff, Dr. Houston and the Board stating that to receive an audit without any material weaknesses is unusual as there will always be findings of some variety.

7. Other

None

8. Adjournment

The Audit Sub-Committee Meeting adjourned at 4:52 p.m.