Greenville
TECHNICAL COLLEGE

Audit Committee Retreat
Meeting Minutes

Tuesday, February 17, 2026
Barton Campus, Paul & Ann Batson Executive Boardroom, Room 134

Members Present
Hunter Howard
Paul Batson
Tom Britt, Chair

Members Absent
Ray Lattimore

Staff Present
Artie Hammond
George Abraham
Julie Eddy
Dr. Larry Miller, President

Guests Present

Call to Order
Chair Tom Britt called the Audit Committee Retreat meeting to order at 12:46 p.m. and welcomed committee members and staff. He confirmed that the press had been notified in accordance with the Freedom of Information Act and that the meeting agenda had been publicly posted on the Greenville Technical College website. A quorum was present.

Approval of Minutes
A motion to approve the January 21, 2026, minutes was made by Mr. Paul Batson and seconded by Mr. Hunter Howard. The motion was unanimously approved.

OIT Infrastructure Update
Mr. George Abraham presented critical infrastructure risks associated with the current colleague ERP system, which has passed its useful life. Three options evaluated: hardware replacement, private cloud migration, or a hybrid data center approach. Private cloud migration was identified as the preferred solution despite higher costs. Third-party consultant evaluation is needed. Infrastructure is identified as the most highly prioritized institutional risk.

Internal Audit Workshop
Mr. Artie Hammond presented a PowerPoint on the Global Internal Audit Standards. Reviewed the Institute of Internal Auditors' global standards, focusing on audit committee involvement. Established the audit committee's role in authorizing, positioning itself independently, and overseeing the internal

audit function. Discussed reporting structure with Chief Audit Executive reporting to Chief of Staff, with a dotted line to the audit committee. Addressed independence requirements and escalation procedures for sensitive matters. The standards include three main principles relevant to audit committee involvement:

- Principle 6: The audit committee establishes, approves, and supports the mandate of the internal audit function
- Principle 7: The audit committee establishes and protects internal audit functions independence and qualifications
- Principle 8: The audit committee oversees the internal audit function and ensures the function's effectiveness

Internal Audit Charter and Mandate
Mr. Hammond presented the Internal Audit Charter and Mandate. The charter was developed in accordance with the Institute of Internal Auditors' global standards. It includes the purpose and mandate of the internal audit function. A key component discussed was the mandate, issued directly by the audit committee, and granting the internal audit function its authority. The mandate authorizes internal audit to have full and unrestricted access to all functions, data, records, information, physical property, and personnel needed to carry out audit responsibilities. A discussion was held on adding requirements for confidentiality agreements. The charter also establishes the organizational independence of the internal audit function, with the Chief Audit Executive reporting to the chief of staff with a dotted line to the audit committee. This reporting structure is designed to provide organizational authority and support the auditor's ability to maintain objectivity.

Mr. Hunter Howard motioned to adopt the Internal Audit Charter and Mandate as presented with agreed-upon changes and seconded by Mr. Paul Batson.

Internal Audit Strategy
Mr. Hammond discussed a three-year strategic plan with seven key objectives. Established performance measurement framework and roadmap. Year 1 focuses on standards compliance, Year 2 on external validation, and Years 3-5 on full quality assessment review.

Mr. Batson made a motion to approve the Internal Audit Strategy with no changes, and seconded by Mr. Howard.

Communication Matrix
Mr. Hammond presented a detailed matrix organizing required communications between the Chief Audit Executive and the committee. Annual reporting requirements for independence, ethics, risk assessment, and audit results were discussed.

Impairment of Independence or Objectivity
Mr. Hammond presented a methodology document outlining the steps internal audit would take if there were suspected impairments of independence or objectivity, whether in fact or in appearance. This methodology serves as a standard operating procedure for the internal audit function on how to report impairments and when to report them. The methodology requires annual attestations of independence and objectivity from all auditors. A new form was created specifically to track and prove compliance with independence requirements. All auditors, including the Chief Audit Executive, must complete

annual sign-offs regarding impairment of independence and objectivity, and these forms will be maintained in personnel files. The Chief Audit Executive must report annually on any impairments, or sooner if necessary.

Position Description and Professional Development

Mr. Hammond discussed the updated Chief Audit Executive position description, including percentage-time allocations. Expected to complete a minimum of 40 hours of continuing professional education (CPE) annually. CAE is interested in pursuing the Institute of Internal Auditors CIA designation/credential. Defined competency areas, including federal grants, cybersecurity, and compliance.

2026 Risk Assessment and Audit Plan

Mr. Hammond presented on a questionnaire that was sent to over 30 auditable areas across the college's five divisions to determine the top risk areas. The top risk areas identified were payroll, Greenville Tech Foundation, and financial aid. Roughly short 3,700 hours for the 2026 Audit Plan, which equates to approximately 2.5 full-time employee (FTE) positions. The detailed audit plan includes carryovers from 2024 and 2025, annual required audits, and the monthly financial aid compliance audits.

Mr. Batson motioned to adopt the 2026 Audit Plan as presented with agreed-upon changes and seconded by Mr. Howard.

Executive Session

Mr. Batson motioned to move into executive session to discuss a personnel matter, and Mr. Howard seconded the motion. The motion carried at 4:02 p.m.

Mr. Batson noted the committee exited executive session at 4:05 p.m. with no action taken, and Mr. Howard seconded.

Adjourn

With no other business to discuss, Mr. Batson adjourned the meeting at 4:06 p.m., and Mr. Howard seconded.