

**Louisiana Community and Technical College System
Audit Committee Meeting**

**March 10, 2004
8:00 a.m.**

**Baton Rouge Community College
The Louisiana Building, Room 318**

MINUTES

1. Call to Order by the Committee Chair

Chair Stephen Smith called the Audit Committee meeting to order at 8:03 a.m.

The following Audit Committee members were present:

Steve Smith, Chair
Gibson Chigbu
Ava Dejoie (arrived at 8:40 a.m.)
Mike Stone, Vice Chair (arrived at 8:40 a.m.)
Nicholas Trist, Vice Chair

Other Board members present included:

Ann Knapp
Kathy Sellers Johnson
Angela Stanley

Also present for the meeting were:

Dr. Walter Bumphus
Dr. Margaret Montgomery Richard, Chancellor, LTC
Allen Brown, Internal Auditor, LCTCS
Michael LaCour, Internal Audit Manager, LCTCS
Alanna Davis, Office of Legislative Auditors

2. Update from Allen Brown on Current Audit Work
a. Student Data Work

i. Progress – (draft findings sent to campuses for response)

Mr. Allen Brown reported on the progress of the audit project currently being conducted on the Louisiana Technical College (LTC) campuses regarding student data. He stated that the audit reports are being completed and the findings will be sent out this week to the individual campuses.

Mr. Brown distributed a copy of LSA-R.S. 17:2005 which mandates that the LCTCS “shall develop guidelines for and publish an annual report detailing information pertaining to each of the postsecondary vocational-technical schools”, and will include 10 specific items related to each school. He indicated that the report will not be complete until the LTC has completed their portion of the report, and it will not be submitted to the Legislature until it is complete. He noted that no deadline exists for submission of the report.

Mr. Brown discussed the problems they are experiencing in obtaining accurate data from the LTC institutions. He reported that training workshops will soon take place with LTC “designated reporters of information” from each campus/district. He added that Chancellor Montgomery-Richard has assured the attendance of the reporters at the training workshops.

Supervisor Trist recommended that each campus Dean and district Vice Chancellor/Provost be included in the training since ultimately they are the ones that will be held responsible for the accuracy of the data reported.

Chair Smith stated the suggestions made regarding this issue:

- 1) Designated individual will report data from each LTC campus;
- 2) Deans and Vice Chancellors/Provost should be included in the training sessions.

- ii. Draft of suggested changes to law given to Senator Dardenne – copies for the audit committee

Mr. Brown discussed the proposed changes to LSA-R.S. 17:2005 that have been submitted to Senator Dardenne for consideration. Copies of the law were provided to Committee members. Proposed changes were noted in red. Mr. Brown reported that he had discussed all the proposed changes with Senator Dardenne and the Senator stated he did not think there would be a problem in getting the changes approved.

b. Questions from Committee

Supervisor Chigbu asked for clarification on the definition of “placement”. Mr. Brown stated that “placement” refers to a student who has been placed in a job, regardless of whether or not it relates to the field of study.

Committee members discussed at length the implications of reporting data to the State in relation to funding, and also enrollment figures.

3. Work scheduled for the remainder of the fiscal year based on Board approved plan.

Mr. Brown stated that the next work scheduled for the auditors will involve Perkins and TANF funds. He indicated that the auditors will review the TANF contract with regarding to tuition reimbursement information and student eligibility compliance.

Regarding Perkins, the salaries, contracts and budgets will be reviewed.

The timetable for completion of this project is mid May 2004.

Mr. Smith stated that the second work item to be addressed is the time and attendance of elected officials at all levels.

4. LTC contract with Bruno & Tervalon for Pell work.

Dr. Margaret Montgomery-Richard, Chancellor, Louisiana Technical College, addressed the Committee to discuss the LTC contract with Bruno & Tervalon. She stated that the CPA firm, Bruno & Tervalon, had been contracted by the LTC to test the Pell program and to implement processes and procedures related to financial aide reimbursement. She voiced her concern that the LTC may lose their funding if the current situation is not corrected. She stated that the contract is still “in the works”.

Supervisor Chigbu disclosed to the Audit Committee that he is connected to Bruno & Tervalon, through his personal business, and recused himself from any action regarding the firm.

5. Mailing of survey to plan for 2004-2005

Mr. Brown indicated that a survey will be mailed out to the members of the LCTCS Board of Supervisors, the LCTCS President, Chancellors and Vice Chancellors/Provosts for their input of items to be addressed in fiscal year 2004-2005.

6. Legislative Auditor and Internal Audit distribution list – update

Mr. Brown indicated that currently, Supervisors Knapp, McCotter and Chigbu receive copies of all audit reports. He added that Board Chair Knapp and Audit Committee Chair Smith currently receive the Internal Audit reports. He asked Committee members their preference on receiving these reports. Supervisor Chigbu asked to be included to receive the audit reports. It was further determined that all Board members would receive a “summary audit report”.

Supervisor Knapp indicated that she would like to receive her reports electronically.

7. Other Business

No other business was addressed.

8. Adjournment

There being no further business to come before the Audit Committee, on motion of Supervisor Chigbu, seconded by Supervisor Trist, the Audit Committee meeting adjourned at 8:48 a.m.

Draft minutes submitted by Bonni Blouin – 3/15/04