

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

**Wednesday, September 8, 2004  
2:30 p.m.**

**LCTCS System Office  
2<sup>nd</sup> Floor Conference Room**

**MINUTES**

**1. Call to order by committee chair**

Mr. Nick Trist, Chair, Audit Committee called the meeting to order at 2:35 p.m.

Ms. Bonni Blouin, Coordinator of Board Services, called roll and a quorum was established. The following committee members were in attendance: Nick Trist, Chair, Ann Knapp and Stevie Smith. Also in attendance at the meeting were: Jan Jackson, Senior Vice President for Finance and Administration, Allen Brown, Director of Internal Audit, Michael LaCour, Internal Audit Manager and Howard Karlton, Director of Fiscal Affairs.

**2. Update on current work by Allen Brown**

Mr. Allen Brown provided updates on current work being conducted by the Office of Internal Audit.

**a. Carl Perkins Funds – System Office**

Mr. Allen Brown indicated that basically all campus reviews have been completed and the review of the System Office is currently under review. There were approximately four (4) findings in the System Office and responses to the finding should be submitted within ten (10) days.

**b. Time & Attendance - Employees who are also elected officials**

Mr. Brown stated that the review of time and attendance as it relates to elected officials has been completed at Bossier Parish Community College. The review for Nunez Community College should be completed by next week. Delgado Community College, Baton Rouge Community College, Louisiana Technical College-Baton Rouge Campus and Florida Parishes are near completion as well.

Mr. Brown stated that there are twenty-one (21) elected officials within the Louisiana Community and Technical College System (LCTCS).

Mr. Brown asked Committee members for their thoughts regarding a meeting that was scheduled with Mr. Tommy Wright. Mr. Wright cancelled the scheduled meeting and indicated that he would not reschedule the meeting because he was going to litigate. Mr. Wright is currently on administrative leave.

Mr. Brown asked Committee members if he should attempt to reschedule the meeting with Mr. Wright. He stated that the meeting was not necessary to go forward with the work, but Mr. Wright may be needed for questioning if any potential findings arise. Mr. Brown suggested that he make an attempt to contact Mr. Wright, if it becomes necessary, in order to give him the opportunity to respond to any questions that may arise.

Mr. Brown concluded that reports will be provided, by campus, once they have been completed.

**c. PeopleSoft follow-up survey**

Mr. Brown indicated that a follow-up survey on PeopleSoft had been conducted. He stated that approximately 90 responses were received on the initial survey and approximately 65 have been received on the follow-up survey. The findings will be compiled and a comparison report will be provided.

**d. Student Data**

Mr. Brown reported that the training meeting, for employees who submit student data, at the LCTCS Conference Day was completely filled. Additional training sessions are scheduled for Monroe for campuses in North Louisiana, Lafayette and another session in Baton Rouge. All individuals who are responsible for preparing the student data report, and the campus dean, are required to attend the training session.

Supervisor Smith questioned whether follow up is being conducted on the audit findings submitted in the recent Internal Audit report which indicated that several campuses were unable to audit due to unavailable information.

Mr. Brown stated that all the campuses that experienced a finding have responded. He added that a follow-up has not been done at this time, but those campuses that experienced problems will again be on the list for future review.

**e. Business Processes**

Mr. Brown stated that various business processes will be reviewed at campuses that have requested it. The Book Store at Nunez Community

College and every area on campus that receives cash will be reviewed. This process will be done at various campuses throughout the state.

The grading process will be reviewed system-wide. Credentials of faculty will also be reviewed.

**f. Incumbent Worker Training Program (data gathering only)**

Mr. Brown stated that no work has been done on the Incumbent Worker Training Program, but data has been gathered in preparation for beginning this project.

**3. Other audits**

**a. Teacher Retirement Audit of LTC**

The Teacher Retirement System conducted an audit of the Louisiana Technical College (LTC) for 2001-2002 and 2003. Many findings resulted and the audit concluded that the LTC owes the Teacher Retirement System \$126,000 plus interest from the three years audited. Lengthy discussion followed.

**b. Pell Review for LTC (Bruno & Tervalon. LLP)**

Bruno & Tervalon conducted a review of the Pell Grant program for 2003. Two campuses from each district (one large and one small campus), plus one, were reviewed. Mr. Brown indicated that many finding occurred related to inconsistencies in reporting.

Supervisor Smith clarified that this was an “in-house” review and not one conducted by the federal government.

**4. Other business**

The Annual Financial Report (AFR) is due on September 10, 2004. Mr. Karlton indicated that, as of yesterday (September 7<sup>th</sup>), all reports are in. He stated that the LTC was the last to report. Mr. Karlton indicated that it was doubtful that the report would be submitted by the deadline because of the lateness that information was received and errors that were discovered on that information.

Mr. Brown indicated that the Legislative Auditors have written up the LCTCS for the last three years for not providing the AFR by the deadline. Lengthy discussion followed regarding the circumstances that may occur due to not meeting the stated deadline.

Mr. Brown provided a list reporting Notifications of Misappropriations for 2003-2004. Baton Rouge Community College and Nunez Community College have not submitted a report.

**APPROVED MINUTES – 10/13/04**

Supervisor Smith questioned the information provided to Supervisor Chigbu by Mr. Leo Hamilton. He indicated that Supervisor Chigbu questioned some of the figures that were submitted in the report.

Mr. Brown responded that Supervisor Chigbu asked that the figures submitted in the minority report be recalculated to remove women businesses from the figures. Lengthy discussion followed regarding this issue.

There being no further business to come before the Audit Committee, the meeting adjourned at 3:06 p.m.