

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

**June 10, 2009  
8:00 a.m.**

**Board Ante-Room**

**MINUTES**

**1. Call to Order by Committee Chair – Keith Gamble**

Keith Gamble, Chair, Audit Committee, called the meeting to order at 8:03 a.m.

**2. Roll Call**

Bonni Blouin, Coordinator of Board Services, called roll and a quorum was established.

The following Audit Committee members were present: Helen Carter, Keith Gamble, Kathy Sellers Johnson, Vincent St. Blanc, III and Stevie Smith, Ex-Officio.

Audit Committee members Mickey Murphy, Dan Packer and Deni Taylor were unable to attend the meeting.

Supervisor Brett Mellington was also present for the meeting.

Also attending the meeting were LCTCS staff Dr. Joe May, Jan Jackson, Allen Brown, John Paul Domiano, Shannon Sedberry and Reba Poulson. Newly selected student representatives to the board, Jared Hauge and Scott Dubois attended the meeting. Misty O'Connell, Baton Rouge Community College and Alanna Davis, Legislative Auditor, were also in attendance.

**3. Update on Community College Survey Work– Allen Brown**

Allen Brown, Director of Internal Audit, provided an update on the survey work currently being conducted on community colleges. Mr. Brown stated that Dr. May had requested the survey work on enrollment. He noted that there are four (4) aspects of the work: 1) staff and admissions: what we do and how we do it; 2) students currently enrolled: ask about enrollment process. Approximately 900 students were surveyed; 3) surveyed by phone students who registered but did not enroll. 200 students were surveyed; 4) surveyed 140 students who enrolled and withdrew before 14<sup>th</sup> class day. Data has been collected and will be accumulated. A report will be available in 3-4 weeks.

#### **4. Recommendations for the 2009-2010 Audit Plan**

Allen Brown presented the recommendations for the 2009-2010 Audit Plan and reviewed each item with the Committee. A handout was distributed.

##### **Proposed 2009-2010 Audit Plan** (Numbered for reference only; not in priority)

###### **1. Student Data (required by law)**

Mr. Brown stated that this information is required by law and an audit is conducted each year on 1/3 of the LCTCS campuses. Mr. Brown noted that this information is available on disk for anyone who would like a copy.

###### **2. Elected officials (Board request)**

Mr. Brown stated that the number of elected officials is approximately 22. This audit consists of determining that LCTCS employees are following proper protocol (i.e., leave, etc.).

###### **3. Carl Perkins Fiscal Monitoring (federal guidelines)**

Mr. Brown stated that an audit is conducted each year on the Carl Perkins program. He noted that the LCTCS institutions continue to improve in regards to the distribution of funds.

###### **4. Review of all foundations associated with our colleges to determine compliance with Board policy and state law. (Supervisor Packer request)**

Mr. Brown stated that Supervisor Packer requested an audit to review all foundations associated with the LCTCS to determine compliance with Board policy and state law.

Dr. May stated that the LCTCS is beginning to see growth in the foundations and auditing of these organizations is critical to determine that they are not engaging in inappropriate behavior. He added that he would be working to revise chancellor and regional director annual evaluations to include accountability over foundations and increased transparency. He noted that it is not about how they spend the money, but if they are raising money. He stated that he will present the revised evaluation process to the Board for approval.

Supervisor Smith requested a list of the current foundations.

Shannon Sedberry noted that a list of the foundations is included in the recent audit report.

Dr. May suggested having Leah Goss provide a report on the current foundations. He added that they are carving the System Foundation to allow the LTC campuses to place contributions in the System Foundation. The system allows total transparency and allows campuses to track their contributions. He further stated that cooperative endeavor agreements with the System are encouraged and this will be an ultimate area of accountability.

Dr. May again stated that he would ask Leah Goss to provide an update.

**5. LTC Bank Reconciliations**

**a. Review for timeliness only**

Mr. Brown stated that bank reconciliations of the LTC campuses were conducted through the end of the fiscal year. He added that spot checking will continue to ensure that the bank reconciliations are being done correctly.

**6. Review of the LTC Student Enrollment System (SES)**

- a. SES has now been used since the fall of 2008**
- b. The purpose of our review is to determine if SES can be reconciled to PeopleSoft within a reasonable time frame.**

Mr. Brown stated that the controls built into SES will be reviewed.

**7. Pell Program – sample of community colleges and LTC campuses**

**a. Review for compliance with federal guidelines**

Mr. Brown stated that compliance work of the Pell program will be conducted.

**8. Purchase order analysis**

- a. Review of purchase orders for colleges using PeopleSoft. Examining for split purchases and duplicate payments.**

**9. Special request by Chancellor Miller – SOWELA**

Mr. Brown stated that Chancellor Miller requested an audit of the Culinary Program at SOWELA.

**10. Review of use of academic excellence and technology fees**

- a. Review for compliance**

**11. LTC student and staff enrollment survey**

Mr. Brown provided some of the questions that students were asked.

Supervisor Mellington asked if this process could be implemented into the enrollment process.

Dr. May responded that currently there is no way to track this but it is something that could be tracked with the new Student Information System (SIS).

**12. Other special projects that may arise**

Mr. Brown distributed a document providing information on the distribution of Pell grant funds. The document showed Fall 2008 enrollment numbers, credit students (eliminating dual enrollment high school students and prisoners), the students enrolled on Pell with the resulting percentage. He noted that students who are not eligible for Pell were not removed. He stated this number is related to tuition. (Part-time students are not eligible for Pell).

Committee members discussed the information provided.

Supervisor Johnson asked whether professional development/training on Pell requirements/qualifications would be in order for those advising students so they are more aware and have the knowledge needed to assist students.

Dr. May responded that part of the reason for obtaining this information is to address that issue. He added that he will review an evidence based evaluation model for chancellors/regional directors at the upcoming planning workshops in August and September. He stated that the new evaluation model will have this component and will hold chancellors/regional directors accountable for numbers. He further stated that training would be provided.

**On motion of Supervisor Smith, seconded by Supervisor Carter, the Audit Committee approved the proposed Audit Plan for 2009-2010. The motion carried.**

Committee members commended Mr. Brown on the job that he is doing and all that he has accomplished.

Mr. Brown acknowledged his staff for their work and expressed his thanks.

Dr. May provided a brief update. He stated that the "Friday Morning Conference Call" is now being posted at the capitol so official updates can be provided. This action is being taken in compliance with the Open Meetings Law.

Dr. May noted that a press conference will be held today with Mayor Kip Holden and efforts continue to address the budget issue and how the LCTCS can be treated differently in relation to budget cuts. He stated that Reduction in Force notices will be sent out to all System employees to notify them of the possibility of a Reduction in Force plan. He noted that a Reduction in Force plan does require board approval and

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stated that an emergency Executive Committee meeting may be required to handle the acceptance of a system-wide Reduction in Force plan. He added that action would need to be taken immediately upon the legislative approval of the budget.

**There being no further business to come before the Audit Committee, on motion of Supervisor Smith, seconded by Supervisor Carter, the Audit Committee adjourned at 9:00 a.m.**