



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

May 2, 2008

Dr. Thomas Williams, Interim President
Craven Community College
800 Colledge Court
New Bern, NC 28562

Dear Dr. Williams:

Enclosed is the report of audit findings from the recent audit conducted at Craven Community College. There were no audit exceptions or areas of concern identified for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures reviewed.

I commend you and your staff for the excellent manner in which you followed record keeping procedures prescribed by the State Board of Community Colleges for the review period Spring Semester 2006 through Spring Semester 2007. Thank you for cooperating with the System Office Audit Services staff during the performance of the audit.

Sincerely,

Fred G. Williams
Executive Vice President

Enclosure

c: Mr. Daniel Pritchett, Chair, Board of Trustees
Ms. Hilda Pinnix-Ragland, Chair, State Board of Community Colleges
Members, State Board of Community Colleges
Dr. R. Scott Ralls, System President
Mr. Leslie W. Merritt, Jr., State Auditor
Ms. Jennifer Haygood, Fiscal Analyst
Mr. David McCoy, State Budget Officer
Community College Presidents
System Office Vice Presidents

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North Carolina Community College System

Audit Findings for Craven Community College Spring Semester 2006 – Spring Semester 2007

An audit was conducted at Craven Community College by the System Office Audit Services staff on the maintenance of records and the reporting of student membership hours as well as certain college procedures for Spring Semester 2006 through Spring Semester 2007.

The scope of the audit included a pre-audit review of selected records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the period covered by the audit. Based on the pre-audit review, certain class reports were identified for further study. The following audit tests were conducted regarding the ICRs: (1) a statistically valid sample of attendance records and supporting documentation for student membership hour reporting was reviewed; (2) student registration and student receipt information were reviewed for selected programs; (3) college personnel were interviewed regarding student reporting; (4) certain college reporting procedures and practices were reviewed to assure compliance with the North Carolina Administrative Code; (5) selected program classification reviews and class visits were conducted; and (6) the college's accountability and credibility plan was reviewed.

Class visits are conducted on a random basis throughout the year, and a summary of these visits will be forwarded to the college at the end of the fiscal year. If concerns are noted which result from these visits, the college will be immediately notified. Program reviews/class visits conducted for the current fiscal year to date are listed in the Attachment.

Based on the site review, no audit exceptions or areas of concern were identified. The college personnel responsible for adherence to NC General Statutes and the North Carolina Administrative Code as well as State Board of Community Colleges requirements and the maintenance of both curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems.

The cooperation of the president and staff during the course of the audit was appreciated.

SUBMITTED BY: Jim Benton
Audit Dates: March 14, 2008-April 9, 2008

ATTACHMENT

Craven Community College SUMMARY OF CLASS VISITS FOR FY 2007 – 2008

CURRICULUM

<u>Course Prefix and Number</u>	<u>Instructor</u>	<u>Location</u>	<u>Date of Visit</u>	<u>Students Enrolled</u>	<u>Attendance at Time of Visit</u>
AVI-250-HEB	D. Shelton	Havelock Campus	3/31/08	14	14
MAT-080-HEB	C. Lancaster	Havelock Campus	4/3/08	19	7
PSY-150-HE1	D. Kelly	Havelock Campus	4/3/08	9	<u>8</u>
Total CURRICULUM Class Visits/Program Reviews to Date:					3

CONTINUING EDUCATION

<u>Course Prefix and Number</u>	<u>Instructor</u>	<u>Location</u>	<u>Date of Visit</u>	<u>Students Enrolled</u>	<u>Attendance at Time of Visit</u>
BSP-P2000	H. Humphrey	Craven Corr Inst	4/1/08	35	10
BSP-2000	N. King	Main Campus	4/1/08	18	3
CAS-3120	V. Murphy	Bender Bldg.	4/3/08	6	4
CJC-3952	H. Sadler	Bender Bldg.	4/3/08	15	15
EKG-7018	M. Johnson	Bender Bldg.	4/3/08	7	4
HOR-P7058	C. Schoch	Craven Corr Inst	4/1/08	14	13
MUS-8614	H. Sanders	Main Campus	3/31/08	10	4
PRE-7088	D. Barnett	Main Campus	3/31/08	3	3
PTH-3000	B. Dixon	Havelock Campus	4/3/08	6	6
OWEL-7051	E. Braddy	Main Campus	3/31/08	3	<u>3</u>
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					10