



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 5, 2008

Dr. Larry Keen, President
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, North Carolina 28303-0236

Dear Dr. Keen:

Enclosed is the final audit report of findings from the recent audit conducted at Fayetteville Technical Community College. The college response dated January 30, 2008, provided supportive documentation which was incorporated into the report. As a result, 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: Dr. Marye J. Jefferies, Chair, Board of Trustees
- Ms. Hilda Pinnix-Ragland, Chair, State Board of Community Colleges
- Members, State Board of Community Colleges
- Mr. H. Martin Lancaster, 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

North Carolina Community College System

Audit Findings for Fayetteville Technical Community College Spring Semester 2006– Spring Semester 2007

An audit was conducted at Fayetteville Technical 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 the North Carolina Administrative Code 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: Elizabeth C. Self
Audit Dates: November 15 – December 17, 2007

ATTACHMENT

Fayetteville Technical 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>
BIO 163 0002	G. Godwin	Main Campus	12/10/07	19	4 *1
HEA 112 0001	H. Small	Main Campus	12/10/07	13	3
RAD 110 0001	A. McKnight	Main Campus	12/10/07	26	<u>24</u>
Total CURRICULUM Class Visits/Program Reviews to Date:					3

*1 Visited classes during finals week, several students had completed class requirements and had left the classroom. The instructors were in the classrooms as appropriate.

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 2000	Buskey	Cumberland Cnty Detention Cntr	12/18/07	14	9
CAR 3112b	G. Hall	Main Campus Ctr for Business	12/05/07	12	8
CAS 3120SS	B. Whitney		12/10/07	16	16
CJC 5060AA	M. Honeycutt	BSDC Ft. Bragg	11/15/07	6	5
COS 3101A	J. Salisbury	Sheriff's firing Range	11/15/07	4	3
EDU 3002	V. O'Brien	Pleasure Nail Academy	11/15/07	23	29
ELN 3006E	A. Durham	Main Campus CE Cntr	12/05/07	13	7
EMS 3044A	J. McKenzie	Spring Lake Center	11/15/07	12	7
NUR 3242A	M. Britt	Main Campus CE Cntr	12/05/07	3	3 *1
NUR 3243C	M. Ogg	Main Campus CE Cntr	12/05/07	6	5
WLD 3106B	D. Baker	Spring Lake Center	11/15/07	9	<u>8</u>
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					11

*1 Instructors and student were on break.