



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. Martin Lancaster, President

October 4, 2007

Dr. Charles V. Chrestman, President
Robeson Community College
PO Box 1420
Lumberton, NC 28359

Dear Dr. Chrestman:

Enclosed is the report of audit findings from the recent audit conducted at Robeson 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. George D. Regan, 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

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North Carolina Community College System

Audit Findings for Robeson Community College Spring Semester 2006 - Spring Semester 2007

An audit was conducted at Robeson 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: Anne O. Miller
Audit Dates: August 14 - September 6, 2007

ATTACHMENT

Robeson 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>
AHR P 111 A1	D. McDuffie	Lumberton Correctional.	8/30/07	19	19
CAR P 113 C1	D. Sampson	Lumberton Correctional	8/30/07	22	21
ELC P 113 E1	J.D. Revels	Lumberton Correctional	8/30/07	16	<u>15</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 2000 ABE	T. Chavis	Main Campus 1202	8/14/07	20	13
BSP 2000 CED	R. Williams	Main Campus 1236	8/14/07	27	27
BSP J 2000 ABE	V. Allen	Robeson Co. Jail	8/30/07	10	7
BSP J 2000 GED	W. Mayes	Robeson Co. Jail	8/30/07	10	7
BSP P 2000 GED	T. Billings	Robeson Correctional	8/28/07	4	3
BSP P 2000 ABE	J. Burns	Lumberton Correctional	8/30/07	23	21
BSP P 2000 GED	N. Freeman	Lumberton Correctional	8/30/07	19	18
BSP P 2000 ABE	W. Taylor	Robeson Correctional	8/28/07	10	5
BSP P 2000 ESL	R. Villalobos	Lumberton Correctional	8/30/07	21	20
HEO 3100	J. Linsay	Com Tech-on site	8/30/07	6	6
HOR P 3307	J. McPherson	Lumberton Correctional	8/30/07	25	<u>16</u>
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					11