

**BOARD OF TRUSTEES AUDIT COMMITTEE MEETING  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL**

**District Office  
1601 South Lamar Street  
Dallas, TX 75215  
Lower Level, Room 007  
Tuesday, April 3, 2012  
3:00PM**

**Agenda**

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|--|---------------------|
| I. Certification of posting of notice of meeting   | Dr. Wright Lassiter |
| II. 2 <sup>nd</sup> Quarter Report from Internal Audit<br><b>Committee Action:</b> Review as required by Board Policy<br>CDC (LOCAL) | Rafael Godinez      |
| III. Review of Chancellor's Travel<br><b>Committee Action:</b> No action required  | Susan Hall          |
| IV. Actions taken in response to the external audit report<br>presented on December 20, 2011   | Ed DesPlas          |
| V. Executive session   |                     |

The Board may conduct an executive session as authorized under §551.074 of the Texas Government Code to deliberate on personnel matters.

As provided by §551.072 of the Texas Government Code, the Board of Trustees may conduct an executive session to deliberate regarding real property since open deliberation would have a detrimental effect upon negotiations with a third person.

The Board may conduct an executive session under §551.071 of the Texas Government Code to seek the advice of its attorney and/or on a matter in which the duty of the attorneys under the Rules of Professional Conduct clearly conflict with the Open Meetings Act. The Board may seek or receive its attorney's advice on other legal matters during this executive session, including a date for the District's

general election for trustees.

VI. Adjournment

**CERTIFICATION OF NOTICE POSTED  
FOR THE APRIL 3, 2012  
AUDIT COMMITTEE MEETING OF THE  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 30<sup>th</sup> of March 2012, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 30<sup>th</sup> of March 2012, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen, Sr. Courts Building, all as required by the Texas Government Code §551.054.



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Wright L. Lassiter, Jr., Secretary

**TO:** Audit Committee of the Board of Trustees

**FROM:** Rafael J. Godinez, CPA

**DATE:** March 8, 2012

**RE:** Quarterly Summary of Activities  
For the 2<sup>nd</sup> Quarter Ended February 29, 2012

The following is a summary of activities by the DCCCD Internal Audit Department since the Audit Committee meeting of December 20, 2011.

### **AUDITS COMPLETED – Reports Issued**

#### **- Colleague Application Security – Disbursements**

The District utilizes the Datatel Colleague software to process purchasing, receiving and accounts payable related transactions (disbursements cycle). The purpose of this audit was to ensure that update access to the disbursement cycle screens have been appropriately assigned to individuals and that this access did not conflict with established controls and segregation of duties. As of the audit date, there were 753 users with update access to one or more of eleven applicable disbursement screens. The user access was compared to the “Screen Control Matrix” to determine if any conflict in access existed. Only one user was identified as having a conflict in access to both purchase order maintenance and voucher maintenance. Access to the purchase order maintenance screen was removed. No other exceptions were noted.

#### **- Texas Workforce Commission CLAM – El Centro, Bill J. Priest Campus**

The Bill J Priest Campus of El Centro College received a training grant from the Texas Workforce Commission – Consortium for Logistics, Aerospace & Manufacturing (CLAM). The grant’s purpose is to provide training on the implementation of LEAN practices in the operations of participating partner businesses. The objective of the audit was to determine compliance with District policies and procedures, and compliance with grant provisions and applicable Federal OMB Circulars. No exceptions were noted during the course of this audit.

#### **- Financial Aid, Employees; and Tuition/Education Enhancement Program**

District employees who are enrolled in college level courses and meet eligibility to receive Federal financial assistance (financial aid), are processed through the same student financial aid system as all other students. In addition, the District provides opportunities for full-time and limited full-time employees to enroll in courses at no cost through the Tuition/Educational Enhancement program. This program

limits employee enrollment to two credit courses per semester, and they are expected to schedule classes before or after normal work hours.

The objective of the audit was to determine that employees receiving Federal financial assistance met all eligibility requirements, their awards were in line with their need, and they were processed in the same manner as all other students attending the District colleges. For the period under audit, there were 50 full-time and 250 part-time employees receiving financial aid. Also, 86 employees received tuition waivers for credit and noncredit courses. No exceptions were noted regarding employees receiving financial aid. For employees attending under the waiver program, we noted the following:

- 1) One student had tuition waived for 3 credit courses in one semester, and 5 credit courses the following semester.
- 2) Two employees had tuition waived for 3 credit courses in one semester.
- 3) One employee had 7 noncredit courses waived in one semester totaling \$1,591.
- 4) One employee had 4 noncredit courses waived in one semester totaling \$1,260.
- 5) Two employees had 3 noncredit courses waived in one semester totaling \$597 and \$825.

Although Board Policy for the Tuition/Educational Enhancement Program specifically limits credit courses to two per semester, there is no specific language in the policy addressing limits for noncredit courses.

#### **- Information Technology General Controls – District-wide**

This audit involved the review and testing of general controls of computing and communications facilities of the campuses and district offices. These facilities are utilized to support the academic and administrative needs of District students and employees, and are located in over 50 rooms at District locations that house servers, telephone and network equipment. All locations were reviewed for adequate physical security, fire equipment/alarms/suppression, air conditioning/environmental controls and authorized users. The findings noted included unsecured exterior doors at two locations and non-active card swipe locks at another location. Management addressed the exceptions and the auditor made unannounced visits to ensure that the corrections had been made. No other exceptions were noted.

**- Richland Collegiate High School - Attendance Reporting**

This is the second year of our review of student attendance reporting as required by Board Policy. A sample of junior and senior students was selected for spring 2011 (school year 2010-2011) and for the fall of 2011 (school year 2011-2012). One student was reported as tardy on 3/11/2011 on the High School's attendance form. However, this information was not reflected on the Regional Service Center Computer Cooperative (RSCCC) Student Detail Report (state records). Due to a data entry error, the tardy note was mistakenly entered on the wrong student. Additionally, one student taking the End of Semester Assessment was reported as absent on 12/12/2011 on the High School's attendance form but was not reflected in the Texas Enterprise Information System (TxEIS) Attendance Summary Report (state records). TxEIS records for the fall 2011 were still available for correction and the correction has been made. No other exceptions were noted.

**AUDITS IN PROGRESS**

- TWC Grant – Partnership with Manufacturing Consortium (Richland College Garland Campus)
- Full Time Non Faculty Employees Teaching
- Gasoline Credit Card Usage and Controls

cc: Wright Lassiter  
Ed DesPlas