

**LIVINGSTONE COLLEGE BOARD OF TRUSTEES
INTERNAL AUDIT AND LEGAL AFFAIRS COMMITTEE MINUTES
VIA Telephone Conference
September 16, 2020
11:00 a.m.**

Bishop Seth O. Lartey, Chairman

Present: Bishop Seth O. Lartey, Chairman Bishop Dennis V. Proctor (Excused)
 Bishop George D. Crenshaw Bishop Uduak Effiong (Excused)
 Mr. Bob Marshall Dr. Shirley Welch (Excused)
 Mr. Reginald Dickens, Staff *Dr. State Alexander (Excused)*

Call to Order

Bishop Lartey called the meeting to order at 11:06 a.m. with prayer by Bishop George D. Crenshaw. Chairman Lartey asked Mr. Dickens to go through the agenda and make his report.

New Business

Mr. Dickens reported on the following:

- Student Refunds for Spring 2020 – 470 students received refunds totaling \$1,415,530.85. The refund total is high due to the COVID pandemic. Students received adjustments for their housing and meal plans either as a credit on their account or a refund check.
- Withdrawal Calculations for Spring 2020 – 47 students withdrew; Returned \$15,891 to Department of Education.
- Review of College Work-Study Time Sheets for Spring 2020 – 87 students enrolled in work-study, totaling \$89,580.00 (Students work 20 hours a week).

Old Business

Mr. Dickens also reported that the IPEDS (Integrated Post-Secondary Education Data System), EZ-Audit DOE and FISAP (Fiscal Operations Report and Application to Participate) have all been submitted.

Discussion of Legal Affairs

No report on any legal matters.

Adjournment

The meeting was adjourned with closing prayer by Mr. Bob Marshall at 11:20 a.m.

Recorded by Pat Foard