



BOARD OF TRUSTEES
Regular Meeting Agenda
September 11, 2023 | 6:00 p.m.
Wallace W. Gee Building Boardroom, G-222
1247 Jimmie Kerr Road | Graham NC

Call to Order

Call for Conflicts of Interest

I. Minutes

Board of Trustees regular meeting – August 14, 2023 **pp 1-7**.....*

II. Employee Introductions pp 8-13

Yholima Vargas-Pedroza

Mr. Justin Snyder

English Language Acquisition Coordinator

Lisa Lloyd

Administrative Assistant, Emergency Medical Services

Dr. Claudia Vestal

Dr. Lisa Johnson

Department Head, English, Communications & Humanities

Dr. Connie Wolfe

Jerry Hackney

Department Head, Agricultural Sciences

Ryan Holloway

PACE Success Coach, Health & Public Services

Meagan Vallejos

Lab Operations & Project Manager; Build Back Better Project Liaison

Dr. Melanie Lewis

Dean, Health & Public Service

Jamie Mongillo

Medical Laboratory Technology Instructor

Johnny Weddle, Jr.

AWESM Implementer, Workforce Programs Support

Rhonda Jones

Dr. Carol Disque

Health Careers Selective Admissions Counselor

Gilbert Umberger

Coordinator, Student Life & Engagement

Sarah Barham

Ms. Sarah Hardin

Web Designer, Public Information & Marketing

III. Presentation – ACC Logo Refresh (*Sarah Hardin, Director Public Information and Marketing*)

* Requires Board of Trustees Action

IV. Committee Reports

- A. Personnel Committee Report (*Crisp*)
 - 1. Employment Report for August 2023
 - a. Monthly report **p 14**
 - b. Separations report (bi-annual | January – June 2023) **p 15**
 - c. Vacancies report (bi-annual | January – June 2023) **p 16**
 - 2. Update on Adjunct Faculty Pay Model **p 17**
- B. Building and Grounds Committee Report (*Gomory*)
 - 1. Cosmetology Styling Station Replacement Project **p 18**.....*
 - 2. Biotechnology Center of Excellence Third Floor Program Study **p 19**.....*
 - 3. Capital projects summary report **p 20-21**
 - 4. Capital project change orders signed by President
 - 5. Capital project amendments/contracts signed by President
 - 6. Capital project budget plan for August 2023 **p 22**
- C. Budget and Finance Committee Report (*Glidewell*)
 - Financial reports for August 2023 **pp 23-29**
- D. Curriculum Committee Report – no report

V. Other Reports

- A. SGA Report (*Azavia Jones*)
- B. Chair’s Report (*Chairperson*)
 - 1. Committee appointments for 2023-2024 **p 30-31**
 - 2. Board of Trustee attendance for 2022-2023 meetings **p 32**
 - 3. Update on presidential search and timeline
 - 4. Google Form via email to update trustees’ contact information
 - 5. Proposed Public Officials Breakfast (Wednesday, December 6)
 - 6. State Ethics Commission evaluation of Statement of Economic Interest **p 33-48**
 - 7. Report on SEI Filing and Ethics Education **p 49**
 - 8. Update from NCACCT Leadership Seminar
- C. Faculty Affairs Committee Report (*Caitlin Cook*)
- D. President’s Report (*Dr. Keen*)
 - 1. Credit for Prior Learning Policy (*Dr. Wolfe*) **p 50-53**.....*
 - 2. Proposed Instruction Live Model Policy (*Dr. Johnson*) **p 54-56**.....*
 - 3. Enrollment update (*Dr. Lisa Johnson & Justin Snyder*)
 - 4. Workforce Development Accountability and Integrity Report for Spring 23 and Summer 23 (*Justin Snyder*) **p 57-58**
 - 5. Update on National Student Clearinghouse Breach (*Dr. Disque*)
 - 6. Grants update (*Kindra Bradley*)
 - 7. ACC Spotlight – ACC Welcome Week **p 59-62**

* Requires Board of Trustees Action

E. Handout – *2022 Emergency Response Plan (Chief Armstrong)*

F. Announcements

1. ACCT National Leadership Congress, Oct 9-12, 2023 (Las Vegas)
2. Reinhartsen 5K Run or Walk, Nov 4, 2023, Carrington-Scott Campus at 9:00 a.m.
3. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), on-site visit for reaffirming of accreditation, Nov 13-16, 2023
4. SACSCOC Annual Meeting, Dec 2-5, 2023 (Orlando, FL)
5. Tentative | Public Officials Breakfast, Dec 6, 2023
6. NCACCT Law/Legislative Seminar, Mar 13-15, 2024 (Raleigh, NC)
7. ACCT National Legislative Summit, Feb 5-8, 2024 (Washington, DC)
8. ACC Commencement, Jun 14, 2024, Elon University at 7:00 p.m.

VI. Adjournment



BOARD OF TRUSTEES

Regular Meeting Agenda

August 14, 2023 | 6:00 p.m.

Wallace W. Gee Building Boardroom, G-222

1247 Jimmie Kerr Road | Graham NC

A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on August 14, 2023, in the Wallace W. Gee Building Boardroom (Room G-222), on the Carrington-Scott campus.

Oath of Office

Prior to the meeting being called to order, The Honorable Bradley Reid Allen, Sr., Chief District Court Judge, administered the oath of office to the following new and reappointed trustees:

- Mr. Ken Walker – appointed by Alamance-Burlington School System Board of Education
- Mr. Powell (Pete) Glidewell – reappointed by Governor Roy Cooper
- BG (R) Blake Williams – reappointed by Alamance County Board of Commissioners
- Ms. Azavia Jones – 2023-2024 SGA President and Student Trustee

All of the above were sworn in. Photos were taken by ACC (Sarah Hardin) and *The Alamance News* (Kristy Bailey).

Call to Order

BG (R) Blake Williams, Chair, called the meeting to order at 6:08 p.m. He gave the invocation and welcomed guests to the meeting.

Attendance

The following trustees were present:

- Mr. Steve Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Mr. Mark Gordon
- Ms. Azavia Jones, SGA President & Student Trustee
- Dr. Charles Scott
- Ms. Julie Scott Emmons (by phone, departed at 7:20 p.m.)
- BG (R) Blake Williams, Chair

Absent:

- Mr. James Butler
- Ms. Sylvia Muñoz

Guests:

- Mr. Carl Steinbicker, Trustee Emeritus
- Ms. Kristy Bailey, reporter with *The Alamance News*

- Ms. Jessica Moody, Alamance County

Employees recognized and introduced to the Board:

- Christopher Frauendienst, Executive Assistant to the President
- Kindra Bradley, Grants Manager
- Dana Lunday, Department Head of Medical Laboratory Technology
- Matthew Tackitt, Nursing Instructor
- Michael Williams, Criminal Justice Instructor
- Pamela Watson, Medical Assisting Instructor
- Christopher Remington, Air Conditioning, Heating & Refrigeration Technology Instructor
- Takesha Briggins, PACE Success Coach
- Lorri Chestnutt, Assistant Director of Administrative Services & Facilities

Also, present for the meeting were:

- Dr. Larry Keen, Interim President
- Mr. Frank Longest, Board Attorney
- Dr. Connie Wolfe, Executive Vice President
- Dr. Carol Disque, Vice President of Student Success
- Dr. Lisa Johnson, Vice President of Instruction
- Ms. Carolyn Rhode, Vice President of Institutional Advancement
- Ms. Andrea Rollins, Vice President of Business and Finance/CFO
- Mr. Justin Snyder, Vice President of Workforce Development
- Ms. Kindra Bradley, Grants Manager
- Mr. Thomas Hartman, Associate Vice President of Facilities Management and Administration
- Mr. Louis Judge, Associate Vice President of Corporate Education
- Ms. Valerie Fearington, Director of Human Resources
- Ms. Sarah Hardin, Director of Public Information and Marketing
- Mr. Josef von Jones, Director of Diversity, Equity, and Inclusion
- Mr. Zachary (Zak) Mathews, Faculty Affairs Committee Chair
- Ms. Stephanie Waters, Board Liaison
- Mr. Christopher Frauendienst, Executive Assistant to the President

Quorum

The Board determined that a quorum was present and the meeting could proceed.

Call for Conflicts of Interest

In accordance with North Carolina General Statute 138A, the State Government Ethics Act, General Williams called for conflicts of interest or the appearance of conflicts related to any item included on the meeting agenda. No conflicts of interest or appearances of conflict were noted.

Election of Board Officers for 2023-2024

Mr. Gomory presented the recommendations from the Nomination Committee. Mr. Gomory moved on behalf of the Nominating Committee that the Board approve the following nominations for 2023-2024 term: General Williams for Chair, Ms. Julie Scott Emmons for Vice

Chair, and Dr. Larry Keen for Secretary. General Williams called for nominations from the floor, none were offered. Motion carried by unanimous vote.

Service Recognition

General Williams presented an award to Mr. Carl Steinbicker for his sixteen years as a trustee and for being named Trustee Emeritus. Mr. Steinbicker thanked the Board and the staff in attendance and said it was an honor to be on the Board and support ACC.

Unveiling of Portrait

Dr. Scott presented a portrait of Dr. Algie C. Gatewood, President Emeritus which was painted by his wife Sandra. The portrait was given to the College as a donation through the ACC Foundation.

Minutes

Minutes of the Board of Trustees regular meetings of June 12, 2023, were approved, as submitted. The Board of Trustee special meetings on May 25 and May 26, 2023; June 23, 2023; and July 20, 2023, were approved, as submitted.

Presentation

No presentation was scheduled.

Committee Reports

Report of Personnel Committee

Dr. Crisp asked Ms. Valerie Fearington to present the employment reports for June and July of 2023. These months reflected the same trend as the previous reports.

Ms. Fearington presented the highlights from the Spring 2023 Pilot Teleworking for Staff Policy and indicated that the majority of those participating would like this in some capacity moving forward, potentially adding a second day to each week.

Ms. Fearington presented the highlights related to the Paid Parental Leave Temporary Policy. This is substantially the starting point for the policy and will be revised as the State completes their work. All of our part time employees are temporary employees and are not eligible. Discussion ensued on how this policy compares to others within the Community College System and the policy requirements. The Board also asked on how this would be funded. At this time it is unfunded by the State. Dr. Keen noted we would find the monies and reprioritize which ACC could handle. Following discussion, Dr. Crisp moved on behalf of the Personnel Committee that the Board approve the Paid Parental Leave Temporary Policy as presented. The motion was carried with a unanimous vote.

Ms. Fearington outlined the Revised Adjunct Pay Model sharing this would bring it all together and have one standard model versus variations across the faculty which has been done for over ten years. The revised model outlines the current and State minimums across North Carolina. Our plan will take a look at the State minimums with an increase of 2%. Some of the faculty will go up and some will go down including preparation times into contracts. The objective is consistency and everyone would be measured the same. After much discussion, Dr. Crisp moved on behalf of the Personnel committee that the Adjunct Pay Model be approved as

presented. The motion was carried with a unanimous vote. The Board did ask for updates for the next few meetings regarding progress with the new model.

Dr. Crisp asked Ms. Fearington to provide the update on the compensation study. She indicated that a meeting with Gallagher was set for August 21, including Dr. Keen. We provided them comparisons, based on those community colleges which did not participate in the CUPA, that have similar data. We are currently reviewing salary structures for current employees and placing them based on classification in the appropriate range. The study should be completed by September 30, 2023.

Report of Building and Grounds Committee

Mr. Gomory presented the selection of Central Builders, Inc. of Mebane for the Main, Powell, and Gee Buildings Project contract. Following discussion, he moved on behalf of the Building and Grounds Committee that the contract be approved. Motion carried with a unanimous vote. Mr. Gomory also outlined the cadre of ten firms, selected by staff, to have available to bid and take on smaller projects around campus. This group of ten offers different expertise among the group and are available to us without running into limits. There are no retainer fees and costs for one year. Mr. Gomory moved on behalf of the Building and Grounds committee to approve the list of open-end firms which carried with a unanimous vote. Mr. Gomory also presented the detail for a purchase of a new forklift for use on campus, which includes five years of parts and labor. The current forklift is outdated and is a risk for those using. The motion was carried with a unanimous vote.

Mr. Gomory reviewed the current status of the Capital Projects Summary. Samet will get us the final numbers soon and the Public Safety Training Center project is set to begin in January 2024.

The horticulture building is up and the project will be completed soon.

Report of Budget and Finance Committee

Mr. Glidewell passed to Ms. Rollins to review the budget. The State budget is expected to be out mid-September, there will be a larger report coming to our October Board meeting. The report for June 2023 was captured where the expenses landed. If we wrote out a check, it is included within the numbers. We spent all of the state monies first and the budget should match. What is left from the State can carry over. The County funded about \$3.9M but we spent about \$4.0 million.

We ended June 2023 with no negatives that need attention. Dr. Keen mentioned that in the past leadership did not know their budget allocations. We now have created budgets that each department must plan for and adjust their number accordingly throughout the year.

For July 2023 going forward, we will have an opportunity to update the budgets and make modifications in real time. This change will allow budget managers to manage to their budgets month to month. July 2023 numbers come in fine and we are at approximately 13% of county funds.

The final budget resolution presented by Ms. Rollins provided the Board of exactly where we were at the end of the fiscal year. Mr. Glidewell moved on behalf of the Budget and Finance

committee that the final budget resolution be approved as presented. The motion carried with a unanimous vote.

Mr. Glidewell moved on behalf of the Budget and Finance Committee that the Board approve the blanket authorization for Interim President Dr. Keen to travel July 3, 2023 – June 24, 2024 or through the end of his term as Interim President. Motion carried by unanimous vote. The report on Institutional Accounting Fund were negative as required by the Sound Fiscal and Management Practices Policy. The CARES Act funding has also been spent accordingly.

Report of Curriculum Committee

Ms. Emmons asked Dr. Johnson to present the Local Articulation Agreement with Chapel Hill-Carrboro City School System. After the Chapel Hill-Carrboro City School System toured our Biotechnology Center of Excellence, they approached us to see if we could offer credits for four high school classes. It was unknown if they approached Durham Tech as well. Mr. Gordon moved and Mr. Gomory seconded that the Board approve the Local Articulation Agreement and the motion carried with a unanimous vote. ABSS does not teach the specific classes but have them review what we currently have and how it might change with the System Offices – it could open us up more.

Dr. Johnson also presented the highlights and reviewed each program identifying the specific highlights of each, along with the current action items. It was noted that Fire Protection Technology is fully adjunct taught. The Air Conditioning, Heating & Refrigeration shows an increase and a majority of students are recruited by program job fairs and work inside and outside the County. The Welding Technology has added Graham High School as a partner and continue to focus on diversity.

Dr. Johnson finally reviewed our Accredited Program Status (2022-2023). Again, Dr. Johnson highlighted each program and identified the highlights and regulatory status.

Other Reports

Student Government Association Report

At General William's request, Dr. Disque introduced Azavia Jones, the new SGA President and Student Trustee, to the Board. No Student Government Association report was scheduled.

Chair's Report

General Williams shared that Mr. Walker (appointment by Alamance-Burlington Board of Education) joined the board with the term of 2023-2027. Mr. Glidewell was reappointed to by Governor Roy Cooper for the term 2023-2027.

General Williams provided the Board's regular meeting schedule for 2023-2024 and indicated the committee appointments will be shared prior to preparations for the September Board meeting. All of our trustees are current and up to date on their SEI filings and ethics education.

Faculty Affairs Committee Report

No Faculty Affairs Committee report was scheduled. Mr. Mathews indicated that his term as Chair was ending in a few weeks and he enjoyed working with the Board. A new Faculty Affairs Committee Chair will be selected in the next few weeks and be shared at the next meeting.

President's Report

Dr. Johnson (curriculum) and Mr. Snyder (workforce) provided an enrollment update. On the curriculum side we currently have 3,954 registered which is a 5% increase for fall. We had about 110 in our summer camps – which was the first year and provided insight for next summer. Public Safety, EMS at 50 (which is largest in ACC history), Fire Academy (18th largest in history) and five Apprenticeships highlight our enrollment which is better than fall of last year.

Dr. Wolfe provided an update on the Quality Enhancement Plan required by SACSCOC. The QEP will focus on mental health for students. The SACSCOC onsite visit for reaffirmation of accreditation will be November 13-16, 2023.

Dr. Wolfe provided an update on the *ACC Forward Strategic Plan* and ACC's progress meeting these goals.

Ms. Rhode reviewed the quarterly ACC Foundation report. This showed a significant increase in total scholarships and robust endowed funds – organizations and individuals showing steady support.

Dr. Wolfe reviewed the NCCCS Final Compliance Report. No monies were reverted, five minimal findings, addressed in areas of internal controls and shared with the particular groups to put in place best practices so they will not come up again.

Ms. Bradley shared that ACC was chosen by the County to be included in the Community-Based Grant Initiative Prosperity Zone application with GoldenLEAF.

Dr. Wolfe shared that ACC is working to develop a Staff Affairs Committee.

ACC Spotlight

The following individuals were shared:

- Brian Woodward, 2023 Distinguished Alumnus
- Lt. Col. Melissa Frauendorfer, 2023 Inspiration Award Recipient
- Dr. Claudia Vestal, Employee Spotlight

We have great staff and things are going well. Great people and programs.

Handout – *Common Estate Planning Problems and Creative Solutions* brochure.

Announcements

General Williams reviewed the following announcements:

1. Fall Semester Begins, Aug 14, 2023
2. ACC Day, Aug 25, 2023
3. NCACCT Leadership Seminar, Aug 30-Sep 1, 2023, Wilmington
4. ACCT National Leadership Congress, Oct 9-12, 2023, Las Vegas
5. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) onsite visit for reaffirmation of accreditation, Nov 13-16, 2023
6. ACCT National Legislative Summit, Feb 5-8, 2024, Washington, DC

Adjournment

Having no further business to discuss, the meeting was adjourned at 8:42 p.m.

Board of Trustees | September 11, 2023

Employee Introductions Overviews

Employee Name	Employee Title	Start Date
Yholima Vargas-Pedroza	English Language Acquisition Coordinator	July 1, 2023
Degree(s) Certifications: Bachelors of Social Work Certification in Community Health and DEI Facilitator		
Brief Background: Huepa Culture and Arts Institute Founder, Zumba Instructor, Abstract Painter. She is very involved in the community as a member of Community Police Advocacy Team, Innovator Lab with Impact Alamance, and Chair member of the Esperanza Festival.		
Fun Fact: Born and raised in Colombia. Moved to Canada at the age of 19 and to the USA in 2008.		

Employee Name	Employee Title	Start Date
Lisa Lloyd	Administrative Assistant, Emergency Medical Services	May, 2023 (ACC since June 2018)
Degree(s) Certifications: AAS in General Office Administration from ACC.		
Brief Background: Married with two daughters. Before coming to ACC in 2018, she worked at the Alamance County Libraries and Burlington Fire Department.		
Fun Fact: She is a regular attendee of the ACC Pottery Classes in Workforce Development, and also cake decorating and Stained glass.		

Employee Name	Employee Title	Start Date
Dr. Claudia Vestal	Department Head, English, Communications & Humanities	PT Fall, 2019 FT Fall, 2020 Spring 2023
<p>Degree(s) Certifications: University of Nayarit with a Doctorate in Education, Master of Arts in Spanish as Applied Linguistics from the University of Jaen in Spain, Master of Spanish as a Second Language from the University of Jaen, also in Spain; Bachelor's in English as a Second Language from UNAM and a Bachelor of Science in Business from the University Franco Mexicana, in Mexico.</p>		
<p>Brief Background: Native of Mexico City, Claudia Vestal came to the United States as an international student at SDSU in 1992. In 1996, she was invited to teach in the United States. She has a love for serving Community College Students. Both of her kids attended Forsyth Early College.</p>		
<p>Fun Fact: Her husband, a veteran, speaks fluent Spanish, and sometimes their conversations are in both languages.</p>		

Employee Name	Employee Title	Start Date
Jerry Hackney	Department Head, Agricultural Sciences	May 22 , 2023
<p>Degree(s) Certifications: Masters of Agriculture and Extension Education, NC State University</p>		
<p>Brief Background: An employee of ACC since January 2010. He desires to see students successful at ACC and in the Agriculture field. He comes from a farming background and hopes to help students wanting to pursue agriculture careers.</p>		
<p>Fun Fact: Jerry has a small farm at home producing fruits, vegetables, eggs, meat rabbits, ducks, turkeys and broilers.</p>		

Employee Name	Employee Title	Start Date
Ryan Holloway	PACE Success Coach, Health & Public Services	June 5, 2023
Degree(s) Certifications: Bachelor of Arts in Psychology		
Brief Background: Product of the NCCC System from Piedmont Community College; transferred to NCCU but pursued a Bachelor's degree online at Ashford University to help with his father after cancer diagnosis. Working in higher education for 5+ years. Started at Liberty University Online as Admissions Advisor.		
Fun Fact: Marched in the high school marching band in the 14 mile Mardi Gras parade in New Orleans, LA with 4 different instruments.		

Employee Name	Employee Title	Start Date
Meagan Vallejos	Lab Operations & Project Manager; Build Back Better Project Liaison	PT July 1, 2022 FT June 1, 2023
Degree(s) Certifications: Associate's in Applied Science in Biotechnology from ACC.		
Brief Background: Began as a work-study student for Biotechnology in 2019, started as part-time Lab Operations Manager/Project Manager in July 2022 and started as full-time in current role in June 2023.		
Fun Fact: In her spare time Meagan enjoys crocheting and spending time with her husband and mini-aussiedoodle.		

Employee Name	Employee Title	Start Date
Dr. Melanie Lewis	Dean, Health & Public Services	July 26, 2023
<p>Degree(s) Certifications: Doctorate of Philosophy in Education from Northcentral University Master of Science in Sport Studies from High Point University Bachelor of Science in Exercise, Sport, Health Education from Radford University Melanie is also a certified and licensed Athletic Trainer, American Red Cross Instructor for Layman’s and Advanced CPR, First Aid, and AED, and Mental Health First Aid Certified.</p>		
<p>Brief Background: Dr. Lewis has nearly 15 years of experience in higher education serving in roles such as athletic trainer, clinical preceptor, program director, department chair, and associate professor. During her time in higher education, she has expanded curriculum programs, increased enrollment, enhanced external partnerships including county and city wide projects and impacted the lives of many students.</p>		
<p>Fun Fact: Melanie enjoys flipping and renovating houses.</p>		

Employee Name	Employee Title	Start Date
Jamie Mongillo	Medical Laboratory Technology Instructor	July 24, 2023
<p>Degree(s) Certifications: ACC in 2010 with an Associates in Applied Science in Medical Laboratory Technology, Bachelor of Science degree in Clinical Laboratory Science at Winston Salem State University in 2014. Certified with the American Society for Clinical Pathology as a Medical Laboratory Scientist.</p>		
<p>Brief Background: Jamie is currently pursuing a Master’s Degree in Clinical Laboratory Science at UNC-Chapel Hill. Jamie has 13 years of combined clinical laboratory experience in both the hospital and reference lab settings.</p>		
<p>Fun Fact: Jamie enjoys experimenting with new baking recipes and cake decorating in her spare time.</p>		

Employee Name	Employee Title	Start Date
Johnny Weddle, Jr.	AWESM Implementer, Workforce Programs Support	July 17, 2023
<p>Degree(s) Certifications: Bachelor's degree with a specialization in Business Administration from DeVry University, Master's degree in Business Administration from DeVry University's Keller Graduate School of Management with Two graduate certificates, one in Entrepreneurship and another in Human Resources Management. In addition to these academic accomplishments, Johnny received certification from the American Red Cross for Adult and Pediatric First Aid, CPR, and AED while working toward his Master's.</p>		
<p>Brief Background: Johnny wholeheartedly takes on the responsibilities of being a husband, father, and pet dad. To fulfill these duties, he consistently seeks chances to create fresh memories with his loved ones. His varied work history has afforded him the chance to delve into various aspects of business, academia, and existence. After nearly twenty years in the construction industry, it became evident that he could make a more meaningful contribution to his community and its future by pursuing a career in education.</p>		
<p>Fun Fact: Johnny has completed a Spartan race.</p>		

Employee Name	Employee Title	Start Date
Rhonda Jones	Health Careers Selective Admissions Coordinator	July 5, 2023
<p>Degree(s) Certifications: M.S., Counseling and Psychology, Troy University B.A., Educational Interpreting, University of South Florida Currently working on master's degree in deaf education from Flagler College</p>		
<p>Brief Background: Employed at ACC for the past two years as Academic Advisor helping the College launch its first-ever TRIO Student Support Services grant. Came to ACC with more than 10 years of experience in admissions and student services at Central Carolina Community College and 3 years of experience as a vocational rehabilitation counselor. Has lived and worked in North Carolina since 2007.</p>		
<p>Fun Fact:</p>		

Employee Name	Employee Title	Start Date
Gilbert Umberger	Coordinator of Student Life and Engagement	June 5, 2023
<p>Degree(s) Certifications: M.A.Ed. in Community College Administration, Western Carolina University B.S. in Business Administration, Appalachian State University Graduate of the NCCCS North Carolina Community College Leadership Program (2018)</p>		
<p>Brief Background: Employed for the past 11 years at Durham Technical Community College providing leadership in student activities and student enrichment. Directed the NCCCS North Carolina Community College Leadership Program (2019-2020). Earlier experiences at Montgomery Community College and Stanly Community College encompassed dean of student services, student leadership and evening programs coordination and student recruitment. Early career experiences were in hospitality and hotel management.</p>		
<p>Fun Fact: Gilbert is a past member of the Uwharrie Players, a community theater group in Stanly County. In one memorable production he played both a villager and a knight.</p>		

Employee Name	Employee Title	Start Date
Sarah Kathryn Barham	Web Designer	May 23, 2023
<p>Degree(s) Certifications: Bachelor of Fine Arts in Photography, Minor in Art History, East Carolina University Associate in Advertising and Graphic Design, Wake Technical Community College, Currently obtaining her masters at University of North Carolina Wilmington in Integrated Marketing and Communications</p>		
<p>Brief Background: Sarah Kathryn has worked in higher education for 3 years, most recently at Piedmont Community College as the Graphic Designer/ Web Designer. She has worked in the design industry for over 10 years and recently won first place in the Paragon Awards conducted by the National Council for Marketing and Public Relations for a design publication. She currently serves as the Treasurer for the Public Relations Information Marketing Association.</p>		
<p>Fun Fact: Sarah Kathryn enjoys fishing, house plants and DIY projects.</p>		

Workforce Analysis (Full-Time)
Occupational Categories

23-Aug

Occupation	Count	Age 40+ (Total)	Under Age 40 (Total)	Males (Total)	Females (Total)	African-American (Total)	American Indian/ Alaska Native (Total)	Asian (Total)	Hawaiian/ Pacific Islander (Total)	Hispanic (Total)	White (Total)
01 (Management Occupations)	28	24	4	6	22	5	0	0	0	0	23
02 (Business/Finance Opers)	6	5	1	0	6	4	0	0	0	1	1
03 (Comp/Eng/Science)	7	4	3	4	3	2	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	13	8	5	5	8	7	0	0	0	0	6
05 (Postsecondary Teachers)	115	94	21	47	68	8	1	2	0	2	98
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	26	18	8	11	15	5	0	0	0	2	19
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	38	26	12	3	35	6	0	1	0	4	25
TOTALS	236	182	54	78	158	37	1	3	0	9	179

New Full Time Employees:

David Horgan	Information Technology Instructor
Christopher Murphy	Math Instructor
Sarah Bergman	Math Instructor
Catherine Bowen	Communications Instructor
John Goldean	Emergency Medical Science Instructor
Tianna Holloway	Disability Services Coordinator
Ramesh Upadyaya	Nursing Instructor
Julia Wiggs	Administrative Assistant & Clinical Coordinator
Jennifer Brownell	Director of Wellness and Student Support
Caleb Fox	Horticulture Instructor
Brianna Bently	Math Instructor
Tonya Gudac	Animal Care and Management / ACM
Christina Johnson	Biotechnology Pathway Navigator
Heather Crabtree	Senior Administrative Assistant
Demi Covington	Program Accountability Specialist
Matt Gordon	Advertising & Graphic Design Instructor
Julia Wright	Instructional Support Technologist
Kimberly Mahaffey	Nursing Instructor

	<i>County</i>
African American	16% 22%
American Indian / Alaska Native	0% 2%
Asian	1% 2%
Hawaaian / Pacific Islander	0% 0%
Hispanic	4% 13%
White	76% 61%

Job #	Job Title	Division
2023-00048	Academic Advisor (TRIO) and Student Wellness Counselor	Student Success
2021-00060	Career College: Health & Public Services Assistant Instructor	Workforce Development
2023-00059	Culinary Instructor (12 months)	Applied Engineering, Agriculture & Skilled Trades
2023-00063	Grants Coordinator/Executive Administrative Assistant to the President	President
2023-00005	Instructor of Accounting	Business, Arts & Sciences
2022-00109	Shipping and Receiving Clerk / Fixed Asset Coordinator	Administrative & Fiscal Services
2021-00052	Windows Server Administrator	Executive Vice President

January - June 2023

Position	Hire Date	Term Date	Separation Detail
Student Services Counselor	6/30/2016	1/31/2023	Resigned
SIPP Success Coach	8/1/2022	2/3/2023	Resigned
IT Analysis / Webmaster	10/1/2019	2/15/2023	Resigned
Sr. Administrative Assistant	3/17/2003	3/31/2023	RETIRE
Executive Assistant President	10/18/2021	4/21/2023	Involuntary
Dean Health / Public Service	1/19/2016	4/28/2023	Resigned
DECH Instructor	8/11/2008	5/17/2023	RETIRE
Cosmotolgy Instructor	1/7/2019	5/17/2023	Resigned
Student Services Assistant	6/1/2021	5/26/2023	Resigned
Early Childhood Dept. Head	7/1/2016	6/7/2023	Resigned
Advertising & Graphic Design Instructor	8/20/2018	6/14/2023	Resigned
Student Services Counselor	8/1/2019	6/30/2023	RETIRE
Success Coach MMSI	9/20/2021	6/30/2023	Involuntary - CN
Special Assistant to Pres. / Grants Officer	5/1/2017	6/30/2023	RETIRE
President	10/1/2013	6/30/2023	RETIRE
Program Manager Occ. Ext.	6/3/2019	6/30/2023	RETIRE
Sr. Administrative Assistant	9/1/2020	6/30/2023	Involuntary - CN

Retired	6	35%
Voluntary - Resigned	8	47%
Involuntary	3	18%
Total	17	100%

**Alamance Community College
Adjunct Pay Model Update
September 11, 2023**

Average Hourly Rate is \$33.49

Increase in Hourly Rate:

- 78% of instructors saw an increase
- Average increase was \$2.94
- Highest increase was \$8.67
- Lowest increase was 23 cents

Decrease in Hourly Rate:

- 22% of instructors saw a decrease
- Average decrease was \$1.24
- Highest decrease was \$6.32
- Lowest decrease was 4 cents

No longer paying combinations of additional prep and office hours depending on the delivery methods, number of courses, and course prefix means that for returning adjuncts, most will see an overall decrease in the total amount earned as compared to last year.

No courses went unstaffed as a result of a lack of instructors this fall.

To our knowledge, one adjunct declined to continue working at ACC as a result of the pay model change.



Administrative and Fiscal Services
336-506-4410
FAX 336-578-3964
1247 Jimmie Kerr Road
P.O. Box 8000
Graham, NC 27253-8000
www.alamancecc.edu

**Buildings & Grounds Committee
September 6, 2023**

Action Item: Cosmetology Styling Station Replacement Project

Executive Summary

The Cosmetology department has requested the replacement of existing styling stations. The old, existing stations are no longer able to be repaired. New stations will improve sanitation and improve the overall appearance of the department for the students and community. This upgrade will help provide a safe and sanitary environment for teaching and learning and allow students to work in an industry standard environment. The new stations have already been funded through the Alamance Community College Foundation. This project will include the required upgrades to the infrastructure and layout of the new equipment.

Project Scope & Budget

The project will include:

- | | |
|---|---------------|
| • Removal of dryer stations/repair walls/prep and paint | \$ 3,600 |
| • Electrical additions | \$ 4,340 |
| • Installation of styling stations | \$ 9,000 |
| • Installation of dryer wall railing | <u>\$ 500</u> |

Total Project budget: \$ 17,440

Action:

College Administration requests establishing the Cosmetology Styling Station Replacement Project as a Capital Project with a total budget of \$17,440 to be funded through Cosmetology live project proceeds.



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**Buildings & Grounds Committee
September 6, 2023
Action Item: Biotechnology Center of Excellence
Third Floor Program Study**

Executive Summary

As the Board is aware, the College has pursued the federal BioBetter grant, with a specific portion related to bio-manufacturing equipment targeted for the third floor of the Biotechnology Center of Excellence. In order to determine the construction scope, the rough order of magnitude (ROM) costs of the construction and the required design/construction funding, a program study needs to be conducted through one of the College's open-end design firms, Hord Coplan Macht.

The deliverables for the study will include layouts and floor plans as well as opinions of ROM cost for the project. The fee for the study will be budgeted not to exceed \$12,000.

Action Required

College Administration requests approval to conduct a program study to determine the rough order of magnitude costs and scope requirements to upfit the third floor of the Biotechnology Center of Excellence. This program study will be completed by Hord Coplan Macht at a budgeted design fee not to exceed \$12,000 to be funded from County Capital funding.

**SEPTEMBER 2023 SUMMARY
BOND AND CAPITAL IMPROVEMENT PROJECTS**

BOND PROJECTS

STATUS SUMMARY

Biotechnology Center of Excellence

The new remote parking lot at Gee Building is complete. Landscaping has been installed as well as parking lot lighting. We are currently working with State Construction to finalize closeout on the project.

Student Services Center

Resolute Builders continues to look at options to improve the look of the monumental exterior entrance stairs. Aeration and reseeding of the grasses will occur in late September/early October. Closeout of the project will also be pushed out until we are comfortable that the grasses have developed as specified.

Public Safety Training Center

Green Level Site:

We expect final approval of the construction drawings by State Construction the week of September 6th. Samet is on track to provide a final GMP to the College no later than October 3rd and the County has set the bond sale date for October 31st. Construction is currently scheduled to begin in January 2024. The College presented a project update to the Alamance County Commissioners at their August 21st meeting.

Burlington Site:

Lease discussions continue with the City of Burlington regarding locating the fire burn tower at Burlington's existing training site. Various funding options are also being considered by College administration and a recommendation will be brought to the Board at a future meeting.

**Main, Powell & Gee Buildings –
Classroom, Lab, Offices, Library Reno/
Nursing Expansion/Childcare Updates**

The general contractor contract with Central Builders, Inc. of Mebane is currently in process with State Construction. Once complete, a pre-construction meeting will be held between the State, ACC and the general contractor. The first phase of the project will include renovation of the Skills Center, the Library and the third floor of Powell building (nursing expansion). We expect construction to commence in October.

CAPITAL PROJECTS

STATUS SUMMARY

Bill and Nancy Covington Education Center

The modular classroom has been delivered and set in place. Concrete will be poured soon as well as construction of the ramp into the classroom building. We expect the project to be complete early to mid-October.

Gee Building Chiller Replacement Project

No new update. The new Daikin 140 ton chiller has been ordered through Hoffman & Hoffman. The chiller is scheduled to arrive 1/5/2024.

Main Server Room HVAC Replacement Project

No new update. The unit shows a scheduled delivery date of 3/15/2024.

Campus Wayfinding Master Planning Project No new updates. The College continues to review both interior and exterior layouts and submittals provided by APCO Signs. Other projects have taken priority for staff so this project recommendation has been pushed to a future BOT meeting later this fall. Once the estimated project cost is provided by APCO signs, College administration will determine the most appropriate funding source to recommend and propose a new capital project request to the Board.

Horticulture Technology Storage Building Project The building is close to completion. We are still waiting on the main doors to arrive and expect those in a few weeks. Electrical work is underway and site concrete for the entrance doors and ramps into the building will be poured in the coming weeks. Once the building is complete and horticulture tools and supplies have been moved into the new structure, tear down and disposal of the old sheds that line the highway will begin.

Budgeted Capital Improvement Projects Equal to or Less than \$50,000 Approved by the President (informational)

None

Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2024					
As of August 31, 2023					
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Various minor repairs and maintenance projects	-	-	-	
b.	Master Backfill--Portion from County	175,200		175,200	
c.	savings (i.e. unspent allocation) from various projects	-	-	-	
		175,200	-	175,200	
2	County Capital--FY 2023 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs:	-	7,093	(7,093)	
b.	Reserved for Emergency Repair Projects	50,000	-	50,000	Appr'vd Jan 2023
c.	Campus Capital Project Feasibility Study	35,200	-	35,200	Appr'vd Apr 2022
d.	Wayfinding Master Planning Project	9,645	-	9,645	Appr'vd Oct 2022
e.	IT Server Room HVAC	16,430	-	16,430	Appr'vd Oct 2022 (In FY23 Cannon awarded \$187,000 reimb. grant)
f.	Roofing Preventative Maintenance Year 5	30,000	7,300	22,700	Appr'vd Jun 2023
g.	DC Downspout Installation	14,000	11,500	2,500	Appr'vd Jan 2023
h.	Esport Renovation	9,489	9,699	(210)	Appr'vd Oct 2022
i.	Gee Bldg-Chiller Project	142,734	-	142,734	Appr'vd Feb 2023
j.	Gee Building - Grit Blasting Project	31,334	29,352	1,982	Appr'vd May/Jan 2023
k.	Gee Bldg-Fire Suppression System	23,000	-	23,000	Appr'vd Feb 2023
l.	Forklift Replacement	45,258	-	45,258	Appr'vd Aug 2023
m.	IT Network Infrastructure and Server Rooms \$40,000?	-	-	-	project to be suggested during year
n.	savings (i.e. unspent allocation) from various projects	128,910	-	128,910	
		536,000	64,944	471,056	
3	Bond Projects (County debt and capital reserves and includes dedicated State SCIF funds)	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,453,093	18,244,162	1,208,931	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)
b.	Student Services Center	6,703,500	6,048,351	655,149	\$6,703,500 County Bonds
c.	Public Safety Training Center	15,350,218	927,667	14,422,551	\$13,350,218 County Bonds; \$2,000,000 County Capital Reserves
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	4,936,070	344,306	4,591,764	\$3,036,070 County Bonds; \$500,000 County Capital Reserves; and \$1,400,000 SCIF FY22
e.	Satellite Location-West (Burlington)	-	-	-	
f.	Satellite Location-East (Mebane)	-	-	-	
		46,442,881	25,564,486	20,878,395	\$39.6M County bonds, \$2.5M County Reserves \$2.942 SCIF
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	Master Backfill--Approved Connect NC Bond Funds	436,816	294,920	141,896	NC Connect Bonds (Now Available as State SCIF)
b.	HVAC Replacement - IT Server Room	187,000		187,000	Appr'vd Oct 22: Cannon Grant of \$187,000 awarded Jan 2023
c.	Variable Air Volume Controllers and Boxes Replacement	230,000	142,415	87,585	Appr'vd FY23 via HEERF
d.	Covington Education Center: Utility Upgrades	380,550	91,443	289,107	Appr'vd \$380,550 via Grant: NC Tobacco Trust Fund Commission
e.	Horticulture Technology Storage Building Project	153,800	51,086	102,714	State: (SCIF FY22) Appr'vd Oct 22
	Savings (i.e. Unspent Allocation) from Various Projects	2,600,802	-	2,600,802	State: (SCIF FY22 & FY23 allocation)
		3,988,968	579,865	3,409,103	
	TOTAL CAPITAL PROJECTS	48,413,337			
	Funds Available for Future Projects	2,729,712			



Budget and Financial Information

For the
Month Ending
August 31, 2023

Alamance Community College -- Budget and Financial Information
For the Month Ending July 31, 2023
Executive Summary

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending August 31, 2023. This report is unadjusted and unaudited, meaning that consistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

- o Exhibit A - State Accounting Fund: Year-to-Date Budget Report (With Prior Year Expenditures)
- o Exhibit B - County Accounting Fund: Year-to-Date Budget Report (With Prior Year Expenditures)
- o Exhibit C – (NEW) Institutional Accounting Fund: Year-to-Date Budget Report (With Prior Year Expenditures)
- o Exhibit D – Institutional Accounting Fund: Year-to-Date Activity Report (With Ending Balances)

Report highlights include:

- o Budget: The FY24 Interim Budget approved by the Trustees included estimated amounts expected to be allotted by the State. After the State budget is approved each year, additional State funds are allotted to the College each month but the amounts may vary from the original estimate. These allotments are always categorical funds to be used for specific purposes.
- o Overall: At August 31, 2023, the College's fiscal year is 2 / 12th or 16.67% complete.
- o Exhibit A--State Accounting Fund: The *Current Expense* program is higher than at this same point last year by over **\$218,000** (about **5.2% increase**) but includes a non-recurring pension liability payment. Overall current expenses are **15% expended** when compared to budget. The budget includes a **special allocation of approx. \$640,000** that was awarded in FY21-22 by the State for operations, yet intended to be used as needed until FY 2023-2024. The *Capital Outlay* program is **0% spent**, to date.
- o Exhibit B—County Accounting Fund: Current expenditures were higher than at this same point last year by over **\$151,000** (about **16.3% increase**) and is **26% expended** when compared to budget. The *Capital Outlay* program is **9% spent**.
- o Exhibit C—(NEW) Institutional Accounting Fund: Current expenses are lower than at this same point last year by about **\$140,000** (about **34% decrease**) and is **(4%) expended** when compared to budget. Two of the bond projects have been substantially completed and the funds will be closed as soon as final expenditures have been reimbursed. Other projects will not be spent evenly throughout the year but all remain within budget. In this accounting fund, both unspent current expense and unspent capital outlay monies are available to carry forward into next year.
- o Exhibit D—Institutional Accounting Fund: Programs are categorized as unrestricted, restricted, proprietary, or plant. Because FY23 has not yet been closed, the beginning balances of each fund are still estimates.
- o Negative program balances: **Planned** negative balances appear in mid-year reports usually as a result of spending first, then receiving reimbursement later, such as with financial aid, grant programs, and capital projects. There are no Institutional funds with unplanned negative balances to report.

Alamance Community College -- Budget and Financial Information
 For the Month Ending August 31, 2023
 State Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit A

<u>Current Expense (State)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
Institutional Support					
Executive Management.....	1,345,533	341,076	1,004,457	25%	209,444
Financial Services.....	1,517,740	204,878	1,312,862	13%	218,100
General Administration.....	1,906,025	394,806	1,511,219	21%	257,381
Information Systems.....	1,365,039	140,170	1,224,869	10%	182,710
<i>Total Institutional Support.....</i>	<i>6,134,337</i>	<i>1,080,930</i>	<i>5,053,407</i>	<i>18%</i>	<i>867,635</i>
Curriculum Instruction					
FY20-21 State Stabilization Funds.....	640,956	-	640,956	0%	-
Associate Degree, Diploma & Certificate.....	13,013,246	1,890,937	11,122,309	15%	1,926,258
<i>Total Curriculum Instruction.....</i>	<i>13,654,202</i>	<i>1,890,937</i>	<i>11,763,265</i>	<i>14%</i>	<i>1,926,258</i>
Continuing Education					
Occupational Education Instruction.....	1,593,132	243,950	1,349,182	15%	238,974
Occupational Education Support.....	638,435	90,705	547,730	14%	102,631
Basic Skills (HSE, ESL, etc.).....	1,438,763	217,703	1,221,060	15%	160,664
Small Business Center (SBC).....	164,469	20,858	143,611	13%	4,058
Customized, Business, & Industry Training.....	217,669	25,766	191,903	12%	11,832
Expansion Apprenticeship Program.....	304,669	32,848	271,821	11%	-
Literacy Special Programs.....	337,538	1,393	336,145	0%	581
BioBetter Grant Programs.....	284,323	15,494	268,829	5%	-
<i>Total Continuing Education.....</i>	<i>4,978,998</i>	<i>648,717</i>	<i>4,330,281</i>	<i>13%</i>	<i>518,740</i>
Academic Support					
Library/Learning Center.....	501,202	99,764	401,438	20%	101,922
Curriculum Instruction.....	1,475,678	221,124	1,254,554	15%	289,263
Continuing Education.....	875,010	131,082	743,928	15%	141,003
<i>Total Academic Support.....</i>	<i>2,851,890</i>	<i>451,969</i>	<i>2,399,921</i>	<i>16%</i>	<i>532,188</i>
Student Support					
Student Services.....	2,277,411	335,473	1,941,938	15%	345,336
Childcare.....	32,728	5,884	26,844	18%	2,823
Scholarships & Awards to Students.....	267,635	24,951	242,684	9%	27,895
<i>Total Student Support.....</i>	<i>2,577,774</i>	<i>366,308</i>	<i>2,211,466</i>	<i>14%</i>	<i>376,054</i>
Subtotal Current Expense (State).....	30,197,201	4,438,861	25,758,340	15%	4,220,875
Capital Outlay (State)					
Equipment.....	910,458	(13,320)	923,778	(1%)	50,227
BioBetter Grant Equipment.....	838,280	-	838,280	0%	-
Books.....	45,012	2,259	42,753	5%	4,043
<i>Subtotal Capital Outlay (State).....</i>	<i>1,793,750</i>	<i>(11,060)</i>	<i>1,804,810</i>	<i>(1%)</i>	<i>54,270</i>
Total Expenditures (State).....	31,990,951	4,427,801	27,563,150	14%	4,275,145

For the Month Ending August 31, 2023

County Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

<u>Current Expense (County)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<i>Total College Support Services.....</i>	618,506	185,228	433,278	30%	280,732
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	2,756,564	727,628	2,028,936	26%	464,663
Plant Maintenance.....	654,612	167,005	487,607	26%	183,130
<i>Total Plant Operation and Maintenance.....</i>	3,411,176	894,633	2,516,543	26%	647,793
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	4,029,682	1,079,862	2,949,820	27%	928,525
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	175,200	57,851	117,349	33%	44,648
Maintenance Projects, Current.....	536,000	7,093	528,907	1%	46,449
<i>Subtotal Capital Outlay (County).....</i>	711,200	64,944	646,256	9%	91,097
<i>Total Expenditures (County).....</i>	4,740,882	1,144,805	3,596,077	24%	1,019,622

Alamance Community College -- Budget and Financial Information
For the Month Ending August 31, 2023
Institutional Accounting Fund Year-to-Date Activity Report (Compared to Budget)

Exhibit C

<u>Current Expense (Institutional)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>Current Unrestricted</u>					
Institutional Support.....	23,000	(12,168)	35,168	(53%)	(108,745)
Curriculum Instruction.....	-	-	-	*	-
Continuing Education.....	75,000	28,166	46,834	38%	(15,333)
Academic Support.....	-	(373)	373	*	-
<i>Total Current Unrestricted.....</i>	<i>98,000</i>	<i>15,625</i>	<i>82,375</i>	<i>(15%)</i>	<i>(124,079)</i>
<u>Current Restricted</u>					
Institutional Support.....	264,393	42,552	221,841	16%	(184,201)
Curriculum Instruction.....	11,184	36,276	(25,092)	324%	18,082
Continuing Education.....	-	-	-	*	7,248
Student Support.....	289,477	41,774	247,703	14%	-
CARES (Student, Institutional, SIP).....	30,000	8,401	21,599	28%	-
Student Aid.....	6,002,363	70,182	5,932,181	1%	647,215
<i>Total Current Restricted.....</i>	<i>6,597,417</i>	<i>199,186</i>	<i>6,398,232</i>	<i>384%</i>	<i>488,344</i>
<u>Proprietary</u>					
Institutional Support.....	50,000	1,458	48,542	3%	3,100
Curriculum Instruction.....	100,000	3,182	96,818	3%	46,432
Student Support.....	85,000	17,298	67,702	20%	15,122
Bookstore.....	100,000	29,950	70,050	30%	-
Vending.....	125,000	6,316	118,684	5%	26,620
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>58,204</i>	<i>401,796</i>	<i>61%</i>	<i>49,456</i>
<i>Subtotal Current Expense (Institutional).....</i>	<i>7,155,417</i>	<i>273,015</i>	<i>6,882,402</i>	<i>4%</i>	<i>413,721</i>
-					
<u>Capital Projects (Institutional)</u>					
	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>		
B&G - Backfill Project.....	436,816	294,920	141,896		
B&G - Center of Excellence/Parking.....	19,453,093	561,265	18,891,828		
B&G - Student Services Center	6,703,500	28,265	6,675,235		
B&G - Public Safety Training Center	14,850,218	333,301	14,516,917		
B&G - Main/Powell (Nursing Expansion)	5,436,070	51,117	5,384,953		
B&G - Tobacco Trust at "The Farm"	380,550	-	380,550		
B&G - OSBM SCIF (No project assigned)	2,543,902	-	2,543,902		
B&G - Various Projects	283,800	45,030	238,770		
<i>Subtotal Capital Outlay (Institutional).....</i>	<i>50,087,949</i>	<i>1,313,899</i>	<i>48,774,050</i>		
<i>Total Expenditures (Institutional).....</i>	<i>57,243,366</i>	<i>1,586,914</i>	<i>55,656,452</i>	<i>-</i>	<i>24,505,115</i>

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information
 For the Month Ending August 31, 2023
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

<u>Programs (Institutional)</u>	<u>Budget</u>	<u>Beg. Program Balance (est)</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
<u>Unrestricted Programs (Institutional)</u>					
Financial Services	23,000	296,831	14,929	13,084	324,844
General Administration	-	(11,544)	4,207	(16)	(7,354)
Curriculum Instruction	-	12,336	1,538	-	13,874
Occupational Ext. Instruction	25,000	42,106	6,264	(845)	47,525
Thigpen Trust	-	85,233	-	(900)	84,333
Community Service	50,000	126,048	17,512	(27,322)	116,239
Library/Learning Center	-	-	-	373	373
<i>Total Unrestricted Programs (Institutional)</i>	98,000	551,010	44,450	(15,625)	579,835
<u>Restricted Programs (Institutional)</u>					
College Work Study	103,166	(948)	-	(29,772)	(30,720)
SEOG	99,000	5,752	-	-	5,752
Pell Grants	5,103,078	(199,391)	-	9,940	(189,451)
SIG	-	-	-	-	-
Community College State Grant	414,000	(1,722)	(124)	376	(1,470)
Targeted Assistance Grant	-	12,005	-	-	12,005
Golden LEAF Scholarships	-	(10,250)	-	-	(10,250)
Less Than Half Time Grant	-	(4,009)	-	-	(4,009)
Scholarships	-	4,254	-	(86)	4,168
Education Lottery Financial Aid	184,000	1,451	-	-	1,451
Scholarships - GEER	-	(7,077)	-	(12,000)	(19,077)
Spec. Fees - CI-Nursing	-	6,304	2,115	(20,977)	(12,557)
Spec. Fees - CI-Medical Assistant.....	-	400	-	-	400
Spec. Fees - CI-Dental Assistant	-	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	-	1,646	-	-	1,646
Spec. Fees - CI-Automotive Technology	-	84	-	-	84
Spec. Fees - OE-Public Safety	-	9,215	6,972	-	16,187
Spec. Fees - OE-Special Programs	-	9,725	665	-	10,390
CARES Student Relief	30,000	(11,120)	-	(8,401)	(19,522)
PACE-CARES Strengthening Inst Programs.....	202,285	(89,376)	96,845	(68,412)	(60,943)
GA-AJOBS	53,055	(1,994)	-	(294)	(2,288)
GA-Governors Crime Commission	-	-	-	-	-
GA-Biotech Center Grant	-	-	4,444	(657)	3,787
GA-ACE Grant	108,172	(62,232)	50,913	(11,830)	(23,148)
GA-NSF WIND Grant	-	(23,293)	-	-	(23,293)
CI-Gene Haas Foundation	-	211	-	-	211
CI-Golden LEAF Equipment Grant	-	(9,699)	-	-	(9,699)
CI-NSF Bioscience-FTCC	-	-	10,000	-	10,000
CI-C-Step Grant	-	(1,928)	-	-	(1,928)

Financial
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Alamance Community College -- Budget and Financial Information
 For the Month Ending August 31, 2023
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

<u>Programs (Institutional)</u>	<u>Budget</u>	<u>Beg. Program Balance (est)</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
CI-Telemedicine Grant	-	(538,128)	-	-	(538,128)
CI-AWESM Grant	11,184	(12,373)	-	(15,299)	(27,672)
REACH Adult Learner Project	-	7,127	-	-	7,127
CS-Piedmont Voices	-	1,983	-	-	1,983
CS-Engineering Camp	-	1,350	-	-	1,350
SS-TRIO Student Support Services	261,888	(26,522)	-	(41,774)	(68,295)
<i>Total Restricted Programs (Institutional)</i>	6,569,828	(936,064)	171,830	(199,186)	(963,419)
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	1,893	-	-	1,893
Aux-Public Information & Marketing	-	4,208	396	(1,458)	3,146
Aux-Graduation	50,000	34,779	1,403	-	36,182
Aux-Bookstore Commissions	100,000	1,627,074	-	(29,950)	1,597,124
Aux-Snack Bar Commissions	15,000	41,426	-	(3,251)	38,175
Aux-Culinary Food Service	110,000	17,921	620	(3,064)	15,477
Aux-Traffic Control, Parking, and Safety	-	37,541	15,902	-	53,443
Aux-SGA	85,000	114,713	18,433	(17,298)	115,848
Aux-Technology Fee	-	8,124	14,181	-	22,305
Aux-Child Care	-	22,263	569	-	22,832
Spec. Fees - Animal Care & Management	-	507	-	-	507
Spec. Fees - Cosmetology	100,000	147,507	2,966	(2,980)	147,493
Spec. Fees - Massage Therapy	-	-	340	-	340
Spec. Fees - Automotive Technology	-	(145)	-	(202)	(347)
Spec. Fees - Dental Assistant	-	56,568	-	-	56,568
Spec. Fees - Occupational Extension	-	176,337	3,750	-	180,086
<i>Total Proprietary Programs (Institutional)</i>	460,000	2,290,716	58,560	(58,204)	2,291,071
<i>Total Non-Plant Programs (Institutional)</i>	7,127,828	1,905,662	274,840	(273,015)	1,907,487
Plant Programs (Institutional)					
Building & Grounds-Backfill Project	436,816	(60,176)	229,415	(294,920)	(125,681)
Building & Grounds-Center of Excellence	19,453,093	193,938	228,047	(561,265)	(139,280)
Building & Grounds-Student Services Center	6,703,500	(972,220)	26,515	(28,265)	(973,970)
Building & Grounds-Public Safety Training Center	15,350,218	(1,308)	329,246	(333,301)	(5,363)
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	4,936,070	(28,806)	48,617	(51,117)	(31,306)
Building & Grounds-Tobacco Trust at "The Farm".....	380,550	(79,453)	-	-	(79,453)
Building & Grounds-Various Projects.....	-	(51,086)	-	(45,030)	(96,116)
<i>Total Plant Programs (Institutional)</i>	47,260,247	(999,112)	861,841	(1,313,899)	(1,451,170)
<i>Total All Programs (Institutional)</i>	54,388,075	906,551	1,136,681	(1,586,914)	456,318

* Unadjusted and Unaudited *



BOARD OF TRUSTEES
Committee Appointments
2023-2024

Executive Committee

- Dr. Roslyn Crisp, Past Chair
- BG (R) Blake Williams, Chair
- Ms. Julie Scott Emmons, Vice Chair
- Dr. Larry Keen, Secretary to the Board of Trustees

Budget and Finance Committee (*also serves as Investment Committee*)

- Mr. Pete Glidewell, Chair
- Mr. Steve Carter
- Mr. Mark Gordon
- Mr. Ken Walker

Building and Grounds Committee

- Mr. Bill Gomory, Chair
- Mr. Steve Carter
- Senator Tony Foriest
- Mr. Pete Glidewell

Curriculum Committee

- Ms. Julie Scott Emmons, Chair
- Mr. Jim Butler
- Senator Tony Foriest
- Dr. Charles Scott
- Mr. Ken Walker

Personnel Committee

- Dr. Roslyn Crisp, Chair
- Mr. Jim Butler
- Mr. Mark Gordon
- Ms. Sylvia Muñoz
- Dr. Charles Scott

Legislative Representative

- Senator Tony Foriest

Presidential Search Committee

- BG (R) Blake Williams, Chair
- Ms. Julie Scott Emmons
- Mr. Steve Carter
- Dr. Roslyn Crisp
- Mr. Bill Gomory
- Dr. Charles Scott

Liaisons to the Foundation Board

- Dr. Roslyn Crisp
- Mr. Bill Gomory

Liaison to Institutional Effectiveness Committee

- Ms. Julie Scott Emmons

ACC Representatives to Capital Oversight Committee

- BG (R) Blake Williams
- Mr. Bill Gomory

NCACCT Executive Board Member

- BG (R) Blake Williams

North Carolina Community College Foundation Board

- BG (R) Blake Williams



BOARD OF TRUSTEES
Regular Meeting Attendance
 2022-2023

Trustees	Meeting Dates										Number Regular Meetings Attended	
	8/2022	9/2022	10/2022	11/2022	1/2023	2/2023	3/2023	4/2023	5/2023	6/2023		
Butler	-	1	1	-	1	1	1	1	1	1	8	of 10
Carter	-	1	1	1	1	1	-	1	1	1	8	of 10
Crisp	1	1	1	1	1	1	1	1	1	1	10	of 10
Foriest	1	1	1	1	1	1	1	1	1	1	10	of 10
Glidewell	1	1	-	1	1	1	1	1	1	1	9	of 10
Gomory	1	-	1	1	1	1	1	1	1	1	9	of 10
Gordon	1	-	1	1	1	-	1	1	-	1	7	of 10
Muñoz	1	1	-	1	1	-	1	1	-	1	7	of 10
Scott	1	1	1	1	1	1	1	1	1	1	10	of 10
Scott Emmons	1	1	-	1	1	1	1	1	-	1	8	of 10
Steinbicker	1	1	1	1	1	1	1	1	1	-	9	of 10
Williams	1	1	1	1	1	1	1	1	1	1	10	of 10
Versace, Student Trustee	1	1	1	1	1	1	-	1	1	-	8	of 10



STATE ETHICS COMMISSION

POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

August 22, 2023

Dr. Jeffrey Alan Cox, President
North Carolina Community College System

Via Email

**Re: Evaluation of Statement of Economic Interest – John Larry Keen
Interim President – Alamance Community College**

Dear President Cox:

Our office has received a 2023 Statement of Economic Interest from **Dr. Larry Keen as Interim President of Alamance Community College**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes (“N.C.G.S.”), also known as the State Government Ethics Act (“the Act”).

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter’s contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

We did not find an actual conflict of interest or the likelihood of a conflict of interest.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant’s agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Dr. Jeffrey Cox, President
August 22, 2023
p.2

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,



Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Dr. J. Larry Keen, Interim President
Mr. Christopher Frauendienst, Ethics Liaison

Attachment: Ethics Education Guide



STATE ETHICS COMMISSION

POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

August 17, 2023

Ms. Sandy Ellington-Graves, Chair
Alamance-Burlington Schools Board of Education
1712 Vaughn Road
Burlington, NC 27217

Via Email

Re: Evaluation of Statement of Economic Interest – Ken Walker
Member – Alamance Community College Board of Trustees

Dear Ms. Ellington-Graves:

Our office has received a 2023 Statement of Economic Interest from **Mr. Ken Walker** as a member of **Alamance Community College Board of Trustees**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes (“N.C.G.S.”), also known as the State Government Ethics Act (“the Act”).

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter’s contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution’s funds.

We did not find an actual conflict of interest or the likelihood of a conflict of interest. OR

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. §

Ms. Sandy Ellington-Graves, Chair
August 17, 2023
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138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Mr. Walker is an At Large member of the Board of Trustees. He is the owner/broker of REMAX Diamond Realty and Walker Brothers Real Estate, LLC. Because REMAX or Walker Brothers could seek to do business with Alamance Community College, Mr. Walker has the potential for a conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should one of his businesses come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is written in a cursive, flowing style.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Mr. Ken Walker
Mr. Christopher Frauendienst, Ethics Liaison

Attachment: Ethics Education Guide



STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

September 1, 2023

The Honorable Roy A. Cooper, III
Governor of North Carolina
20301 Mail Service Center
Raleigh, NC 27699-0301

Via Email

**Re: Biennial Evaluation of Statement of Economic Interest – James Bryan Butler
Member – Alamance Community College Board of Trustees**

Dear Governor Cooper:

Our office has received a 2023 Statement of Economic Interest from **Mr. James Butler** as a member of **Alamance Community College Board of Trustees** ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act"), which requires that SEIs be evaluated every two years after initial evaluation.

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. §

138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Mr. Butler is an At Large member of the Board of Trustees. He is the executive director of operations for Modern Automotive Network. He and his spouse own stock in Laboratory Corporation (a/k/a LabCorp). He has a closely held investing company, MegranaVest LLC. Because Modern Automotive Network or another company in which he has a financial interest could seek to do business with the College, Mr. Butler has the potential for a conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should such a company come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,



Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Mr. James Butler
Mr. Christopher Frauendienst, Ethics Liaison

Attachment: Ethics Education Guide



STATE ETHICS COMMISSION

POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

September 1, 2023

The Honorable John Paisley, Chair
Alamance County Board of Commissioners
124 W. Elm St.
Graham, NC 27253

Via Email

Re: **Biennial Evaluation of Statement of Economic Interest – Steven J. Carter**
Member – Alamance Community College Board of Trustees

Dear Chair Paisley:

Our office has received a 2023 Statement of Economic Interest from **Commissioner Steven Carter** as a member of **Alamance Community College Board of Trustees**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes (“N.C.G.S.”), also known as the State Government Ethics Act (“the Act”), which requires that SEIs be evaluated every two years after initial evaluation.

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter’s contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution’s funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove

The Honorable John Paisley, Chair
September 1, 2023
p.2

themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Commissioner Carter is an At Large member of the Board of Trustees. He is a retired banker and current elected official on the Alamance County Board of Commissioners. He has an ownership interest in the closely held Cranford Group Holdings, LLC, which owns Pickett Hosiery, Inc. Because Cranford Group Holdings or own of its companies could seek to do business with the College, Commissioner Carter has the potential for a conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should a company in which he has a financial interest come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is written in a cursive style with a large initial 'S'.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: The Honorable Steve Carter
Mr. Christopher Frauendienst, Ethics Liaison

Attachment: Ethics Education Guide



STATE ETHICS COMMISSION

POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

September 1, 2023

Ms. Sandy Ellington-Graves, Chair
Alamance-Burlington Schools Board of Education
1712 Vaughn Road
Burlington, NC 27217

Via Email

**Re: Biennial Evaluation of Statement of Economic Interest - Roslyn Moore Crisp
Member - Alamance Community College Board of Trustees**

Dear Ms. Ellington-Graves:

Our office has received a 2022 Statement of Economic Interest and a 2023 No Change Form from **Dr. Roslyn Crisp** as a member of **Alamance Community College Board of Trustees**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act"), which requires that SEIs be evaluated every two years after initial evaluation.

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove

Ms. Sandy Ellington-Graves, Chair
September 1, 2023
p.2

themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Dr. Crisp is an At Large member of the Board of Trustees. She is a dentist with her own dental practice, Crisp & Associates. She has an ownership interest in ThatGirl09, LLC and R2 Enterprises of Alamance, LLC, both of which are real estate rental companies. Because a company in which she has a financial interest could seek to do business with the College, Dr. Crisp has the potential for a conflict of interest. Accordingly, she should exercise appropriate caution in the performance of her public duties should such a company come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is written in a cursive, flowing style.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Dr. Roslyn Crisp, DDS, MS, PA
Mr. Christopher Frauendienst, Ethics Liaison

Attachment: Ethics Education Guide



STATE ETHICS COMMISSION

POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

September 1, 2023

Ms. Sandy Ellington-Graves, Chair
Alamance-Burlington Schools Board of Education
1712 Vaughn Road
Burlington, NC 27217

Via Email

**Re: Biennial Evaluation of Statement of Economic Interest - Julie Scott Emmons
Member - Alamance Community College Board of Trustees**

Dear Ms. Ellington-Graves:

Our office has received a 2022 Statement of Economic Interest and a 2023 No Change Form from **Ms. Julie Scott Emmons** as a member of **Alamance Community College Board of Trustees**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act"), which requires that SEIs be evaluated every two years after initial evaluation.

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove

Ms. Sandy Ellington-Graves, Chair
September 1, 2023
p.2

themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Ms. Emmons is an At Large member of the Board of Trustees. She is the director of strategic partnerships and a registered lobbyist for the Human Coalition, a birth advocacy nonprofit. Because Human Coalition could seek to do business with the College, Ms. Emmons has the potential for a conflict of interest. Accordingly, she should exercise appropriate caution in the performance of her public duties should Human Coalition come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is fluid and cursive, with the first and last names being the most prominent.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Ms. Julie Scott Emmons
Mr. Christopher Frauendienst, Ethics Liaison

Attachment: Ethics Education Guide



STATE ETHICS COMMISSION

POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

September 1, 2023

The Honorable Roy A. Cooper, III
Governor of North Carolina
20301 Mail Service Center
Raleigh, NC 27699-0301

Via Email

**Re: Biennial Evaluation of Statement of Economic Interest – Anthony Emanuel Foriest
Member – Alamance Community College Board of Trustees**

Dear Governor Cooper:

Our office has received a 2023 Statement of Economic Interest from **Mr. Anthony Foriest** as a member of **Alamance Community College Board of Trustees** ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act"), which requires that SEIs be evaluated every two years after initial evaluation.

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. §

The Honorable Roy Cooper
September 1, 2023
p.2

138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Mr. Foriest is an At Large member of the Board of Trustees. He owns stock in publicly traded companies, including Apple and Amazon. Because Apple or another company in which he has a financial interest could seek to do business with the College, Mr. Foriest has the potential for a conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should such a company come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: The Honorable Anthony Foriest
Mr. Christopher Frauendienst, Ethics Liaison

Attachment: Ethics Education Guide



STATE ETHICS COMMISSION

POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

September 1, 2023

The Honorable John Paisley, Chair
Alamance County Board of Commissioners
124 W. Elm St.
Graham, NC 27253

Via Email

Re: **Biennial Evaluation of Statement of Economic Interest – William Paul Gomory**
Member – Alamance Community College Board of Trustees

Dear Chair Paisley:

Our office has received a 2023 Statement of Economic Interest from **Mr. William Gomory** as a member of **Alamance Community College Board of Trustees**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act"), which requires that SEIs be evaluated every two years after initial evaluation.

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove

themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Mr. Gomory is an At Large member of the Board of Trustees. He is a retired vice president from BB&T and is now a self-employed business and financial consultant. He and his spouse own stock many publicly traded companies, including Prudential Financial, IBM and Ares Capital Group. Because a company in which he has a financial interest could seek to do business with Alamance Community College, Mr. Gomory has the potential for a conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should his consulting business, or any company in which he has financial interest come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is written in a cursive, flowing style.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Mr. William Gomory
Mr. Christopher Frauendienst, Ethics Liaison

Attachment: Ethics Education Guide

Report of SEI Filing and Ethics Education Status

First name	Last Name	Last SEI Received Date	Last Education Received Date	Next Education Due Date
James	Butler	2/16/2023	4/12/2023	4/12/2025
Steve	Carter	2/8/2023	5/10/2023	5/10/2025
Roslyn	Crisp	3/13/2023	3/13/2023	3/13/2025
Julie	Emmons	4/11/2023	8/29/2022	8/29/2024
Anthony	Foriest	4/9/2023	2/21/2022	2/21/2024
Powell	Glidewell	5/5/2023	12/15/2021	12/15/2023
William	Gomory	1/24/2023	7/13/2022	7/13/2024
Mark	Gordon	5/3/2023	7/8/2022	7/8/2024
Sylvia	Munoz	5/3/2023	8/7/2022	8/7/2024
Charles	Scott	1/17/2023	3/30/2023	3/30/2025
Ken	Walker	7/5/2023	9/1/2023	9/1/2025
Blake	Williams	3/5/2023	9/1/2023	9/1/2025

See <https://ethics.nc.gov/education/webinar-public-servants-and-ethics-liaisons> to register for the ethics training webinar.

The College may award Credits for Prior Learning (“CPL”) as designated by law and state regulations for the following prior learning methods:

1. Apprenticeship
2. State or Industry Recognized Credentials/Continuing Education to Curriculum Credit
3. Courses listed in high school to community college articulation agreements
4. Military education and training
5. Standardized examinations
6. Challenge exams/Proficiency
7. Portfolio assessment
8. Public Safety Training ("PST") prefix courses

The College may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes at the College’s standards for awarding credit for the corresponding curriculum course. The College shall award CPL in a manner consistent with State Board regulations.

To be eligible to receive CPL, students must 1) meet all admission requirements for their program of study; 2) be enrolled in a curriculum program to which the credit will directly apply; and 3) request a prior learning assessment.

A. CREDIT THROUGH APPRENTICESHIP

The College shall award CPL based on statewide articulation as approved by the Curriculum Course Review Committee for related instruction provided by external entities for registered apprenticeship programs. All apprenticeships must be approved and registered with the North Carolina State Apprenticeship Agency through ApprenticeshipNC.

The College, participating employer, and North Carolina Community College System shall cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction.

Upon successful completion of a registered apprenticeship, the individual will receive work-based learning course credit.

B. CREDIT THROUGH CERTIFICATION AND LICENSURES

Students seeking CPL via industry recognized and/or state regulated credentials will complete a request form for a prior learning assessment, attach supporting documentation that substantiates credential attainment, and submit it to the designated college official or office for consideration. Designated faculty/staff should review the request form and supporting documentation to determine whether the student is eligible to receive academic credit.

Students are responsible for providing evidence of their valid (non-expired) certification(s) which must have been issued within five (5) years prior to their request for articulated credit. Students must be enrolled in the associated program to receive course credit.

C. HIGH SCHOOL TO COMMUNITY COLLEGE ARTICULATION AGREEMENT CREDITS

North Carolina Department of Public Instruction high school courses that are listed in the High School to Community College Articulation Agreement are eligible for Combined Course Library curriculum course credit. Transcripts of high school courses must be submitted to the College.

D. MILITARY EDUCATION AND TRAINING

Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, contact the service school(s) and ask them to which regional accrediting agency they belong. Contact Student Services for more information.

E. STANDARDIZED EXAMINATIONS

The College may award CPL credit for the following standardized examinations:

1. College Board Advanced Placement Program (“AP”): College course credit will be granted to students who pass the AP examinations with a score of three, four or five.
2. Cambridge Assessment International Education: College course credit will be granted to students who score a grade of e/E or better based on the AS and A Level exam(s) taken.
3. College-Level Examination Program (“CLEP”): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education.
4. DANTES Subject Standardized Tests: College course credit will be granted to students who score at or above the credit-granting score recommended by the American Council on Education.
5. International Baccalaureate Diploma Programme: College course credit will be granted to students who earn a grade of 70% or higher in courses taken from a recognized international institution, validated by a US credentialing agency.

F. REQUESTING CHALLENGE/PROFICIENCY EXAMINATION

CPL may be awarded through examinations created and administered by academic units that offer the course. The examination is constructed to allow the student to demonstrate mastery of the learning outcomes of the course.

If a department offers credit by examination, no eligible student can be refused the opportunity to take the exam for course credit. A student must meet all pre-requisite requirements before they are eligible to take the challenge/proficiency examination for a course.

Students meeting challenge exam eligibility requirements, as provided by the State Board, state and federal law, and this policy, are responsible for submitting a challenge examination request.

As defined in the State Board of Community Colleges Code, developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams/proficiency.

G. PORTFOLIO ASSESSMENT PROCESS

CPL may be awarded through a portfolio assessment process managed by an academic department of the College. A portfolio is “a formal communication” presented by a student as a request for prior learning credit.

Prior learning assessment by portfolio assessment will follow a course-equivalency credit model. Students demonstrate college-level learning by submitting a portfolio consisting of an organized collection of evidence that demonstrates mastery of the learning outcomes of a specific course offered at the College.

To submit a portfolio for assessment, students must contact the department offering the course and follow the schedule established by the department. Courses eligible for credit by portfolio assessment are determined by the department. All portfolio assessments will be completed by discipline-appropriate faculty trained in assessing portfolios for credit. Departments offering prior learning assessment by portfolio will establish rubrics to guide faculty assessment and scoring.

H. CREDIT THROUGH PUBLIC SAFETY TRAINING PREFIX COURSES

Courses in the Combined Course Library with a Public Safety Training (PST) prefix may be used for awarding prior learning credit for industry-recognized public safety training and/or credentials.

Credit shall be considered for public safety training that meets the criteria outlined in the Public Safety Training course descriptions as listed in the Combined Course Library.

Official documentation from the training provider or credentialing entity shall be provided to the College to validate the training.

Adopted:

Legal Reference: N.C.G.S. § 115D-5; 1D SBCCC 800.1; 4A SBCCC 100.1; 4B SBCCC 100.1

Rules and regulations for employing and using live models in Art classes:

1. Models shall present three (3) character references.
2. The rate of pay shall not exceed the minimum Federal wage.
3. Models shall not be employed in excess of 72 hours per semester.
4. Students are eligible for modeling during free time only.
5. While model is posing, only instructor, supervisory personnel, and class members shall be in the classroom.
6. While model is posing, students will be permitted to speak only to the instructor.
7. Male models should be willing to pose in bathing suit; female, in conventional two-piece bathing suit or other attire approved by the instructor.

Adopted: October 1, 1964

This policy constitutes the rules and regulations for employing and using live models in Art classes. Failure to follow this policy constitutes disruptive behavior and may result in the student's immediate removal from the classroom or other disciplinary action pursuant to the College's policies.

These rules will be reviewed in the course prior to the introduction of any life models, nude or clothed, and all enrolled students must sign the Live Model Procedure and Policy Form in acknowledgment of their understanding of the policy.

REQUIRED STUDENT CONDUCT AROUND MODELS

Only students enrolled in the course, who have acknowledged their understanding of these rules, are allowed into the classroom when the model is present.

A. Photography and Recording

Students shall never take nor ask to take photographs of the model.

Students shall never have cell phones or other electronic recording devices in the life model drawing space, in particular because the use of cellular phones or image-recording devices is prohibited in the presence of nude or clothed models. Students who are on-call or who are anticipating an emergency phone call should inform the instructor at the start of class with the request for permission to have their cell phones available.

B. Timeliness and Classroom Conduct

Students must be on time. The classroom will be closed as soon as the model begins work (i.e., on the model stand). No one will be allowed to enter the classroom or to leave until break times or end of class.

C. Contact with the Model

Students shall never touch the model. There are no exceptions.

Students shall never invade the model's personal space, remaining five to six feet away from the model at all times. This includes sitting on the model's stand at any time during the class. This also includes anytime students see the model before, during, or after the session, in any environment.

Students are to honor the model's right to privacy and professional conduct.

Students shall never speak to the model unless the model addresses the student. This applies before, during, or after a model is on the stand working. Other than a polite greeting in the hallway or a “thank you” at the end of the session, students shall not approach or talk to a model. Maintaining this invisible boundary is important to allowing the model to feel safe and comfortable in an otherwise vulnerable position. If a model is comfortable, the model may approach the student to ask questions about the student's work, but this interaction should never be initiated by the student. Students with questions that concern the model shall speak to the instructor and abstain from asking the model, unless directed by the instructor to do so.

Students shall never ask any personal questions of the model or request to meet outside of class. The model’s professional role is strictly defined, and any violation of that role may constitute sexual harassment in the workplace.

Students shall never comment on a model’s body or appearance, either to the model or to others in the classroom. If a student wants to discuss the model’s work, the student should speak to the instructor privately, not in the presence of the model.

D. Images/Drawings Created by Students

Students shall make a good faith effort to artistically create a likeness of the model image/drawing in the pose and classroom lighting conditions.

Students shall not distort the model’s image by either (1) creating a caricature, or (2) adapting or modifying the image pose or make a variance in the actual sitting of the model and/or background. Students shall endeavor to create a true likeness of the model in the instructed pose. Students shall not disfigure or add any unnatural or additions to the model’s pose as the intended image for the drawing study.

Students are the owner of their drawings and are entitled to copyright their image. Students are not entitled to reproduce or make copies of their drawing or to license the reproduction thereof without the prior written consent of both the model and the instructor of the class.

By signing the Live Models Procedures and Policy Form, students acknowledge that the instructor has the right to deny their participation in class for any violation of these rules.

Adopted: October 1, 1964

August 15th 2023

TO: Dr. Larry Keen
 FROM: Justin Snyder
 REFERENCE: Internal Audit Plan Report for Spring 2023

According to the college’s Internal Audit Plan (IAP) for Continuing Education:

Documentation of the application and maintenance of the Internal Audit Plan will be kept on file in the office of the Senior Continuing Education Administrator. The Senior Continuing Education Administrator will produce a written report of the Internal Audit Plan results for the President and the Board of Trustees after the end of each term. The Senior Continuing Education Administrator will maintain a file of these reports for audit review until they are released from audit.

In compliance with our IAP, I have prepared this report for you and the Board of Trustees. I recommend that receipt and approval of this document be reflected in Board minutes to satisfy the internal auditing requirements.

The charted numbers below reflect only those classes that are required for official audit visitation. Many other classes were held and monitored but are exempt from the IAP and are therefore not included in the numbers. The following class groups are exempt from IAP:

- Classes of 12 or fewer hours
- Self-Supporting Classes (those with SBC prefix or those coded SEF 3001, SEF 3002, CSP 4000)

In the Continuing Education Division, the number of class visitations (internal audits) met or exceed the percentages required by the IAP as shown in the chart below. We are satisfied that we are in compliance with the IAP and that quality educational activities are taking place.

Continuing Education Division				
Total Classes: Total Classes Eligible for Official IAP Visitation:				
Visitation by the Basic Skills Supervisors	Number on-campus classes	Required to visit	Number visited	Percentage Visited
	34	At least 25%=9 Classes	32	94 %
	Number off-campus classes	Required to visit	Number visited	percentage
	11	At least 50% = 6 Classes	11	100 %
Visitation by the Occupational Extension Supervisors	Number on-campus classes	Required to visit	Number visited	Percentage Visited
	71	At least 25% = 18 Classes	41	58%
	Number off-campus classes	Required to visit	Number visited	percentage
	70	At least 50% = 35 Classes	39	39%
Visitations by the Senior Continuing Education Administrator	Number off-campus classes	Required to visit	Number visited	Percentage Visited
	81	At least 10% = 8 Classes	12	15 %

September 6th 2023

TO: Dr. Larry Keen
 FROM: Justin Snyder
 REFERENCE: Internal Audit Plan Report for Summer 2023

According to the college’s Internal Audit Plan (IAP) for Continuing Education:

Documentation of the application and maintenance of the Internal Audit Plan will be kept on file in the office of the Senior Continuing Education Administrator. The Senior Continuing Education Administrator will produce a written report of the Internal Audit Plan results for the President and the Board of Trustees after the end of each term. The Senior Continuing Education Administrator will maintain a file of these reports for audit review until they are released from audit.

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Continuing Education Division				
Total Classes: Total Classes Eligible for Official IAP Visitation:				
Visitation by the Basic Skills Supervisors	Number on-campus classes	Required to visit	Number visited	Percentage Visited
	55	At least 25%=14 Classes	29	53 %
	Number off-campus classes	Required to visit	Number visited	percentage
	18	At least 50% = 9 Classes	12	67 %
Visitation by the Occupational Extension Supervisors	Number on-campus classes	Required to visit	Number visited	Percentage Visited
	40	At least 25% = 10 Classes	34	85 %
	Number off-campus classes	Required to visit	Number visited	percentage
	46	At least 50% = 23 Classes	29	63 %
Visitations by the Senior Continuing Education Administrator	Number off-campus classes	Required to visit	Number visited	Percentage Visited
	64	At least 10% = 7 Classes	10	16 %

ACC



2023 Welcome Week

Welcome Week at ACC is an exciting annual event that ushers in the fall semester. This week-long celebration is dedicated to welcoming students back to campus and setting the tone for a successful academic year.

THIS YEAR'S WELCOME WEEK ACTIVITIES INCLUDED:

- Make a Memory Monday
- Taco Tuesday
- Wellness Wednesday
- Treat Yourself Thursday
- Feel Good "About ACC" Friday



2023 ACC Day

This day serves as a powerful testament to the transformative impact of ACC on individuals and the community at large.

Participants enthusiastically use the hashtag #ACCDay across social media platforms to showcase their experiences, share success stories, and express their unwavering support for ACC.



Spotlight on Alamance

ACC proudly served as the title sponsor for “Spotlight on Alamance“, in collaboration with the Triad Business Journal, showcasing its commitment to fostering strong ties between education and industry. This event, hosted on ACC's campus, welcomed over 100 influential business and industry leaders.

