



Agenda

BOARD OF TRUSTEES

Regular Meeting

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

Wallace W. Gee Building Boardroom, G-222
1247 Jimmie Kerr Road, Graham, NC

Oath of Office: Swearing in of new and reappointed trustees

(The Honorable Bradley R. Allen, Sr., Chief District Court Judge)

- Ken Walker – appointed by Alamance-Burlington School System Board of Education
- Pete Glidewell – reappointed by Governor Roy Cooper
- BG (R) Blake Williams – reappointed by Alamance County Board of Commissioners
- Azavia Jones – 2023-24 SGA President and Student Trustee

Call to Order

Call for Conflicts of Interest

Election of Board Officers for 2023-24

- A. Nominating Committee’s recommendation for Chair, Vice Chair, and Secretary (*Gomory*)
- B. Election of Officers for 2023-24 term*

Service Recognition (*Chairperson*)

Carl Steinbicker – 16 years of service as a Trustee and for being named Trustee Emeritus

Unveiling of Portrait (*Dr. Charles Scott*)

Portrait of Dr. Algie C. Gatewood, President Emeritus, being given to ACC

I. Minutes

- A. Board of Trustees regular meeting – June 12, 2023 **pp 1-7***
- B. Board of Trustees special meeting – May 25 & 26, 2023 **pp 8-12**.....*
- C. Board of Trustees special meeting – June 23, 2023 **pp 13-14**.....*
- D. Board of Trustees special meeting – July 20, 2023 **pp 15-16**.....*

II. Employee Introductions

- A. Christopher Frauendienst, Executive Assistant to the President (*Dr. Larry Keen*)
- B. Kindra Bradley, Grants Manager (*Dr. Larry Keen*)
- C. Dana Lunday, Department Head of Medical Laboratory Technology (*Dr. Lisa Johnson*)
- D. Matthew Tackitt, Nursing Instructor (*Dr. Lisa Johnson*)
- E. Michael Williams, Criminal Justice Instructor (*Dr. Lisa Johnson*)
- F. Pamela Watson, Medical Assisting Instructor (*Dr. Lisa Johnson*)

* Requires Board of Trustees action

- G. Christopher Remington, Air Conditioning, Heating & Refrigeration Technology Instructor
(*Dr. Lisa Johnson*)
- H. Takesha Briggins, PACE Success Coach (*Dr. Lisa Johnson*)
- I. Lorri Chestnutt, Assistant Director of Administrative Services & Facilities (*Tom Hartman*)

III. Presentation – no presentation scheduled

IV. Committee Reports

A. Personnel Committee Report (*Crisp*)

- 1. Employment reports for June and July 2023 **pp 17-18**
- 2. Report of *Spring 2023 Pilot Teleworking for Staff Policy* study **pp 19-21**
- 3. Paid Parental Leave Temporary Policy **pp 22-25** *
- 4. Revised adjunct faculty pay model **pp 26-27** *
- 5. Update on compensation study **pp 28-29**

B. Building and Grounds Committee Report (*Gomory*)

- 1. General contractor contract recommendation for *Main, Powell & Gee Buildings - Classroom, Lab, Offices, Library Renovation/Nursing Expansion/Childcare Updates Project* **pp 30-32** *
- 2. Open-end design agreements recommendation **pp 33-35** *
- 3. Replacement of forklift for Administrative Services/ Receiving Departments **pp 36-41** *
- 4. Capital projects summary report **pp 42-54**
- 5. Capital project change orders signed by President **pp 55-57**
- 6. Capital project amendments/contracts signed by President **pp 58-59**
- 7. Capital project budget plan for June and July 2023 **pp 60-61**

C. Budget and Finance Committee Report (*Glidewell*)

- 1. Financial reports for June and July 2023 **pp 62-76**
- 2. Final budget resolution for 2022-23 fiscal year **pp 77-80** *
- 3. Resolution for blanket authorization for Interim President’s 2023-24 travel **p 81**..... *
- 4. Report on Institutional Accounting Fund negative fund balances as required by the Sound Fiscal and Management Practices Policy
- 5. Update on CARES Act funding

D. Curriculum Committee Report (*Dr. Lisa Johnson*)

- 1. Local Articulation Agreement with Chapel Hill-Carboro City School System **p 82**..... *
- 2. 2021-22 program of study reviews **pp 83-90**
- 3. Update on program of study accreditations **pp 91-92**

V. Other Reports

A. SGA Report (*Dr. Carol Disque / Azavia Jones*)

Introduction of new SGA President

B. Chair’s Report (*Chairperson*)

- 1. New appointment and reappointment to the Board of Trustees for 2023-2027

* Requires Board of Trustees action

- a. Ken Walker appointed by the Alamance-Burlington School System Board of Education **p 93**
 - b. Pete Glidewell reappointed by the Office of the Governor **p 94**
- 2. Update on presidential search
- 3. 2023-24 Board of Trustees regular meeting schedule **p 95**
- 4. Upcoming committee appointments for 2023-24
- 5. Report of SEI Filing and Ethics Education **p 96**
- C. Faculty Affairs Committee Report (*Zachary Mathews*)
- D. President's Report (*Keen*)
 - 1. Enrollment update (*Dr. Lisa Johnson / Justin Snyder*)
 - 2. Update on Quality Enhancement Plan required by SACSCOC (*Dr. Connie Wolfe*) **p 97**
 - 3. Update on ACC Forward Strategic Plan (*Dr. Connie Wolfe*) **pp 98-100**
 - 4. ACC Foundation quarterly report (*Carolyn Rhode*) **pp 101-109**
 - 5. NCCCS Final Compliance Review Report (*Dr. Connie Wolfe*) **pp 110-114**
 - 6. ACC chosen by county to be included in Community-Based Grant Initiative Prosperity Zone application with Golden LEAF (*Kindra Bradley*)
 - 7. Update on developing a Staff Affairs Committee (*Dr. Connie Wolfe*)
 - 8. ACC Spotlight **pp 115-117**
 - a. 2023 Distinguished Alumnus – Brian Woodard
 - b. 2023 Inspiration Award Recipient – Lt. Col. Melissa Fauendorfer
 - c. Employee Spotlight – Dr. Claudia Vestal
- E. Handout – *Common Estate Planning Problems and Creative Solutions* Brochure
- F. Announcements
 - 1. Fall semester begins, August 14, 2023
 - 2. ACC Day, August 25, 2013
 - 3. NCACCT Leadership Seminar, August 30-September 1, 2023, Wilmington
 - 4. ACCT National Leadership Congress, October 9-12, 2023, Las Vegas
 - 5. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) onsite visit for reaffirmation of accreditation, November 13-16, 2023
 - 6. ACCT National Legislative Summit, February 5-8, 2024, Washington, DC

VI. Adjournment



**Regular Meeting of the
Board of Trustees**

June 12, 2023 / 6:00 p.m.
Wallace W. Gee Building, Room G-222
1247 Jimmie Kerr Road, Graham, NC

A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on June 12, 2023, in the Wallace W. Gee Building Boardroom, Room G-222, on the Carrington-Scott Campus.

Call to Order

BG(R) Blake Williams, Chair, called the meeting to order at 6:02 p.m. He gave the invocation and welcomed guests to the meeting.

Attendance

The following trustees were present:

- Mr. James Butler
- Mr. Steve Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Mr. Mark Gordon
- Ms. Sylvia Muñoz
- Dr. Charles Scott
- Ms. Julie Scott Emmons, Vice Chair
- BG Blake Williams, Chair

Absent:

- Mr. Carl Steinbicker (scheduling conflict)
- Ms. Alexandra Versace, SGA President and Student Trustee

Guest

- Ms. Kristy Bailey, reporter with *The Alamance News*

Employees recognized and introduced to the Board:

- Marcelle Malone, 2023 Staff Member of the Year
- Nicholas Boudreau, Work-Based Learning Coordinator

Also, present for the meeting were:

- Dr. Algie Gatewood, President and Secretary to the Board of Trustees
- 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. Scott Doron, Special Assistant to the President
- Ms. Valerie Fearington, Director of Human Resources
- Ms. Sarah Hardin, Director of Public Information and Marketing
- Mr. Thomas Hartman, Associate Vice President of Facilities Management and Administration
- Mr. Josefvon Jones, Director of Diversity, Equity, and Inclusion
- Mr. Louis Judge, Associate Vice President of Corporate Education
- Mr. Zachary (Zak) Mathews, Faculty Affairs Committee Chair
- Ms. Stephanie Waters, Board Liaison

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.

Minutes

Minutes of the Board of Trustees regular meeting of May 8, 2023, were approved, as submitted.

Employee Recognitions and Introductions

General Williams called for the recognition and introduction of employees:

- Ms. Rollins recognized Marcelle Malone as ACC's 2023 Staff Member of the Year.
- Dr. Johnson introduced new employee Nicholas Boudreau, Work-Based Learning Coordinator, to the Board.

Mr. Malone and Mr. Boudreau left the meeting following their introductions.

Presentation

General Williams called on Ms. Hardin for the presentation on ACC's marketing efforts. Ms. Hardin updated the Board on the College's various marketing initiatives, including building a strong brand identity; practicing effective advertising utilizing geofencing marketing based on location and gaming platforms for targeted messaging; and implementing a new website design. Ms. Hardin also shared copies of printed materials created by the marketing department. Following discussion, General Williams thanked Ms. Hardin for the information.

Committee Reports

Report of Personnel Committee

Dr. Crisp presented the monthly employment report for May 2023. Ms. Fearington added that the College is recruiting on LinkedIn and Indeed platforms to boost diversity.

Report of Building and Grounds Committee

Mr. Gomory informed the Board that the Building and Grounds Committee met on June 7, 2023, to discuss capital projects and related items. Mr. Gomory presented a preventative maintenance project for approval by the Board. He said the project represents the fifth year of a five-year continuous maintenance plan. Following discussion, Mr. Gomory moved on behalf of the Building and Grounds Committee that the Board approve the Roofing Maintenance Preventative Project for fiscal year 2024 as a capital project with a total budget of \$30,000 to be funded from county capital funds. Motion carried by unanimous vote.

Mr. Gomory provided an update on current capital improvement projects. He said the College continues to have discussions about the location of the Burn Tower component of the Public Safety Training Center Project. Discussion ensued around the overall Public Safety Training Center Project not being delayed if the Burn Tower component is treated as a separate project. As part of the update, Mr. Gomory reported that Dr. Gatewood approved the following capital projects and that the approvals fall within the guidelines of the Capital Improvement Projects Policy:

- Replacement of sink, counter top, cabinets and all associated plumbing, faucets and labor for childcare at a cost of \$13,581.42.
- Main building chiller repair (refrigerant leak detection, repair and refrigerant recovery), including all labor and materials at a cost of \$15,355.36.

Mr. Gomory presented a report of capital project change orders signed by the president and a report of capital project amendments and contracts signed by the president.

Lastly, Mr. Gomory called on Ms. Rollins to present the capital project budget plan for fiscal year 2022-23. Ms. Rollins reviewed the budgets for the College's capital projects and said the amount of funds available for future projects totaled \$2,663,291.

Report of Budget and Finance Committee

In Mr. Steinbicker's absence, Mr. Glidewell reported that the Budget and Finance Committee met on June 8, 2023, to discuss financial-related matters. He then called on Ms. Rollins to present the financial report for the month ending May 31, 2023. She said the fiscal year was 92 percent complete. The College had expended 86 percent of its state total budget. As for the county budget, the College had expended 89 percent of its county current expense budget and 76 percent of its county total budget. Ms. Rollins explained that the College would be using unrestricted stabilization funds to offset approximately \$400,000 of expenditures in the county current expense budget. Lastly, Ms. Rollins said the College had expended 78 percent of the planned Institutional Accounting Fund budget. Following discussion and on the advice of Mr. Longest, Mr. Gomory moved and Mr. Gordon seconded that the Board approve the transfer of stabilization (CARES Act) funds, up to \$450,000, to cover shortfalls in county funding. Motion carried by unanimous vote.

Mr. Glidewell presented the Fiscal Year 2023-24 Continuing Budget Resolution for Board approval. He said the resolution would allow the College to operate as of July 1, 2023, while awaiting approval of the state budget. Discussion ensued regarding the 2.9 percent, across-the-board reduction referenced in the budget resolution. Ms. Rollins responded that the interim budget reflects only a portion of the \$1.7M in stabilization funding from the state, projected budget numbers from the state, and any specific grant carryover amounts. Dr. Gatewood added that the interim budget serves as a placeholder that will be refined following approval of the state budget, which will not reflect a blanket reduction. Mr. Glidewell then moved on behalf of the Budget and Finance Committee that the Board adopt the Fiscal Year 2023-24 Continuing Budget Resolution, as presented. Motion carried by unanimous vote.

Report of Curriculum Committee

No Curriculum Committee report was scheduled.

Other Reports

Student Government Association Report

No Student Government Association report was scheduled.

Chair's Report

General Williams reported that the Alamance County Board of Commissioners had reappointed him to the Board for the period of July 1, 2023, through June 30, 2027. He said the official letter of reappointment was included in the meeting packet.

General Williams reminded the Board that terms expire June 30, 2023, for the following trustees:

- Mr. Pete Glidewell – Governor appointment
- Mr. Carl Steinbicker – Board of Education appointment

A report of due dates for ethics training provided by the NC State Ethics Commission was shared with trustees.

Faculty Affairs Committee Report

Mr. Mathews provided an update as Chair of the Faculty Affairs Committee (FAC). He began by stating that the FAC does not meet over the summer. He took the opportunity to thank Dr. Gatewood on behalf of the FAC for his contributions to expanding ACC's facilities and programming and building greater community outreach. Mr. Mathews shared characteristics and strengths the FAC is seeking in the next president of ACC. He also suggested that the new president consider ways to help faculty and staff feel valued, such as establishing a staff organization similar to the FAC, renewing the telework option for staff, and avoiding restructuring salary models that could result in pay cuts for adjunct faculty and others. Following Mr. Mathews' report, discussion ensued regarding the possible benefits of staff representation and the impact of a revised pay model on adjunct faculty. Following discussion, the trustees thanked Mr. Mathews for his work as FAC Chair.

President's Report

Dr. Wolfe presented the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Preliminary Report of the Reaffirmation Committee. Dr. Wolfe explained that the report represented the review of the Compliance Report the College submitted to the SACSCOC as part of the reaffirmation of accreditation process. Of the 75 standards and core requirements accredited entities are required to respond to in their compliance reports, the average number of issues that need to be addressed is 17 or 18. Dr. Wolfe announced that ACC was found by the Reaffirmation Committee to be compliant on all but eight items. She said the issues are easy for the College to address and that a written response will be submitted to SACSCOC in September 2023. Dr. Wolfe then proceeded to review each of the eight items, none of which was a Core Requirement of the SACSCOC Principles of Accreditation.

In a related item, Dr. Wolfe presented the proposed Board of Trustees Self-Evaluation Policy. She informed the Board that the policy was necessary to address one of the eight findings in the SACSCOC Preliminary Report of the Reaffirmation Committee. Although the Board has a strong practice of annual self-evaluations, there was no policy in place outlining the practice. Mr. Gomory then moved and Mr. Carter seconded that the Board approve the Board of Trustees Self-Evaluation Policy, as submitted. Motion carried by unanimous vote.

Dr. Disque presented the proposed Student Behavioral Intervention Policy. She reminded the Board that earlier in the year a policy related to threat assessment was approved and that this

related policy addresses disruptive student behavior prior to the actions becoming an actual threat. She said a committee representing key areas of the College developed the proposal. Following discussion, Mr. Gordon moved and Mr. Carter seconded that the Student Behavioral Intervention Policy be approved, as submitted. Motion carried by unanimous vote.

Mr. Doron provided an update on grants. He said a total of \$26.6 million in grant funding had been awarded or was pending for 2023. Following his report, the Board gave Mr. Doron a round of applause for his work and upcoming retirement, effective July 1, 2023.

Dr. Gatewood provided an update on the success of ACC's commencement held June 2, 2023, at Elon University.

Dr. Gatewood provided an update on the articulation agreement signing ceremony with North Carolina Central University held at the Biotechnology Center of Excellence earlier in the day.

Dr. Gatewood concluded his final report to the Board as he would be retiring on July 1, 2023. General Williams took the opportunity to thank Dr. Gatewood for his service as President and said the Board appreciated all he had done for the College. He received a round of applause from trustees and guests.

Handouts – no handout

Announcements

General Williams reviewed the following announcements:

1. Dr. Algie Gatewood's retirement date: July 1, 2023
2. Fall semester begins, August 18, 2023
3. NCACCT Leadership Seminar, August 30-September 1, 2023, Wilmington
4. ACCT National Leadership Congress, October 9-12, 2023, Las Vegas
5. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) onsite visit for reaffirmation of accreditation, November 13-16, 2023

General Williams encouraged trustees to notify Ms. Waters if interested in attending the upcoming NCACCT Leadership Seminar or ACCT National Leadership Congress.

Senator Foriest returned to the discussion on staff representation and asked that the topic be shared with the Interim President and included on the agenda for an upcoming Board meeting.

Closed Session

After completion of the Board's agenda items set for the regular meeting, Ms. Emmons moved and Ms. Muñoz seconded that the Board go into Closed Session pursuant to North Carolina

General Statute §143-318.11(a)(6) for the purpose of considering the qualifications of prospective candidates for Interim President of Alamance Community College. Motion carried by unanimous vote.

All individuals present at the meeting left the boardroom, except for the trustees and Mr. Longest.

Return to Regular Session

Upon re-opening the regular session, the Chair reported that the Board discussed the qualifications of prospective candidates for Interim President of Alamance Community College. Mr. Gomory then moved and Mr. Gordon seconded that the Board recommend to the State Board of Community Colleges the two candidates as named in Closed Session for the position of Interim President. Motion carried by unanimous vote.

Before adjourning, Mr. Carter recommended that the College contact the Piedmont Triad Regional Council about securing a seat on the new board when appointed.

Adjournment

Having no further business to discuss, the meeting was adjourned at 8:16 p.m.

Respectfully submitted,

BG(R) Blake Williams, Chair
Board of Trustees



**Special Meeting of the
Board of Trustees**
May 25, 2023 / 9:00 a.m.
May 26, 2023 / 9:00 a.m. (Continuance)
Videoconference

A special meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on May 25, 2023. The meeting was conducted by videoconference that originated in the Wallace W. Gee Building, Room G-215, on the Carrington-Scott Campus.

Call to Order

BG(R) Blake Williams, Chair, called the meeting to order at 9:03 a.m. upon everyone's arrival to the videoconference session.

Attendance

The following trustees were present:

- Mr. James Butler
- Mr. Steve Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Ms. Sylvia Muñoz
- Dr. Charles Scott
- Ms. Julie Scott Emmons, Vice Chair
- BG (R) Blake Williams, Chair

Absent:

- Mr. Mark Gordon (scheduling conflict)
- Mr. Carl Steinbicker (scheduling conflict)
- Ms. Alexandra Versace, SGA President and Student Trustee

Guest:

- Ms. Tawanda Artis, General Counsel for the North Carolina Community College System Office (left meeting at 9:30 a.m.)

Also, present for the meeting were:

- Dr. Algie C. Gatewood, President and Secretary to the Board of Trustees
- Mr. Frank Longest, Board Attorney

- Ms. Stephanie Waters, Board Liaison

Quorum

The Board determined that a quorum was present and proceeded with the meeting.

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.

Informational Session

General Williams welcomed Ms. Artis to the meeting. He stated that Ms. Artis would be presenting information, as required by the State Board of Community Colleges Code (1C SBCCC 300.1), on the legal requirements and other procedural matters related to hiring a new president upon Dr. Gatewood's retirement beginning July 1, 2023. Key points of Ms. Artis' presentation included the following:

- If the College chooses to use a consulting firm for the presidential search, the consulting firm must be chosen through a competitive bid process.
- The State Board of Community Colleges makes no distinction in the hiring process for either a permanent president or interim president.

Ms. Artis said she would be available to answer questions or give guidance as the Board moves through the presidential search process. Following the presentation and discussion, General Williams thanked Ms. Artis for sharing the important information and said the Board would be calling on her as needed.

Ms. Artis left the meeting following her presentation at 9:30 a.m.

Action Items

General Williams announced that the Board is required to accept officially Dr. Gatewood's resignation and notice of retirement, effective July 1, 2023. General Williams then moved and Ms. Emmons seconded that the Board accept Dr. Algie Gatewood's resignation as President and notice of retirement, effective July 1, 2023. Motion carried by unanimous vote.

Next, the Board discussed the option of hiring an external candidate as Interim President upon Dr. Gatewood's retirement. Following discussion, Ms. Emmons moved and General Williams seconded that the Board seek an external candidate to serve as Interim President in order to

make the process neutral for all candidates - both internal and external - who plan to apply for the position. Motion carried by unanimous vote.

Before going into Closed Session, the Board discussed the potential length of service and salary for an Interim President. The Board also discussed Mr. Briggs' role as gratis while he helps to identify a candidate(s) for Interim President.

Closed Session

Ms. Emmons moved and Mr. Glidewell seconded that the Board go into Closed Session to discuss, pursuant to North Carolina General Statute §143-318.11(a)(6), the qualifications of a potential candidate for Interim President. Motion carried by unanimous vote.

Following the discussion of business set forth for the Closed Session, General Williams moved and Ms. Muñoz seconded that the Board return to open session. Motion carried by unanimous vote.

Return to Open Session

Upon re-opening the regular session, General Williams announced that the Board discussed the qualifications of and interviewed a potential candidate for Interim President during the Closed Session.

Action Items Continued

General Williams reported that the Presidential Search Committee met May 22, 2023, and recommended that the Board use a search consultant to identify the next President of ACC. Following a brief discussion, General Williams moved and Ms. Muñoz seconded that the Board approve using a presidential search consultant and issuing a request for proposals as required by the State Board of Community Colleges Code. Motion carried by unanimous vote.

Recess

Following discussion, General Williams announced at 10:45 a.m. that the Board would recess until 9:00 a.m. on May 26, 2023, at which time the Board would reconvene to continue, as old business, the consideration of hiring an external candidate for the position of Interim President.

Continuance of Special Meeting of May 25, 2023

May 26, 2023 / 9:00 a.m.

The Board reconvened at 9:05 a.m. on May 26, 2023, to continue, as old business, the consideration of the qualifications of a candidate for the position of Interim President. The

meeting was conducted by videoconference that originated in the Wallace W. Gee Building, Room G-215, on the Carrington-Scott Campus.

Attendance

The following trustees were present:

- Mr. Steve Carter
- Senator Anthony Foriest
- Mr. William Gomory
- Mr. Mark Gordon
- Dr. Charles Scott
- Ms. Julie Scott Emmons, Vice Chair
- BG (R) Blake Williams, Chair

Absent:

- Mr. James Butler (scheduling conflict)
- Dr. Roslyn Crisp (scheduling conflict)
- Mr. Powell (Pete) Glidewell, III (scheduling conflict)
- Ms. Sylvia Muñoz (scheduling conflict)
- Mr. Carl Steinbicker (scheduling conflict)
- Ms. Alexandra Versace, SGA President and Student Trustee

Also, present for the meeting were:

- Dr. Algie C. Gatewood, President and Secretary to the Board of Trustees
- Mr. Frank Longest, Board Attorney
- Ms. Stephanie Waters, Board Liaison

Quorum

The Board determined that a quorum was present and proceeded with the meeting.

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.

Closed Session

Mr. Gomory moved and Ms. Emmons seconded that the Board go into Closed Session to discuss, pursuant to North Carolina General Statute §143-318.11(a)(6), the qualifications of a potential candidate for Interim President. Motion carried by unanimous vote.

Following consideration of business set forth for the Closed Session, Mr. Carter moved and Dr. Scott seconded that the Board return to open session. Motion carried by unanimous vote.

Return to Open Session

Upon re-opening the regular session, General Williams announced that the Board discussed the qualifications of a potential candidate for Interim President during the Closed Session.

Mr. Gomory then moved and Mr. Carter seconded that the Board approve the employment of an Interim President as named in Closed Session, subject to approval of the State Board of Community Colleges and a mutually agreed upon, negotiated contract. Motion carried by unanimous vote.

Adjournment

Having no further business to consider, the special meeting was adjourned at 9:44 a.m.

Respectfully submitted,

BG (R) Blake Williams, Chair
Board of Trustees



A special meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on June 23, 2023. The meeting was conducted by videoconference that originated in the Wallace W. Gee Building, Room G-215, on the Carrington-Scott Campus.

Call to Order

BG(R) Blake Williams, Chair, called the meeting to order at 5:03 p.m. upon everyone's arrival to the videoconference session.

Attendance

The following trustees were present:

- Mr. James Butler
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Mr. Mark Gordon
- Ms. Sylvia Muñoz
- Dr. Charles Scott
- Mr. Carl Steinbicker
- BG (R) Blake Williams, Chair

Absent:

- Mr. Steve Carter (scheduling conflict)
- Dr. Roslyn Crisp (scheduling conflict)
- Ms. Julie Scott Emmons, Vice Chair (scheduling conflict)

Also, present for the meeting were:

- Mr. Frank Longest, Board Attorney
- Ms. Stephanie Waters, Board Liaison

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.

Closed Session

Mr. Glidewell moved and Mr. Butler seconded that the Board go into Closed Session to: 1) discuss and recommend, pursuant to North Carolina General Statute §143-318.11(a)(6), the employment contract for the ACC Interim President, effective July 3, 2023, and subject to modifications based on State funding for the 2023-2024 year; and, 2) consider, pursuant to North Carolina General Statute §143-318.11(a)(2), bestowing the title of emeritus. Motion carried by unanimous vote.

There being no further business for the Closed Session, and upon motion of Mr. Glidewell and seconded by Senator Foriest, the Board adjourned at approximately 5:18 p.m. and General Williams reconvened the public session.

Return to Open Session

Upon re-opening the regular session, General Williams announced that the Board discussed in Closed Session the proposed contract for the top candidate for the position of Interim President of ACC and voted on a matter related to bestowing emeritus status.

Mr. Gomory then moved and Ms. Muñoz seconded that the Board approve the employment contract for and offer the position of Interim President to the Board's top nominee. Motion carried by unanimous vote. Note: A public announcement of the named Interim President will be made after the State Board of Community Colleges is notified of the Board's decision.

Adjournment

Having no further business to discuss, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

BG (R) Blake Williams, Chair
Board of Trustees



A special meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on July 20, 2023. The meeting was conducted by videoconference that originated in the Wallace W. Gee Building, Room G-215, on the Carrington-Scott Campus.

Call to Order

BG(R) Blake Williams, Chair, called the meeting to order at 11:06 a.m. upon everyone's arrival to the videoconference session.

Attendance

The following trustees were present:

- Mr. Steve Carter
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory (arrived at 11:24 a.m.)
- Mr. Mark Gordon
- Ms. Sylvia Muñoz
- Dr. Charles Scott
- Ms. Julie Scott Emmons, Vice Chair
- BG (R) Blake Williams, Chair

Absent:

- Mr. James Butler (scheduling conflict)
- Dr. Roslyn Crisp (scheduling conflict)

Also, present for the meeting were:

- Mr. Ken Walker, newly appointed trustee to be sworn in on August 14, 2023
- Dr. John Larry Keen, Interim President
- Mr. Frank Longest, Board Attorney
- Mr. Christopher Frauendienst, Executive Assistant to the President
- Ms. Stephanie Waters, Board Liaison

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.

Closed Session

Ms. Emmons moved and Mr. Carter seconded that the Board go into Closed Session pursuant to North Carolina General Statute §143-318.11(a)(1) to consider a recommendation regarding RFP #75-06092023 for presidential search consulting services. Motion carried by unanimous vote.

Following discussion, Mr. Carter moved and Ms. Emmons seconded that the Board return to open session. Motion carried by unanimous vote.

Return to Open Session

Upon returning to open session, General Williams announced that the Board considered the Presidential Search Committee's recommendation regarding RFP #75-06092023 for presidential search consulting services. Ms. Emmons then moved and Mr. Carter seconded that the Board approve the Association of Community College Trustees to provide presidential search consulting services and approve the related contract as outlined in the vendor's proposal. Motion carried by unanimous vote.

Other Business

The Board took the opportunity to welcome Mr. Walker and Dr. Keen to ACC.

(Mr. Gomory joined the meeting.)

General Williams encouraged the trustees to attend the North Carolina Association of Community College Trustees Leadership Seminar to be held in Wilmington later in August. Ms. Emmons suggested the trustees and Dr. Keen plan to have dinner together one evening during the seminar.

Adjournment

Having no further business to discuss, the meeting was adjourned at 11:29 a.m.

Respectfully submitted,

John Larry Keen, Ed.D.
Interim President

Workforce Analysis (Full-Time)
Occupational Categories

June 2023

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)	26	23	3	8	18	6	0	0	0	0	20
02 (Business/Finance Ops)	5	4	1	0	5	4	0	0	0	1	0
03 (Comp/Eng/Science)	6	3	3	4	2	1	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	14	10	4	6	8	8	0	0	0	0	6
05 (Postsecondary Teachers)	111	95	16	46	65	8	1	2	0	2	95
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	27	19	8	11	16	5	0	0	0	2	20
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	39	27	12	1	38	7	0	1	0	5	24
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	1
TOTALS		184	48	79	153	39	1	3	0	10	173

New Full Time Employees:

- Ryan Holloway
- PACE Success Coach
- Meagan Vallejos
- BioBetter Project Liaison
- Gilbert Umberger
- Student Activities Coordinator
- Lisa Lloyd
- Administrative Assistant, Emergency Medical Services
- Jimmie Burgess
- Success Coach, TRIO Student Support Services

County	Percentage
African American	17%
American Indian / Alaska Native	0%
Asian	1%
Hawaian / Pacific Islander	0%
Hispanic	4%
White	75%
	22%
	2%
	2%
	0%
	13%
	61%

Workforce Analysis (Full-Time)
Occupational Categories

July 2023

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)	27	23	4	6	21	5	0	0	0	0	22
02 (Business/Finance Opers)	5	4	1	0	5	4	0	0	0	1	0
03 (Comp/Eng/Science)	6	3	3	4	2	1	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)	114	95	19	47	67	8	1	2	0	2	97
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	27	19	8	12	15	5	0	0	0	2	20
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	39	27	12	4	35	7	0	1	0	4	25
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	1
TOTALS	235	182	53	81	154	37	1	3	0	9	178

New Full Time Employees:

John L. Keen	Interim President
Christopher Frauendienst	Executive Assistant to the President
Dr. Melanie Lewis	Dean of Health and Public Service
Jamie Mongillo	Medical Laboratory Technology Instructor
Johnny Weddle, Jr.	AWESM Implementer / Workforce Programs Support
Jennifer Jones	Director, Information Technology Services
Kindra Bradley	Grants Manager
Rhonda Jones	Health Careers Selective Admissions Counselor
Stephanie Waters	Finance Supervisor

County	Percentage
African American	16%
American Indian / Alaska Native	0%
Asian	1%
Hawaaiian / Pacific Islander	0%
Hispanic	4%
White	76%

**Spring Term 2023
Pilot Staff Teleworking Policy Update**

The Board of Trustees approved a Pilot Teleworking Policy (Policy 3.4.5) for Alamance Community College Staff that was implemented in the Spring Term of 2023. Approximately 21 staff members participated in the pilot program.

In order to participate in the Pilot program employees requested to telework by submitting a Teleworking Agreement to their supervisor to determine if they were eligible to participate in the program. If the employee met the eligibility requirements then the Teleworking Agreement was submitted to the Executive Vice-President, the President and the Human Resources Director for approval. The employee received a Teleworking sign for their door to notify others the day which they would be teleworking and the supervisors were provided evaluation forms to complete on the date designated as the employee’s teleworking evaluation date(day) in the Teleworking Agreement.

At the end of the Spring Term the Office of Institution Effectiveness in collaboration with Human Resources created a survey for employees and a separate survey for supervisors to evaluate the Teleworking Pilot Program. Please see a summary of the survey results below.

Supervisors Survey Results Summary

	Agree	Neutral	Disagree
I felt Informed about the telework policy and procedures	99%	0	0
I was able to supervise employees effectively when they were teleworking	88%	11%	
I was able to evaluate employees work when they were teleworking	88%	11%	
As a Supervisor I experienced inconveniences when employees were teleworking	22%	22%	55%

My team has the tools and resources needed to telework	77%	22%	0
I can effectively coach/supervise employees when they are teleworking	88%	11%	0
When they were teleworking employees were difficult to reach when needed	11%	11%	77%
When teleworking employees were productive	99%	0	0
When teleworking employees were responsive	75%	25%	0
The telework arrangement did not adversely affect stakeholders	66%	33%	0
As a supervisor I support making teleworking a permanent option for employees at ACC.	99%	0	0

Additional comments provided by **supervisors** in the survey:

- They supported 1-2 days of employees teleworking depending on the position
- Employees were happier because they had the option to telework
- They believed teleworking options helps with retention and hiring qualified employees
- They would like to have additional training related to supervising telework employees

Employees Survey Results Summary

	Agree	Neutral	Disagree
I felt supported by my supervisor when teleworking	93%	5%	0
I felt informed about ACC's goals and priorities when teleworking	99%	0	0
I was responsive to	93%	5%	0

calls, emails, and other forms of communication when teleworking			
I could complete all of my job responsibilities effectively when teleworking	99%	0	0
I was able to keep College and student data safe while teleworking	99%	0	0
I had the tools and resources I needed to telework (workspace supplies)	93%	5%	0
I had access to College systems I needed to telework	93%	5%	0
I was often distracted in my remote workspace	0	0	99%
I knew what was expected of me when teleworking	99%	0	0
I support making teleworking a permanent option for employees at ACC	99%	0	0

Additional comments provided by **employees** in the survey:

- The pilot telework program worked well because they were able to work without interruptions in order to complete projects and other work related tasks more efficiently.
- Depending on the position prefer to telework 2 -3 days per week
- Teleworking is cost effective because it saves on work commute. Some employees work in surrounding counties.

Submitted by:

Valerie Fearrington

Human Resources Director

The purpose of this temporary policy is to define employees' eligibility for paid parental leave, accrual of leave, and leave use rules. This policy applies to all permanent full-time employees of Alamance Community College (ACC). Upon the establishment of permanent rules by the State Human Resources Commission, ACC will update this policy.

This policy states the terms and conditions only for paid parental leave that is provided under G.S. 126-8.6. The paid parental leave provided under this policy is in addition to any other leave authorized by State or federal law.

I. DEFINITIONS

For the purpose of this policy, the following definitions shall apply.

- Child means a newborn biological Child or a newly-placed adopted, foster or otherwise legally placed Child under the age of 18, whose Parent is an eligible employee.
- Parent means: the mother or father of a Child through birth or legal adoption; or an individual who cares for a Child through foster or other legal placement under the direction of a government authority.
- Public safety concern means a significant impairment to the agency's ability to conduct its operations in a manner that protects the health and safety of North Carolinians.
- Qualifying event means when an employee becomes a Parent to a Child.

II. ELIGIBILITY FOR PAID PARENTAL LEAVE

Employees who become Parents via childbirth, adoption, foster care, or another legal placement are eligible for Paid Parental Leave if:

- A. Employee is in a permanent, time-limited, or probationary appointment.
Temporary employees are not eligible for Paid Parental Leave under this policy.
- B. At the time of the qualifying event, the employee meets each of the following conditions:
 1. For the immediate 12 preceding months, the employee has been employed without a break in service, as defined by 25 NCAC 01D .0114, by the State of North Carolina in a permanent, time-limited, or probationary appointment.
 - a. Periods of worker's compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave.

b. Periods of leave without pay, as defined in 25 NCAC 01E .1100, shall not constitute a break in service.

2. The employee has been in pay status with the State of North Carolina for at least 1,040 hours during the previous 12-month period becoming eligible for Family and Medical Leave.

a. a. Exhaustion of Family and Medical Leave does not affect eligibility for Paid Parental Leave.

III. LEAVE AVAILABLE TO FULL-TIME EMPLOYEES

Full-time employees eligible for Paid Parental Leave under this policy may take, in their discretion, up to the following amounts of leave:

- Eight weeks of paid leave after a parent gives birth to a child.
- Four weeks of paid leave after any other qualifying event.

Each week of paid parental leave under this policy shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

IV. USE OF OTHER LEAVE

The Paid Parental Leave provided under this policy shall not be counted against or deducted from the employee's sick, vacation, or other accrued leave. The Paid Parental Leave provided under this policy is in addition to any other leave authorized by law, State Board Code Section, or policy. Whether an employee has exhausted Family and Medical Leave does not affect eligibility for Paid Parental Leave under this policy.

V. REQUESTING USE OF PAID PARENTAL LEAVE

1. Eligible employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave. Requests for intermittent use of Paid Parental Leave are subject to ACC's approval as stated in this policy.
2. Whenever possible, eligible employees shall notify ACC's Human Resources Department at least 10 weeks in advance of their intention to use Paid Parental Leave. Employees may withdraw their request for Paid Parental Leave at any time.
3. Absent unusual circumstances, the employee shall be required to comply with ACC's leave request procedures and policies.

4. ACC will endeavor to not deny, delay, or require intermittent use of Paid Parental Leave to employees who gave birth and seek to use Paid Parental Leave in one continuous period.
5. For all other eligible employees, ACC may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a public safety concern. For example, the extension of Paid Parental Leave to an eligible employee who did not give birth may constitute a Public Safety Concern if:
 - a. Providing the Paid Parental Leave would result in ACC staffing levels below what is required by federal or state law to maintain operational safety; or
 - b. Providing the Paid Parental Leave may impact the health or safety of staff, students, faculty, or other individuals ACC is required by law to protect and provide a safe environment; and
 - c. ACC has been unable to secure supplemental staffing or qualified replacement faculty member after requesting or diligently exploring alternative staffing options, as the case may be.
6. If ACC determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent, because of a public safety concern, ACC shall provide Paid Parental Leave as soon as practical following the Qualifying Event.
7. If both Parents are eligible employees, each may receive Paid Parental Leave. Both Parents may take their leave simultaneously or at different times, pending no Public Safety Concern.

VI. LEAVE USAGE

1. Paid Parental Leave may be used only once for a Qualifying Event within a 12 month period. The fact that a multiple birth, adoption, or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event.
2. Unused Paid Parental Leave is forfeited 12 months from the date of the Qualifying Event.
3. Paid Parental Leave shall not accrue or be donated to another employee.

4. Employees shall not be paid for the leave provided by this policy upon separation from the employer. The leave provided by this policy shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.
5. Leave usage must be recorded in the same required increments as all other time.
6. If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the agency's leave policies. Paid Parental Leave shall not be used prior to the Qualifying Event.

VII. EXPIRATION

This temporary policy expires on the effective date of the permanent rule adopted to replace this temporary policy by the State Human Resources Commission.

Adopted:

Legal Reference: Authority G.S. 115D-D and G.S. 126-8.6; Temporary Amendment Eff. July 1, 2023

**Personnel Committee
Approval – Adjunct Pay Model
August 8, 2022**

Current ACC Pay Model

ACC uses a complex, individualized model, which results in a different rate for each adjunct. Hourly rates range from **\$21.79 to \$49.63** and are based on several factors:

1. Highest degree earned,
2. Total years of experience (with different ratios for calculating teaching, full-time work, and part-time work),
3. Category of course taught (Base, Market Demand 1, Market Demand 2).

Once the hourly rate is established, we determine the number of hours the adjunct will receive compensation for each semester:

1. Calculate the total number of contact hours,
2. Calculate the total number of office hours and prep hours to be paid based on the unique schedule of each adjunct, using a detailed set of criteria.

Challenges:

- No college-wide increases have been implemented in the last 9 years.
- A time-consuming, detailed, and individualized process can result in inconsistencies and errors.
- ACC pays a significantly higher amount in adjunct contracts than our peers.

NCCCS Pay Model

The NCCCS model is less labor intensive, more standardized, and can be implemented more consistently. The hourly rate is the NCCCS-recommended minimum rate, which is based on highest degree earned and which includes an increase over the NCCCS full-time teaching minimum rates to account for work time outside of direct classroom instruction. Hourly rates are reviewed annually and are regularly increased.

Highest Degree	NCCCS Minimum Hourly Rate
Diploma/Certificate	\$29.67
Associate's	\$30.09
Bachelor's	\$31.88
Master's	\$33.47
Doctorate	\$35.76

Survey of the 58 Colleges:

- 52 colleges responded.
- 38 colleges use the NCCCS hourly minimum rate to pay adjunct faculty and base the pay on the total number of contact hours per course (no additional hours).
- 14 colleges use the minimums as a base to which they add a certain percentage or amount.
- Therefore, 100% of the respondents base adjunct pay on the NCCCS minimums.
- Fayetteville Tech (**\$37.50-\$47.43**) and Wake Tech (**\$37.50-\$43.50**) pay the highest amount over the minimums. Their state budgets are 10-15% greater than ACC's.

ACC's Proposed Model

ACC proposes a 2% increase on the minimum NCCCS rates:

Highest Degree	NCCCS Minimum	ACC Minimum +2%
Diploma/Certificate	29.67	30.26
Associate's	30.09	30.69
Bachelor's	31.88	32.52
Master's	33.47	34.14
Doctorate	35.76	36.48

Surrounding colleges use the NCCCS Minimums with no increase:

- Davidson-Davie
- Durham Tech
- Vance-Granville
- Guilford Tech
- Randolph

Impact on Current Adjuncts:

- Some adjunct rates will increase; others will decrease.
- Some adjunct contracts will decrease because office and prep hours will not be added.
- ACC will save approximately \$266,355 a year if we use the NCCCS minimums.
- ACC will save approximately \$193,440 a year if we use the minimum plus 2%.

ACC administration requests approval to implement an adjunct pay model based on the NCCCS Minimum Hourly Rates. ACC seeks approval to increase the minimum rates by 2%.

Memorandum

TO: Valerie Fearrington, Alamance Community College

FROM: Larry Robertson, Senior Consultant
Gallagher's Public Sector and Higher Education Practice

DATE: August 7, 2023

RE: Project Update

CC: Jaime Parker, Consultant II

Here is our response to your questions in your email of Friday, August 4, 2023:

- Status - Where are we in the project?
 - Finalizing the data, salary structures and implementation costs
- Comparators - Who are our comparators, state, region.
 - Original Comparator List (None of these institutions participated in the CUPA-HR Salary Survey so were not used)
 - Blue Ridge Community College
 - Central Carolina Community College
 - Davie Davidson Community College
 - Durham Technical Community College
 - Forsyth Technical Community College
 - Guilford Technical Community College
 - Piedmont Community College
 - Randolph Community College
 - Rockingham Community College
 - Rowan-Cabarrus Community College
 - Vance-Granville Community College
 - Wake Technical Community College
 - Final Comparator List (These institutions were chosen based on their Carnegie Classification, all are public institutions with similar student, faculty and staff FTE. They all participated in the CUPA-HR Salary Survey)
 - Del Mar College (Corpus Christi, TX)
 - El Paso Community College (El Paso, TX)
 - Hazard Community and Technical College (Hazard, KY)
 - Henderson Community College (Henderson, KY)

- Hillsborough Community College (Tampa, FL)
- Horry-Georgetown Technical College (Conway, SC)
- Jefferson College (Hillsboro, MO)
- Jefferson Community and Technical College (Louisville, KY)
- McLennan Community College (Waco, TX)
- Moberly Area Community College (Moberly, MO)
- Montgomery College (Rockville, MD)
- Oklahoma City Community College (Oklahoma City, OK)
- Oklahoma State University - Oklahoma City (Oklahoma City, OK)
- Oklahoma State University Institute of Technology (Okmulgee, OK)
- Pierpont Community & Technical College (Fairmont, WV)
- Southern West Virginia Community and Technical College (Mt. Gay, WV)
- Sowela Technical Community College (Lake Charles, LA)
- State Technical College of Missouri (Linn, MO)
- Tulsa Community College (Tulsa, OK)
- Wake Technical Community College (Raleigh, NC)
- Analysis - What is the initial data showing? How do we compare?
 - Analysis on the data is still being performed.
- Solutions - How can we adjust our current pay model to provide competitive salaries for employees?
 - Gallagher will be providing potential salary structures for faculty and staff
- Next steps
 - Finalize the Benchmark Summary File
 - Includes market relationship
 - Recommended salary structures
 - Projected implementation costs
- Projected project end date
 - September 30, 2023

If you have questions or further concerns, we can discuss in our meeting on Wednesday, August 9, 2023.



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
August 9, 2023**

**Action Item: Main, Powell and Gee Buildings
Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates
Project
General Contractor Recommendation**

Background

The Main, Powell, Gee Project was posted for bid on June 6, 2023. Multiple advertising sources were utilized by the design team to increase the visibility of the opportunity to a diverse group of potential bidders. A pre-bid meeting was held on June 13th with more than 10 contractors participating.

Bid packages for the project were due by 2:00 pm July 25, 2023. Bids were requested for a base bid as well as pricing for three alternates. Alternates requested were:

- Alternate 1 Renovation of Main 251 and Main 393
- Alternate 2 Renovation of Gee first floor
- Alternate 3 Owner preferred Allerton HVAC controls

The College received a total of 6 bids with the bid from Central Builders, Inc of Mebane being the most favorable, lowest, most responsive and responsible bidder. All bid documents have been reviewed and verified by Mosely Architects and College administration. College administration is recommending that the Board approve the bid from Central Builders, Inc. of Mebane with base bid in the amount of \$3,314,900 and alternates 1 & 3 totaling \$94,000 for a total contract amount of \$3,408,900. The base bid plus the alternates are \$738,722 under the project construction budget.

Once approved by the full Board, the College will submit the recommendation to the State Construction Office to finalize the construction contract.

Action:

College Administration requests approval of a construction contract with Central Builders, Inc. of Mebane in the amount of \$3,408,900 for the Main, Powell and Gee Buildings Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project.

MOSELEY ARCHITECTS

911 North West Street
Suite 205
Raleigh, NC 27603
P: (919) 840-0091

August 2, 2023

RE: Main, Powell, and Gee Buildings: Classroom, Lab, Offices, Library
Renovation/Nursing Expansion/Childcare Updates Project Acknowledgment of
Bids

Thomas Hartman
Alamance Community College
Associate Vice President of Administrative Services & Facilities
1247 Jimmie Kerr Road
PO Box 8000
Graham, North Carolina 27253

Mr. Hartman,

Enclosed are the Tabulation of Bids, Bid Forms, and Bid Bonds for the above referenced project. To the best of our knowledge, Central Builders, Inc. of Mebane appears to be the apparent low bidder, based on base bid and the sum total of the base bid and alternate bids, as noted below.

Base Bid	\$3,314,900.00	
Alternate No. 1	\$94,000.00	(Work performed in Work Area D and Work Area H in Main Building)
Alternate No. 2	\$298,000.00	(Work performed on Gee Building Level 1)
Alternate No. 3	\$0.00	(Preferred brand alternate – provide Building Automation Systems Controls by Hoffman Building Technologies)
Sum Total	\$3,706,900.00	

Although we have conducted our review, we recommend that you and your legal counsel:

Review the submitted Tabulation of Bids, Bid Form, and Bid Bonds; identify and request if additional information is required to determine if Central Builders, Inc. of Mebane is a responsive and responsible bidder; identify any informalities; confirm that Bids and Bidders comply with all applicable laws, regulations, and statutes, including those related to procurement, especially if any Bids or Bidders are considered for rejection; and determine which Bidder should be awarded this contract.

RE: Main, Powell, and Gee Buildings: Classroom, Lab, Offices, Library
Renovation/Nursing Expansion/Childcare Updates Project Acknowledgment of
Bids

Page 2

August 2, 2023

It is customary to retain the Bid Bonds of those Bidders who are under consideration and return the others. The Bid Bonds that are retained are usually held until a Construction Contract is executed and the successful Contractor has furnished the required performance and payment bonds, and insurance at which time all Bid Bonds are returned. Please refer to the Notice to Bidders for further information.

Please do not hesitate to contact us if you have any questions or if we may be of further assistance.

Sincerely,



Bradley Lockwood
Vice President

(MA Project 612374, SCO ID # 19-21199-01A)

Encl:

As stated



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Buildings & Grounds Committee
August 9, 2023
Action Item: Open End Design Agreements

Executive Summary

Open-end design agreements (OEDA) allow community colleges to enter into agreements with designers and engineers over a set period to provide limited services for informal capital projects. ACC has utilized the open-end design agreement model for more than ten (10) fiscal years with great success.

Most recently, the College entered into ten (10) open-end design agreements in September 2020 for one year terms with the option to extend for one year. The College posted “request for proposals” (RFPs) in May 2023 for new open-end design agreements.

This document details guidelines for OEDAs, ACC’s RFP process, and College Administration’s recommendation for open-design contracts for the period August 2023 through August 2024 (with the mutual option to extend for one year through August 2025).

Background Open-End Design Agreements

Per guidelines established by the North Carolina Community College System (NCCCS- Capital Improvement Program Guide) community colleges may enter into an agreement with a designer over a set period of time (one-year period) to provide limited professional architectural, engineering, or surveying services on a routine or as needed basis for miscellaneous informal projects. These agreements are titled “open-end design agreements”.

Colleges may enter into OEDAs to reduce the amount of time spent on announcing for designers for informal projects. The following limitations (per the NCCCS Capital Improvement Program Guide) must be met to enter into an open-end design agreement:

- a. The OEDA must be publically announced.
- b. The OEDA selection shall be based upon the designer’s qualifications – fees shall not be a factor in the process.
- c. The total estimated cost of each informal project shall not exceed \$300,000.
- d. The term of the original OEDA shall be for one year.
- e. The design fees for any single project shall not exceed \$36,000.
- f. The cap on the amount that can be paid under the OEDA, regardless of the number of projects during the term of the agreement, is \$150,000.
- g. A Board of Trustees may extend an OEDA with the same firm for a period of one additional year.

- h. If the OEDA is so extended, regardless of the number of projects, the total design fees paid over the two-year period to one firm may not exceed \$300,000.
- i. A community college may not have more than one OEDA with the same “firm” at the same time, but the college may have more than one OEDA in place by choosing multiple firms.
- j. A designer who is selected does not receive a retainer, and only receives a fee when the designer actually performs services. Once a project is identified, the college will negotiate a design fee with the designer for that individual project. The college can consult with the State Construction Office on what would be a reasonable fee.

ACC’s Selection of Firms for OEDA

The following process was used to identify and recommend firm(s) to the Buildings and Grounds Committee for OEDAs:

- ACC solicited through bid specifications and received twenty-nine Open-End Design Agreement proposals by the closing date of June 6, 2023. The twenty-nine bid packages were closely reviewed, evaluated, and scored using standardized criteria by committee. Each firm was scored using a 100-point value system. In turn, scores were averaged to arrive at the top candidates. The evaluators discussed the top candidates and reviewed final scoring in detail. The top ten firms, which include 5 architectural firms, 2 engineering firms, 2 civil/landscape architectural firms, and 1 building envelope/structural firm were selected for approval.
- The ten firms that scored the highest, which we believe will provide ACC with the best service, are listed below for approval. In no particular order, the firms recommended are:
 - RND Architects (architectural design- Durham)
 - Smith Sinnett Architecture (architectural design - Raleigh)
 - Hord Coplan Macht Architects (architectural design - Charlotte)
 - CPL Architecture (architectural design- Greensboro)
 - MHA Works (architectural design- Durham)
 - Atlantec Engineers (MEP engineering- Raleigh)
 - SKA Consulting Engineers (MEP engineering- Greensboro)
 - Westcott, Small & Associates (Civil/landscape architecture- Greensboro)
 - RVE, Inc. (Civil/landscape architecture- Durham)
 - Atlas Engineering (structural, building envelope engineering- Raleigh)
- Based upon the type of upcoming informal projects, the College has identified needs for expertise in various disciplines including architectural design, landscape architecture; civil, mechanical and electrical engineering; building envelope/structural expertise. Having access to this list of professionals will allow the College to be more effective and efficient in the planning and development of these projects.

Action:

College Administration requests that the Board of Trustees authorize establishing ten one-year open-end design agreements with one (1) year extension options with the following firms:

- RND Architects (architectural design- Durham)
- Smith Sinnett Architecture (architectural design - Raleigh)
- Hord Coplan Macht Architects (architectural design - Charlotte)
- CPL Architecture (architectural design- Greensboro)
- MHA Works (architectural design- Durham)
- Atlantec Engineers (MEP engineering- Raleigh)
- SKA Consulting Engineers (MEP engineering- Greensboro)
- Westcott, Small & Associates (Civil/landscape architecture- Greensboro)
- RVE, Inc. (Civil/landscape architecture- Durham)
- Atlas Engineering (structural, building envelope engineering- Raleigh)

Multiple open-end design agreements will ensure that the College does not exceed cap design amounts per the NCCCS guidelines.



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**Buildings & Grounds Committee
August 9, 2023**

Action Item: Replacement of Forklift – Administrative Services/Receiving

The existing Yale forklift that has been used by the College in Shipping & Receiving has reached the end of its useful life. The unit was purchased by the College over 20 years ago. Repairs on the unit have been increasing over the last 5 years and most recently the unit's ability to carry loads up inclines has become a serious safety concern and repairs have not improved the performance. This lift unit is used predominantly by the College's Shipping & Receiving department for the unloading and loading of deliveries, relocation of equipment, supplies and furniture, but it is also used by the Horticulture Department as well as our Maintenance team. All authorized users receive operator training and are forklift certified before using the unit.

College administration is recommending the replacement of the existing forklift with the purchase of a Hyster H60A lift truck/forklift. The unit can be purchased through North Carolina State Contract 760H meeting all state purchasing and bid requirements. The unit will include all of the required safety features and handle a 6,000 lb capacity. The state contract price plus tax plus a 5-year comprehensive parts and labor warranty totals \$45,258.

Action:

College Administration recommends the purchase of a Hyster H60A lift truck/forklift through North Carolina State Contract 760H for a total cost, including tax and 5-year comprehensive parts and labor warranty of \$45,258. This purchase will be funded through County CIP funds.



GREGORY POOLE EQUIPMENT
 2620 DISCOVERY PLACE
 RALEIGH, North Carolina 27616
 Phone: 919-828-0641



MODEL: H60A

This quote is priced under State Contract 760H

All trucks shown with optional equipment. Please refer to quotation specifications.

CUSTOMER DETAILS

CUSTOMER	Alamance Community College		
ADDRESS	1247 Jimmy Kerr Rd. Graham, North Carolina 27253		
SHIP-TO ADDRESS	1247 Jimmy Kerr Rd. Graham, North Carolina 27253		
CONTACT NAME	Mrs. Lorri Chestnutt		

PROPOSED BY	Jeremy Kidd	TITLE	Territory Account Manager
PHONE	9192106376	EMAIL	jeremy.kidd@gregpoole.com



GREGORY POOLE EQUIPMENT
2620 DISCOVERY PLACE
RALEIGH, North Carolina 27616
Phone: 919-828-0641



DATE 7/17/23

QUOTE EXPIRATION 9/17/23



GREGORY POOLE EQUIPMENT
 2620 DISCOVERY PLACE
 RALEIGH, North Carolina 27616
 Phone: 919-828-0641



Quoted Model: H60A Available Features

Hyster® H60A Lift Truck - 6,000 lb Nominal Capacity, Class V

Proposal Summary

Included Items	Description	Quantity
Model	Hyster® H60A Lift Truck - 6,000 lb Nominal Capacity, Class V	1
Construction	Standard (-4° F to 104° F) Keyswitch Start	
Powertrain	Brakes - Self Energizing Drum Engine - Yanmar 2.2L LPG Certified Powershift Transmission Single Pedal Inch/Brake Arrangement	
Powertrain Options	33.5 lb Steel LPG Fuel Tank with Auxiliary Fill Valve Fixed LPG Bracket with Steel Strap High Air Intake Integrated Fuel Level Sensor Low Exhaust UL Label - Classification Type LP	
Powertrain Accessories	System Monitoring	
Mast	3 Stage Full Free Lift Mast - Class III - 187" (4770mm) Maximum Lift Height - 90" (2295mm) Overall Lowered Height Mast Tilt - 6° Forward / 6° Back	
Carriages & Attachments	42" (1067mm) Wide - Class III - Hook Type Integral Sideshift Carriage 48" (1220mm) High Load Backrest Extension	
Forks	48" Long x 2.0" Thick x 4.9" Wide (1220mm x 50mm x 125mm) - Class III Hook Type - Standard Taper Forks	
Hydraulics	3 Function (1 Auxiliary) Hydraulic Control Valve Engine Driven Cooling System Mechanical Lever Hydraulic Controls - Cowl Mounted Standard Displacement Hydraulic Pump	
Hoses	1 Auxiliary Function Hose Group - 2 Hoses Internally Mounted	
Wheels & Tires	Drive Tires - 28 x 9-15 - Pnuematic Shaped Solid (PSS) - Premium Standard Tread Width Steer Tires - 6.50 x 10 - Pneumatic Shaped Solid	
Operator Compartment	85" Rectangular Tube - High Console Tray Dynamic Stability System	



GREGORY POOLE EQUIPMENT
 2620 DISCOVERY PLACE
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	Fire Extinguisher - 2.5 lb. Dry Chemical
	Grid Style Overhead Guard
	Premium Display: 7" Color Touchscreen
	Rear Drive Handle with Horn Button
Directional Control	Lever Shift Direction Control - Mounted on Left Hand Side of Steering Column
	On Demand Hydrostatic Power Assist Steering
	Steering Wheel with Spinner Knob
	Tilt Steering Column - Infinitely Adjustable within a 26 Degree Range - Gas-Spring Assisted
Seat	Full Suspension Vinyl Seat
	Seat Belt - Black - No-Cinch with ELR (Emergency Locking Retractor)
Chassis Options	Hood
Lights & Alarms	Amber Strobe Light - Ignition Activated
	Audible Alarm - Reverse Direction Activated - Self-Adjusting 82-102 dB(A)
	LED Brake/Tail/Backup
	LED Work Lights - 2 Front
	Manual Work Light Control
Warranty	12 Months / 2,000 Hours Manufacturer's Warranty, 36 Months / 6,000 Hours Powertrain Warranty; please see full Warranty Statement for additional details.
Literature & Nameplate	English Literature Pack and Labels
Fees & Surcharges	Freight
	Fees & Surcharges
	Destination Charge

Additional Items or Accessories Included

	Description	Quantity
Prep	Prep For H40 - 70FT	1
Freight		1



GREGORY POOLE EQUIPMENT
 2620 DISCOVERY PLACE
 RALEIGH, North Carolina 27616
 Phone: 919-828-0641



Total Investment

Price H60A	\$40,976.50	Qty: 1
Quoted Quantity	1	TOTAL: \$40,976.50

FOB Delivered

Price is exclusive of any taxes. Due to the volatility of the supply chain impacting pricing and lead times, the expected interest rate adjustments in 2022, as well as freight charges in the transportation industry, Gregory Poole reserves the right to revise our pricing as a direct pass through amount as imposed on us from the OEM or the finance institution. Upon notification of any price adjustments that may impact your order, Gregory Poole commits to promptly notifying you. At that time you have the right to cancel the impacted order without penalty or cancellation fee. This order/proposal is subject to Gregory Poole's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sales are available at <https://www.gregorypoolelift.com/terms/terms-and-conditions-of-sale/> and will also be sent by mail or email to buyer upon request.

Proposal By:	Jeremy Kidd	Accepted By:	_____

Signature:		Signature:	_____

Date Signed:		Date Accepted:	_____

		PO Number:	_____

Optional Items: H60A

	Description	Quantity	Ext Price	Initial to Add
Warranty	5 year 10000 hour Part A Comprehensive Parts and Labor no deduct	1	\$1,515.00	_____

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

BOND PROJECTS

STATUS SUMMARY

Biotechnology Center of Excellence

The new remote parking lot at Gee Building is close to completion. The area finally dried out and pavement went down August 1st with striping right after. Landscaping is yet to be completed as well as Duke Power installation of parking lot lighting. Once fully complete, State Construction will need to come on-site for a final inspection and we can begin the project close-out process.

Student Services Center

As of August 4th, the general contractor, Resolute Builders, has two remaining items to complete. One item is the installation of stair nosing on the monumental exterior entrance stairs. The second item is the reseeding of the grasses. This last item will require the College to hold-back retainage until the work is completed. 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:

Construction drawings are still under review with State Construction. The latest cost estimate is now in-line with the overall construction budget of \$13,400,000. Various items of value engineering were agreed upon to bring the estimate in-line with the budget. Samet is on track to provide a final GMP to the College on 9/27/23 and the County has set the bond sale date for 10/31/2023. Based on a recent schedule update provided by Samet, we now believe construction may commence in the first quarter of 2024, slightly ahead of the previous recommended schedule. College administration is also working diligently with Martin Marietta to complete the required permitting process for the project including requirements of NCDEQ and NCDOT.

Burlington Site:

College administration continued discussions with the City of Burlington on July 25th regarding locating the fire burn tower at Burlington's existing training site. This location can provide many positive attributes for the college including enrollment opportunities, close proximity to the Green Level Site and ample water that is required for training of this type. A lease agreement between the College and the City is currently under discussion. 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**

Bids for the project were received on July 25th with Central Builders, Inc. of Mebane having the lowest bid. The contract recommendation for Central Builder's will be brought to the Board of Trustees in August for consideration. The low bid came in \$738,722 under the project construction budget of \$4,147,622. This savings will allow some scope that was initially removed from the project, to be added back in.

Specifically, Main Building hallway flooring replacement was not included in the project. These areas need to be abated (asbestos floor tile) and new flooring installed so that there is an appropriate hallway entrance leading to the newly renovated rooms.

CAPITAL PROJECTS

STATUS SUMMARY

Backfill Project

College administration is currently working on project closeout. We are waiting on one final designer invoice to complete closeout documentation so that the item can be brought to the Board. We hope to have this available for the September meeting.

Bill and Nancy Covington Education Center

The modular classroom is scheduled to be delivered August 18th. Site work prep is underway for the classroom. We expect the classroom to be operational by late September, if not sooner.

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

College administration and the Wayfinding Committee are currently reviewing both interior and exterior layouts and submittals provided by APCO Signs. 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

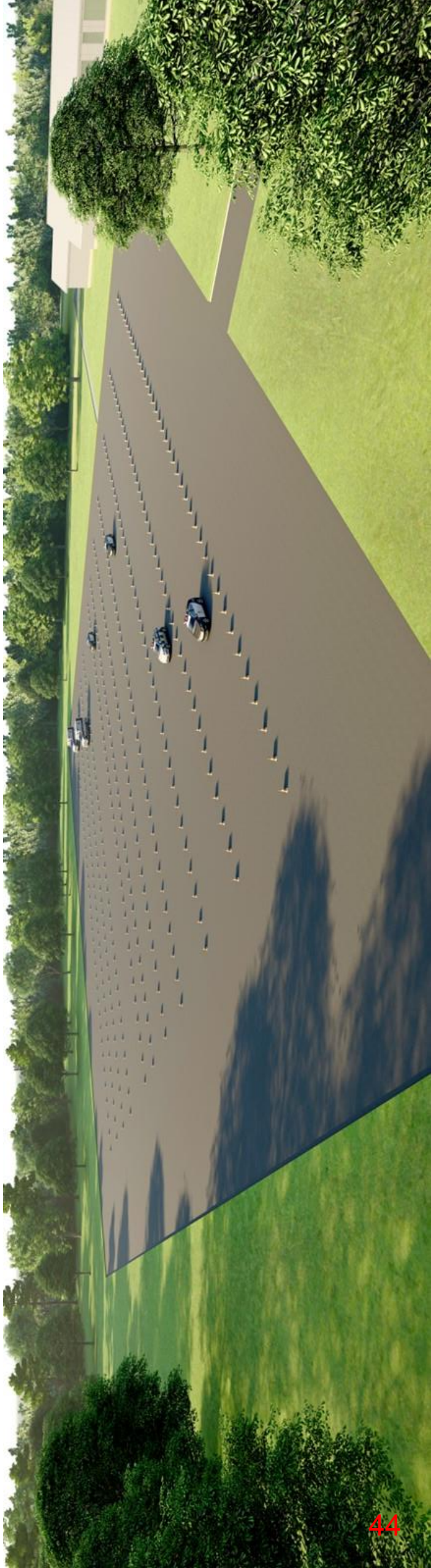
The concrete pad is in place and site work complete. We have experienced a slight delay due to the subcontractor who is scheduled to work on the project being delayed on another project. We expect the building of the structure to resume in the next few weeks. Once the building is complete and horticulture 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

Alamance Community College Project Updates for the Building and Grounds Committee on Public Safety Training Center

August 9, 2023

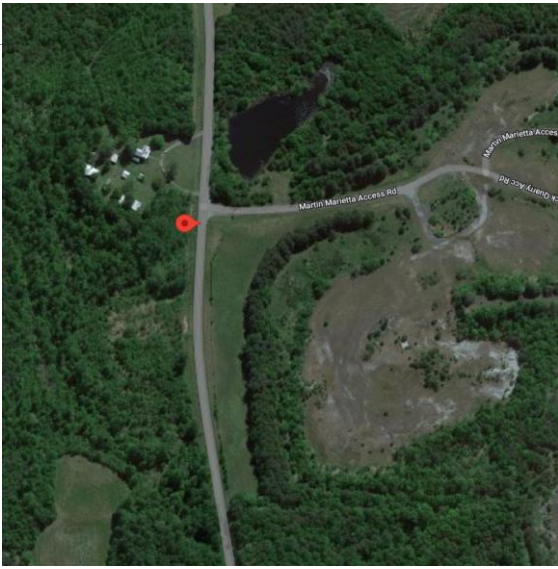


Program Summary

- **Classroom-Administration Building**
 - 2 classrooms for fire training
 - 2 classrooms for basic law enforcement training
 - POPAT (Police Officers Physical Ability Test)/Physical Training area, to be shared by fire training and BLET programs
 - Administration suite with offices for faculty and staff on-site
 - Storage
- **Emergency Vehicles Operator Course (EVOC) Driving Pad**
 - 400' x 400' paved pad, with cones to set up the various courses.
 - 400'x500' Alternate
- **Fire Training Facilities**
 - Training Tower, to be shared by the fire training and BLET programs
 - Outdoor pavilion
- **Indoor Firing Range (Alternate)**
 - 12 50-yard lanes



Public Safety Training Center Site Plan

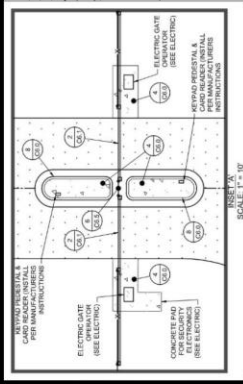
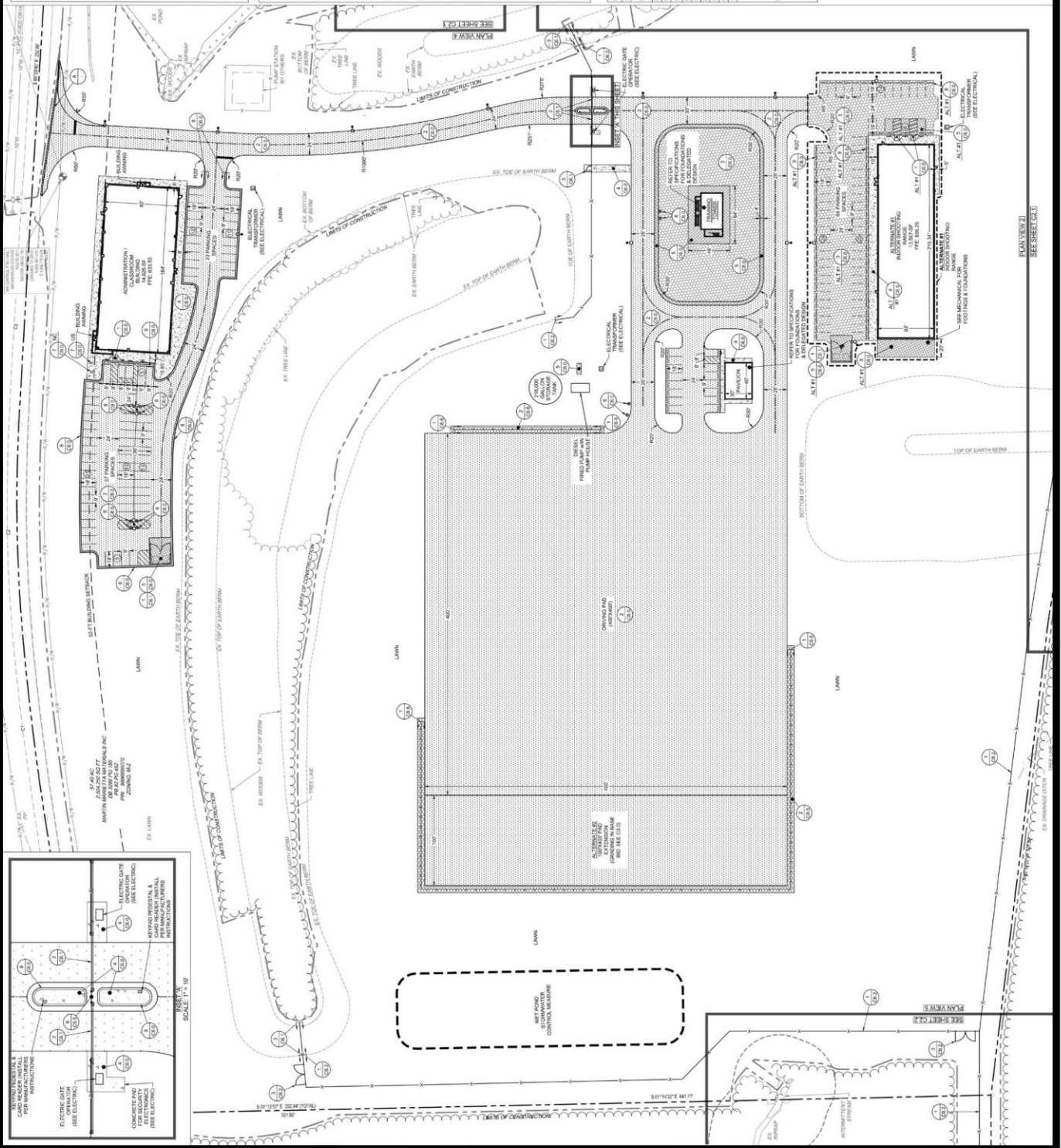


DATE:	11/15/2022
REVISION:	
SCALE:	AS SHOWN

- SITE REPORT NOTES**
- ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE ALABAMA AND FEDERAL REGULATIONS AND STANDARDS.
 - ALL DIMENSIONS ARE TO FACE OF CURB OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
 - ALL SLOPES SHALL BE COMPLETED FROM BACK OF CURB IF NOT STATED. ROAD SLOPES SHALL BE 4% UNLESS OTHERWISE NOTED.
 - CONTRACTOR SHALL VERIFY ALL DIMENSIONS, UTILITIES AND OBSTRUCTIONS PRIOR TO COMMENCING ANY RELATED CONSTRUCTION. DISCREPANCIES SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT.
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- KEYNOTES**
- 1. ACCESSIBLE CURB RAMP
 - 2. HEAVY DUTY ASPHALT PAVEMENT
 - 3. GRAVEL PAVEMENT
 - 4. STANDING DUTY CONCRETE
 - 5. HEAVY DUTY CONCRETE PAVEMENT
 - 6. 6" FEEB BOLLARD WITH HOPE SLEEVE
 - 7. FLAG POLE
 - 8. 3" CONCRETE CURB & GUTTER
 - 9. PRECAST CONCRETE WHEEL STOP
 - 10. CHAIN LINK GUARDRAIL INCLUDE WITH GENERAL
 - 11. 8" FT TALL BLACK PIG COATED CARTRIDGE ELECTRIC SLING GATE
 - 12. 8" FT TALL BLACK PIG COATED CHAIN LINK FENCE TO BERM
 - 13. 8" FT TALL BLACK PIG COATED CHAIN LINK FENCE
 - 14. BLACK VINYL CHAIN LINK FENCE GATE
 - 15. CONCRETE FLOOR
 - 16. 12000 METAL GUARDRAIL
 - 17. CLASS 9 IMP RMP REEDED AND RESINDED MARKER
 - 18. MILL AND OVERLAY (1" IN ASPHALT TALL & 1/2" ASP)

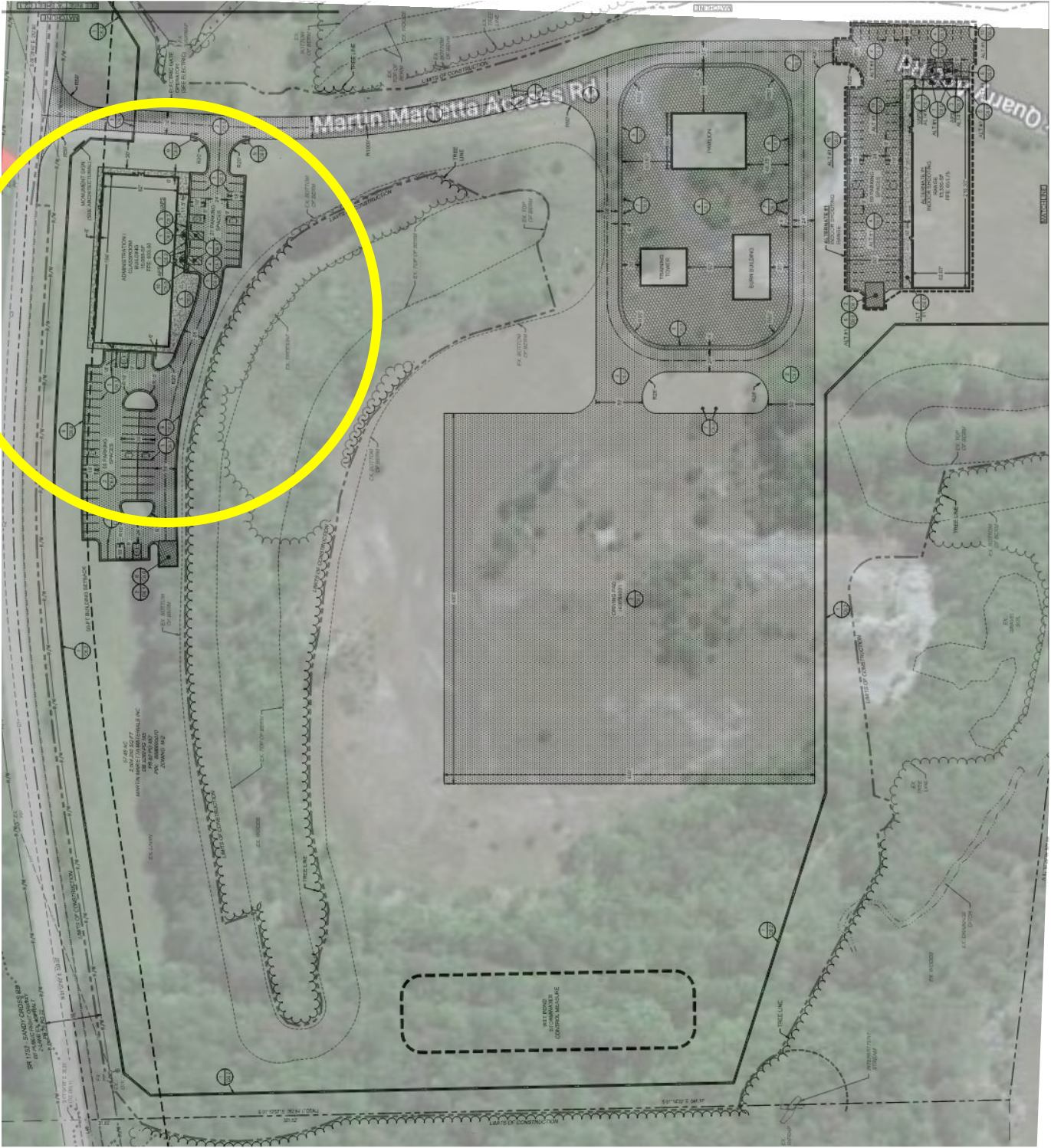
SITE DATA TABLE

PROJECT NAME:	PUBLIC SAFETY TRAINING CENTER
PROJECT NUMBER:	ALAMANCE COMMUNITY COLLEGE
PROJECT LOCATION:	2661 SANDY CROSS ROAD, BURLINGTON, NC 27217
PROPERTY OWNER:	ALAMANCE COMMUNITY COLLEGE
DATE:	11/15/2022
DESIGNER:	MOSELEY ARCHITECTS
CONTRACTOR:	GENERAL CONTRACTOR
PROPOSED USE:	EDUCATION FACILITY
PROJECT AREA:	100,000 SQ FT
SURFACE WATER CLASSIFICATION:	MS-1 (RAIN)
PERMITS REQUIRED:	PERMITS FOR CONSTRUCTION, UTILITIES, AND ENVIRONMENTAL
TOTAL PROPOSED SPACES:	100,000
TOTAL REQUIRED SPACES:	100,000
TOTAL PROVIDED SPACES:	100,000

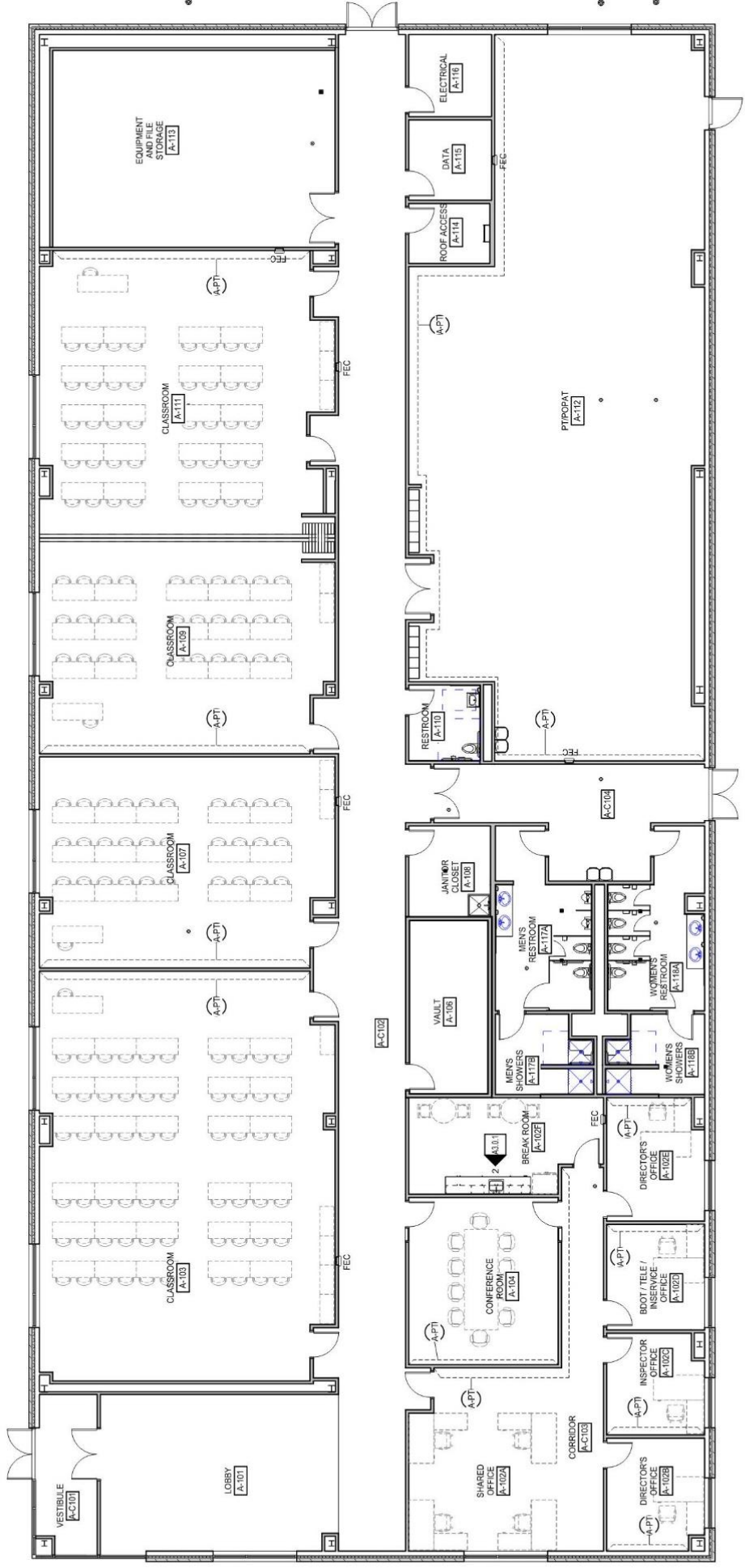


Public Safety Training Center

Site Plan



Classroom-Administration Building



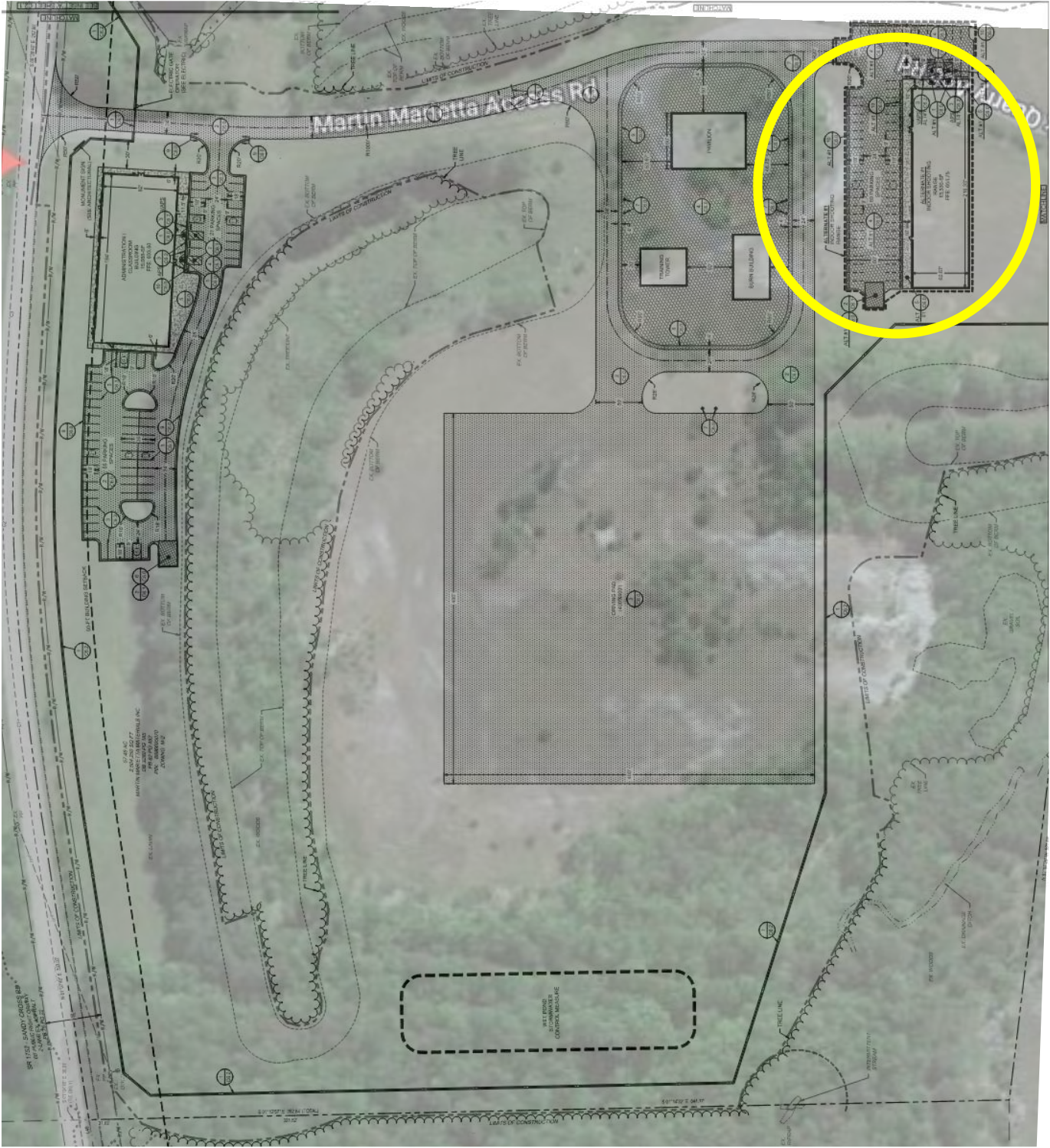
1 CLASSROOM / ADMINISTRATION BUILDING - FINISH PLAN

A3.1.1 | A3.0.1

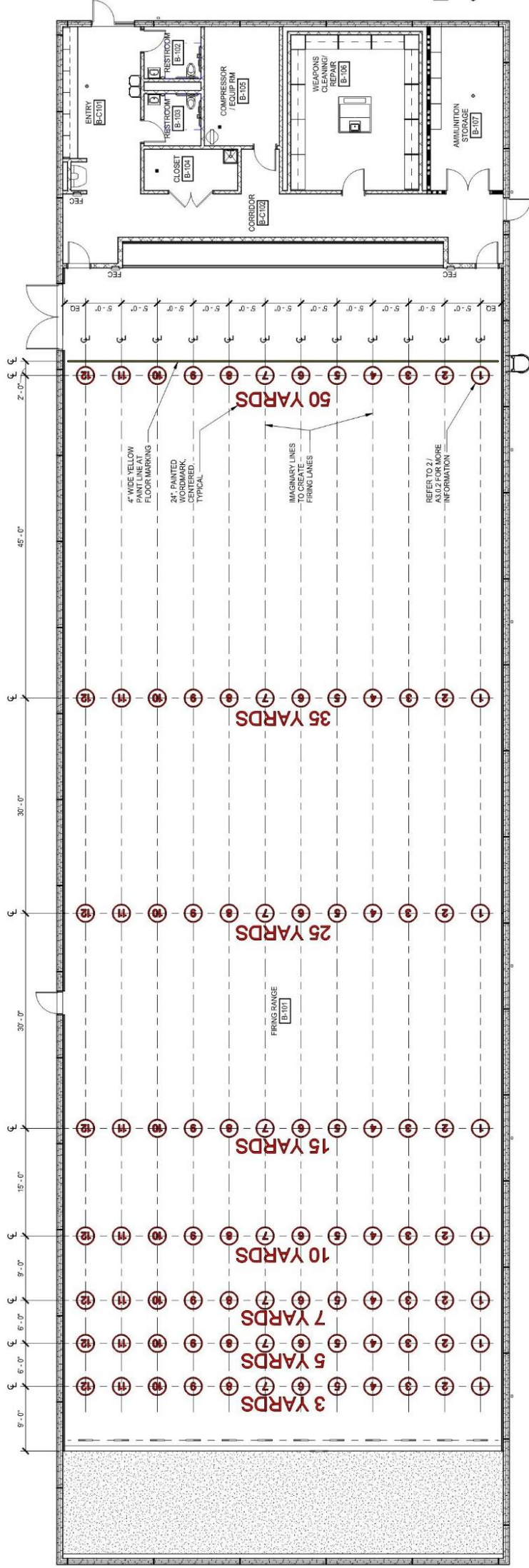
1/8" = 1'-0"
NOTE: FURNITURE NOT IN CONTRACT

Public Safety Training Center

Site Plan

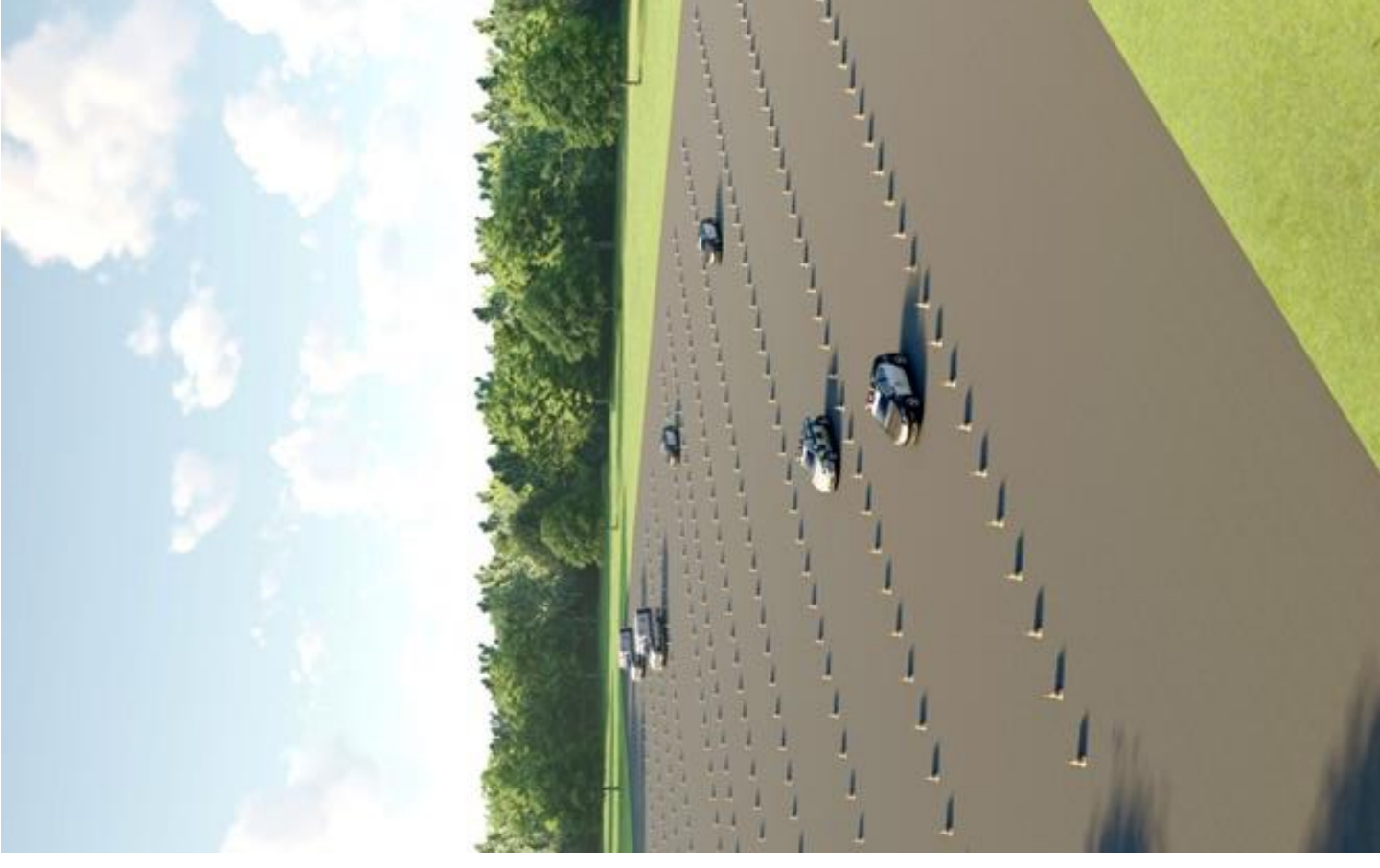


Indoor Firing Range



Project Cost

Classroom Building	\$5,383,068.00
Fire Training	\$816,128.00
Site Work	\$5,135,691.00
TOTAL BASE BID	\$13,400,102.00
Total Cost Reduction Due to Value Engineering	\$382,528.00
Firing Range Alternate	\$6,604,664.00
Total Cost Reduction Due to Value Engineering	\$174,949.00
GRAND TOTAL if Range Alternate Accepted	\$20,004,766.00



Upcoming Project Milestones

- SCO comments are past due; August 4th
 - Communication with SCO has occurred
 - SCO has sent draft comments from completed disciplines
- Final SCO approval target; September 5th
 - Design Team requires 2-weeks to return final submittal; Working to shorten that duration with early draft comments
- Samet GMP is due; October 3rd
- Bond sale; October 31st



Overall Schedule



Alamance Community College - Public Safety Training Center
Project Timeline

ACTIVITY	2023			2024												2025												
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	May	JUN	JUL	AUG			
Complete Pre-GMP			Pre-GMP																									
Public Bidding Phase				Bid Phase																								
Permitting				Permitting																								
Sitework (Admin Bldg & Fire Tower)																												
Administration Building Construction																												
Fire Tower & Driving Pavilion Construction																												
Indoor Firing Range Site Work - Alt #1																												
Indoor Firing Range Construction - Alt #1																												



Capital Improvement Project Change Orders Signed by President

Date	Project	Vendor	Description	Amount
2/21/2021	Backfill Project	W.C. Construction Company	CO-01 Includes floor leveling in three separate areas of the current project. Existing conditions of the old Automotive Shop building flooring was not level.	\$39,438.00
3/2/2021	Backfill Project	W.C. Construction Company	Project changes consist of unforeseen existing conditions product specifications clarifications and owner required finish standards.	\$31,352.00
4/13/2021	Backfill Project	W.C. Construction Company	Owner has requested a new ADA concrete Ramp at the north east corner of Building A. Also included is a replacement of the existing concrete stairs and railings. Ramp and stair to tie-in and create landscaped areas. Project is part of the ADA grant.	\$151,334.00
4/26/2021	Backfill Project	W.C. Construction Company	Owner changes designer revisions contractor budget updates for additional requested work.	\$24,703.00
4/28/2021	Backfill Project	W.C. Construction Company	Owner requested changes design coordination changes and Duke Energy transformer upgrade additional work changes.	\$19,155.00
5/18/2021	Backfill Project	W.C. Construction Company	Owner Changes Existing Conditions and revised changes per submittal review.	\$40,754.00
6/22/2021	Backfill Project	W.C. Construction Company	Design changes per owner and architect coordination. Existing site conditions unforeseen and unknown and project coordination and scope reduction.	\$29,174.00
7/14/2021	Backfill Project	W.C. Construction Company	Owner Mechanical systems standard changes Owner design changes existing conditions corrections.	\$41,556.00
8/3/2021	Backfill Project	W.C. Construction Company	Owner requested changes reimbursement design team coordination.	\$1,826.00
8/10/2021	Backfill Project	W.C. Construction Company	Owner requested changes Designer refinements Unforeseen existing conditions.	\$20,153.00
9/22/2021	Backfill Project	W.C. Construction Company	Owner requested changes Designer refinements Unforeseen existing conditions.	\$15,817.00
11/3/2021	Backfill Project	W.C. Construction Company	Relocate HVAC controls, city changes due to code, firewall updates, barrier additions per city, unforeseen existing conditions	\$86,337.00
11/10/2021	Backfill Project	W.C. Construction Company	Owner requested changes IT fiber relocation, add of glass railing, unforeseen existing conditions.	\$28,982.00
12/20/2021	Backfill Project	W.C. Construction Company	Electrical changes due to existing conditions, restroom partition change due to supply shortage, new doors/frames as original could not be reused as planned.	\$27,440.00

1/26/2022	Backfill Project	W.C. Construction Company	Owner requested changes in Early College, scope change - demo existing main stair and add new glass rails and finishes, electrical modifications due to existing conditions, floor leveling, additional metal panels	\$ 169,959.00
3/4/2022	Backfill Project	W.C. Construction Company	Owner requested changes, all existing telecom in cable trays per fire code, furring of walls in Early College spaces, control joints added due to soffit cracking, added electrical service panel in dining.	\$ 16,188.00
5/7/2022	Backfill Project	W.C. Construction Company	Owner requested changes and designer updates plus project credit for finishes scope in food services/dining.	\$ (47,615.00)
6/21/2023	Backfill Project	W.C. Construction Company	Fire pull station and strobe relocation changes per State Construction fire alarm inspection	\$ 7,897.11
6/22/2023	Backfill Project	W.C. Construction Company	State Construction negotiated payment for Contractor's claim for compensable damages pertaining to delays beyond their control as well as the Owner's application of Liquidated Damages. Original claim was submitted for \$138,548.40.	\$ 56,500.00
10/13/2021	Biotechnology Center of Excellence	The Christman Company	Actual sub contractor negotiated scope and alternates added due to increased funding	\$ 1,677,361.00
7/27/2022	Biotechnology Center of Excellence	The Christman Company	Changes related to asphalt work at main drive entrance, adding conduit for Owner desired exterior camera and other Owner requested electrical items, add of rated floors in two mechanical chases and adding more waterproofing at metal panels	\$ 38,998.00
9/16/2022	Biotechnology Center of Excellence	The Christman Company	Changes for work associated with the Generator/transformer enclosure located west of the building. It is for the CMU walls, concrete slab and steel gates. The enclosure was originally an Add Alternate but was not accepted by the College. Later in the project, there was a desire by the College to put an enclosure back in the project.	\$ 93,397.00
1/31/2023	Biotechnology Center of Excellence	The Christman Company	Unforeseen supply chain issues impacted the project schedule. Also, unforeseen site conditions have greatly impacted completion of site work. Substantial completion date revised from 1/11/23 to 2/24/23.	\$ -
3/10/2023	Biotechnology Center of Excellence	The Christman Company	Revisions to gypsum board column wraps to enclose plumbing piping and electrical work associated with the elevator pit, electrical work for heat tape circuits and for changing the power for the folding partition, changes to ceiling tiles and additional asphalt work near the transformer.	\$ 26,169.00

4/12/2023	Biotechnology Center of Excellence	The Christman Company	Electrical work for door controllers (card readers), additional concrete required in front of the gates at the Generator/Transformer enclosure and at the gas meter, add GFCI breakers at the cup sinks in Bio-Manufacturing Lab 210 per comment by City of Graham Inspector, install a 2" PRV on the main water line to campus on the downhill side of the main backflow device to reduce pressure to the existing buildings and divert more pressure to the COE.	\$ 14,002.00
5/21/2023	Biotechnology Center of Excellence	The Christman Company	Metal angle added along some of the exterior wall to close off the joint between the wall and the edge of the concrete floor slab and circuit for the Cold Room needed to be upsized.	\$ 9,315.00
7/10/2023	Biotechnology Center of Excellence	The Christman Company	Relocation of the ADA push pad on the automatic doors at main entry and connection of the entry automatic vestibule doors to the emergency generator.	\$ 4,378.00

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
3/7/2019	Backfill Project	BSA Lifestructures, Inc.	Design contract for renovation project	\$ 525,000
5/20/2020	Backfill Project	BSA Lifestructures, Inc.	Amendment No. 1 to Backfill Project design agreement: For additional services in connection with providing Structural Engineering services (\$6,500) and Food Service - Snack Bar & Kitchen Revisions (\$15,470), the lump sum fee is hereby increased by \$21,970 to a new total of \$546,970.	\$ 21,970
2/14/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - exterior ADA ramp & stair	\$ 19,100
2/16/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - early college & dining	\$ 9,450
5/20/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - exterior painting study/design of Horticulture Technology Building	\$ 7,300
7/6/2023	Backfill Project	BSA Lifestructures, Inc.	Additional services for extended construction administration	\$ 28,000
1/11/2022	Main, Powell & Gee Buildings - Classroom, Offices, Library Renovation and Childcare Updates Project	Moseley Architects	Design services	\$ 222,475
5/31/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast, LLP	Hazardous Materials Surevy - Main Building	\$ 2,800
6/1/2023	Main, Powell, Gee - Nursing Expansion/Library Project	Associated Fire Protection, Inc	Fire flow testing	\$ 2,400
6/27/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast, LLP	Asbestos plans and specifications, air monitoring, final reports	\$ 21,625
7/7/2021	Public Safety Training Center Project	Withers Ravenel	ALTA/NSPS boundary survey, subdivision and recombination of plats, topographic survey services	\$ 48,350
10/6/2021	Public Safety Training Center Project	Moseley Architects	Design services	\$ 586,716
11/4/2021	Public Safety Training Center Project	Samet Corporation	Pre-Construction Services Agreement	\$ 135,668
7/12/2022	Public Safety Training Center Project	ESP Associates, Inc.	Geotechnical services for soil conditions	\$ 29,500

7/12/2022	Public Safety Training Center Project	Withers Ravenel	Additional surveying services	\$	5,000
1/13/2023	Public Safety Training Center Project	Timmons Group	Environmental permits - Riparian Buffer Permit processing	\$	6,000
2/3/2023	Public Safety Training Center Project	Timmons Group	Wetland/ Stream delineation and confirmation	\$	6,800
4/17/2023	Public Safety Training Center Project	Withers Ravenel	Additional topographic and wetland surveying services for permanent fencing	\$	7,000
7/25/2023	Public Safety Training Center Project	Moseley Architects	Design services amendment - commissioning services	\$	22,340

Alamance Community College					
Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2023					
As of June 30, 2023					
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Master Backfill--Portion from County	350,000	-	350,000	
b.	Storm Drainage Headwall Upgrade & Repair	89,398	89,398	0	Complete Apr23. \$50,228 remainder moved to savings.
c.	Campus Capital Project Feasibility Study	35,200	-	35,200	
d.	B Bldg--Hallway/Office Flooring Replacement	40,000	40,000	-	Completed FY23.
e.	Main Building Diesel Generator	44,291	44,291	-	Completed FY23.
f.	Esport Renovation	26,650	17,161	9,489	
g.	Various minor repairs and maintenance projects	16,862	10,210	6,652	
h.	Powell Chiller Condensor Coil Replacement	16,948	16,948	0	Complete Apr23; Appr'vd Jan23. \$4,356 remainder moved to savings.
i.	DC Downspout Installation	14,000	-	14,000	Appr'vd Jan23
j.	Main Building Chiller - Grit Blasting Project	31,334		31,334	Emergency approval May23. B&G reported May23. Budgeted Jun23.
k.	Reserved for Emergency Repair Projects	50,000	-	50,000	Appr'vd Jan23
l.	Closeout AATC	142,909	142,909	-	
m.	savings (i.e. unspent allocation) from various projects	28,544	-	28,544	
		886,135	360,916	525,219	
2	County Capital--FY 2023 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs:	82,091	82,091	-	
b.	Wayfinding Master Planning Project	20,000	10,355	9,645	Appr'vd Oct 2022
c.	Roofing Preventative Maintenance Year 4	30,000	14,910	15,090	
d.	IT Server Room HVAC	16,430		16,430	IT Server Room HVAC (Cannon awarded \$187,000 grant)
e.	IT Network Infrastructure and Server Rooms	40,000	-	40,000	project to be suggested during year
f.	Gee Bldg-Fire Suppression System	23,000	-	23,000	Appr'vd Feb23
g.	Gee Bldg-Chiller Project	142,734	-	142,734	Appr'vd Feb 2023
h.	Roofing Preventative Maintenance Year 5	30,000		30,000	\$30,000 Year 5 Roof Project Approv'd Jun23.
i.	savings (i.e. unspent allocation) from various projects	33,945		33,945	
		418,200	107,356	310,844	
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	17,721,567	1,731,526	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)
b.	Student Services Center	6,703,500	5,799,873	903,627	\$6,703,500 County Bonds
c.	Public Safety Training Center	15,350,218	619,475	14,730,743	\$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	286,379	4,649,691	\$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	24,427,293	22,015,588	\$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	436,815	105,094	331,721	
b.	Culinary Project	-	-	-	NC Connect Bonds (remainder to SCIF)
c.	Elevated Walkway	-	-	-	
d.	Master Backfill--ADA Upgrades	-	-	-	Cannon Grant replaced NC Connect Bonds May 2019
e.	HVAC Replacement - IT Server Room	187,000		187,000	Appr'vd Oct 22; Cannon Grant of \$187,000 awarded Jan 2023
f.	Paving/Asphalt Resurfacing (various lots)	130,000	121,918	8,082	CAPS Reserves - from student fees
g.	Variable Air Volume Controllers and Boxes Replacement	230,000	142,415	87,585	Federal: Higher Ed Emergency Relief Funds
h.	CD and Literacy Bldg HVAC Units	279,072	279,072	0	Federal: Higher Ed Emergency Relief Funds
i.	Native Prairie--Outdoor Classroom Roof & Benches	190,000	190,000	-	Grant: Duke Energy & Federal: Higher Ed Emergency Relief Funds
j.	Classroom Painting and Repairs	18,050	18,050	0	Grant: ACC Foundation
k.	Covington Education Center: Utility Upgrades	380,550	77,848	302,702	Grant: NC Tobacco Trust Fund Commission
l.	Horticulture Technology Storage Building Project	153,800	51,086	102,714	State: (SCIF FY22) Appr'vd Oct 22
m.	Savings (i.e. Unspent Allocation) from Various Projects	2,600,802	-	2,600,802	State: (SCIF FY22 & FY23 allocation)
		4,606,089	985,482	3,620,607	
	TOTAL CAPITAL PROJECTS	49,690,014			
	Funds Available for Future Projects	2,663,291			

Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2024					
As of July 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:	-	-	-	
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	-	30,000	Appr'vd Jun 2023
g.	DC Downspout Installation	14,000	11,500	2,500	Appr'vd Jan 2023
h.	Esport Renovation	9,489	5,999	3,490	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	-	31,334	Appr'vd May/June 2023
k.	Gee Bldg-Fire Suppression System	23,000	-	23,000	Appr'vd Feb 2023
l.	Forklift Replacement	45,258	-	45,258	Request 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	17,499	518,501	
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	17,947,238	1,505,855	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)
b.	Student Services Center	6,703,500	5,799,873	903,627	\$6,703,500 County Bonds
c.	Public Safety Training Center	15,350,218	619,475	14,730,743	\$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	309,191	4,626,879	\$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	24,675,777	21,767,104	\$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	266,920	169,896	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	77,848	302,702	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
f.	Savings (i.e. Unspent Allocation) from Various Projects	2,600,802	-	2,600,802	State: (SCIF FY22 & FY23 allocation)
		3,988,968	538,269	3,450,699	
	TOTAL CAPITAL PROJECTS	48,413,337			
	Funds Available for Future Projects	2,729,712			



Budget and Financial Information

For the
Twelve Months Ending
June 30, 2023

Alamance Community College -- Budget and Financial Information
For the Twelve Months Ending June 30, 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 Twelve months ending June 30, 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:

Budget: The FY23 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. Until February 28, 2023, the State funding awarded to the College did not exceed the amounts forecasted in the approved Interim Budget. Additional allotments brought the **total state funds to \$33,268,467** which exceeds the original approved budget. The Board is required to vote to adopt an Initial Budget and to approve a Final Budget for the year. **Board action is required to adopt a final FY23 budget at this time.**

- o Overall: At June 30, 2023, the College's fiscal year is complete.
- o Exhibit A—State Accounting Fund: The *Current Expense* program is higher than at this same point last year by over **\$2.1 million** (about **7.8% increase**) and is **93.7% expended** when compared to budget. The budget **includes a special allocation of nearly \$1.8M** that was awarded in FY21-22 by the State for operations, yet intended to be used as needed until FY 2023-2024. About \$1.1M of those State Stabilization funds were used not only for shortfalls in the County budget but also costs normally included in the state budget. The *Capital Outlay* program is **41% spent**, to date, and any incomplete projects will be re-budgeted in FY24.
- o Exhibit B—County Accounting Fund: Approximately \$193,000 in public safety costs were paid from State funds in FY23 which was the maximum allowable. Annual State budgets limit funding for public safety to 3% of the annual State allotment and Stabilization funds preclude spending for public safety. **Excluding the \$193,000 paid by State funds, the County expenditures exceeded the amount budgeted by about \$94,000.** Current expenditures were higher than at this same point last year by over **\$498,000** (about **14.1% increase**) and is **102.4% expended** when compared to budget. The *Capital Outlay* program is **37% spent** and unspent capital outlay monies are available to carry forward into next year except for the \$94,000 needed for FY23 operations.
- o Exhibit C—(NEW) Institutional Accounting Fund: Due to the timing of HEERF federal spending, the *Current Expense* program is lower than at this same point last year by about **\$5.6 million** (about **31% decrease**) and is **(92%) expended** when compared to budget. The *Capital Outlay* program is **48% spent**, to date, yet will not be spent evenly throughout the year. 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. Due to the final spending of Federal CARES funds, the ending unspent balance of ALL programs has **decreased** by about **\$1.1 million** when compared to the monthly financial report from 12 months ago. **However, we have billed and expect to receive about \$750,000 from reimburseable grants.** About \$500,000 was spent from Bookstore funds to furnish the Student Services and Center for Excellence buildings. During FY2023, over \$13.7 million has been submitted for reimbursements for capital projects. Because CARES funds were fully expended at 6-30-23, ACC did not need to apply for a six month extension.
- 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 at June 30, 2023.

Month Ended
June 30, 2023

Alamance Community College -- Budget and Financial Information
 For the Twelve Months Ending June 30, 2023
 State Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit A

<u>Current Expense (State)</u>	<u>Final Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>Institutional Support</u>					
Executive Management.....	1,335,310	1,335,303	7	100%	1,180,470
Financial Services.....	1,675,300	1,594,254	81,046	95%	1,521,740
General Administration.....	1,878,745	1,878,082	663	100%	1,646,660
Information Systems.....	1,353,990	1,353,989	1	100%	1,380,953
<i>Total Institutional Support.....</i>	<i>6,243,345</i>	<i>6,161,628</i>	<i>81,717</i>	<i>99%</i>	<i>5,729,823</i>
<u>Curriculum Instruction</u>					
FY20-21 State Stabilization Funds.....	1,742,692	1,101,736	640,956	63%	-
Associate Degree, Diploma & Certificate.....	12,904,313	13,435,008	(530,695)	104%	13,664,553
<i>Total Curriculum Instruction.....</i>	<i>14,647,005</i>	<i>14,536,744</i>	<i>110,261</i>	<i>99%</i>	<i>13,664,553</i>
<u>Continuing Education</u>					
Occupational Education Instruction.....	1,574,536	981,003	593,533	62%	1,062,470
Occupational Education Support.....	613,360	612,766	594	100%	569,024
Basic Skills (HSE, ESL, etc.).....	1,595,581	1,251,736	343,845	78%	954,251
Small Business Center (SBC).....	164,469	164,469	-	100%	116,879
Customized, Business, & Industry Training.....	183,908	167,571	16,337	91%	147,400
Expansion Apprenticeship Program.....	378,064	73,394	304,670	19%	-
Literacy Special Programs.....	48,126	36,410	11,716	76%	29,037
BioBetter Grant Programs.....	289,857	5,533	284,324	0%	-
<i>Total Continuing Education.....</i>	<i>4,847,901</i>	<i>3,292,882</i>	<i>1,555,019</i>	<i>68%</i>	<i>2,879,061</i>
<u>Academic Support</u>					
Library/Learning Center.....	642,419	642,418	1	100%	501,755
Curriculum Instruction.....	1,890,122	1,890,122	0	100%	1,782,220
Continuing Education.....	850,873	842,872	8,001	99%	881,338
<i>Total Academic Support.....</i>	<i>3,383,414</i>	<i>3,375,413</i>	<i>8,001</i>	<i>100%</i>	<i>3,165,313</i>
<u>Student Support</u>					
Student Services.....	2,097,561	2,097,443	118	100%	2,079,196
Childcare.....	33,165	33,165	-	100%	17,736
Scholarships & Awards to Students.....	584,801	321,665	263,136	55%	127,533
<i>Total Student Support.....</i>	<i>2,715,527</i>	<i>2,452,273</i>	<i>263,254</i>	<i>90%</i>	<i>2,224,465</i>
<i>Subtotal Current Expense (State).....</i>	<i>31,837,192</i>	<i>29,818,939</i>	<i>2,018,253</i>	<i>94%</i>	<i>27,663,215</i>
<u>Capital Outlay (State)</u>					
Equipment (including BioBetter Grant).....	1,381,896	543,614	838,282	39%	651,379
Books.....	49,379	49,379	0	100%	43,888
<i>Subtotal Capital Outlay (State).....</i>	<i>1,431,275</i>	<i>592,993</i>	<i>838,282</i>	<i>41%</i>	<i>695,267</i>
<i>Total Expenditures (State).....</i>	<i>33,268,467</i>	<i>30,411,932</i>	<i>2,856,535</i>	<i>91%</i>	<i>28,358,482</i>

Highlighted amounts might carryover to FY24

For the Twelve Months Ending June 30, 2023

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

Current Expense (County)	Final Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
<u>College Support Services</u>	617,830	653,514	(35,684)	106%	640,530
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	2,734,432	2,758,357	(23,925)	101%	2,391,574
Plant Maintenance.....	581,054	615,649	(34,595)	106%	497,361
<i>Total Plant Operation and Maintenance.....</i>	<i>3,315,486</i>	<i>3,374,006</i>	<i>(58,520)</i>	<i>102%</i>	<i>2,888,935</i>
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
Subtotal Current Expense (County).....	3,933,316	4,027,520	(94,204)	102%	3,529,465
Capital Outlay (County)					
Maintenance Projects, Carryforward.....	886,135	360,916	525,219	41%	210,200
Maintenance Projects, Current.....	388,200	107,355	280,845	28%	228,147
Subtotal Capital Outlay (County).....	1,274,335	468,271	806,064	37%	438,347
Total Expenditures (County).....	5,207,651	4,495,790	711,861	86%	3,967,812

Alamance Community College -- Budget and Financial Information
 For the Twelve Months Ending June 30, 2023
 Institutional Accounting Fund Year-to-Date Activity Report (Compared to Budget)

Exhibit C

Current Expense (Institutional)	Final Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
Current Unrestricted					
Institutional Support.....	1,006,600	645,056	361,544	64%	214,576
Continuing Education.....	221,000	220,706	294	100%	(18,978)
Academic Support.....	-	10	(10)	*	(1,388)
<i>Total Current Unrestricted.....</i>	<i>1,227,600</i>	<i>865,772</i>	<i>361,828</i>	<i>71%</i>	<i>194,210</i>
Current Restricted					
Institutional Support.....	877,197	877,170	27	100%	219,163
Curriculum Instruction.....	564,927	543,164	21,763	96%	239,557
Continuing Education.....	314,970	265,381	49,589	84%	(2,047)
Student Support.....	261,888	216,981	44,907	83%	361,480
CARES (Student, Institutional, SIP).....	1,715,931	1,705,515	10,416	99%	10,369,861
Student Aid.....	6,672,702	6,673,037	(335)	100%	6,016,035
<i>Total Current Restricted.....</i>	<i>10,407,615</i>	<i>10,281,248</i>	<i>126,367</i>	<i>99%</i>	<i>17,204,049</i>
Proprietary					
Institutional Support.....	235,000	271,178	(36,178)	115%	238,332
Curriculum Instruction.....	150,000	123,608	26,392	82%	26,750
Student Support.....	202,250	157,962	44,288	78%	188,335
Bookstore.....	893,261	595,043	298,218	67%	1,860
Vending.....	125,000	42,971	82,029	34%	7,211
<i>Total Proprietary.....</i>	<i>1,605,511</i>	<i>1,190,763</i>	<i>414,748</i>	<i>74%</i>	<i>462,488</i>
Subtotal Current Expense (Institutional).....	13,240,726	12,337,783	902,943	93%	17,860,747
Capital Projects (Institutional)					
	Project Budget	Current Yr Exp	Remainder		Expended Prior Year
B&G - Adv Applied Tech Bldg.....			-	*	282
B&G - Backfill Project.....	436,816	(162,732)	599,548	99%	2,614,495
B&G - Culinary Renovation.....	-	-	-	*	161,970
B&G - Center of Excellence/Parking.....	16,510,212	4,883,887	11,626,325	90%	9,980,811
B&G - Student Services Center	6,703,500	2,891,846	3,811,654	86%	2,901,527
B&G - Public Safety Training Center	14,850,218	419,702	14,430,516	4%	203,568
B&G - Elevated Walkway / Settlement Repair	-	-	-	*	(70,810)
B&G - Main/Powell (Nursing Expansion)	5,436,070	177,055	5,259,015	6%	137,047
B&G - Tobacco Trust at "The Farm"	404,145	77,848	326,297	22%	11,990
B&G - OSBM SCIF (No project assigned)	5,486,783	3,157,167	2,329,616	58%	-
B&G - Various Projects	283,800	51,086	232,714	18%	-
Subtotal Capital Outlay (Institutional).....	50,111,544	11,495,859	38,615,685	50%	15,940,880
Total Expenditures (Institutional).....	63,352,270	23,833,642	39,518,628	38%	33,801,627

Alamance Community College -- Budget and Financial Information
 For the Twelve Months Ending June 30, 2023
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

<u>Programs (Institutional)</u>	<u>Beg. Program Balance</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
<u>Unrestricted Programs (Institutional)</u>				
Financial Services	645,798	990,211	(956,536)	679,474
General Administration	65,099	32,787	(8,626)	89,260
Curriculum Instruction	3	12,068	-	12,071
Occupational Ext. Instruction	108,435	34,983	(103,787)	39,631
Thigpen Trust	71,110	19,218	(5,095)	85,233
Community Service	181,356	(64,750)	(119,056)	(2,451)
Library/Learning Center	-	10	(10)	-
<i>Total Unrestricted Programs (Institutional)</i>	1,071,801	1,024,528	(1,193,110)	903,218
<u>Restricted Programs (Institutional)</u>				
College Work Study	60,331	139,908	(183,907)	16,333
SEOG	-	131,569	(125,817)	5,752
Pell Grants	(90,999)	5,648,422	(5,772,626)	(215,203)
Community College State Grant	-	288,895	(290,617)	(1,722)
Targeted Assistance Grant	2,501	9,504	-	12,005
Golden LEAF Scholarships	(15,650)	-	5,400	(10,250)
Less Than Half Time Grant	-	-	(4,009)	(4,009)
Scholarships	(65,937)	2,689	67,501	4,254
Education Lottery Financial Aid	-	250,533	(249,082)	1,451
Scholarships - GEER	(16,077)	-	9,000	(7,077)
Spec. Fees - CI-Nursing	27,982	37,192	(62,145)	3,030
Spec. Fees - CI-Medical Assistant.....	400	(108)	-	292
Spec. Fees - CI-Dental Assistant	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	(34,469)	34,469	-	-
Spec. Fees - CI-Automotive Technology	84	(72)	-	12
Spec. Fees - OE-Public Safety	104,353	41,949	(140,000)	6,302
Spec. Fees - OE-Special Programs	129,707	5,889	(125,000)	10,595
FEMA COVID-19 Relief	(76,081)	-	76,081	-
CARES Student Relief	43,339	(29,170)	(14,170)	-
CARES Institutional Relief	(288,744)	1,411,232	(1,122,487)	-
PACE-CARES Strengthening Inst Programs.....	3,209	868,028	(957,179)	(85,943)

Financial Aid

Alamance Community College -- Budget and Financial Information
For the Twelve Months Ending June 30, 2023
Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

Programs (Institutional)	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
GA-AJOBS	-	2,626	(4,620)	(1,994)
GA-NC Space Grant.....	-	4,000	(4,000)	-
GA-Governors Crime Commission	-	7,107	(7,107)	-
GA-Biotech Center Grant	-	577,917	(577,917)	-
GA-ACE Grant	-	-	(62,232)	(62,232)
GA-Career College Grant	-	-	-	-
GA-NSF ATE Grant	7,486	-	(7,486)	-
GA-NSF WIND Grant	-	22,714	(46,007)	(23,293)
CI-Gene Haas Foundation	211	-	-	211
CI-Golden LEAF Equipment Grant	(9,699)	-	-	(9,699)
CI-NBC2 Grant	22,026	-	(22,026)	-
CI-NSF Geosciences-NCCU	-	-	-	-
CI-C-Step Grant	737	12,186	(14,852)	(1,928)
CI-Telemedicine Grant	-	(117,790)	(420,338)	(538,128)
CI-AHEC Grant	-	-	-	-
CI-Stem Cell Grant	492	-	(492)	-
CI-Gear Up Grant	-	-	-	-
CI-AWESM Grant	-	4,000	(16,373)	(12,373)
Literacy-Scale Grant.....	9	-	(9)	-
REACH Adult Learner Project	-	7,500	(373)	7,127
CS-Piedmont Voices	1,983	-	-	1,983
CS-Engineering Camp	1,350	-	-	1,350
SS-Smart Start Grant	3,586	-	(3,586)	-
SS-NC Works - Career Coach - Matching	-	11,182	(11,182)	-
SS-TRiO Student Support Services	(9,520)	196,368	(205,799)	(18,950)
Total Restricted Programs (Institutional)	(194,901)	9,568,741	(10,293,454)	(919,614)
Proprietary Programs (Institutional)				
GA-Duplicating Center (aka Print Center)	(77,477)	10,276	67,201	0
Aux-Public Information & Marketing	2,449	1,759	-	4,208
Aux-Student Fees Reserve (Security/SGA)	200,091	-	(200,091)	-
Aux-Graduation	(43,358)	87,485	(9,648)	34,479
Aux-Bookstore Commissions	2,098,475	112,523	(595,043)	1,615,954
Aux-Snack Bar Commissions	45,914	11,779	(16,266)	41,426
Aux-Culinary Food Service	16,621	31,063	(26,705)	20,979
Aux-Traffic Control, Parking, and Safety	15,651	126,900	(168,439)	(25,888)
Aux-SGA	(47,611)	330,768	(157,514)	125,643
Aux-Technology Fee	-	7,965	-	7,965
Aux-Child Care	(239,216)	239,663	(447)	0

*** Unadjusted and Unaudited ***

Alamance Community College -- Budget and Financial Information
 For the Twelve Months Ending June 30, 2023
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Programs (Institutional)				
Spec. Fees - BLET Uniforms	(276)	-	276	-
Spec. Fees - Animal Care & Management	483	-	5	488
Spec. Fees - Cosmetology	248,753	26,834	(134,957)	140,630
Spec. Fees - Automotive Technology	(11,733)	6,635	5,097	0
Spec. Fees - Dental Assistant	38,427	18,141	-	56,568
Spec. Fees - Occupational Extension	165,355	6,157	5,970	177,482
<i>Total Proprietary Programs (Institutional)</i>	<i>2,412,549</i>	<i>1,017,948</i>	<i>(1,230,562)</i>	<i>2,199,935</i>
Total Non-Plant Programs (Institutional)	3,289,448	11,611,217	(12,717,126)	2,183,539
Plant Programs (Institutional)				
Building & Grounds-AATC #1738	161,718	(304,626)	142,908	-
Building & Grounds-Backfill Project	(306,736)	83,828	162,732	(60,176)
Building & Grounds-Culinary Renovation	(13,500)	13,500	-	-
Building & Grounds-Center of Excellence	2,144,519	5,825,160	(8,041,054)	(71,374)
Building & Grounds-Student Services Center	(408,262)	6,026,963	(5,842,064)	(223,362)
Building & Grounds-Public Safety Training Center	(11,734)	430,128	(419,702)	(1,308)
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	(67,034)	215,283	(177,055)	(28,806)
Building & Grounds-Tobacco Trust at "The Farm"	(11,990)	11,990	(77,848)	(77,848)
Building & Grounds-Various Projects.....	-	-	(51,086)	(51,086)
<i>Total Plant Programs (Institutional)</i>	<i>1,486,982</i>	<i>12,302,226</i>	<i>(14,303,169)</i>	<i>(513,960)</i>
Total All Programs (Institutional)	4,776,430	23,913,444	(27,020,295)	1,669,578



Budget and Financial Information

For the
Month Ending
July 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 July 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 July 31, 2023, the College's fiscal year is 1 / 12th or 8.33% complete.
- o Exhibit A--State Accounting Fund: The *Current Expense* program is higher than at this same point last year by over **\$22,000** (about **1.1% increase**) and is **7% 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 **\$149,000** (about **39.0% increase**) and is **13.2% expended** when compared to budget. The *Capital Outlay* program is **3% spent**.
- o Exhibit C—(NEW) Institutional Accounting Fund: Current expenses are lower than at this same point last year by about **\$270,000** (about **66% decrease**) and is **(2%) 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 July 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.....	1,346,644	85,714	1,260,930	6%	105,540
Financial Services.....	1,522,740	113,056	1,409,684	7%	115,344
General Administration.....	1,901,025	219,280	1,681,745	12%	142,967
Information Systems.....	1,367,844	56,748	1,311,096	4%	68,820
<i>Total Institutional Support.....</i>	<i>6,138,253</i>	<i>474,798</i>	<i>5,663,455</i>	<i>8%</i>	<i>432,671</i>
Curriculum Instruction					
FY20-21 State Stabilization Funds.....	640,956	-	640,956	0%	-
Associate Degree, Diploma & Certificate.....	13,013,246	946,802	12,066,444	7%	925,380
<i>Total Curriculum Instruction.....</i>	<i>13,654,202</i>	<i>946,802</i>	<i>12,707,400</i>	<i>7%</i>	<i>925,380</i>
Continuing Education					
Occupational Education Instruction.....	1,593,132	126,666	1,466,466	8%	131,048
Occupational Education Support.....	638,435	45,473	592,962	7%	55,868
Basic Skills (HSE, ESL, etc.).....	1,438,763	101,104	1,337,659	7%	92,581
Small Business Center (SBC).....	164,469	12,094	152,375	7%	2,013
Customized, Business, & Industry Training.....	119,537	5,704	113,833	5%	6,645
Expansion Apprenticeship Program.....	-	5,149	(5,149)	*	-
Literacy Special Programs.....	337,538	161	337,377	0%	-
BioBetter Grant Programs.....	284,323	4,818	279,505	0%	-
<i>Total Continuing Education.....</i>	<i>4,576,197</i>	<i>301,170</i>	<i>4,275,027</i>	<i>7%</i>	<i>288,155</i>
Academic Support					
Library/Learning Center.....	501,202	52,965	448,237	11%	58,043
Curriculum Instruction.....	1,475,678	116,196	1,359,482	8%	147,405
Continuing Education.....	867,010	69,612	797,398	8%	68,994
<i>Total Academic Support.....</i>	<i>2,843,890</i>	<i>238,772</i>	<i>2,605,118</i>	<i>8%</i>	<i>274,442</i>
Student Support					
Student Services.....	2,920,388	160,535	2,759,853	5%	180,772
Childcare.....	32,728	3,004	29,724	9%	-
Scholarships & Awards to Students.....	31,543	3,773	27,770	12%	4,758
<i>Total Student Support.....</i>	<i>2,984,659</i>	<i>167,311</i>	<i>2,817,348</i>	<i>6%</i>	<i>185,530</i>
Subtotal Current Expense (State).....	30,197,201	2,128,853	28,068,348	7%	2,106,178
Capital Outlay (State)					
Equipment.....	910,458	(35,954)	946,412	(4%)	24,503
BioBetter Grant Equipment.....	838,280	-	838,280	0%	-
Books.....	45,012	1,624	43,388	4%	(47)
<i>Subtotal Capital Outlay (State).....</i>	<i>1,793,750</i>	<i>(34,331)</i>	<i>1,828,081</i>	<i>(2%)</i>	<i>24,456</i>
Total Expenditures (State).....	31,990,951	2,094,523	29,896,428	7%	2,130,634

For the Month Ending July 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>
<u>College Support Services</u>	618,506	33,126	585,380	5%	47,536
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	2,756,564	422,301	2,334,263	15%	224,543
Plant Maintenance.....	654,612	77,845	576,767	12%	111,549
<i>Total Plant Operation and Maintenance.....</i>	<i>3,411,176</i>	<i>500,146</i>	<i>2,911,030</i>	<i>15%</i>	<i>336,092</i>
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	<i>4,029,682</i>	<i>533,273</i>	<i>3,496,409</i>	<i>13%</i>	<i>383,628</i>
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	175,200	17,499	157,701	10%	44,648
Maintenance Projects, Current.....	536,000	4,729	531,271	1%	-
<i>Subtotal Capital Outlay (County).....</i>	<i>711,200</i>	<i>22,228</i>	<i>688,972</i>	<i>3%</i>	<i>44,648</i>
<i>Total Expenditures (County).....</i>	<i>4,740,882</i>	<i>555,501</i>	<i>4,185,382</i>	<i>12%</i>	<i>428,276</i>

Alamance Community College -- Budget and Financial Information
For the Month Ending July 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	(28,791)	51,791	(125%)	9,195
Continuing Education.....	-	10,320	(10,320)	*	241
Academic Support.....	-	-	-	*	-
<i>Total Current Unrestricted.....</i>	<i>23,000</i>	<i>(18,472)</i>	<i>41,472</i>	<i>(125%)</i>	<i>9,436</i>
<u>Current Restricted</u>					
Institutional Support.....	211,338	21,003	190,335	10%	10,605
Curriculum Instruction.....	11,184	2,281	8,903	20%	(760)
Continuing Education.....	-	-	-	*	3,625
Student Support.....	261,888	27,205	234,683	10%	28,217
CARES (Student, Institutional, SIP).....	30,000	8,401	21,599	28%	-
Student Aid.....	6,002,363	39,244	5,963,119	1%	301,848
<i>Total Current Restricted.....</i>	<i>6,516,773</i>	<i>98,135</i>	<i>6,418,638</i>	<i>69%</i>	<i>343,535</i>
<u>Proprietary</u>					
Institutional Support.....	50,000	-	50,000	0%	30,737
Curriculum Instruction.....	100,000	53,156	46,844	53%	1,784
Student Support.....	85,000	1,966	83,034	2%	26,155
Bookstore.....	100,000	-	100,000	0%	1,400
Vending.....	125,000	6,316	118,684	5%	1,932
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>61,437</i>	<i>398,563</i>	<i>61%</i>	<i>62,008</i>
<i>Subtotal Current Expense (Institutional).....</i>	<i>6,999,773</i>	<i>141,101</i>	<i>6,858,672</i>	<i>2%</i>	<i>414,979</i>

<u>Capital Projects (Institutional)</u>	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>
B&G - Adv Applied Tech Bldg.....			-
B&G - Backfill Project.....	436,816	266,920	169,896
B&G - Culinary Renovation.....	-	-	-
B&G - Center of Excellence/Parking.....	16,510,212	225,671	16,284,541
B&G - Student Services Center	6,703,500	-	6,703,500
B&G - Public Safety Training Center	14,850,218	3,795	14,846,423
B&G - Elevated Walkway / Settlement Repair	-	-	-
B&G - Main/Powell (Nursing Expansion)	5,436,070	19,017	5,417,053
B&G - Tobacco Trust at "The Farm"	404,145	-	404,145
B&G - OSBM SCIF (No project assigned)	5,486,783	-	5,486,783
B&G - Various Projects	283,800	-	283,800
<i>Subtotal Capital Outlay (Institutional).....</i>	<i>50,111,544</i>	<i>515,403</i>	<i>49,596,141</i>
<i>Total Expenditures (Institutional).....</i>	<i>57,111,317</i>	<i>656,504</i>	<i>56,454,813</i>

* Unadjusted and Unaudited *

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

Exhibit D

<u>Programs (Institutional)</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	679,474	810	29,691	709,975
General Administration	89,260	-	-	89,260
Curriculum Instruction	12,071	-	-	12,071
Occupational Ext. Instruction	39,631	1,141	(3,879)	36,893
Thigpen Trust	85,233	-	(900)	84,333
Community Service	(2,451)	9,121	(14,445)	(7,775)
<i>Total Unrestricted Programs (Institutional)</i>	903,218	11,072	10,467	924,758
<u>Restricted Programs (Institutional)</u>				
College Work Study	16,333	-	(17,861)	(1,528)
SEOG	5,752	-	-	5,752
Pell Grants	(215,203)	-	(4,233)	(219,436)
Community College State Grant	(1,722)	-	376	(1,346)
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	-	529	4,783
Education Lottery Financial Aid	1,451	-	-	1,451
Scholarships - GEER	(7,077)	-	-	(7,077)
Spec. Fees - CI-Nursing	3,030	-	-	3,030
Spec. Fees - CI-Medical Assistant.....	292	-	-	292
Spec. Fees - CI-Dental Assistant	2,488	-	-	2,488
Spec. Fees - CI-Automotive Technology	12	-	-	12
Spec. Fees - OE-Public Safety	6,302	-	-	6,302
Spec. Fees - OE-Special Programs	10,595	-	-	10,595
CARES Student Relief	-	-	(8,401)	(8,401)
PACE-CARES Strengthening Inst Programs.....	(85,943)	96,845	(34,416)	(23,514)
GA-AJOBS	(1,994)	-	-	(1,994)
GA-ACE Grant	(62,232)	50,913	(3,143)	(14,461)
GA-NSF WIND Grant	(23,293)	-	-	(23,293)
CI-Gene Haas Foundation	211	-	-	211
CI-Golden LEAF Equipment Grant	(9,699)	-	-	(9,699)
CI-C-Step Grant	(1,928)	-	-	(1,928)
CI-Telemedicine Grant	(538,128)	-	-	(538,128)
CI-AWESM Grant	(12,373)	-	(2,281)	(14,653)
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	(18,950)	-	(27,205)	(46,155)
<i>Total Restricted Programs (Institutional)</i>	(919,614)	147,758	(96,635)	(868,491)

Financial Aid

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

Exhibit D

<u>Programs (Institutional)</u>	<u>Beg. Program Balance (est)</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
<u>Proprietary Programs (Institutional)</u>				
Aux-Public Information & Marketing	4,208	-	-	4,208
Aux-Graduation	34,479	960	-	35,439
Aux-Bookstore Commissions	1,615,954	-	-	1,615,954
Aux-Snack Bar Commissions	41,426	-	(3,251)	38,175
Aux-Culinary Food Service	20,979	520	(3,064)	18,434
Aux-Traffic Control, Parking, and Safety	(25,888)	-	-	(25,888)
Aux-SGA	125,643	-	(1,966)	123,677
Aux-Technology Fee	7,965	-	-	7,965
Spec. Fees - Animal Care & Management	488	-	-	488
Spec. Fees - Cosmetology	140,630	1,425	(52,953)	89,102
Spec. Fees - Automotive Technology	0	-	(202)	(202)
Spec. Fees - Dental Assistant	56,568	-	-	56,568
Spec. Fees - Occupational Extension	177,482	-	-	177,482
<i>Total Proprietary Programs (Institutional)</i>	<i>2,199,935</i>	<i>2,905</i>	<i>(61,437)</i>	<i>2,141,402</i>
<i>Total Non-Plant Programs (Institutional)</i>	<i>2,183,539</i>	<i>161,735</i>	<i>(147,605)</i>	<i>2,197,669</i>
<u>Plant Programs (Institutional)</u>				
Building & Grounds-Backfill Project	(60,176)	-	(266,920)	(327,096)
Building & Grounds-Center of Excellence	(71,374)	-	(225,671)	(297,045)
Building & Grounds-Student Services Center	(223,362)	-	-	(223,362)
Building & Grounds-Public Safety Training Center	(1,308)	-	(3,795)	(5,103)
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	(28,806)	-	(19,017)	(47,823)
Building & Grounds-Tobacco Trust at "The Farm".....	(77,848)	-	-	(77,848)
<i>Total Plant Programs (Institutional)</i>	<i>(462,874)</i>	<i>-</i>	<i>(515,403)</i>	<i>(978,277)</i>
<i>Total All Programs (Institutional)</i>	<i>1,720,665</i>	<i>161,735</i>	<i>(663,008)</i>	<i>1,219,392</i>

ALAMANCE COMMUNITY COLLEGE
2022-23 FINAL BUDGET RESOLUTION

BE IT RESOLVED by the Board of Trustees of Alamance Community College:

Section 1A - The following amounts are hereby appropriated for the operation of the institution in the State Current Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

	Interim Budget for Fiscal Year 2022-2023	Final Budget for Fiscal Year 2022-2023	Difference	% change
Institutional Support				
Executive Management	1,276,219	1,335,310	59,091	4.4%
Administrative and Fiscal Services	1,657,118	1,675,300	18,182	1.1%
General Administration	1,761,437	1,878,745	117,308	6.2%
Information Systems (Administrative)	1,495,278	1,353,990	(141,288)	-10.4%
Curriculum Instruction				
Curriculum Instruction	13,935,264	14,647,005	711,741	4.9%
Continuing Education				
Occupational Education Instruction	1,625,000	1,574,536	(50,464)	-3.2%
Occupational Education Support	611,463	613,360	1,897	0.3%
Basic Skills	1,548,763	1,599,831	51,068	3.2%
Small Business Center	164,469	164,469	-	0.0%
Customized Training	119,537	183,908	64,371	35.0%
Apprenticeship Programs	-	373,814	373,814	100.0%
Literacy Special Programs	337,538	48,126	(289,412)	-601.4%
BioBetter Program	-	289,857	289,857	100.0%
Academic Support				
Library/Learning Center	557,844	642,419	84,575	13.2%
Curriculum	2,008,026	1,898,122	(109,904)	-5.8%
Continuing Education	953,581	842,873	(110,708)	-13.1%
Student Services				
Student Services	2,518,162	2,097,561	(420,601)	-20.1%
Childcare	55,191	33,165	(22,026)	-66.4%
Golden Leaf Scholarship/GEER	456,167	584,801	128,634	22.0%
Total State Current Fund Appropriation	31,081,057	31,837,192	756,135	2.4%

Section 1B - The following amounts are estimated to be available to the State Current Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

	Interim Budget for Fiscal Year 2022-2023	Final Budget for Fiscal Year 2022-2023	Difference	% change
State Board Formula Allotment				
Curriculum	13,815,429	13,815,429	-	0.0%
Continuing Education	2,042,472	2,042,472	-	0.0%
Basic Skills	944,595	1,620,174	675,579	41.7%
Institutional Support	9,344,399	9,344,399	-	0.0%
Career & Technical Education (Perkins)	244,278	202,802	(41,476)	-20.5%
Small Business Center	164,469	164,469	-	0.0%
Customized Training	60,000	183,908	123,908	67.4%
Apprenticeship Programs	-	378,064	378,064	100.0%
Faculty and Staff Support	-	353,644	353,644	100.0%
BioBetter Program	-	1,128,137	1,128,137	100.0%
Childcare	55,191	92,919	37,728	40.6%
Performance Funding	298,624	298,624	-	0.0%
Equipment Flexibility	980,654	1,040,654	60,000	5.8%
Student Services and Scholarships	2,403,028	766,172	(1,636,856)	-213.6%
Expanding Community Colleges Economic Impact	-	93,908	93,908	
State Fiscal Recovery Funds (Budget Stabilization)	1,788,054	1,742,692	(45,362)	

Total Estimated State Current Funds	32,141,193	33,268,467	1,127,274	3.4%
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Section 2A - The following amounts are hereby appropriated and available for the operation of the institution in the County Current Fund for the fiscal year beginning on July 1, 2022, and ending June 30, 2023:

	Interim Budget for Fiscal Year 2022-2023	Final Budget for Fiscal Year 2022-2023	Difference	% change
Institutional Support				
General Administration	650,000	617,830	(32,170)	-5.2%
Plant Operation and Maintenance			-	
Plant Operation	2,400,000	2,734,432	334,432	12.2%
Plant Maintenance	883,316	581,054	(302,262)	-52.0%
Total Current Expenses	3,933,316	3,933,316	-	0.0%
Capital Outlays for Building & Grounds Repairs				
Maintenance Projects, Carryforward	886,135	886,135	-	0.0%
Maintenance Projects, Current	388,200	388,200	-	0.0%
	1,274,335	1,274,335	-	0.0%
Total County Current Fund Appropriation	5,207,651	5,207,651	-	0.0%

Section 2B - The following amounts are estimated to be available to the College within County Current Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

	Interim Budget for Fiscal Year 2022-2023	Final Budget for Fiscal Year 2022-2023	Difference	% change
County Accounting Fund--Sources				
County Appropriation for Current Expense	3,933,316	3,933,316	-	0.0%
County Appropriation for Capital Outlay	388,200	388,200	-	0.0%
Reserves from Prior Year Unspent County Appropriations	886,135	886,135	-	0.0%
	5,207,651	5,207,651	-	0.0%

Section 3A - The following amounts are hereby appropriated for the operation of the institution in the Institutional Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

	Interim Budget for Fiscal Year 2022-2023	Final Budget for Fiscal Year 2022-2023	Difference	% change
Current Unrestricted				
Institutional Support	486,000	645,100	159,100	24.7%
Continuing Education	80,000	221,000	141,000	63.8%
Academic Support	200,000	-	(200,000)	#DIV/0!
Current Restricted				
Institutional Support	-	877,197	877,197	100.0%
Instruction	353,500	564,927	211,427	37.4%
Continuing Education	-	314,970	314,970	100.0%
Student Aid	7,580,190	6,672,702	(907,488)	-13.6%
Student Support	275,000	261,888	(13,112)	-5.0%
CARES (Student, Institutional, SIP)	2,803,500	1,715,931	(1,087,569)	-63.4%
Proprietary				
Institutional Support	-	271,500	271,500	100.0%
Student Support	-	158,000	158,000	100.0%
Bookstore	190,000	596,000	406,000	68.1%
Vending	15,000	43,000	28,000	65.1%
Instruction /Support	322,000	125,000	(197,000)	-157.6%

Total Institutional Fund Appropriation	12,305,190	12,467,215	162,025	1.3%
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Section 3B - The following amounts are estimated to be available to the Institutional Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

	Interim Budget for Fiscal Year 2022-2023	Final Budget for Fiscal Year 2022-2023	Difference	% change
Institutional Fund Revenues				
Student Fees	286,000	315,000	29,000	9.2%
Bookstore Income	190,000	596,000	406,000	68.1%
Overhead Receipts	200,000	256,100	56,100	21.9%
Self-Support Fees	-	586,000	586,000	100.0%
Snack Bar	15,000	43,000	28,000	65.1%
Childcare Center - Patron Fees/Grants	250,000	-	(250,000)	#DIV/0!
Other Patron Fees	260,000	150,000	(110,000)	-73.3%
Interest Earned	24,000	24,000	-	0.0%
Traffic Funds	340,000	158,000	(182,000)	-115.2%
College Work-Study	103,166	178,166	75,000	42.1%
Pell	5,814,851	5,972,351	157,500	2.6%
SEOG	90,000	102,351	12,351	12.1%
Federal TRIO Student Services	261,888	261,888	-	0.0%
CARES Student Relief	500,000	29,170	(470,830)	-1614.1%
CARES Institutional Relief	3,000,000	1,529,261	(1,470,739)	-96.2%
CARES SIP	202,285	157,500	(44,785)	-28.4%
Educational Lottery Grant	184,000	184,000	-	0.0%
Community College State Grant	414,000	414,000	-	0.0%
Other Private Grants	170,000	1,510,428	1,340,428	88.7%
Total Estimated Institutional Funds	<u>12,305,190</u>	<u>12,467,215</u>	<u>162,025</u>	<u>1.3%</u>

Section 4A - The following amounts are hereby appropriated for the operation of the institution in the Plant Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

	Interim Budget for Fiscal Year 2022-2023	Final Budget for Fiscal Year 2022-2023	Difference	% change
County Funding for Bond Projects	42,100,000	42,100,000	-	0.0%
State Connect NC Bond Projects	2,871,047	436,816	(2,434,231)	-557.3%
State Capital & Infrastructure Funds projects	3,969,352	8,328,020	4,358,668	52.3%
College Parking Facility Improvements	130,000	-	(130,000)	#DIV/0!
Federal Grant Projects	637,000	-	(637,000)	#DIV/0!
Other Grant Projects	404,145	380,550	-	0.0%
Total Plant Fund Appropriation	<u>50,111,544</u>	<u>51,245,386</u>	<u>1,157,437</u>	<u>2.3%</u>

Section 4B - The following amounts are estimated to be available to the Plant Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

	Interim Budget for Fiscal Year 2022-2023	Final Budget for Fiscal Year 2022-2023	Difference	% change
County Bond Proceeds	39,600,000	39,600,000	-	0.0%
County Capital Plan Reserves	2,500,000	2,500,000	-	0.0%
State Connect NC Bond Proceeds	2,871,047	436,816	(2,434,231)	-557.3%
State Capital & Infrastructure Funds	3,969,352	8,328,020	4,358,668	52.3%
College CAPS Fee Reserves	130,000	-	(130,000)	#DIV/0!

Federal Grant Proceeds	637,000	-	(637,000)	#DIV/0!
Other Grant Project Proceeds	404,145	380,550	(23,595)	-6.2%
Total Estimated Plant Funds	<u>50,111,544</u>	<u>51,245,386</u>	<u>1,133,842</u>	<u>2.2%</u>

Section 5 - The President of the institution is hereby authorized to execute routine transfers from one appropriation to another in the same fund within the limitations set forth by the State Board of Community Colleges. Any such transfer shall be reported to the Board of Trustees at its next regular meeting and entered into its minutes.

Furthermore, the President is hereby authorized to accept funds from the State Department's Industry Services Division for the purpose of providing training for new and expanding industry. Any such funds shall be justified to the Board of Trustees at its next regularly scheduled meeting.

Section 6 - Copies of this Budget Resolution may be sent to the local tax-levying authority and the State Board of Community Colleges.

Adopted by Alamance Community College Board of Trustees on August 14, 2023. Certified, this the 14th day of August, 2023.

Chairman

President

STATE OF NORTH CAROLINA

COUNTY OF ALAMANCE

Sworn and subscribed before me by Blake Williams, Chairman of the Board of Trustees, and John Larry Keen, Secretary to the Board of Trustees, this the 14th day of August 2023.

(Seal)

My Commission Expires:

RESOLUTION FOR APPROVAL OF
TRAVEL AUTHORIZATION FOR THE
INTERIM PRESIDENT OF ALAMANCE COMMUNITY COLLEGE
FOR THE FISCAL YEAR EFFECTIVE
JULY 3, 2023, THROUGH JUNE 30, 2024, OR
UNTIL END OF SERVICE AS INTERIM PRESIDENT, WHICHEVER OCCURS FIRST

BE IT RESOLVED, that Dr. John Larry Keen, as Interim President of Alamance Community College, is authorized by the Board of Trustees to travel on business regarding or relating to ACC and the ACC Board does hereby approve a blanket travel authorization for its Interim President to conduct business travel for the purposes and for the benefit of Alamance Community College for the period of time commencing July 3, 2023, through June 30, 2024, or until the end of his service as Interim President, whichever occurs first.

BE IT FURTHER RESOLVED, that the Board of Trustees of Alamance Community College pursuant to Section 5, II of the North Carolina Community College System and Accounting Procedures Manual does hereby stipulate and pre-authorizes travel conducted by its Interim President provided that the Vice President of Business and Finance will sign off on and confirm the Interim President's travel reimbursement requests subject to all policies, procedures, regulations, and limitations applicable to travel by the employees of Alamance Community College on behalf of the College relating to business or meetings connected thereto.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Trustees is hereby authorized to execute a copy of the foregoing Resolutions on behalf of the Board of Trustees and place said resolutions of record on behalf of the Board to be effective on the above date and relating back and to be effective as of July 3, 2023.

Board of Trustees Chair
Alamance Community College

Date: August 14, 2023

Local Articulation Agreement
Chapel Hill-Carrboro City School System
Alamance Community College

This document outlines courses which have been identified to be awarded articulated credit between the Chapel Hill-Carrboro City School System and Alamance Community College.

High School Course Number/Title	Community College Course Number/Title
HP70 PLTW Principles of Biomedical Sciences HP71 PLTW Human Body Systems HP72 PLTW Medical Interventions HP73 PLTW Biomedical Innovations	BTC-181 Basic Lab Techniques

The following criteria will be used to award college credit for identified high school courses:

1. Grade of B or higher in the course, and
2. A score of 90 or higher on the CTE post-assessment.*

*If a student earned exam credit for a credential in lieu of taking the post-assessment, this will count as a score of 90 or higher.

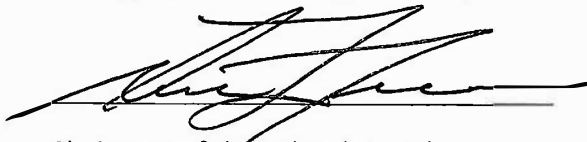
To receive articulated credit, students must enroll at the community college within two years of their high school graduation date.

Process to document credit

The official high school transcript and all official CTE post-assessment scores will be required to verify that the criteria to award credit for articulated coursework has been met. Where indicated, students will submit supporting documentation to the community college.

Community college officials will have the responsibility for verifying eligibility and acceptance of the articulated course or courses on the high school transcript for college credit.

This agreement will begin in August 2023.



Chairman of the School Board

Chairman of the Board of Trustees



Superintendent

President

**Curriculum Committee
August 7, 2023
For Information Only:
Program Review Summary 2021-2022**

Summary:

Alamance Community College's Curriculum Program Review is part of the college's overall institutional effectiveness plan. It is a collaborative process that supports the mission of ACC by assessing, sharing, and improving the impact of the educational programs offered by the college.

Each program review is an opportunity for the department and the institution to take a comprehensive look at the program, to evaluate the program's strengths and weaknesses, to assess its future and develop a strategy to meet the opportunities and challenges that the program anticipates over the next five years. The following programs were reviewed during the 2021-2022 academic year and encompass academic years 2016-2017, 2017-2018, 2018-2019, 2019-2020, and 2020-2021.

- **Associate of Applied Science (A.A.S.) in Business Administration**
- **Associate of Applied Science (A.A.S.) in Criminal Justice Technology/Forensics**
- **Associate of Applied Science (A.A.S.) in Fire Protection Technology**
- **Associate of Applied Science (A.A.S.) in Air Conditioning, Heating, and Refrigeration**
- **Associate of Applied Science (A.A.S.) in Welding Technology**

Business Administration Program (A25120)

2016-2021

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions and large to small business or industry.

- Majority Student Demographics:
 - White females
 - under 30 years of age
 - Alamance County residents
 - part-time
 - There was a reported increase among applicants 25 and older (32 to 38%).
- Two target audiences have been identified for outreach:
 - a) career changers (those looking for a second degree/career option or to advance within their current place of employment)
 - b) minority males.
 - In an effort to help with minority male student success, the department is working with the MMSI success coach during registration events to help build a collaborative relationship between students, the MMSI success coach, department faculty, and advisors.
- Articulation Agreements:
 - (1) University of North Carolina at Greensboro (UNCG)
 - (2) North Carolina Agricultural and Technical State University (NC A&T) *added Fall 2021
 - (3) North Carolina Central University (NCCU).
- Two core economics courses, Microeconomics and Macroeconomics (ECO-251 and ECO-252)
 - Currently 100% adjunct taught.

- The Human Resources Management Concentration has continued to report increasing headcount and FTE from its inception in 2018-2019.
- Retention:
 - 2016-2017 to 2020-2021, retention increased from 64% to 67% for Fall to Spring semesters.
 - Rates during this time for Fall to Fall retention went from 54% to 55%.
- Survey data from currently attending students in Fall 2021 indicate preference for the following class formats:

Online (100% of course instruction is delivered via the Internet)	62.5%
Online Live (Course is online with required zoom sessions)	2.34%
Seated (Traditional, face-to-face course instruction)	13.28%
Hybrid (Face-to-Face course instruction combined with online course instruction)	21.88%

Action Items

1. Transition out of COVID with more seated and hybrid formats
2. Collaborate with the MMSI Success Coaches to improve enrollment and retention of MMSI students.
3. Add a full-time Economics faculty member (who will teach face-to-face courses to support the department objectives over the next five years.
4. Work with ACC Marketing Director to increase communications among program target audiences.

Criminal Justice Technology/Forensic Science (A55180/A5518C) 2016-2021

The Criminal Justice Technology curriculum provides students with a sound understanding of criminal justice systems and operations that are essential for successful employment in the criminal justice profession. Instruction focuses on local, state and federal law enforcement, judicial processes, corrections, and security services.

Courses in the curriculum include: Constitutional Law, Criminal Law, Investigative Principles, Interviews and Interrogations, Corrections, Court Procedures and Evidence; all of which provide knowledge and skills to enhance the student's ability to make them competitive for employment in a criminal justice profession.

Graduates of the Criminal Justice curriculum may be employed in corrections, security fields, and various levels of law enforcement: local law enforcement agencies, state trooper, and loss prevention specialist. An Associate's Degree can also be used as an education platform to transfer to a University which would allow a student to apply for employment in Probation/Parole and other jobs in the state and federal bureau.

- Enrollment has decreased significantly in Criminal Justice over the past five years
 - Headcount – 356 in 2017-2018 to 219 in 2022
 - FTE – 118.6 in 2017-2018 to 63.0 in 2021-2022
- Steady enrollment growth in Forensics over the past five years
 - Headcount – 16 in 2017-2018 to 51 in 2021-2022
 - FTE growth – 5.8 in 2017-2018 to 19.3 in 2021-2022
- Retention in the CJC program has steadily declined over the past 5 years.
 - Fall to Spring Retention - 73% in 2017-2018 to 68% in 2021-2022
 - Fall to Fall Retention - 42% in 2017-2018 to 31% in 2021-2022
- Career and College Promise enrollment has dramatically declined over the past 5 years, due in large part to slow recovery from the Pandemic.
 - CCP Headcount – 110 in 2017-2018 to only 47 in 2021 in 2022
 - % of CCP Students in Program – 75% in 2017-2018 to only 45% in 2021-2022
- Gender ratio: 7 % increase in males over the past 5 years
 - Female: 60% in 2017-2018 to 53% in 2021-2022
 - Male: 40% in 2017-2018 to 47% in 2021-2022
- Ethnicity ratio has remained unchanged over the past 5 years
 - Black=21%
 - Hispanic= 18%
 - White = 57%
 - Other = 4%
- Minority student success
 - 44% persistence rate after the first year as compared to 65% for white students (38.5% difference)
- Completions over the past 5 years has remained unchanged at 23% in 2021-2022

Action Items

1. State of the Art Forensic Lab - -Safe environment within a lab to use and house chemicals with hazardous labels
2. Partner with EMS Program to set up mock crime scenes, blood stain development, trajectory measurements, alternate light source
3. Updated classroom
4. Recruit at least one additional high school to teach off-site CCP courses for the next four years.
5. Meet retention rate of 65% for fall semester and spring 60% to account for challenges in the high school/CCP rolling enrollment.

6. Schedule guest speakers and hiring representatives to come in to speak with students

Fire Protection Technology (A55240) 2016 - 2021

The Fire Protection Technology curriculum provides students with a sound understanding of fire protection services and operations that are essential for successful employment in the fire protection profession.

The program offers an Associate's Degree, Diploma and Certificate options. Graduates of the Fire Protection curriculum may be employed in local fire departments. An Associate's Degree in this field can also be used as an education platform to transfer to a 4 year University which with an advanced degree, would allow a student to apply for employment in the fire marshal's office and be eligible for promotional opportunities.

The Fire Protection curriculum is fully on-line. The courses are taught in an 8 week format. This is advantageous for professionals who are seeking to expedite completion of their associated degree and seek further education.

- Enrollment has been flat in Fire Protection over the past five years
 - Headcount – 60 in 2017-2018 to 55 in 2022
 - FTE – is down 14.7 in 2017-2018 to 9.7 in 2021-2122
- Retention in the Fire Technology program over the past 5 years is mixed
 - Fall to Spring Retention is up 4% - 67% in 2018 to 71% in 2022
 - Fall to Fall Retention is down 8% - 41% in 2018 to 33% in 2022
- Career and College Promise enrollment has been very low over the past 5 years, opportunity for enrollment growth with greater exposure and marketing to high schools.
 - CCP Headcount – 5 in 2017-2018 and 5 in 2021 in 2022
- Gender ratio has been mostly flat with a 4 % increase in males over the past 5 years. Male dominated program currently with 93% males in 2021-2022.
 - Female: 11% in 2017-2018 to 7% in 2021-2022
 - Male: 89% in 2017-2018 to 93% in 2021-2022
- Ethnicity ratio has remained flat over the past 5 years
 - Black=3%
 - Hispanic= 0%
 - White = 90%
 - Other = 7%

Action Items

1. Completion of FESHE National Accreditation process
2. Implement an articulation agreement with Fayetteville State University
3. Recruit high school students for CCP program to support growth.
4. Implementing face to face courses for CCP students.
5. Analyze textbook publishers, to see if there are platforms available with better real life scenarios to incorporate into the courses.
6. Work with Marketing to develop a marketing campaign for the FIP program.
7. Generate a spreadsheet for graduates tracking where they are employed.
8. Consider a full-time faculty who has a vested interest in the program. This person could provide more dedication to course design and build personal relationships with students in the program.

Air Conditioning, Heating, & Refrigeration (A35100) 2016-2021

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the startup, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

- Increase in headcount for fall and summer semesters.
 - Average of 50 students in 2016-2017
 - Increased to an average of 68 in 2020-2021.
- Approximately 80% of students are already employed in the field before they graduate from the heating and air conditioning program.
- Completing 75% of Attempted Credits with C or Better.
 - 2016-2017 average was 69%
 - 2021-2022 increase to 78% are making a "C" or better.
- Average student age:
 - 2016-2017- 70% 30 years old and below.
 - 2020-2021- 87% 30 years old and below.
- Paperless program- All students use laptops instead of paper copies of books.

Action Items

1. Planning on more High School interaction also work with veteran representative to help veterans
2. Skills USA should start back in near future
3. Working with apprenticeship coordinator to start a program
4. Working with WBL to keep the student and work force connected
5. Hosting a job fair 2 times a year once in fall and once in spring.

Welding Technology (A50420) 2016-2021

The Welding Technology curriculum provides students with a sound understanding of science, technology, and application essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

- The new AATC facility has provided equipment, resources, environment, and appeal:
 - Unduplicated headcount of 115 students.
 - This new facility has become a benchmark for other welding institutions.
- Maintained strong numbers throughout the past 15 years.
 - During the previous program review 89 students were coded as welding students.
 - In 2021, there were 118 enrolled students in the welding program exceeding the target of 115 students.
 - Target goal for 2025: 130 students.
- Retention goal for the next 5 years: 70% or higher
- Statistics for students maintaining a C or better are averaging 75.5% across three semesters, which includes day and night students, 5 classes per day Monday through Thursday, and 4 classes on Friday.
- Five year C or better averages by demographics (goal is to get all the sub populations to 85% or better):
 - Black students is 57%
 - Hispanics 76%
 - Whites 83%

- o Other 85%.

Action Items

1. Supplies - Increase budget by 10% each year to accommodate enrollment growth and new facility demands, and material inflation.
2. Purchase a functioning promotional welding rig.
3. Facilitate more one on one interaction with the students.
4. AWS certification and Moodle professional development for Welding instructors.
5. Need additional instructor to teach at Graham High school.
6. Request that MEC 111 be moved to the CIM labs permanently.
7. Determine ways to get sub populations to higher rates. The program is open for ideas and genuine and authentic ideas to balance out the numbers of success based on ethnicity.

ACC Accredited Programs Status 2022-23

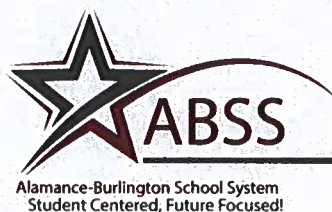
Accreditation Status= Nationally recognized accrediting agency- typically required for programs with a license or certification.

2018-2023	2017-2025	2018-2023	2021-2026	2017-2027	2018-2026
Culinary American Culinary Federation Site Visit February 2023 Awaiting Notification from ACF Board	Dental Assisting Commission on Dental Accreditation Self-Study Due 2024 Annual Report Requirement	Emergency Medical Science CoAEMPS: Committee on Accreditation for the EMS Professions Self-Study Submitted July 30, 2023 Annual Report Requirement	Histotechnology National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Initial Accreditation Progress Report Submitted and Approved: 2023, Annual Report Req. Self Study Due: Apr 2025	Medical Laboratory Technology National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Self-Study Due April 2026 Annual Report Requirement	Medical Assisting Commission on Accreditation of Allied Health Education Programs (MAERB) Self-Study Due 2025 Annual Report Requirement

ACC Curriculum Programs Regulatory Status 2022-23

Regulatory Status=Compliance/Audit Visits by an NC State Agency that align with State Board Code.

Ongoing	2015-2025	2023-2025	2022-2023	2023	2023
Emergency Medical Science NC Office of EMS Last Audit: November 2022	Associate Degree Nursing NC Board of Nursing Self-Study Due: October 2023 Most Recent Visit: PN Program Application	Nurse Aide NC Division of Health Service Regulation Last Audit: February 2023 Next: February 2025	Nurse Aide II NC BON Last Site Visit: March 30, 2022 Next: March 2023	Cosmetology NC Board of Cosmetic Arts Examiners Last Inspection: March 2023 Next: October 2023 (also unannounced visits-July 2023):	Esthetics NC Board of Cosmetic Arts Examiners Last Inspection: March 2023 Next: October 2023



Alamance-Burlington School System

Sandy Ellington-Graves
School Board Chair

Dain Butler, Ed.D.
Superintendent

June 27, 2023

Mr. Ken Walker
202 S. Fifth Street
Mebane, NC 27302

Dear Mr. Walker:

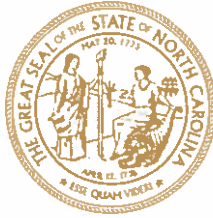
This is official notification that the Alamance-Burlington Board of Education unanimously approved your appointment to the Alamance Community College Board of Trustees at the June 26, 2023, Board meeting.

Thank you for serving.

Sincerely,

Sandy Ellington-Graves
Board Chair
Alamance-Burlington School System

pc: Dr. Algie Gatewood
Dr. Dain Butler, Superintendent



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

July 1, 2023

Mr. Powell W. Glidewell III
5002 Gleneagles Court
Elon, North Carolina 27244

Dear Pete:

I am pleased to reappoint you to serve as a member of the Alamance Community College Board of Trustees. Pursuant to N.C. Gen. Stat. § 115D-12, your reappointment is effective immediately. Your term will expire on June 30, 2027.

Your board or commission is covered by the State Ethics Act. As a result, please remember that you must participate in ethics training every two years, and you are required to file a Statement of Economic Interest by April 15 of each year.

Thank you for continuing to serve the people of North Carolina. I am grateful that you are willing to give your time and talents to move North Carolina forward.

Please read the enclosed instructions carefully so that we may complete the reappointment process. If you have any questions, contact the Office of Boards and Commissions at (919) 814-2077.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper". The signature is written in a cursive style with a large initial "R" and "C".

Roy Cooper

cc: Dr. Algje C. Gatewood



BOARD OF TRUSTEES
REGULAR MEETING SCHEDULE
2023-2024

Meetings are held at 6:00 p.m.
Alamance Community College / Carrington-Scott Campus
Wallace W. Gee Building Boardroom, Room G-222
1247 Jimmie Kerr Road, Graham, NC 27253
Second Monday of each month, excluding July and December

July 2022	No regular meeting scheduled
August 14, 2023	
September 11, 2023	
October 9, 2023	
November 13, 2023	
December 2023	No regular meeting scheduled
January 8, 2024	
February 12, 2024	
March 11, 2024	
April 8, 2024	
May 13, 2024	
June 10, 2024	

Email List:

Director of Administrative Services
Public Safety
President's Cabinet
VP/AVP Assistants
Maintenance
Print Center
Faculty Affairs Committee
SGA
Information Desk
The Alamance News
Times-News
Mebane Enterprise
ACC website and intranet
NC Secretary of State website

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		1/3/2024
Blake	Williams	3/5/2023	4/1/2022	4/1/2024

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

Quality Enhancement Plan Update

August 14, 2023

Through a broad-based effort including conversations with community stakeholders; focus groups involving faculty, staff and students; and employee and student surveys, Alamance Community College has chosen Mental Health as the topic for its Quality Enhancement Plan (QEP). This topic is congruent with ACC's 2022-2025 Strategic Priority #4: Growth, which seeks to "ensure that students, faculty, and staff have access to the resources they need to grow as healthy individuals" and with its related objective to "enhance mental health services and support for employees and students."

According to the National Center for Chronic Disease Prevention and Health Promotion, mental health is defined to "include our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make healthy choices."

ACC aims to improve student success through enhanced mental health and wellness support.

Our QEP, *Get on the RAFT* will provide mental health and wellness support for students that is **R**elatable, **A**ccessible, **F**ocused and allows them to **T**hrive through the following objectives:

Objective 1: Develop a Mental Health Awareness Program

To increase mental health literacy and reduce stigma, a campus-wide mental health awareness program will be developed and implemented. This program will include:

- 1.1 Mental Health Education
- 1.2 Awareness Campaigns

Objective 2: Enhance Access to Mental Health Resources and Services

To improve access to mental health resources and services, the following initiatives will be implemented:

- 2.1 Increase Counseling Staff
- 2.2 Telehealth Services
- 2.3 Partnerships with Community Mental Health Providers

Objective 3: Foster a Supportive and Inclusive Campus Environment

To create a supportive and inclusive campus environment, the following strategies will be employed:

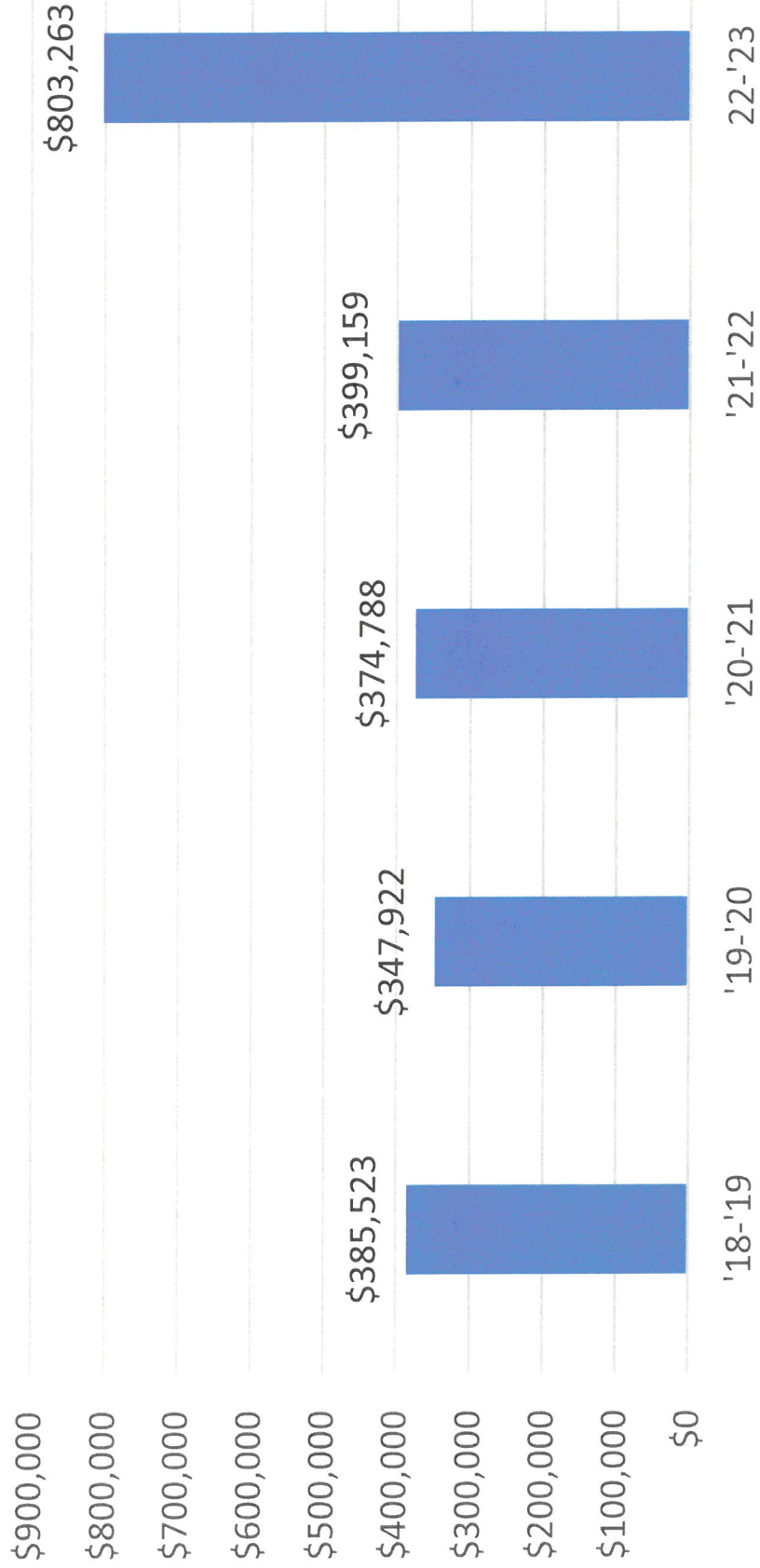
- 3.1 Faculty and Staff Training
- 3.2 Student Support Services Integration
- 3.3 Programming related to student self-management skills

Strategic Priority #1: Engage	
ACC will engage with Alamance County communities in new and innovative ways that deepen existing partnerships and create new ones.	
Objectives	Activities
Increase ACC's presence in the community by creating new partnerships and programs and enhancing existing ones.	AJOB partnership with ABSS and the Alamance County judicial system First cohort began March 2023 with six students January 2023 First Curriculum Service Learning cohort in three classes
Develop and implement comprehensive, data-based recruitment and marketing plans that address all Alamance County Communities including those that are traditionally underrepresented in higher education.	24 Floor Decals placed around campus: "Your Future Starts Here," "Welcome," "You Belong Here" in eight languages - English, Spanish, Japanese, Irish, French, Filipino, Chinese, Arabic - Completed Spring 2023 Marketing materials are being translated to Spanish Diverse populations featured in marketing materials, including social media
Strategic Priority #2: Learn	
ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning.	
Objectives	Activities
Develop and implement a first-year experience program for curriculum students.	Survey sent to 57 community colleges to gather data about First-Year Experience programs; advertising for a recruiter/first-year mentor to work with under-represented students from recruitment through their first year.
Enhance resources and programming to help students transition successfully from ACC to the workplace and to four-year institutions.	Prior to the annual Career Fair in April, faculty and staff assisted students with resume writing and mock interviews

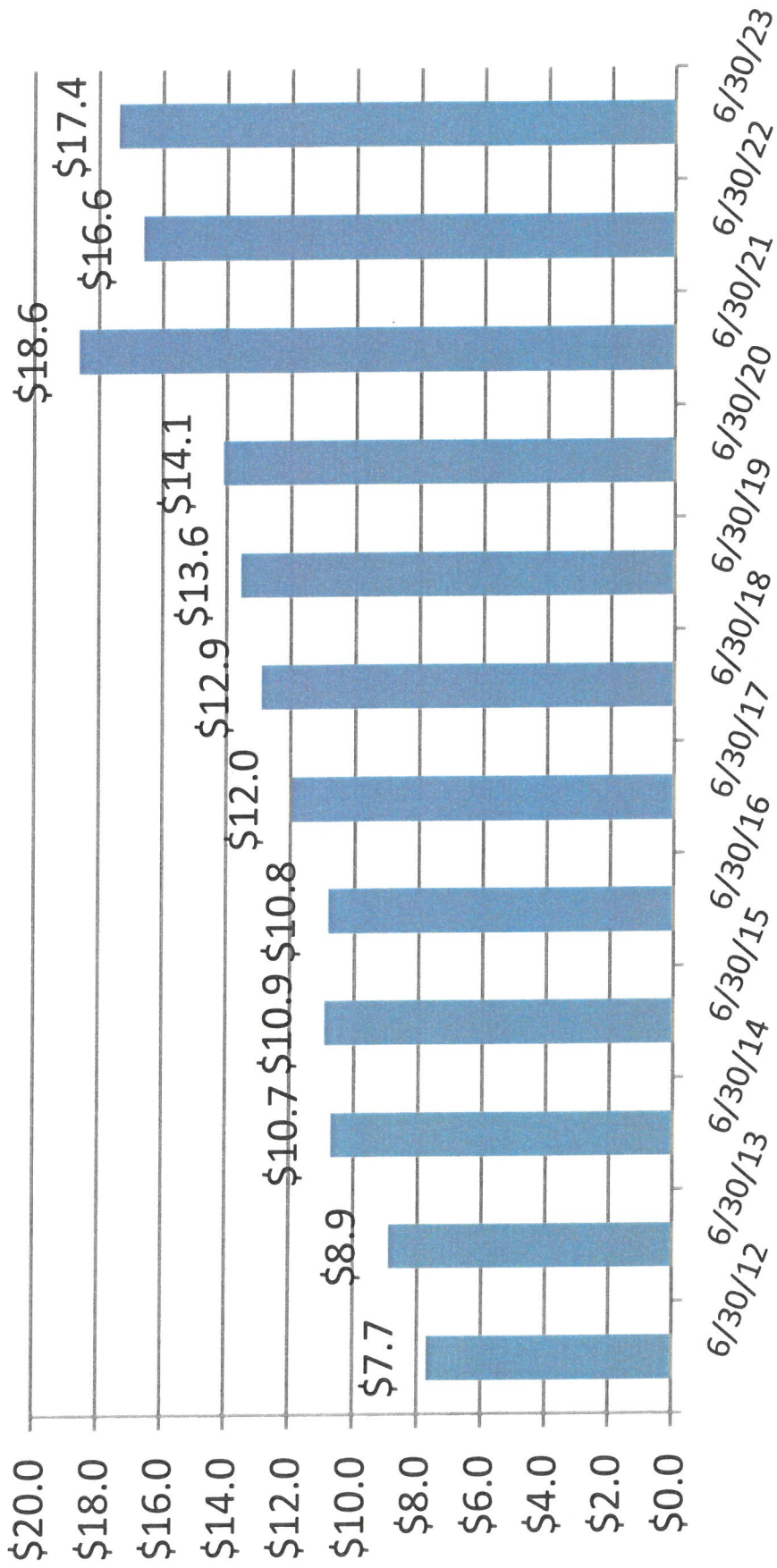
<p>Expand student academic and non-academic support with a focus on equity.</p>	<p>“Feeding Hungry Minds” EZ Meals launched by Culinary Arts Club – began January 2023</p>
<p>Create a more inclusive and welcoming environment through inclusive instructional practices and through updated learning and gathering spaces that encourage a sense of belonging.</p>	<p>Inclusive instructional practices PD and resources “Do you see me” based on Rosetta Eun Ryong Lee’s Inclusive Classroom Practices’ four pillars (Do you see me, do you hear me, will you treat me fairly, will you protect me) Faculty training began Fall 2022</p> <p>Faculty videos showcasing inclusive practices - distributed January 2023</p> <p>Diversity mural, Main building - completed July 2023</p>
<p>Strategic Priority #3: Equip</p>	
<p>ACC will equip faculty and staff with resources and experiences that enhance their engagement, sharpen their skills, and enable them to provide exceptional teaching and service.</p>	
<p>Objectives</p>	<p>Activities</p>
<p>Develop and implement a flexible work model where appropriate.</p>	<p>Pilot Teleworking Program for Staff started - January 2023</p>
<p>Develop a comprehensive communication plan to keep employees informed, engaged, and connected.</p>	<p>Public Information & Marketing Department started quarterly digital ACC newsletter - Fall 2022, Winter 2023, Spring 2023, Summer 2023</p>
<p>Create a more inclusive and welcoming environment for employees through an enhanced employee onboarding experience, through workspaces that highlight and support diversity, and through diversity programming.</p>	<p>Diversity Programming: Black History Month Celebration with former NC Poet Laureate Jaki Shelton Green, February 14, 2023</p> <p>The Office of Diversity and Inclusion hosted Employee Resource Groups (ERG) February and March 2023 (Women, Black Indigenous People of Color, Employees with Disabilities, LGBTQ, Latino, Veteran) – 30 employees participated</p>
<p>Enhance professional development offerings to</p>	<p>Center for Development and Leadership (CDL) Mini-Conferences November</p>

include department-specific training and professional development that helps employees advance.	2022 and March 2023
Improve employees' access to the technology necessary to excel in their jobs.	Technology Committee began meeting March 2023 to prioritize requests Microsoft Surface laptop donation -- 70 laptops for employees
Strategic Priority #4: Grow	
ACC will ensure that students, faculty, and staff have access to the resources they need to grow as healthy individuals.	
Objectives	Activities
Support employees' and students' physical health through expanded wellness programs and renovated campus spaces.	Healthy cooking demonstrations from Feeding Hungry Minds and NC Cooperative Extension - Fall 2022 and Spring 2023 Yoga in the community garden - Fall 2022
Enhance mental health services and support for employees and students. <i>Note: Quality Enhancement Plan topic is mental health</i>	Updated Employee Site web page titled "wellness resources" - completed Fall 2022 Updated faculty/staff counseling and wellness referral form - completed Fall 2022 Employee Wellness Day April 22, 2022 Employee Mental Health Day October 10, 2022 CDL's Mini-Conference in included sessions on mental health for students and yoga - November 2022
Improve student and employee wellness through healthier, more sustainable and esthetically pleasing campus facilities and grounds.	Native Prairie Trail - created September 2022 Native Prairie Overlook/Covered Deck - completed Fall 2022
Explore and implement intramural sports.	E-sports lab - completed August 2023

ACCF Total Scholarships

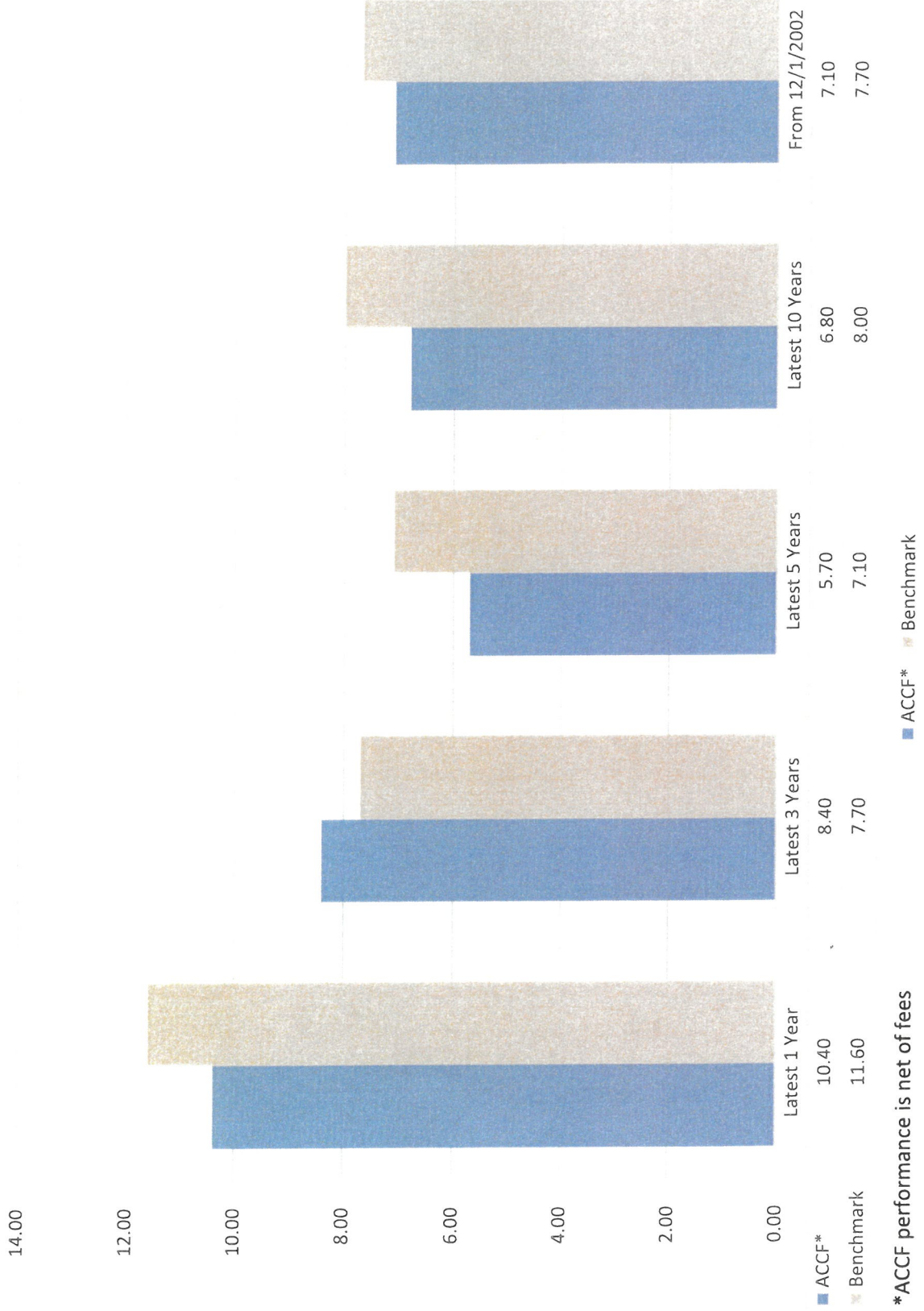


Value of ACCF Financial Assets (millions)

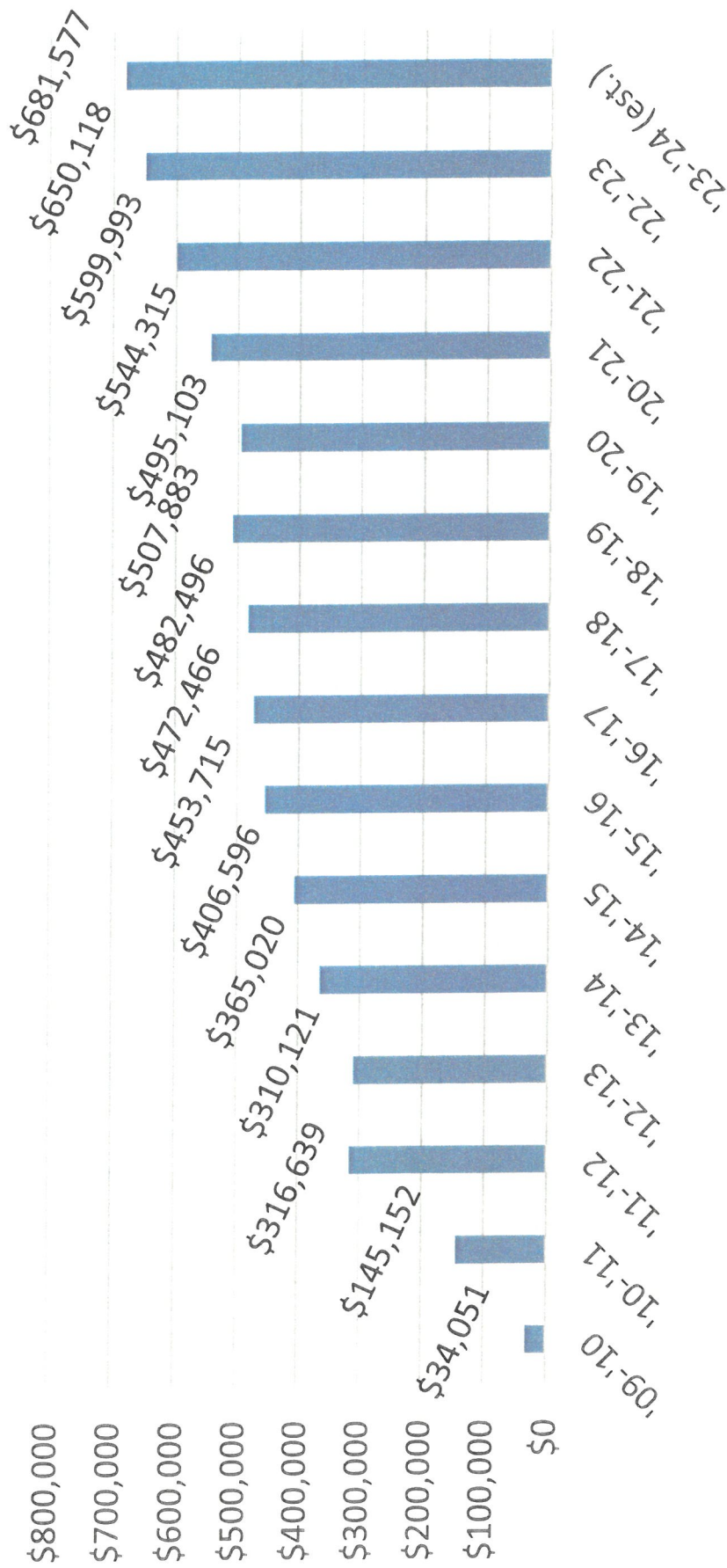


ACCF – Performance

(as of June 30, 2023)



ACCF available spending from endowed funds





ACCF Sustainers

We salute these donors who have given each year for at least a quarter century!

41 Years

- Mr. Laurent Changuion (R)
- Ms. Suellyn Dalton (R)
- Mr. Frank Rhodes (R)
- Dr. John B. Wolverton Jr. (R)

40 Years

- Ms. Vickie D. Byrd (Emeritus Foundation Board Member)
- LabCorp
- Truist
- Ms. Vicki H. Wilson (A) (R)

39 Years

- Jimmy Moser (Emeritus Foundation Board Member)
- Mr. Wally Shearin (R)
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- Ms. Mary Davis (Reinhartsen) (Retiree Spouse)
- Gilliam Bell Moser LLP
- Ms. Betty Harris (E)

35 Years

- N/A

34 Years

- Cone Health Alamance Regional
- Ms. Brenda Hampton (Foundation Board Member)
- Dr. Terry McNeill (R)
- Ms. Liz Solazzo (R)

33 Years

- Dr. Reid Dusenberry (A) (Past Trustee and Past Foundation Board)
- Mr. Otha Hawkins (R)

32 Years

- Ms. Hayvenyer M. Bigelow (A) (R)
- Mr. Charlie H. Harris (Emeritus Foundation Board)
- Ms. Anne C. Helms (A) (R)
- Ms. Susan E. Holt (R)
- Ron and Barbara Sturgill (Emeritus Foundation Board)

31 Years

- Ms. Lecia Booe (A) (E)
- Dr. Marla Dunham (R)
- Glen Raven, Inc.
- Ms. Mary Howell (A) (R)

30 Years

- Chandler Concrete Company, Inc.
- Ms. Susan Dalton (R)
- Ms. Pam Hall (R)
- Charles and Lynda Stanley (Former employees)

29 Years

- Civitan Club of Burlington
- Mr. Thomas G. Conally (R)
- Mr. Mark D. McIntyre Sr. (A)
- Natalie Miles (E)
- Wilson Brown Sock Company

28 Years

- Mr. William H. Fonville (A) (E)
- Mrs. Beverly Huffines (A) (E)
- Mrs. Leonorah Stout

27 Years

- Mr. Ray Harclerode (A) (R)

26 Years

- Ms. Amanda Albright (R)
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- Dr. Dick Fisher (Trustee Emeritus)
- Mrs. Sonya McCook (E)
- Mr. Kirk Puckett (R)
- Ms. Alma Thompson (R)

25 Years*

- Dr. Helen R. LeGette

**25 years is continuous giving each year since 1999.*



TITAN SOCIETY

as of July, 2023

Current members of the Titan Society are those who have indicated in writing that they have included ACC in their estate plans.

Current Members

John and Ann Bellingham
Pete and Patty Blaetz
Wayne and Deborah Bowery
Tom and Faye Conally
Mary Davis Reinhartsen
Elisabeth Deyton
Dr. Marla H. Dunham and Reverend Robert E. Dunham
Reid and Cathy Dusenberry
Dick and Linda Fisher
Mr. and Mrs. William P. Gomory
Brad Harmon
Charles H. and Sylvia S. Harris

Cathy Johnson
Dorothy C. Lindley
David and Cathy Moore
Dr. Martin H. Nadelman
Jack and Judy Overacre
Carolyn Rhode
Mary and Johnny Schronce
Charles and Sandra Scott
Ron and Barbara Sturgill
Andree and John Woosley
Five anonymous individuals

Past Members

L.P. and Evelyn Best
Margaret H. Brown
Elizabeth Scott Carrington
Ella Rae B. Chacey
Richard Deyton
J.C. and Fran S. Dillingham
Wallace Gee
Larry Hawkins
Floyd Hinshaw
Richard Jones
Sonda Hall Jones
Jack R. Lindley
Eleanor D. and C. Vincent Long, Jr.

Charles W. Lowry
George and Audrey (Becky) McBane
Kevin and Maria Moore
William H. Paris
Martha Starke Parks
A. H. Patterson, Jr.
Carroll M. Shoffner
Glendel Stephenson
Rebecca S. Thigpen
Dorothy Lynn Thompson
Patsey Tingen
Russell and Rosella Wilson

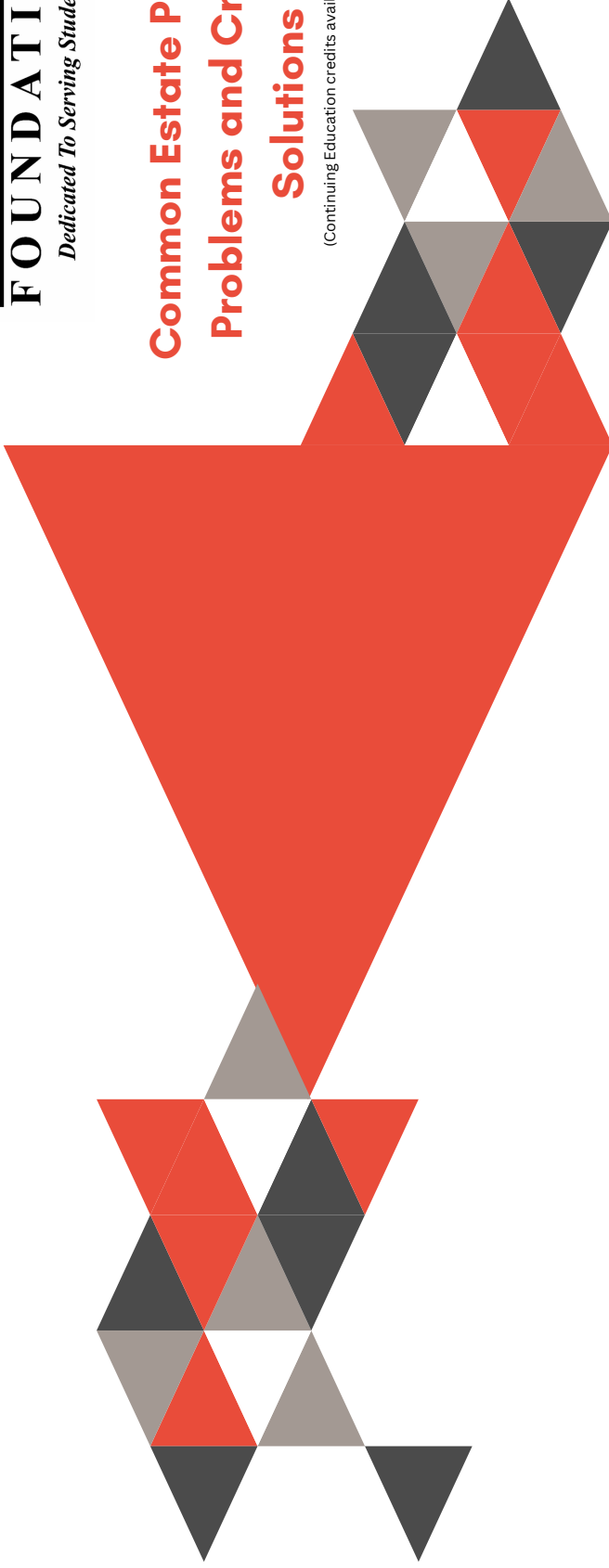
Titan Society members will receive:

- Free pass to a four-course culinary student meal in June
- Valentine's Day treats
- Special ribbon at ACCF events
- Other perks TBD



Common Estate Planning Problems and Creative Solutions

(Continuing Education credits available)



Alamance Community College Foundation

1247 Jimmie Kerr Road,
Graham, NC 27253
www.accfoundation.com
336-506-4128



When paying online, be aware that there is an automated 3% "tip" to Givebutler. You can avoid this by using the drop down menu and changing the 3% to 0%.



Presented by:
Terence B. Stanaland, J.D.,
C.P.A., ChFC

Tuesday, August 22, 2023
2:30 p.m. – Registration
3:00 p.m. – 5:00 p.m. – Presentation
Fee: \$10.00

Patterson Auditorium,
Alamance Community College,
1247 Jimmie Kerr Road (Exit 150),
Graham, NC 27253

Mr. Stanaland will address a variety of topics that are currently occupying the minds and time of tax practitioners, financial advisors, and estate attorneys. Topics to be discussed include:

- **Marital Status**

If I die, what if I don't want my husband to give our assets to a new spouse?

- **Planning for Minor Children**

What happens to my children if I die while they are minors?

- **Nursing Home Concerns**

What happens to my wife if I die first and she needs long term care?

- **Third Party Special Needs Trust**

I have a child with Down's Syndrome, how do I plan for her?

- **Probate and Probate Avoidance**

How can I make it easier on my family to handle my estate?

- **Other Common Issues**

Register by August 18 by contacting foundation@alamancecc.edu or 336-506-4416



NC Attorneys may earn CLE and NC CPA's may earn CPE.

In order to be awarded the full credit hours, you must be present, registering your attendance and departure with administering employees.

All are welcome.

For Attorneys

The Board of Continuing Legal Education, through its Accreditation Committee, has approved the referenced CLE activity. Any North Carolina Attorney attending will receive 2 hours of approved credit to satisfy the general requirement.

Sponsor: 8515
Course 2

Location: Graham

For CPA's

Learning Objectives: Attendees will learn about taxes, trusts and other estate planning topics. After completing this session, attendees will know more about various complications related to estate planning, including the following:

- Marital Status
- Minor Children
- Special Needs Dependent
- Spousal Long-Term Care
- Probate and Probate Avoidance

Credits: Participants will earn 2.0 CPE credits

Field of Study: Specialized Knowledge



Official Registry Statement

Alamance Community College is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding sponsors may be submitted to the National Registry of CPE Sponsors through the website: nasbaregistry.org

Delivery Method: Group-Live
Program Level: Basic
Prerequisites and Preparation: None
NASBA Sponsor ID# 137231

Refund Policy for Courses Sold for a Fee / Cancellation Policy:

- In order to receive a refund, participants must cancel their registration no later than 7 days prior to the event. Please contact barbara.young@alamancecc.edu to cancel.

Complaint Resolution Policy

- Please direct any complaints about the registration process or course itself to: Victoria Rans, Director of Occupational Programs, 336-506-4322, victoria.rans@alamancecc.edu

July 26, 2023

Dr. J. Larry Keen, Interim President
Alamance Community College
PO Box 8000
Graham, NC 27253

Dear Dr. Keen:

Enclosed is the final report of findings from the compliance review conducted FY 2022-23 at Alamance Community College pursuant to North Carolina General Statute § 115D-5(m). The college response dated July 5, 2023, concurred with these findings; therefore, findings were noted in the areas of Curriculum and College and Career Readiness related to the processes, procedures, classes, and programs reviewed.

Please send an email to Amanda Tolar, Director of Compliance Services, tolar@nccommunitycolleges.edu to acknowledge receipt of this report.

Thank you for cooperating with the North Carolina Community College System Compliance Services staff during the performance of the compliance review.

Sincerely,



Dr. Kimberly Gold
Chief of Staff

c: BG (R) Blake Williams Chair, Alamance CC Board of Trustees
Beth Wood, NC State Auditor
Dr. Lisa Eads, Associate Vice President of Academic Programs
Sandra Thompson, Assistant State Director, Title II
Amanda Tolar, Director of Compliance Services
Susan Miller and Tonya Waddle, Compliance Examiners

North Community College System

Compliance Review Final Report for Alamance Community College

Review Conducted: Fiscal Year 2022-23

Records Reviewed: Reporting Period Summer Semester 2021 – Spring Semester 2022

METHODOLOGY

A compliance review was conducted at Alamance Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure data used to allocate State funds across community colleges was reported accurately for the Summer Semester 2021 – Spring Semester 2022 reporting period. The review was conducted on a selected sample of data relevant to this period.

If disagreement exists, the college may appeal the compliance review findings to the State Board of Community Colleges (SBCC). The request to appeal and grounds for appealing the report findings must be submitted in writing within thirty (30) days of receipt of the Compliance Review Final Report. The Board's Accountability and Audit Committee will hear the appeal and make its recommendation to the full State Board.

The major components of the compliance review conducted during FY 2022-23 were outlined in SBCC Numbered Memo CC22-036 [FY 2022-23 Compliance Services Updates and Review Procedures](#). Additional information may be requested for clarification or to provide a clearly defined way to ensure compliance with North Carolina General Statute § 115D-5 and Title 1 of the State Board of Community Colleges Code.

FINDINGS SUMMARY

Based on the site review, minimal findings are noted in the areas of curriculum and college and career readiness and are discussed on the pages that follow.

FINAL COMPLIANCE REVIEW FINDINGS

CURRICULUM and COLLEGE AND CAREER READINESS

The review of records yielded documentation showing a minimal finding with non-compliant hours reported for budget FTE exceeding 1% of the total number of hours pulled in the curriculum and career and college readiness samples. The finding exceeded 1% but was under the threshold of 5% for a material finding warranting a reversion of funds. Material findings are written based on SBCCC Numbered Memo CC15-036 Compliance Services Update and Review Procedures.

For references listed, the URL for the State Board Code.

CURRICULUM

Maintenance of Records

During the review of records, the following classes had issues noted:

- BUS 110 81E was offered in Fall Semester 2021. Class was reported for 816 hours. LMS documentation was not provided for two students. (-96 hours)
- NET 125 01E was offered in Spring Semester 2022. Class was reported for 1,920 hours. One student reported was dropped prior to the census date. (-80 hours)
- PHI 240 03E was offered in Spring Semester 2022. Class was reported for 1,008 hours. One student reported was dropped prior to the census date. (-48 hours)

Skills Lab

During the period of review, it was noted that in Spring Semester 2022, skills lab hours were overreported. Hours reported included non-reportable hours. The total skills lab hours reported for Spring Semester 2022 were 3,348. The correct total was 1,894.25 hours. This resulted in the overreporting of 1,453.75 hours.

Work-Based Learning (WBL)

During the period of review, it was noted that all sections of WBL 113 were reported on the ICR for 480 hours. Hours reported should not exceed a maximum of 320 membership hours per student per semester. The sections are listed below:

- WBL 113 IT01 was offered Summer Semester 2021. One student's hours were overreported. (-160 hours)
- WBL 113 AU01 was offered Fall Semester 2021. One student's hours were overreported. (-160 hours)
- WBL 113 IT81 was offered Fall Semester 2021. One student's hours were overreported. (-160 hours)

- WBL 113 IT01E was offered Spring Semester 2022. One student's hours were overreported. (-160 hours)

Career and College Promise

During the period of review, it was noted that in Spring Semester 2022, two students enrolled in courses outside of their approved pathways. One student was approved for the CCP Welding Technology Certificate (C50420P) and enrolled in MEC 111. (-80 hours) One student was approved for the CCP Fire Protection Technology Certificate (C55240P) and enrolled in FIP 146. (-80 hours) Staff stated that course substitutions were approved but were not able to provide the approved documentation. This resulted in over-reporting 160 hours. Staff have the information for the students involved with this finding.

References

1D SBCCC 400.10 Curriculum Program of Study
1D SBCCC 400.11 Education Services through Career and College Promise (Curriculum)
1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes
Curriculum Procedures Reference Manual - Section 14 Career and College Promise
Curriculum Procedures Reference Manual - Section 20 Work-Based Learning

COLLEGE AND CAREER READINESS

Instructor Payment

During the review of records, it was noted the college reported more hours per student than the number of hours specified in the instructional contract. Instructional pay for all class hours reported could not be verified for the following classes:

- BSP 2000 72271 was offered Summer Semester 2021. The instructor was paid for 145 hours. Two students were reported for more than 145 hours. (-19 hours)
- BSP 2000 72340 was offered Summer Semester 2021. The instructor was paid for 54 hours. Four students were reported for more than 54 hours. (-126.5 hours)
- BSP 2000 72291 was offered Summer Semester 2021. The instructor was paid for 69 hours. Six students were reported for more than 69 hours. (-89.5 hours)
- BSP 4002 72305 was offered Summer Semester 2021. The instructor was paid for 112 hours. One student was reported for more than 112 hours. (-12.75 hours)
- BSP 2000 73367 was offered Fall Semester 2021. The instructor was paid for 159 hours. Two students were reported for more than 159 hours. (-31 hours)
- BSP 4002 72352 was offered Fall Semester 2021. The instructor was paid for 66 hours. Three students were reported for more than 66 hours. (-19.25 hours)
- BSP 2000 75348 was offered Spring Semester 2022. The instructor was paid for 136 hours. One student was reported for more than 136 hours. (-21.25 hours)

References

1G SBCCC 100.99 Budget FTE Funding

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Course Sections

Minimal Finding: A total of 2,477.75 hours was identified for the finding which equals 1.84% of the total number of curriculum course hours included in the sample. A total of 319.25 hours was identified for the finding which equals 1.18% of the total number of college and career readiness course hours included in the sample.

Recommendation: Staff should make certain internal controls are in place to ensure classes are set up correctly and class hours are reported per the reference in Title 1 of the State Board of Community Colleges Code.

Staff should review all records for which class hours were reported for regular budget FTE since Spring Semester 2022 and make any necessary adjustments which may be made based on the three-semester grace period, if applicable.

The cooperation of the president and staff during the compliance review was appreciated.

Submitted By: Susan Miller and Tonya Waddle, Compliance Examiners

Dates of Compliance Review: April 24 – May 3, 2023

2023 Distinguished Alumnus

- Employed at the University of North Carolina at Chapel Hill since 2012
- Since 2022 served as UNC's Senior Assistant Director of Admissions and Senior
- Assistant Director of Carolina Student Transfer Excellence Program (CSTEP)
- CSTEP student at ACC while earning his associate's degree in 2007
- Transferred to UNC and earned BA in History and M.Ed. in School Counseling
- Worked as school counselor in Rockingham County and at Turrentine Middle School in Burlington
- Active member of ACC's Alumni Council, Carolina Covenant Advisory Board, and works as a community volunteer



Brian Woodward

2023 Inspiration Award Recipient

- Serves as Assistant Chief Nurse at Fort Douglas, Utah; principal advisor to the Hospital Commander for Nursing Activities
- Earned LPN diploma and AAS degree in Nursing from ACC
- Entered Army Reserves as a Registered Nurse and Family Nurse Practitioner
- Served multiple deployments during the Global War on Terror
- In three-decade military career, gained experience and respect in healthcare and leadership roles around the world
- Received 2022 Army Nurse of the Year Award for Family Nurse Practitioner



Lt. Col. Melissa Fauendorfer

Employee Spotlight

- Instructor at ACC since 2019
- Represented ACC in Spain at 105 th Annual Conference of The American Association of Teachers of Spanish and Portuguese
- Shared with global colleagues strategies she uses at ACC for designing effective HyFlex courses
- HyFlex provides flexible learning options for all students at ACC
- Conference held at the University of Salamanca, Spain
- Visited Spanish schools to learn about study-abroad opportunities for ACC students and faculty



Dr. Claudia Vestal