



BOARD OF TRUSTEES

Regular Meeting Agenda

March 11, 2024 | 6:00 p.m.
Wallace W. Gee Building | Boardroom G222
1247 Jimmie Kerr Road | Graham, NC

- I. Call to Order
- II. Call for Conflicts of Interest
- III. Introductions

Mock Trial Team pp 1-2

An Thanh Nguyen
Jaryn Green
Aracely Aguilar
Meredith Powell
Lily Sumner
Zack Belchak
Alena Dockery
Jacob Taylor

Dr. Kevin Sargent
English,
Communication,
Humanities
Department

Employee Introductions pp 3-5

Garrett Nance
Shipping & Receiving Clerk

Carlos Aponte
Financial Aid Specialist

Melissa Cook
Education Department Head

Ingrid Johnston
English Instructor

Richard Moriarty
English Instructor

Shylon Smith
Nursing Instructor

Mr. Tom Hartman

Dr. Carol Disque

Dr. Lisa Johnson

Employee Promotions p 6

Aleksey Fraser
Nursing Skills Lab Assistant

Ian Macklin
Culinary Instructor

Dr. Lisa Johnson

IV. Presentations

- A. Alamance Juvenile Opportunity Bridge (AJOB) Update (*Boudreau*) **pp 7-11**
- B. Serving New Industry (*Akukwe*) **pp 12-18**

V. Committee Reports

- A. Personnel Committee Report (*Crisp*)
Employment Report for February 2024 **p 19**
- B. Building and Grounds Committee Report (*Gomory*)
 - 1. Recommendation for Approval: **pp 20-23**
 - a. Eastbound Interchange Exit 150 Beautification Project.....*
 - b. Veterinary Medical Technician Instructional Barn Project.....*
 - c. AATC Centralized Welding Exhaust System Project.....*
 - d. Project Management Services Contract Amendment.....*
 - 2. Capital project summary report **pp 24-25**
 - 3. Capital project budget update for February 2024 **p 26**
 - 4. Capital project change orders signed by the President
 - 5. Capital project amendments/contracts signed by the President **p 27-28**
- C. Budget and Finance Committee Report (*Glidewell*)
 - 1. Recommendation for Approval **pp 29-38**
 - a. AATC Centralized Welding Exhaust System Project 3-1 Form.....*
 - b. Veterinary Medical Technician Instructional Barn Project 3-1 Form.....*
 - 2. Review Naming Policy **pp 39-42**
 - 3. Financial Report for February 2024 **pp 43-50**
- D. Curriculum Committee Report (*Emmons*)
 - 1. Veterinary Medical Technology Associate in Applied Science **pp 51-54**.....*
 - 2. Veterinary Medical Technology Career and College Promise Pathway.....*
 - 3. Enrollment Update **p 55**

VI. Other Reports

- A. SGA Report (*Jamari Russell, Vice President*) **pp 56-57**
- B. Chair's Report (*Williams*)
 - 1. PropelNC Resolution **p 58**
 - 2. Resolution for Rural Business Development Grant
 - 3. SGA *ex officio* non-voting role on Board of Trustees
 - 4. Report of SEI Filing & Ethics Education **p 59**

- C. Faculty Affairs Committee Report (*Caitlin Cook*) – Next Report May
Staff Association Report (*Beth Brehler*) – Next Report April
- D. President's Report (*Ingle*)
 - 1. Public Safety Training Center Groundbreaking **p 60**
 - 2. Workforce Development Internal Audit | Fall 2023 **p 61**
 - 3. Cannon Grant Award
 - 4. Climate Survey Update
 - 5. Board Planning Meeting
- E. Handouts
- F. Announcements
 - 1. NCACCT Law Legislative Seminar, Mar 13-15, 2024, Raleigh, NC
 - 2. Board of Trustees Planning Session, Apr 12, 2024, Alamance Country Club
 - 3. Statement of Economic Interest, Due Apr 15, 2024
 - 4. ACC's Annual Open House, Apr 16, 2024 at 5:30-7:00 p.m.
 - 5. ACCF Celebration of Excellence, May 16, 2024, Alamance Country Club at 5:30 p.m.
 - 6. ACC Commencement, Jun 14, 2024, Elon University at 7:00 p.m.

VII. Adjournment

2023-2024 Mock Trial Report
Prepared for the Alamance Community College Board of Trustees
February 11, 2024
Dr. Kevin Sargent

What is Mock Trial?

- Mock Trial is a premiere co-curricular learning program for undergraduate students sponsored by the American Mock Trial Association (AMTA) headquartered in Des Moines, Iowa
- The goal of mock trial is to enhance student's critical thinking abilities, communication skills, teamwork, and professionalism
- Students who compete in mock trial play the roles of attorneys and witnesses in a simulated criminal or civil legal case that is released at the beginning of each year
- During the fall semester mock trial teams have the opportunity to compete in invitational tournaments hosted by individual schools around the country
- In the spring teams compete in 32 regional competitions to earn bids to the national championship tournament
- According to AMTA over 400 colleges and universities, 700 teams, and more than 7,300 individual students competed in mock trial this year

Mock Trial and Community Colleges

- Traditionally, community colleges participation in mock trial has been very limited
- In the nine years Alamance Community College has competed, there have been only one or two other community college programs in the nation
- In 2023 AMTA announced a new initiative to expand community college participation called the "Community College Clash"
- AMTA hosted two online tournaments in October and December exclusively for community college students
- Only two schools participated in the October "Clash"--Pasadena Community College and Alamance--but Alamance was among ten teams from four schools that competed in the December event

Mock Trial at Alamance

- The Alamance Mock Trial Team was founded in 2014 when students approached Dr. Sargent about starting a debate club at the college
- Mock Trial is open to all Alamance students and most years approximately 15-20 students participate to one degree or another
- Team members meet at least once a week from August through April, and much more frequently when preparing for competitions
- Since 2021, students have also had the opportunity to take COM 251: Debate 1 which uses the mock trial format to teach advocacy skills in a classroom setting

- The mock trial team is funded by the student activity fee administered by Student Support and the Student Government Association
- Dr. Sargent’s work is supported by the Department of English, Communication and Humanities and the Business, Arts, and Sciences Division

2023-2024 Highlights

- During the 2023-2024 season, Alamance teams competed in 10 full trials in three different competitions
- The team had only one returning member from 2022-2023
- October: Two trial/one day online “Clash” with Pasadena Community College
 - Aracely Aguilar: Outstanding Attorney Award
- November: Observed Duke University Invitational Tournament at the Durham County Courthouse
- December: Four trial/two day online “Clash” Championship
 - Alamance Team A: First place, Tournament Champion
 - Alamance Team B: Third place
 - Phone Magers: First place attorney and first place witness
 - Jayrn Green: Outstanding Attorney Award
 - Zack Belchak: Outstanding Attorney Award
- February: Four trial/two day Regional Tournament on the UNC Chapel Hill Campus
 - Victory over Southeastern University in Trial Four, keeping alive streak of defeating at least one four-year school at every Regional the team has attended
- April 16 12:30 pm: 2024 Intramural Championship Trial, Main 301
 - Open to all students, faculty, staff, and the public



Board of Trustees | New Employee/Role Overviews

Employee Name	Employee Title	Start Date
Garrett Nance	Shipping & Receiving Clerk & Fixed Asset Coordinator	Dec 4, 2023
Degree(s) Certifications: Garrett completed 3 years at NC State pursuing a Communication Media Degree		
Brief Background: Garrett grew up in Greensboro, NC. He graduated from Southeast Guilford High School. He worked in his family construction business starting at a young age as a carpenter apprentice. He attended college with aspirations to be a Political Talk Show Host, and continues his passion for that. He is married with two daughters and currently still resides in Greensboro. He's a fitness and nutrition fanatic and looks forward to the end of his workday to go home and blow off the day with a great workout routine.		
Fun Fact: Garrett is a comic-book nerd! He has a collection of collector-grade comics.		

Employee Name	Employee Title	Start Date
Carlos Aponte	Financial Aid Specialist	Jan 8, 2024
Degree(s) Certifications: Masters in Professional Studies, SUNY New Paltz Bachelors in Business Administration, Monroe College Associates in Applied Science, Monroe College NCCER Plumbing Certificate, Board of Cooperative Education Services, Middletown, NY		
Brief Background: Research Analyst, SUNY New Paltz, 2015-2021 Associate Registrar, SUNY New Paltz, 2015 Graduate Admissions Assistant, SUNY New Paltz, 2007-2015		
Fun Fact: Carlos loves farming on his property at home – he just bought a 1958 tractor.		

Employee Name	Employee Title	Start Date
Melissa Cook	Department Head, Education	Jan 2, 2024
<p>Degree(s) Certifications: Master of Arts in Adult Education with additional graduate level studies, East Carolina University Community College Instruction Certificate, East Carolina University Bachelor of Science in Middle Grades Mathematics and English, Appalachian State University Associate in Arts, Wilkes Community College</p>		
<p>Brief Background: Melissa taught middle grades for seven years (six of those in ABSS); taught as an adjunct for ACC for four years before becoming a full-time instructor with ACC for nine years (two of those as a department head for mathematics). Melissa returned to ABSS to help build the Pre-Collegiate Academy and help students earn a two-year associate’s degree at ACC while still in high school; returned to ACC to present position because this is “home.”</p>		
<p>Fun Fact: She started her education as a college student at ACC when University Transfer was just beginning.</p>		

Employee Name	Employee Title	Start Date
Ingrid Johnston	English Instructor	Jan 2, 2024
<p>Degree(s) Certifications: Master of English, Wake Forest University Master of Library and Information Science, University of North Carolina at Greensboro Bachelor of Arts in English and Spanish, University of North Carolina at Chapel Hill NC Public Librarian Certification; Specialist Level II Certificate, Teachers of English to Speakers of Other Languages (TESOL) / Teaching English as a Foreign Language (TEFL)</p>		
<p>Brief Background: Ingrid was raised in North Carolina and is a native of Greensboro, NC. She loves everything about North Carolina! Ingrid enjoys teaching in the community college environment and has been teaching in the NC Community College System since 2016.</p>		
<p>Fun Fact: Ingrid is an enrolled member of the Cherokee Nation.</p>		

Employee Name	Employee Title	Start Date
Richard Moriarty	English Instructor	Jan 8, 2024
<p>Degree(s) Certifications: MFA, Creative Writing, University of North Carolina at Greensboro BS, Communication, University of Miami</p>		
<p>Brief Background: Richard was born in St. Louis and raised in Kansas City, MO. He studied advertising at the University of Miami and worked as a copywriter after graduation, though he was most interested in learning how to write fiction. The MFA program at UNC at Greensboro gave him the opportunity to develop as a writer, editor, and teacher. In the five years since graduating from UNCG, Richard has worked at five different colleges & universities. He’s looking forward to calling NC and ACC home in the years to come.</p>		
<p>Fun Fact: Before moving to NC, he coached the junior varsity baseball team at the high school he graduated from in Kansas City.</p>		

Employee Name	Employee Title	Start Date
Shylon Smith	Nursing Instructor	Jan 3, 2024
<p>Degree(s) Certifications: MA - Medical Anthropology & African studies BA - Anthropology; Accelerated BSN - Nursing ACLS - Advanced Cardiac Life Support; BLS Provider - Basic life Support for Providers; NIH Stroke Scale Certification; NC Nursing License (valid in 27 compact states). Shylon is 1 semester shy of a second masters in education.</p>		
<p>Brief Background: Shylon’s total lifetime teaching experience is approximately 30 years. She enjoyed working for the Auburn University Athletic Department as a tutor who specialized in helping student athletes. After she completed her MA degree at Michigan State University, she taught Anthropology and Sociology at a community college. Shylon moved to NC in 2008 and continued to teach online for the same community college. She taught for a homeschool co-op group for several years, and then taught elementary school in Durham for 2 years. She decided to become a nurse and completed an accelerated BSN at NC A&T State University. Shylon began on a cardiac progressive care unit and then worked on an ICU unit during the pandemic. She continued to work as an ICU nurse while working as a clinical nursing instructor and then as a classroom instructor for ACC. She is excited to be “full time” faculty now.</p> <p>Her dad is a retired military veterinarian. She grew up working with animals and had many jobs related to animal care, even while in college. She loves animals. Her dream is to have a bunch of dogs and live in the country when she gets older.</p>		
<p>Fun Fact: Shylon love Star Wars VERY much. Chewbacca is her favorite character and is her dog’s name.</p>		

Board of Trustees | Promotions

Employee Name	Employee Title	Start Date
Aleksey Fraser	Nursing Lab Assistant	Feb 1, 2024
<p>Degree(s) Certifications: Associates Degree Nursing, ACC – graduated in 2018 Bachelor’s Degree Nursing, Appalachian State University – graduated in 2020 Currently working on Master’s Degree Nursing Education, UNCW BLS Instructor</p>		
<p>Brief Background: Aleksey started her nursing career in 2018 in progressive care at Moses Cone Hospital. After a year, she transferred to ICU nursing at ARMC and stayed there during the peak of the COVID-19 pandemic. After two years, she decided that her heart was in teaching nursing students, so in 2022 she began her debut as an instructor.</p>		
<p>Fun Fact: She is a little bit of a dinosaur nerd and proud of it!</p>		

Employee Name	Employee Title	Start Date
Ian Macklin	Culinary Arts Instructor	Jan 8, 2024
<p>Degree(s) Certifications: Associates of the Arts College Transfer, ACC Associates in Culinary Arts, ACC</p>		
<p>Brief Background: Ian is originally from Milwaukee WI. He moved around and finally settled down in the NC piedmont after high school. He tried many different Colleges and degrees until he got his first associates degree from ACC in 2010. He moved back to Asheville for a few years and came back to ACC in 2016 for the Culinary Arts program. He’s been in the service industry since 2006, about half the time as a bartender the other half working in kitchens. He’s done every job in a restaurant from dishwasher to head chef and host to lead bartender, the only thing he hasn't done is manage the front of house. Ian’s folks still live in Graham, pet sit his giant dog while he works, and his mother works in the library here at ACC as her “retirement” job.</p>		
<p>Fun Fact: Ian was going back to ACC for his third degree in automotive when he was talked into working here by 2 deans and 2 chefs. He was very glad they caught him in the halls that day!</p>		

AJOB Program Update

Nick Boudreau, Career Education Coordinator



Roots and Wings

Thank you!



WEEKLY

LAYOUT

CAREER EXPLORATION

- ▶ Welding
- ▶ Machining
- ▶ Mechatronics
- ▶ Automotive
- ▶ HVAC
- ▶ Culinary
- ▶ Business / Info. Tech.
- ▶ Advertising & Graphic Design
- ▶ Horticulture
- ▶ Animal Care
- ▶ Cosmetology

LIFE SKILLS

- ▶ Teamwork
- ▶ Communication
- ▶ Goal Setting
- ▶ Personal Wellness
- ▶ Accountability
- ▶ Adaptability
- ▶ Career Choices
- ▶ Conflict Resolution
- ▶ Motivation
- ▶ Decision-making



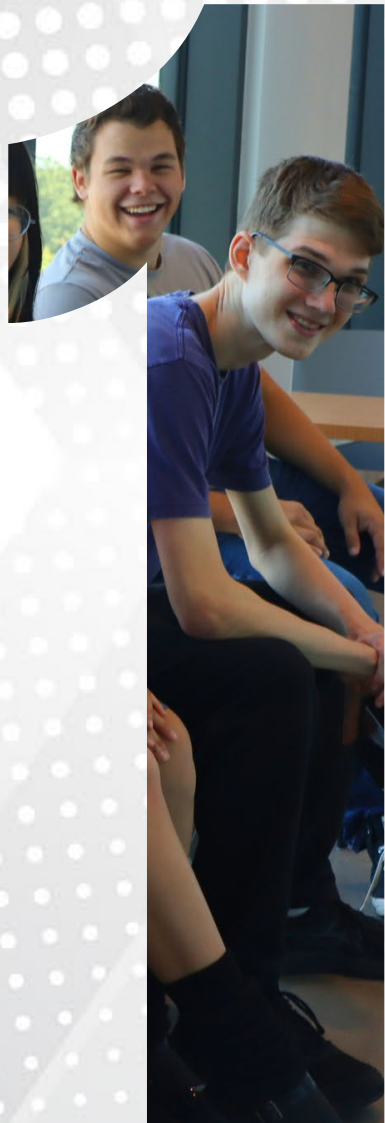
QUICK

FACTS

STUDENTS SERVED

- 11 male, 6 female
- Ages 14- 18
- 14 Graduates
- Certificates, Outstanding Court Requirements

- Impact Alamanca (Oct. 31)
- JCPC (July- December 2023)
- GCC (January 2024- December 2025)





Hey Nick! Just reminding you that I'll be starting the Mechatronics class on Monday! I just wanted to say thank you. Everything happens for a reason, I'm not proud of my actions, but it opened a great opportunity for me and it wouldn't have been possible without you. **Thank you!**



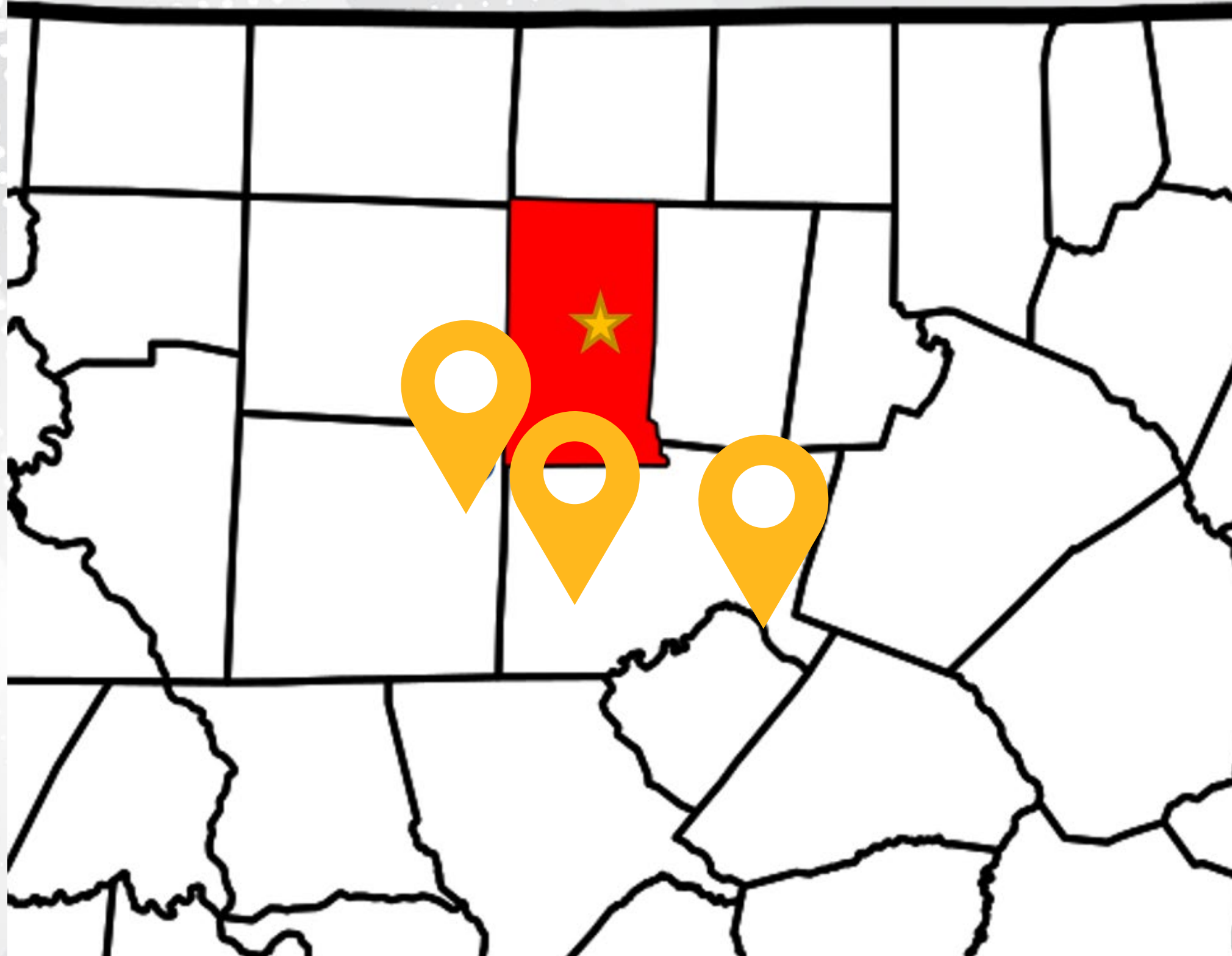
Focused on Success

Serving New Industry

Toyota, Vinfast, and Wolfspeed

Bettina Akukwe, AVP Corporate Education





24 Miles



32 Miles



VINFAST

41 Miles

TOYOTA



27 maintenance and operation new hires tested with ESCO Core Exam; expected to test 130-140 more until fully staffed



Toyota Performance Lab at DC for pre-employment assessments: work stations covering mechanical, PLC troubleshooting, pneumatics, hydraulics



Toyota Battery Manufacturing Plant in October 2023

VINFAST



Slated for completion in 2025



No official update since groundbreaking



Not hiring yet



VinFast Groundbreaking in July 2023

WOLFSPEED



Wolfspeed recruiters have visited ACC twice



Currently strengthening relationship through AdvanceNC



Wolfspeed Recruiters at ACC in February 2023

ADVANCENC

“A WORKFORCE DEVELOPMENT
ECOSYSTEM CREATING A TALENT PIPELINE”



Founded in September 2023



11 community colleges, 3 universities, 7
workforce boards



Website scheduled to go live in late April



AdvanceNC signing September 21, 2023

BUSINESS SUMMARY

- ▶ **48** Apprenticeship Employers
- ▶ **16** Customized Training Projects (to date)
- ▶ **225+** Employers Serviced with Training through Corporate Education

Workforce Analysis (Full-Time)
Occupational Categories

24-Feb

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	4	0	0	0	0	23
02 (Business/Finance Opers)	5	4	1	0	5	3	0	0	0	1	1
03 (Comp/Eng/Science)	8	4	4	5	3	3	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	13	7	6	5	8	6	0	0	0	0	6
05 (Postsecondary Teachers)	113	90	23	49	64	9	2	2	0	2	94
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	29	19	10	12	17	6	0	0	0	3	20
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	43	29	14	6	37	6	0	1	0	6	27
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	242	179	63	86	156	37	2	3	0	12	178

New Full Time Employees:

Kenneth Ingle	President
Rodney Reece	Dean, Applied Engineering, Agriculture & Skilled Trades
Kimberly Jeffries	EMS Continuing Ed. Coordinator
Jo'el Oakley	Finance Specialist
Aubree Williams	PACE Success Coach
Lakeisha Allen	Finance Senior Specialist - Accounts Payable
Andrea Edwards	ACC Foundation Accounting Specialist

	<i>County</i>	
African American	16%	22%
American Indian / Alaska Native	1%	2%
Asian	1%	2%
Hawaaian / Pacific Islander	0%	0%
Hispanic	6%	13%
White	75%	61%



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**Buildings & Grounds Committee
 March 6, 2024**

Action Item: Eastbound Interchange Exit 150 Beautification Project

Executive Summary

ACC’s eastbound exit has long been targeted for improvement and beautification. The College was approached several years ago, sparked by the development of the Biotechnology Center of Excellence, by New Leaf Society and NCDOT, to form a partnership to improve the visibility of the campus and provide a welcoming, landscaped pathway to exit the highway and enter the campus of Alamance Community College. New Leaf Society has agreed to assist the College with funding this endeavor.

The project will be split into two distinct phases. Phase One, funded by the College and completed with the guidance of NCDOT and New Leaf, will entail clearing over 1,000 linear feet of the eastbound exit hillside. This will open up the campus to the view of travelers on I-85/40 and will be completed during the current fiscal year.

Phase Two, to be completed in FY25 when planting is most advantageous, will include developing a landscape/planting plan and installing those plants. ACC Horticulture students, ACC Grounds staff, New Leaf staff and possibly NCDOT staff will all be involved in developing the final landscaping plan. Phase Two will be funded in part by New Leaf along with ACC funding. In addition, an agreement will be signed with NCDOT allowing ACC grounds maintenance access to cut and maintain the grasses along the slope of the exit.

Phase Two will be brought back to the Board of Trustees for approval once the design and final budget is developed. We expect ACC’s investment in the overall Phase One and Phase Two to total approximately \$40,000.

The overall budget for Phase One of the project is as follows:

Phase 1 clearing	\$ 15,543.00
NCDOT Selective Vegetation Permit	\$ 200.00
Total Phase One	<u>\$ 15,743.00</u>

Action:
College Administration requests establishing the Eastbound Interchange Exit 150 Beautification Project as a new capital project with a Phase One budget of \$15,743.00 funded out of County Capital funds.



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**Buildings & Grounds Committee
 March 6, 2024**

Action Item: Veterinary Medical Technician Instructional Barn Project

Executive Summary

The second phase of development of the Bill & Nancy Covington Education Center will include the construction of an instructional barn with animal treatment areas for the College’s new Veterinary Medical Technician program. The 1,600 square foot barn with 1,200 square foot loft will consist of both large animal and small animal treatment areas. There will be a vet teaching laboratory, office, feed/tack room, restroom facilities and animal housing (covered stalls and paddocks). The project will also include site improvements such as the addition of a driveway and parking, extension of the water and electric as well as the addition of a sewer/septic system for the facility.

The overall budget for the project is as follows:

Design services	\$115,000
Geotech, survey, permits	\$ 40,000
Contingency	\$ 95,000
FFE, Cameras, Access Control/ IT, AV	\$300,000
Construction	<u>\$700,000</u>
Total Project Budget	<u>\$1,250,000</u>

Funding:	Golden LEAF Foundation Grant	\$1,000,000
	SCIF Funds	\$ 250,000

Once approved by the Board of Trustees, the project will be submitted to the State Board for the approval of the use of State Capital Infrastructure Funds in the amount of \$250,000.

Action:
College Administration requests establishing the Veterinary Medical Technician Instructional Barn Project as a new capital project with a total budget of \$1,250,000. Funding sources for the project are a \$1,000,000 grant from the Golden LEAF Foundation and \$250,000 State Capital Infrastructure Funds (SCIF).



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**Buildings & Grounds Committee
 March 6, 2024**

Action Item: AATC Centralized Welding System Project

Executive Summary

When the Advanced Applied Technology Center (AATC) was designed and constructed back in 2016/17, although the College was aware of the high demand for graduates of the welding program, it was not known that the program would consistently be running at capacity several sessions a day with enough demand to even begin a session overnight. This high use of the current decentralized work-station filtration and exhaust system has resulted in costly quarterly filter replacement adding up to over \$64,000 annually. In addition, the inability of the work-station exhaust to keep up with the welding outputs has caused additional costly repairs and additional wear and tear to the building HVAC system.

Originally, the building was designed to include a centralized filtration and exhaust system. This system was one of the items value engineered out of the project due to budget constraints at the time and the decision was made to install the current decentralized system. Three quotes were requested by the College with two vendors providing quotations. Air Cleaning Specialists provided the lowest quote at \$438,276. A/C Corporation provided the second quote at \$550,602. Southern Air was also contacted, but they failed to provide a quote.

The project has been submitted for consideration of a Cannon Grant at their March Board meeting. The request is for a \$280,000 grant leaving the College with the balance of \$168,276. It is the intent of the College, if the project is approved by the ACC Board, to request SCIF funding from the State for this additional cost. The overall budget and funding breakdown is as follows:

Demo of existing system/full installation of new centralized system	\$438,276
Contingency (2.3%)	<u>\$ 10,000</u>
Total Project Budget	<u>\$448,276</u>
Funding:	
Cannon Grant (contingent on Cannon approval)	\$280,000
SCIF Funds	\$168,276

Action:

College Administration requests establishing the AATC Centralized Welding System Project as a new capital project with a total budget of \$448,276 and awarding the contract of \$438,276 to Air Cleaning Specialists, contingent upon Cannon Grant approval and State Capital Infrastructure Funds (SCIF) approval.



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**Buildings & Grounds Committee
March 6, 2024**

**Action Item: Project Management Service Contract
Amendment to Service Agreement**

Executive Summary

In October of 2020, the Board of Trustees approved a Project Management service contract with Turner & Townsend Heery, LLC (formerly CBRE Heery, Inc.) as an hourly not to exceed fee structure totaling \$499,566 with a service term from October 2020 through December 2023. Funds for this service are paid out of County bond proceeds over all bond projects. Rob Ritter, the assigned Project Manager for ACC, has been instrumental in assisting the College serving as the “Owner’s Representative” throughout the bond projects helping to minimize change orders, assist in the management of construction schedules and assist with best construction practices to deliver quality projects for the College.

Due to project schedules on the Public Safety Training Center and Main, Powell, Gee Renovation projects extending past the end of the initial contract, a contract amendment is required to continue these services. This contract amendment will be under the same terms as the original contract and same hourly rate with an effective date of January 1, 2024 terminating at the completion of the projects on July 31, 2025.

Action:

College Administration requests approval of the Amendment to Service Agreement for Project Management Services with Turner & Townsend Heery, LLC effective January 1, 2024 through July 31, 2025 as an hourly not to exceed fee structure totaling \$105,000 to be funded out of County bond funds.

**FEBRUARY 2024 SUMMARY
BOND AND CAPITAL IMPROVEMENT PROJECTS**

BOND PROJECTS

STATUS SUMMARY

Biotechnology Center of Excellence

The State Construction Office has signed off and accepted the project as complete. The College will now work on close-out documentation and will bring to the Board for final project close-out prior to the end of the fiscal year.

Student Services Center

Resolute Builders has completed the corrections and replacements of problematic stair nosing on the monumental entrance stairs. They will complete the sealing of the stairs during spring break.

Public Safety Training Center

Green Level Site:

Samet has completed a majority of the site clearing on the site. The rough grade for the classroom building pad and parking lot is complete. They will begin footing excavation and underground utilities in the next 30 days. Grading for the firing range building pad will also begin in the next 30 days. Project remains on schedule.

Burlington Site:

The ground lease has been signed the City of Burlington and received by ACC. The next step is to file the lease with the Community College System Office. State Construction is in the process of developing the design amendment for this scope of the project. Once those are in place we will work through the SCO process to bid out this component of the project.

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

Asbestos tile abatement continues in sections of Main Building. Electrical and plumbing rough-in is in progress as well as framing. Phase One which includes the Skills/Tutoring Center, the library and the nursing expansion are on schedule for completion in mid-May. The entire project is to be complete by the end of November.

CAPITAL PROJECTS

STATUS SUMMARY

Bill and Nancy Covington Education Center

AT & T should have the fiber completely installed the week of March 11th. One addition to the project, as part of the overall Tobacco Trust Grant, the College is coordinating the installation of an animal fence for large animals on the property. This portion should be complete by summer.

Main Server Room HVAC Replacement Project

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

Campus Exterior Wayfinding Project

The Board of Trustees approved the Campus Exterior Wayfinding Project at their February 12th meeting with a total estimated budget of \$302,600. This project has been submitted to the State Board for approval at their March 15th meeting. The College is requesting the use of SCIF funds for this project. Once approved, the College will post the Request for Proposals. A second project will be brought to the ACC Board of Trustees at a future date for interior wayfinding signage as well as the addition of the Dillingham Campus.

Horticulture Technology Storage Building Project

Horticulture staff have completed the move of all equipment into the new building and it is in use. Tear down and disposal of the old sheds that line the highway has been delayed due to a medical emergency with the contractor. We hope they will be able to complete this very soon.

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

NO NEW UPDATES

Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2024					
As of February 29, 2024					
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Various minor repairs and maintenance projects	-	-	-	
b.	Master Backfill--Portion from County	126,994		126,994	
c.	Wayfinding Master Planning Project	10,355	10,355	0	Appr'vd Oct 2022, Add \$710 to budget
d.	IT Server Room HVAC	16,430	-	16,430	Appr'vd Oct 2022 (In FY23 Cannon awarded \$187,000 reimb. grant)
e.	DC Downspout Installation	11,500	11,500	-	Appr'vd \$14,000 Jan 2023 , Completed.
f.	savings (i.e. unspent allocation) from various projects	9,921	-	9,921	
		175,200	21,855	153,345	
2	County Capital--FY 2024 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: (painting)	29,734	17,618	12,116	Monthly Aramark painting allotment \$2643
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.	Roofing Preventative Maintenance Year 5	30,000	8,832	21,168	Appr'vd Jun 2023
e.	Esport Renovation	9,699	9,699	(0)	Appr'vd \$9,489 Oct 2022; Completed.
f.	Gee Bldg-Chiller Project	142,734	-	142,734	Appr'vd Feb 2023
g.	Gee Building - Grit Blasting Project	29,352	29,352	0	Appr'vd \$31,334 May/June 2023; Completed.
h.	Gee Bldg-Fire Suppression System	23,000	-	23,000	Appr'vd Feb 2023
i.	Forklift Replacement	45,360	45,360	-	Appr'vd \$45,258 Aug 2023; Completed.
j.	Variable Air Volume Controllers and Boxes Replacement (nc)	87,585	16,811	70,774	Appr'vd \$230,000 FY23 via HEERF but spent \$142,415 by deadline
k.	Main Building Chiller Repair	15,356		15,356	Appr'vd Jun 2023
l.	savings (i.e. unspent allocation) from various projects	37,980	-	37,980	
		536,000	127,672	408,328	
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	19,660,042	19,740,787	(80,745)	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)+\$206,949 FF&
b.	Student Services Center	6,703,500	6,162,402	541,098	\$6,703,500 County Bonds
c.	Public Safety Training Center	24,157,164	1,852,841	22,304,323	\$13,350,218 County Bonds; \$5,306,946 (\$2,000,000 + \$3,306,946) County Capital Reserves and \$5,500,000 State
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	5,088,981	618,846	4,470,135	\$3,036,070 County Bonds; \$652,911 (\$500,000 + \$152,911) County Capital Reserves; and \$1,400,000 SCIF FY22
e.	Satellite Location-West (Burlington)	-	-	-	
f.	Satellite Location-East (Mebane)	-	-	-	
		55,609,687	28,374,876	27,234,811	\$39.6M County bonds, \$5.9M Cty Reserves \$2.942 SCIF, \$5.5M Stat
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	Master Backfill--Approved Connect NC Bond Funds	436,816	-	436,816	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	142,415	142,415	-	Appr'vd \$230,000 FY23 via HEERF but spent \$142,415 by deadline
d.	Covington Educaton Center: Utility Upgrades	380,550	319,394	61,156	Appr'vd \$380,550 via Grant: NC Tobacco Trust Fund Commission
e.	Horticulture Technology Storage Building Project	153,800	153,796	4	State: (SCIF FY22) Appr'vd Oct 22
f.	Cosmetology Renovation and New Stations	17,440	18,232	(792)	Cosmetology Live Project Proceeds - Appr'vd Sep 2023
g.	Campus Exterior Wayfinding Project	302,600		302,600	Appr'vd Feb 24
h.	Savings (i.e. Unspent Allocation) from Various Projects	4,282,878	-	4,282,878	State: (SCIF FY22 & FY23 & FY24 allocation)
		5,903,499	633,836	5,269,663	
	TOTAL CAPITAL PROJECTS	57,893,607	491,307		
	Funds Available for Future Projects	4,330,779			

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
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
7/19/2022	Biotechnology Center of Excellence and Parking Project	Clark Nexsen, Inc.	Supplemental design services - plan for natural gas generator (from diesel), generator/transformer screen wall redesign, exterior building signage and interior room donor/donor wall signage design	\$ 19,825
11/18/2022	Wayfinding Masterplanning Project	APCO Signs	Master planning and design of new interior and exterior signage and wayfinding	\$ 20,710
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
4/14/2023	Bill & Nancy Covington Education Center Project	RND Architects	General contractor for construction project	\$ 283,000
4/17/2023	Public Safety Training Center Project	Withers Ravenel	Additional topographic and wetland surveying services for permanent fencing	\$ 7,000
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
7/6/2023	Backfill Project	BSA Lifestructures, Inc.	Additional services for extended construction administration	\$ 28,000
7/25/2023	Public Safety Training Center Project	Moseley Architects	Design services amendment - commissioning services	\$ 22,340

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
9/15/2023	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	General contractor for construction project	\$ 3,408,900
10/23/2023	Public Safety Training Center Project	Samet Corporation	Initial GMP Contract	\$ 12,966,867
1/30/2024	Public Safety Training Center Project	Samet Corporation	Amended GMP contract to include (1) bid day reconciliation, (2) Firing Range (alt #1) and (3) Driving Pad Extension (alt #2)	\$ 6,986,801
2/22/2024	Public Safety Training Center Project	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 96,634

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT

College	Alamance Community College		
Project Name	AATC CENTRALIZED WELDING EXHAUST SYSTEM PROJECT	NCCCS Project No.	2836
Campus	1001 Alamance CC - Main Campus	County	Alamance

I. TYPE OF PROJECT:

Infrastructure Repair	▼
	▼

	▼
	▼

II. DESCRIPTION OF PROJECT:

*For description of an infrastructure repair project, please include scope of work (location, SF, materials) and reason for improvements.

Insert project and amendment description here.

Work to be completed in the welding lab of the Advanced Applied Technology Center on ACC's Main Campus. Due to the extremely high demand for ACC's welding training, the current decentralized welding exhaust system can no longer handle the outputs of the welding booths. A more robust, centralized welding exhaust system needs to be installed. As a side note, the building, when originally constructed in 2016/2017, had a centralized system as part of the scope, but it was value engineered out of the project and the decentralized exhaust system was installed. The scope of the project will include demo of the existing welding extractor fans and ductwork, installation of the centralized welding cartridge collector, the after filter for the dust collector, the 125 HP motor blower and the collector pan and all related ductwork. In addition, a new roof curb will be installed as well as the concrete pad for the collector and fan. All roofing repair, window repair, installation, freight, material, hardware, system start up and commissioning.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property
Provide the System Office a copy of lease that meets criteria as addressed in **Capital Improvement Manual**.

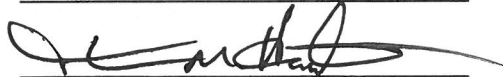
This form was prepared by:

Name: Thomas M Hartman

Signature: 

Contact Number: 336-506-4201

Date: 3/4/2024

CPC Signature: 

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)	_____	
2. Demolition (not in III B)	_____	
Subtotal "A"		<u>0.00</u>

B. CONSTRUCTION

1. Design Fee	0.00	
2. Construction.....	438,276.00	
3. Construction Contingency	10,000.00	
4. Other Contracts	_____	
5. Other Fees	_____	
Subtotal "B"		<u>448,276.00</u>

C. Other Costs

1. Initial Equipment.....	_____	
2. Work Performed by Owner	_____	
Subtotal "C"		<u>0.00</u>

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$448,276.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriated	_____	
2. County Bonds	_____	
3. Other <input type="text" value="CANNON GRANT"/>	280,000.00	
4. <input type="text"/>	_____	
5. <input type="text"/>	_____	
Subtotal "A"		<u>280,000.00</u>

B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)

1. <input type="text"/>	_____	
2. <input type="text"/>	_____	
3. <input type="text"/>	_____	
Subtotal "B"		<u>0.00</u>

*Must be used on same OSBM SCIF Project

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code <input type="text" value="42120 New SCIF \$400M"/>	168,276.00	
2. Budget Code <input type="text"/>	_____	
3. Budget Code <input type="text"/>	_____	
4. Budget Code <input type="text"/>	_____	
Subtotal "C"		<u>168,276.00</u>

Total Sources of Funds Available (IV A, B, C) 448,276.00

D. UNIDENTIFIED FUNDS

1. Unidentified Funds (Do not include on the NCCCS 2-16)	_____	
Subtotal "D"		<u>0.00</u>

Total Sources of Funds Including Unidentified \$448,276.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Alamance Community College
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$168,276.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** 2/12/2024.

- As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2836
from Alamance Community College and if shown, county funds in the
amount of \$0.00 are available for the planning and construction of this project.

County Manager/Finance Officer Signature _____
Print Name _____
Date _____

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1
Section VIII) it is estimated that the college will expend an additional \$0.00
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

County Manager/Finance Officer Signature _____
Print Name _____
Date _____



VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for construction on a new site or when federal funds are involved. Not
required for long term lease.)

I, _____, duly licensed attorney of the State of North
Carolina, do hereby certify that I have examined the public records of _____
County, North Carolina, from January 1, 1925, to this date concerning title to the property upon which
the improvements set out in the foregoing application are proposed to be made, and I find from said
examination that a fee simple title free from all claims or encumbrances, is vested in
_____ by deed recorded in (specify book & page) _____
_____ in the Office of the Register of Deeds except as noted below: (Attach
a copy of deed)

This, the _____ day of _____ 20__

Signature

**VIII. CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date: 3/4/2024 Project Name: AATC CENTRALIZED WELDING EXHAUST SYSTEM PROJ

College: Alamance Community College Project Completion Date: N/A

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY26	FY 27	FY 28	FY 29	FY30	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (will populate into Section VI of the 3-1)						\$0

I certify that the county has reviewed this information as a part of the approval process.

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT

College	Alamance Community College		
Project Name	VETERINARY MEDICAL TECHNICIAN INSTRUCTIONAL BARN PROJECT	NCCCS Project No.	2835
Campus	1001 Alamance CC - Main Campus	County	Alamance

I. TYPE OF PROJECT:

New Facility	

II. DESCRIPTION OF PROJECT:

*For description of a new facility project, please include scope of work, property description (facility location, lease, purchase), description of new structure (location, size (SF) and floors, materials, use of interior spaces), brief description of facility's systems (mechanical, electrical, plumbing, generators), overview of the facilities instructional programming, and any special construction requirements (permitting, abatement, demolition,

Insert project and amendment description here.

The instructional barn will be built at the Bill & Nancy Covington Education Center located at 2610 S. Jim Minor Road, Mebane, NC, ACC's 47 acre farm. The purpose of this project is to support the new Veterinary Medical Technician program based out of ACC's Main Campus. The instructional barn will be approximately 1,600 square feet with an additional 1,200 square foot loft. The proposed structure will be heavy timber framing with metal siding and roofing. Within the structure there will be a vet teaching laboratory, office, feed/tack room, restroom facilities and animal housing (covered stalls and paddocks). The scope of work will also include site improvements including the addition of a driveway and parking, extension of the existing water and electric on the property as well as the addition of a sewer/septic system for the facility. Utilities for the structure will be what is typical for a working barn with a veterinary teaching lab.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in **Capital Improvement Manual**.

This form was prepared by:

Name: Thomas M Hartman

Signature: 

Contact Number: 336-506-4201

Date: 3/4/2024

CPC Signature: 

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)	_____	
2. Demolition (not in III B)	_____	
Subtotal "A"		<u>0.00</u>

B. CONSTRUCTION

1. Design Fee	115,000.00	
2. Construction.....	700,000.00	
3. Construction Contingency	95,000.00	
4. Other Contracts	300,000.00	
5. Other Fees	40,000.00	
Subtotal "B"		<u>1,250,000.00</u>

C. Other Costs

1. Initial Equipment.....	_____	
2. Work Performed by Owner	_____	
Subtotal "C"		<u>0.00</u>

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$1,250,000.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriated	_____	
2. County Bonds	_____	
3. Golden Leaf <input type="text" value=""/>	1,000,000.00	
4. <input type="text" value=""/>	_____	
5. <input type="text" value=""/>	_____	
Subtotal "A"		<u>1,000,000.00</u>

B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)

1. <input type="text" value=""/>	_____	
2. <input type="text" value=""/>	_____	
3. <input type="text" value=""/>	_____	
Subtotal "B"		<u>0.00</u>

*Must be used on same OSBM SCIF Project

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code <input type="text" value="42120 New SCIF \$400M"/>	250,000.00	
2. Budget Code <input type="text" value=""/>	_____	
3. Budget Code <input type="text" value=""/>	_____	
4. Budget Code <input type="text" value=""/>	_____	
Subtotal "C"		<u>250,000.00</u>

Total Sources of Funds Available (IV A, B, C) 1,250,000.00

D. UNIDENTIFIED FUNDS

1. Unidentified Funds (Do not include on the NCCCS 2-16)	_____	
Subtotal "D"		<u>0.00</u>

Total Sources of Funds Including Unidentified \$1,250,000.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Alamance Community College do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$250,000.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** 2/12/2024.

As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.

As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2835
from Alamance Community College and if shown, county funds in the
amount of \$0.00 are available for the planning and construction of this project.

County Manager/Finance Officer Signature _____

Print Name _____

Date _____

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1
Section VIII) it is estimated that the college will expend an additional \$47,549.56
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

County Manager/Finance Officer Signature _____

Print Name _____

Date _____



VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for construction on a new site or when federal funds are involved. Not
required for long term lease.)

I, _____, duly licensed attorney of the State of North
Carolina, do hereby certify that I have examined the public records of _____
County, North Carolina, from January 1, 1925, to this date concerning title to the property upon which
the improvements set out in the foregoing application are proposed to be made, and I find from said
examination that a fee simple title free from all claims or encumbrances, is vested in
_____ by deed recorded in (specify book & page) _____
_____ in the Office of the Register of Deeds except as noted below: (Attach
a copy of deed)

This, the _____ day of _____ 20__

Signature

**VIII. CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date: 3/4/2024 Project Name: VETERINARY MEDICAL TECHNICIAN INSTRUCTIONAL B
 College: Alamance Community College Project Completion Date: 2/1/2026

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY26	FY 27	FY 28	FY 29	FY30	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$7,246	\$7,413	\$7,583	\$7,758	\$7,936	\$7,587
Other Operating Cost						
additional annual cost						
Electric	\$14,661	\$18,619	\$23,647	\$30,031	\$38,140	\$25,020
Fuel (Gas, Oil)	\$69	\$73	\$78	\$82	\$87	\$78
Water	\$947	\$1,146	\$1,387	\$1,678	\$2,030	\$1,437
Telecommunications	\$12,824	\$13,119	\$13,421	\$13,729	\$14,045	\$13,428
Total Average Annual Cost (will populate into Section VI of the 3-1)						\$47,550

I certify that the county has reviewed this information as a part of the approval process.

County Manager/Finance Officer

Alamance Community College (ACC) seeks to recognize the efforts and contributions of individuals, families, organizations, foundations, or corporations by the naming of buildings, portions of buildings, rooms, and other spaces and features on campus. This policy establishes a uniform and consistent procedure to gain approval and to record these namings.

The primary intent of the naming process is to allow ACC to recognize significant contributions of all kinds by naming physical property, if the donor desires such recognition.

I. PURPOSE

This policy serves as a guideline for the ACC Board of Trustees, the Alamance Community College Foundation (“ACC Foundation”) Board of Directors, other volunteers, and college employees who are involved in the solicitation of donations. It is established to assure consistency, fairness, fitting recognition, and positive value in exchange for the honor of name association with a physical aspect of ACC.

II. RESPONSIBILITY FOR RAISING FUNDS

The ACC Board of Trustees and the ACC President have the responsibility to ensure that the mission of the college is met. The mission of Alamance Community College is to provide the educational programs and services of a comprehensive community college that respond to our diverse community needs and empower life-long learners to participate in a global society. To successfully carry out the mission, the ACC President or designee may oversee the solicitation of public and private funds. Such efforts will be coordinated through the Office of Institutional Advancement.

III. NAMING TRIBUTES

Two circumstances may give rise to a naming tribute:

1. Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant positive impact on the college over an extended period of years. Such honor will typically be recommended no less than three years following the end of the individual’s service to the College. The ACC President, or a committee appointed by the ACC President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the ACC Board of Trustees, via the Budget and Finance Committee, for approval.
2. Provision of a monetary gift appropriate to the facility or physical aspect being named. (See Giving Levels section.)

IV. DONOR RIGHTS AND RESPONSIBILITIES

Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations, or corporations.

1. Naming recognition should enhance the reputation and prestige of the College and the donor. The ACC Board of Trustees reserves the right to withdraw the privilege of name association should future acts and circumstances warrant.
2. The donor has up to five years to fulfill the naming rights pledge.
3. It is the responsibility of individuals negotiating on behalf of the college to advise potential benefactors that a gift may be recognized by naming, subject to approvals and decisions consistent with this policy.
4. In all cases, a signed agreement with the donor should be sought that details the gift's purpose, payment schedule (where appropriate), acknowledgement and naming opportunities, fund management, and other relevant details.

V. GIVING LEVEL GUIDELINES

- A. Giving levels for the naming of physical property should be established through consultation among the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee, and the ACC President and/or designee. All potential gifts that will result in a naming will be brought to the Budget and Finance Committee of the ACC Board of Trustees by the ACC President or designee and voted on. Naming decisions involving gifts in excess of \$750,000 and those recognizing distinguished service require a vote of the ACC Board of Trustees. Naming decisions involving gifts of \$750,000 or less will be reviewed with the ACC Board of Trustees, but do not require a vote.

B. Buildings

The guidelines below represent naming minimums. In preparation for a specific fundraising initiative or in response to an unsolicited donation offer, the ACC President, or a committee appointed by the ACC President, will make a recommendation as to appropriate naming levels based on past precedents at ACC, comparables from other community colleges and educational institutions, institutional needs, and market conditions. Minimums indicated below may be overridden by a vote of the Building and Grounds Committee of the ACC Trustees and if the donation is over \$750,000, by the full board.

1. New buildings constructed with private funds: A minimum of 50% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.
2. New buildings constructed with public funds: A minimum of 10% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.
3. Existing buildings: Existing unnamed buildings may be named for donors in cases where substantial gifts are made by donors to programs conducted within those buildings or other appropriate purpose. The minimum amount is \$1 million.

4. Major renovations: In cases of major renovations which extend throughout an existing building, the building can be named for the donor provided that the donor's gift covers at least one-half (1/2) of the total cost of the major renovation (including design, construction, and contingency costs). It is not possible to outline specifically what constitute a major renovation, but this is a matter which shall be resolved in each individual case.

C. Spaces Within and Outside Buildings

It is not possible to create a policy that covers the myriad opportunities for naming on a college campus, including, but not limited to, halls, auditoriums, centers, student spaces, lobbies, suites, libraries, breakrooms, labs, classrooms, conference rooms, exterior features such as gardens or fountains, courtyards, plazas, specialized teaching facilities such as a greenhouse or equipment room, or parking facility.

In preparation for a specific fundraising initiative or in response to a donation offer with an unsolicited naming request, the ACC President, or a committee appointed by the ACC President, will make a recommendation as to appropriate naming levels based on past precedents at ACC, comparables from other community colleges and educational institutions, institutional needs, and market conditions. The recommended naming levels for a specific facility will be brought to the Budget and Finance Committee of the ACC Board of Trustees and the ACC Foundation Executive Committee for approval.

- D. When a College Building or other space has been named, it is the intent to continue to use the name so long as the facility remains in use and serves its original function, or as otherwise may be provided for in the written agreement between the parties and as subject to North Carolina statutes that exist now or may exist in the future. For example, the College has the right to propose a duration of a certain number of years for a particular naming opportunity, but that will be specified in the proposal to the donor by way of a memorandum of understanding that will be prepared by the Foundation Office and signed by the donor.
- E. The guidelines will be reviewed periodically by the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee and the ACC President and/or designee. The donor and the ACC President or designee will jointly decide how funds donated are directed, invested, and spent, with the donor having ultimate authority if the gift is within the mission of ACC and the ACC Foundation as established by the ACC Board of Trustees and the ACC Foundation Board of Directors.

VI. OTHER PROVISIONS

- A. Where a building or physical aspect has been named, the college will continue to use the name so long as the building, part, or facility remains in use and serves its original function, unless otherwise stipulated at the time of gift acceptance. If a named facility is destroyed due to forces of nature or when the use of a building, room, or facility is changed such that it must be demolished, substantially renovated, or rebuilt, the Budget and Finance

Committee, following the guidelines provided in the Giving Levels section, may name another comparable room or facility for the original donor or honoree.

- B. The ACC President, in consultation with the donor, the ACC Board of Trustees or the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee and/or other appropriate parties shall make decisions related to naming, including but not limited to the following: public announcements, physical markers and care and maintenance of the physical markers.
- C. Commitments made prior to adoption of this policy shall be honored.

Adopted: April 14, 2014; revised March 27, 2020; revised June 8, 2020

(This policy replaces “Philanthropy at Alamance Community College and Naming Policy” adopted November 13, 2006.)



Budget and Financial Information

For the
Month Ending
February 29, 2024

Alamance Community College -- Budget and Financial Information
For the Month Ending February 29, 2024
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 February 29, 2024. 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 Feb 2024 Monthly Fiscal Update includes all allotments available to-date. Suggested Budget Amendments of \$387,454 include: State Longevity (\$220,629), Customized Training (\$27,992), Construction Bootcamp (\$25,500), Apprenticeships (19,241), an IDD Training Grant (\$194,000) and student awards(reversion of \$99,908). The \$5.5 million (previously budgeted) for a firing range was awarded by the NCCCS in Jan24.
- o Overall: At February 29, 2024, the College's fiscal year is 8 / 12th or 66.67% complete.
- o **Exhibit A--State Accounting Fund:** The *Current Expense* program is higher than at this same point last year by about **\$20,000 (about 0.1% increase)**. This spending includes a 4% wage increase for full time employees as well as about \$276,000 of non-recurring costs. Overall current expenses are **61.0% 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 **6% spent**, to date and is substantially budgeted to pay for operations rather than equipment purchases in FY24.
- o **Exhibit B—County Accounting Fund:** Current expenditures were higher than at this same point last year by over **\$498,000 (about 18% increase)** and is **81% expended** when compared to budget. The *Capital Outlay* program is **23% spent**.
- o **Exhibit C—(NEW) Institutional Accounting Fund:** Current expenses are vastly different than at this same point last year due to error corrections that were posted last fiscal year. Current expenses are **(103%) expended** when compared to budget. A budget amendment for Institutional funds will be recommended with the March finance report. 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. Now that FY23 has been closed, the beginning balances of each fund are final. FY24 spending of Institutional funds is \$350,000 (18\$) more than FY23.
- 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.

Month Ended
29-Feb-24

Alamance Community College -- Budget and Financial Information
For the Month Ending February 29, 2024
Management Analysis

Cash Flow:

- State: The System Office reported that tuition receipts from all colleges in the system exceed budget mid-year and college with FTE increases of at least 5% may expect an additional allocation of Excess Receipts.
- County: For the first seven months of this fiscal year, the average facility spending exceeds the monthly cash allocation of \$336,000. Due to staff turnover, some Feb invoices have not yet been paid. February costs reflect that delay in payment.
- Institutional: No updates for Feb 2024.

Budget:

- County Operating Funds: A budget request from ACC to Alamance County for FY25 was approved by the Board of Trustees and submitted to the County in February.

Grants and Other Funds:

- New Grants Budgeted in Feb 2024: Although new grants are in process, no budgets were amended for grant awards in Feb 2024.

Month Ended
February 29, 2024

Alamance Community College -- Budget and Financial Information
 For the Month Ending February 29, 2024
 State Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit A

<u>Current Expense (State)</u>	<u>Board Approved Budget</u>	<u>Amendments</u>	<u>Amended Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>Institutional Support</u>							
Executive Management.....	1,299,907	11,591	1,311,498	1,000,283	311,215	76%	869,409
Financial Services.....	1,640,900	43,633	1,684,533	693,370	991,163	41%	1,053,283
General Administration.....	2,012,021	5,022	2,017,043	1,307,442	709,601	65%	1,289,832
Information Systems.....	1,468,484	-	1,468,484	900,733	567,751	61%	903,222
<i>Total Institutional Support.....</i>	<i>6,421,312</i>	<i>60,246</i>	<i>6,481,558</i>	<i>3,901,827</i>	<i>2,579,731</i>	<i>60%</i>	<i>4,115,746</i>
<u>Curriculum Instruction</u>							
FY20-21 State Stabilization Funds.....	640,956	-	640,956	-	640,956	0%	-
Associate Degree, Diploma & Certificate.....	14,051,784	128,450	14,180,234	9,797,029	4,383,205	69%	9,410,087
<i>Total Curriculum Instruction.....</i>	<i>14,692,740</i>	<i>128,450</i>	<i>14,821,190</i>	<i>9,797,029</i>	<i>5,024,161</i>	<i>66%</i>	<i>9,410,087</i>
<u>Continuing Education</u>							
Occupational Education Instruction.....	1,597,322	-	1,597,322	929,391	667,931	58%	1,180,788
Occupational Education Support.....	748,794	27,037	775,831	407,696	368,135	53%	449,452
Basic Skills (HSE, ESL, etc.).....	1,651,279	-	1,651,279	871,952	779,327	53%	740,737
Small Business Center (SBC).....	167,222	-	167,222	103,023	64,199	62%	45,501
Customized, Business, & Industry Training.....	106,522	27,992	134,514	95,688	38,826	71%	71,115
Expansion Apprenticeship Program.....	349,179	19,241	368,420	97,491	270,929	26%	27,477
Literacy Special Programs.....	60,554	-	60,554	23,853	36,701	39%	14,963
BioBetter Grant Programs.....	284,323	-	284,323	101,694	182,629	36%	-
<i>Total Continuing Education.....</i>	<i>4,965,195</i>	<i>74,270</i>	<i>5,039,465</i>	<i>2,630,788</i>	<i>2,408,677</i>	<i>52%</i>	<i>2,530,033</i>
<u>Academic Support</u>							
Library/Learning Center.....	557,882	5,479	563,361	374,572	188,789	66%	435,670
Curriculum Instruction.....	1,468,308	21,023	1,489,331	992,107	497,224	67%	1,160,047
Continuing Education.....	1,321,976	9,278	1,331,254	628,117	703,137	47%	578,031
<i>Total Academic Support.....</i>	<i>3,348,166</i>	<i>35,780</i>	<i>3,383,946</i>	<i>1,994,796</i>	<i>1,389,150</i>	<i>59%</i>	<i>2,173,748</i>
<u>Student Support</u>							
Student Services.....	2,613,459	(5,511)	2,607,948	1,452,581	1,155,367	56%	1,451,005
IDD Training (Int & Devt Disabilities).....	-	194,000	194,000	-	194,000	0%	-
Childcare.....	55,209	-	55,209	19,453	35,756	35%	12,838
Scholarships & Awards to Students.....	273,221	(99,781)	173,440	73,333	100,107	42%	156,839
<i>Total Student Support.....</i>	<i>2,941,889</i>	<i>88,708</i>	<i>3,030,597</i>	<i>1,545,368</i>	<i>1,485,229</i>	<i>51%</i>	<i>1,620,682</i>
<i>Subtotal Current Expense (State).....</i>	<i>32,369,302</i>	<i>387,454</i>	<i>32,756,756</i>	<i>19,869,807</i>	<i>12,886,949</i>	<i>61%</i>	<i>19,850,296</i>
<u>Capital Outlay (State)</u>							
Equipment.....	104,681	-	104,681	37,918	66,763	36%	278,779
BioBetter Grant Equipment.....	838,280	-	838,280	-	838,280	0%	-
Books.....	44,433	-	44,433	17,861	26,572	40%	29,365
<i>Subtotal Capital Outlay (State).....</i>	<i>987,394</i>	<i>-</i>	<i>987,394</i>	<i>55,780</i>	<i>931,614</i>	<i>6%</i>	<i>308,144</i>
<i>Total Expenditures (State).....</i>	<i>33,356,696</i>	<i>387,454</i>	<i>33,744,150</i>	<i>19,925,587</i>	<i>13,818,563</i>	<i>59%</i>	<i>20,158,440</i>

For the Month Ending February 29, 2024

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>	610,951	436,960	173,991	72%	509,844
<i>Total College Support Services.....</i>	610,951	436,960	173,991	72%	509,844
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	2,764,119	2,383,014	381,105	86%	1,797,691
Plant Maintenance.....	654,612	456,771	197,841	70%	470,949
<i>Total Plant Operation and Maintenance.....</i>	3,418,731	2,839,785	578,946	83%	2,268,640
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	4,029,682	3,276,745	752,937	81%	2,778,484
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	175,200	50,551	124,649	29%	180,238
Maintenance Projects, Current.....	536,000	114,331	421,669	21%	69,200
<i>Subtotal Capital Outlay (County).....</i>	711,200	164,882	546,318	23%	249,438
<i>Total Expenditures (County).....</i>	4,740,882	3,441,627	1,299,255	73%	3,027,922

Alamance Community College -- Budget and Financial Information
For the Month Ending February 29, 2024
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>
Current Unrestricted					
Institutional Support.....	54,340	163,953	(109,613)	302%	90,921
Curriculum Instruction.....	-	-	-	*	
Continuing Education.....	122,000	70,389	51,611	58%	(147,900)
Academic Support.....	-	(3,377)	3,377	*	545
Student Support.....	5,531	5,182	349	94%	
<i>Total Current Unrestricted.....</i>	<i>181,871</i>	<i>236,147</i>	<i>(54,276)</i>	<i>130%</i>	<i>(56,434)</i>
Current Restricted					
Institutional Support.....	264,393	173,609	90,784	66%	(290,306)
Curriculum Instruction.....	692,193	357,957	334,236	52%	165,461
Continuing Education.....	22,183	22,237	(54)	100%	(7,500)
Student Support.....	261,888	187,309	74,579	72%	155,289
CARES (Student, Institutional, SIP).....	8,402	8,401	1	100%	1,504,172
Student Aid.....	5,806,733	6,544,736	(738,003)	113%	6,070,394
<i>Total Current Restricted.....</i>	<i>7,055,792</i>	<i>7,294,250</i>	<i>(238,458)</i>	<i>103%</i>	<i>7,597,510</i>
Proprietary					
Institutional Support.....	50,000	11,520	38,480	23%	178,737
Curriculum Instruction.....	100,000	76,321	23,679	76%	13,901
Student Support.....	85,000	50,728	34,272	60%	97,796
Bookstore.....	100,000	47,150	52,850	47%	79,533
Vending.....	125,000	7,046	117,954	6%	27,418
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>192,765</i>	<i>267,235</i>	<i>42%</i>	<i>397,384</i>
Subtotal Current Expense (Institutional).....	7,697,663	7,723,162	(25,499)	100%	7,938,460
Capital Projects (Institutional)					
	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>		
B&G - Backfill Project.....	436,816	-	436,816		
B&G - Center of Excellence/Parking.....	19,453,093	497,864	18,955,229		
B&G - Student Services Center	6,703,500	115,807	6,587,693		
B&G - Public Safety Training Center	18,657,164	1,396,705	17,260,459		
B&G - Main/Powell (Nursing Expansion)	5,088,981	374,403	4,714,578		
B&G - Tobacco Trust at "The Farm"	380,550	227,950	152,600		
B&G - OSBM SCIF (No project assigned)	2,600,802	6,402	2,594,400		
B&G - Various Projects	303,849	102,710	201,139		
Subtotal Capital Outlay (Institutional).....	53,624,755	2,721,841	50,902,914		
Total Expenditures (Institutional).....	61,322,418	10,445,004	50,877,414		

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information
 For the Month Ending February 29, 2024
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

<u>Programs (Institutional)</u>	<u>Budget</u>	<u>Beg. Program Balance (est)</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
Unrestricted Programs (Institutional)					
Financial Services	54,340	296,831	61,095	(163,776)	194,150
General Administration	-	(11,544)	63,224	(166)	51,513
Curriculum Instruction	-	12,336	1,697	-	14,033
Occupational Ext. Instruction	25,000	42,106	27,143	(9,195)	60,054
Thigpen Trust	-	85,233	4,631	(11)	89,853
Community Service	97,000	126,048	57,028	(61,194)	121,882
Library/Learning Center	-	-	-	3,377	3,377
Esport Program	5,531	-	-	(5,182)	(5,182)
Total Unrestricted Programs (Institutional).....	181,871	551,010	214,817	(236,147)	529,680
Restricted Programs (Institutional)					
College Work Study	103,166	(948)	102,972	(102,972)	(948)
SEOG	99,000	5,752	34,950	(65,050)	(24,348)
Pell Grants	5,103,078	(199,391)	5,701,278	(5,657,802)	(155,915)
Community College State Grant	132,117	(1,722)	247,435	(244,835)	878
Targeted Assistance Grant	-	12,005	-	-	12,005
Golden LEAF Scholarships	-	(10,250)	7,063	(15,063)	(18,250)
Less Than Half Time Grant	-	(4,009)	-	(247)	(4,255)
Scholarships	-	4,254	1,576	(262,972)	(257,143)
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	(7,077)	-	-	(7,077)
Spec. Fees - CI-Nursing	50,000	6,304	54,989	(52,986)	8,307
Spec. Fees - CI-Medical Assistant.....	-	400	-	-	400
Spec. Fees - CI-Dental Assistant	-	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	-	1,646	4,270	364	6,280
Spec. Fees - CI-Automotive Technology	-	84	-	-	84
Spec. Fees - OE-Public Safety	-	9,215	39,755	-	48,970
Spec. Fees - OE-Special Programs	-	9,725	2,620	-	12,345
CARES Student Relief	8,402	(11,120)	34,393	(8,401)	14,871
PACE-CARES Strengthening Inst Programs.....	472,538	(89,376)	315,535	(298,767)	(72,608)
Longleaf Commitment	-	-	151,436	-	151,436
GA-AJOBS (Impact Alamance).....	53,055	(1,994)	-	(581)	(2,574)
GA-Biotech Center Grant	-	-	2,828	(11,756)	(8,928)
GA-ACE Grant	108,172	(62,232)	113,113	(50,056)	826
GA-NCSU Biotech (5 yr) Grant.....	-	-	16,018	(5,563)	10,455
GA-NSF WIND Grant	-	(23,293)	-	-	(23,293)
CI-Gene Haas Foundation	-	211	-	-	211
CI-Golden LEAF Equipment Grant	-	(9,699)	-	-	(9,699)
CI-Golden LEAF Practical Nursing Grant	200,000	-	-	(84,737)	(84,737)
CI-NSF Bioscience-FTCC	15,000	-	15,000	(13,625)	1,375
CI-C-Step Grant	12,500	(1,928)	12,500	(865)	9,707

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information
 For the Month Ending February 29, 2024
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

Programs (Institutional)	Budget	Beg. Program Balance (est)	Revenue Amount	Expended Amount	End. Program Balance
CI-Telemedicine Grant	-	(538,128)	365,511	(118,870)	(291,487)
CI-AWESM Grant	218,280	(12,373)	60,673	(81,972)	(33,671)
CI-Technology Grant.....	100,000	-	-	-	-
CI-NC Agventures Grant.....	6,799	-	5,099	(3,619)	1,480
CI-Cyberskills Training Grant.....	20,000	-	10,000	-	10,000
CI-AJOBS-GCC Grant	42,025	-	-	-	-
Certification-AJOBS JCPC Grant.....	27,589	-	5,789	(4,329)	1,460
REACH Adult Learner Project	-	7,127	-	(1,674)	5,453
CS-Piedmont Voices	-	1,983	-	-	1,983
CS-Engineering Camp	-	1,350	-	-	1,350
Literacy-LTSA Library Grant	22,183	-	22,183	(20,563)	1,620
SS-TRIO Student Support Services	261,888	(26,522)	187,309	(187,309)	(26,522)
Total Restricted Programs (Institutional)	7,055,792	(936,064)	7,514,294	(7,294,250)	(716,019)
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	1,893	497	-	2,390
Aux-Public Information & Marketing	-	4,208	396	(3,295)	1,309
Aux-Graduation	50,000	34,779	7,468	(8,225)	34,022
Aux-Bookstore Commissions	100,000	1,627,074	11,894	(47,150)	1,591,818
Aux-Snack Bar Commissions	15,000	41,426	-	(5,021)	36,406
Aux-Culinary Food Service	110,000	17,921	2,985	(2,026)	18,881
Aux-Traffic Control, Parking, and Safety	-	37,541	82,213	-	119,754
Aux-SGA	85,000	114,713	97,960	(50,728)	161,945
Aux-Technology Fee	-	8,124	78,567	-	86,691
Aux-Child Care	-	22,263	842	-	23,105
Spec. Fees - Animal Care & Management	-	507	-	-	507
Spec. Fees - Cosmetology	100,000	147,507	36,755	(76,119)	108,144
Spec. Fees - Massage Therapy	-	-	5,962	-	5,962
Spec. Fees - Automotive Technology	-	(145)	1,027	(202)	680
Spec. Fees - Dental Assistant	-	56,568	1,695	-	58,262
Spec. Fees - Occupational Extension	-	176,337	15,373	-	191,710
Total Proprietary Programs (Institutional)	460,000	2,290,716	343,635	(192,765)	2,441,585
Total Non-Plant Programs (Institutional)	7,697,663	1,905,662	8,072,746	(7,723,162)	2,255,246
Plant Programs (Institutional)					
Building & Grounds-Backfill Project	436,816	(356,408)	229,415	-	(126,993)
Building & Grounds-Center of Excellence	22,053,895	193,938	684,107	(504,266)	373,779
Building & Grounds-Student Services Center	9,407,016	(972,220)	422,403	(115,807)	(665,624)
Building & Grounds-Public Safety Training Center	18,657,164	(1,308)	6,896,705	(1,396,705)	5,498,692
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	5,088,981	(28,806)	374,403	(374,403)	(28,806)
Building & Grounds-Tobacco Trust at "The Farm".....	380,550	(79,453)	263,274	(227,950)	(44,130)
Building & Grounds-Various Projects.....	303,849	(51,086)	-	(102,710)	(153,796)
Total Plant Programs (Institutional)	56,328,271	(1,295,344)	8,870,308	(2,721,841)	4,853,122
Total All Programs (Institutional)	64,025,934	610,318	16,943,054	(10,445,004)	7,108,368

* Unadjusted and Unaudited *

Curriculum Committee

March 6, 2024

**Action Item (1 of 1):
Approval of New Program**

Summary:

Curriculum Faculty, Department Heads, and Deans proposed the implementation of a new program to ACC’s Curriculum & Instruction Committee, which has vetted and approved the program as presented.

1. Veterinary Medical Technology Associate in Applied Science
2. Veterinary Medical Technology Career and College Promise Pathway

The proposed program is intended to improve student success and completion, prepare work-ready graduates, and increase learning opportunities for students while meeting the demands of local industry partners.

Action:

College Administration respectfully requests approval of the Veterinary Medical Technology Associate in Applied Science Program and Career and College Promise Pathway as outlined in the attached table of changes.

APPLIED ENGINEERING, AGRICULTURE, and SKILLED TRADES DIVISION	
PROPOSAL	EXPLANATION
Veterinary Medical Technology Program (A45780)	
<p>1. Add the Veterinary Medical Technology Associate in Applied Science Program (A45780)</p> <p>The AAS degree will consist of (17) new course offerings at ACC. All other general education and work based learning courses are currently offered.</p> <p>New Courses to ACC:</p> <ul style="list-style-type: none"> ● VET 110 Animal Breeds and Husbandry (2-2-3) ● VET 114 Intro to Veterinary Med Tech (1-0-1) ● VET 120 Veterinary Anatomy and Physiology (3-3-4) ● VET 121 Veterinary Medical Terminology (3-0-3) ● VET 123 Veterinary Parasitology (2-3-3) ● VET 125 Veterinary Disease I (2-0-2) ● VET 126 Veterinary Disease II (1-3-2) ● VET 131 Veterinary Lab Techniques (2-3-3) ● VET 133 Veterinary Clinical Practices I (2-3-3) ● VET 137 Veterinary Office Practices (3-0-3) ● VET 211 Veterinary Lab Techniques II (2-3-3) ● VET 212 Veterinary Lab Technique III (2-2-3) ● VET 213 Veterinary Clinical Practices II (1-9-4) 	<p><i>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.</i></p> <p>Implementation of the Veterinary Medical Technology program will fulfill demand from the county's employers and students.</p> <ul style="list-style-type: none"> ● one of the fastest-growing occupations in the region, state, and country. The increase in pet owners and pet care expenditures from small animal veterinary care (for example, dogs and cats) and large animals for agriculture and recreation (for example, cattle, horses, and goats) drives this demand. Alamance County had 480 farms raising cattle (dairy and beef), pigs, sheep, goats, and chickens in 2017 (USDA, National Agricultural Statistics Service). ● Registered Veterinary Technicians (RVTs) grew by 35. 4% in the last ten years in North Carolina—over three times the rate for the category of all occupations together, which was 10. 8%. In addition, NC ranked 8th in the nation with the highest demand for RVTs. ● Alamance County is located between Raleigh/Durham and Greensboro, an area which shows RVT as a top to 51

- VET 214 Veterinary Clinical Practices III (1-9-4)
- VET 215 Veterinary Pharmacology (3-0-3)
- VET 217 Large Animal Clinical Practices (2-3-3)
- VET 237 Animal Nutrition (3-0-3)

2. **Veterinary Medical Technology Career and College Promise Pathway**

New Courses to ACC (included in the VMT AAS Program):

- VET 114 Intro to Veterinary Med Tech (1-0-1)
- VET 121 Veterinary Medical Technology (3-0-3)

Approved via electronic vote

****Fall 2025 Implementation date**

in-demand Associate's Degree credential job.

- The median RVT annual wage was \$37,450, which is significantly higher than the county average median wage of \$31,203.
- Student demand for the program is strong. Currently, 511 Alamance-Burlington School System (ABSS) students are enrolled in Agriculture Pathway Courses and 136 in Animal Science in the county's Career and Technical Education (CTE) Career Clusters. ACC will also be able to enroll adult students and previous Animal Care and Management graduates.

ACC was awarded the Golden Leaf Community Based Grants Initiative in **February 2024** resulting in the ability to fund the proposed Veterinary Medical Technology program through construction of a barn lab environment at Covington Education Center. In order to expedite program implementation, an electronic vote was sent to the Curriculum and Instruction Committee and voting members voted unanimously to move forward with the Veterinary Medical Technology AAS program application as outlined and subsequent Career and College Promise Pathway. Veterinary Medical Technology faculty members will initially be funded via the Perkins Grant to begin work related to Program Accreditation through the Committee on Veterinary Technician Education Activities (CVTEA).

Total AAS Program Hours: **70**

*Requires NCCCS (April-May 2023) and SACSCOC (July 2023) approval. Subsequent CVTEA Program specific accreditation required.

The NC Career and College Promise (CCP) pathway allows students to gain access to a professional health science career. This CCP program pathway will increase enrollment and create a pathway toward Veterinary Medical Technology AAS degree completion. The College will work in collaboration with ABSS to provide resources and student enrollment which is predicted at 20+ students for the fall 2025 cohort.

Total VMT CCP Pathway Hours: **14**

1. Veterinary Medical Technology associate in applied science Degree (A45780):

ACC Vet Tech Semester Schedule					
1st Semester - Fall 1		Class	Lab	Clinical	Credit
MAT 110 or Higher	Math Measurement and Literacy	2	2	0	3
VET 110	Animal Breeds and Husbandry	2	2	0	3
VET 114	Intro to Veterinary Med Tech	1	0	0	1
VET 120	Veterinary Anatomy and Physiology	3	3	0	4
VET 121	Veterinary Medical Terminology	3	0	0	3
					14
2nd Semester - Spring 1		Class	Lab	Clinical	Credit
CHM 130	General, Organic, and Biochemistry	3	0	0	3
CHM 130A	Gen, Organic, and Biochemistry Lab	0	2	0	1
ENG 111	Writing and Inquiry	3	0	0	3
VET 123	Veterinary Parasitology	2	3	0	3
VET 125	Veterinary Disease I	2	0	0	2
VET 137	Veterinary Office Practices	1	2	0	2
HUM/FA	Humanities/Fine Art Elective	3	0	0	3
					17
3rd Semester - Summer		Class	Lab	Clinical	Credit
VET 131	Veterinary Lab Techniques I	2	3	0	3
VET 133	Veterinary Clinical Practices I	2	3	0	3
SOC/BS	Social/Behavioral Science Elective	3	0	0	3
					9
4th Semester - Fall 2		Class	Lab	Clinical	Credit
COM/ENG	Communication Elective	3	0	0	3
VET 126	Veterinary Disease II	1	3	0	2
VET 211	Veterinary Lab Techniques II	2	3	0	3
VET 213	Veterinary Clinical Practices II	1	9	0	4
VET 215	Veterinary Pharmacology	3	0	0	3
WBL 112 AB	Work-Based Learning I	0	10	0	1
					16

5th Semester - Spring 2		Class	Lab	Clinical	Credit
VET 212	Veterinary Lab Techniques III	2	3	0	3
VET 214	Veterinary Clinical Practices III	1	9	0	4
VET 217	Large Animal Clinical Practices	2	3	0	3
VET 237	Animal Nutrition	3	0	0	3
WBL 112 BB	Work-Based Learning II	0	10	0	1
					14
TOTAL Semester Hours Required for Graduation					70

2. Veterinary Medical Technology Career and College Promise Pathway:

1st Semester - Fall 1		Class	Lab	Clinical	Credit
VET 114	Intro to Veterinary Med Tech	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
					4
2nd Semester - Spring 1		Class	Lab	Clinical	Credit
MAT 152	Statistical Methods I	3	2	0	4
					4
3rd Semester - Fall 2		Class	Lab	Clinical	Credit
VET 121	Veterinary Medical Terminology	3	0	0	3
					3
4th Semester - Spring 2		Class	Lab	Clinical	Credit
PSY 150	General Psychology	3	0	0	3
					3
				TOTAL	14

ENROLLMENT UPDATE

	Spring 2023 final		Spring 2024 estimate		Percent Change	
	Headcount	FTE	Headcount	FTE	Headcount	FTE
Curriculum	4,019	1,448	4,285	1,605	6.6% up	10.8% up
Continuing Education	3,235	219	3,500	275	8.1% up	25.5% up
Basic Skills	586	108	850	110	45% up	1.85% up



Alamance Community College
Student Government Association Report
March 11, 2024

Delivered by Jamari Russell, Vice President

Since our last meeting, we held our "Love is in the Air" Valentines event on Wednesday, February 14th and had approximately two hundred students, faculty, and staff in attendance. Attendees enjoyed an assortment of Valentine's brownies, Pringles, and beverages and also had the opportunity to make their own stuffed animal.

The SGA Executive Board and I attended the Central Division meeting and the Mock Legislative Assembly on February 17th at the North Carolina Legislative Building in Raleigh where we debated bills such as The Religious Assembly Security and Protection Act on campus, betting on sporting events and horse racing on tribal lands and making it unlawful to assist another person in committing suicide. It was an amazing opportunity to grow in leadership, learn about civic engagement, and broaden our understanding of state governance. We had the privilege to meet and capture photos with Alamance County Representative Stephen Ross, North Carolina Community College System President, Dr. Jeff Cox, and one of the Republican candidates for Governor, Dale Folwell who has also served as State Treasurer since 2017.

The SGA Executive Board hosted the Mix and Mingle with Dr. Ingle event on February 21st. He was very grateful and appreciative to have the opportunity to interact with students, faculty, and staff, some of whom he met for the first time at the event. The Pringles with Dr. Ingle's picture on them were also a huge hit with those in attendance.

Members of the SGA Executive Board along with students and staff rode on a chartered bus to Greensboro on Friday, February 23rd to tour North Carolina A and T University and learn all about their academic offerings along with campus resources, like their robotic food delivery system. We also learned about their Student Government Association and student engagement opportunities on campus. After dining in the campus food court at A and T, we were able to embark on a guided tour of the University of North Carolina Greensboro and see their new state-

of-the-art nursing facility (the first since 1891 when it was an all-women's college), and learn about their extensive course offerings and campus legends and myths. For our last stop of the day, we toured the International Civil Rights Museum where we learned that you can be a college student like the Greensboro Four and still start a great movement that moves a nation forward into a better future.

I continue to have weekly meetings with our SGA advisor to discuss SGA business, upcoming events such as Spring Fling, the Easter egg scavenger hunt, and more. We are also finalizing the details on March 4th for our incentive point system program which is meant for our clubs to be more involved and active on campus.

This concludes my report.

Azavia Jones

2023-2024 SGA President

Resolution of Support

WHEREAS, for 65 years, Alamance Community College has provided educational opportunities, cultural enrichment, and workforce development and training to the citizens of Alamance County and surrounding areas; and

WHEREAS, Alamance Community College is a key driver of this region's economy by producing a skilled workforce to attract new businesses and industries and by providing higher education for citizens to advance their earning potential and quality of life; and

WHEREAS, Alamance Community College must be able to offer training to provide the credentials needed by industry; and

WHEREAS, Alamance Community College needs to be able to attract instructors to teach high-demand high-wage programs to the people of Alamance County; and

WHEREAS, Propel NC will allow the North Carolina Community College System to continue to serve as a national leader in higher education and workforce development; and

WHEREAS, Propel NC, will allow Alamance Community College to continue to provide quality training and education to support business and industry needs.

NOW, THEREFORE BE IT RESOLVED:

That the Alamance Community College Board of Trustees strongly supports Propel NC as it will enable North Carolina's systems of community colleges to educate and train a highly qualified workforce for the 21st century. Propel NC will continue to make North Carolina the number one state for business by being able to meet industry needs quickly and efficiently on this 11th day of March, 2024 in the City of Graham, NC.

BG (R) Blake Williams, Chair
Alamance Community College Board of Trustees



since
1958

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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	2/13/2024	4/12/2023	4/12/2025
Steven	Carter	1/16/2024	5/10/2023	5/10/2025
Roslyn	Crisp	2/27/2024	3/13/2023	3/13/2025
Julie	Emmons	4/11/2023	8/29/2022	8/29/2024
Anthony	Foriest	2/1/2024	2/21/2022	2/21/2024
Powell	Glidewell	1/15/2024	12/15/2021	12/15/2025
William	Gomory	1/12/2024	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	2/5/2024	3/30/2023	3/30/2025
Ken	Walker	1/15/2024	9/1/2023	9/1/2025
Blake	Williams	1/15/2024	9/1/2023	9/1/2025

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

PUBLIC SAFETY TRAINING CENTER Groundbreaking

On February 23rd, ACC embarked on a groundbreaking journey at the Public Safety Training Center. Despite the weather, spirits were high as we symbolically broke ground, marking the beginning of an exciting new chapter in our commitment to public safety education.



Workforce Development Internal Audit

Fall 2023 Visitation Report

▶ The charted numbers reflect only those classes required for official audit visitation

▶ Many other classes were held and monitored but are exempt from the IAP and not included in the numbers

▶ The following class groups are exempt from IAP

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

Continuing Education Division				
Total Classes Eligible for Official IAP Visitation				
Visitation by the Basic Skills Supervisors	Number on-campus classes	Required to visit	Number visited	Percentage Visited
	37	At least 25% = 10 Classes	34	92%
	Number off-campus classes	Required to visit	Number visited	Percentage
	13	At least 50% = 7 Classes	10	77%
Visitation by the Occupational Extension Supervisors	Number on-campus classes	Required to visit	Number visited	Percentage Visited
	58	At least 25% = 15 Classes	48	83%
	Number off-campus classes	Required to visit	Number visited	Percentage
	106	At least 50% = 53 Classes	69	65%
Visitations by the Senior Continuing Education Administrator	Number off-campus classes	Required to visit	Number visited	Percentage Visited
	119	At least 10% = 12 Classes	20	17%