



**BOARD OF TRUSTEES**  
**Regular Meeting Agenda**

August 12, 2024 | 6:00 p.m.  
 Wallace W. Gee Building  
 Room G222

1247 Jimmie Kerr Road | Graham, NC

**Oath of Office: Swearing in of new and reappointed trustees**

**(The Honorable Larry Brown, Alamance County District Court Judge)**

William Gomory – reappointed by Alamance County Board of Commissioners

Julie Scott Emmons – reappointed by North Carolina House of Representatives

Azalea Hooten- 2024-25 SGA President and Student Trustee

**I. Call to Order**

**II. Call for Conflicts of Interest**

**III. Election of Board Officers for 2024-25** (Carter)

A. Nominating Committee’s recommendation for Chair, Vice Chair, and Secretary

B. Election of Officers for 2024-25 term \*

**IV. Employee Introductions**

|   |                             |
|---|-----------------------------|
| A. Elizabeth “Libba” Thomas<br>Vice President of Business and Finance/CFO | <i>Dr. Kenneth Ingle</i>    |
| B. Ana Fleeman<br>Executive Assistant                                     | <i>Dr. Kenneth Ingle</i>    |
| C. Aubree Williams<br>PACE Success Coach                                  | <i>Dr. Constance Wolfe</i>  |
| D. Fabrizio Vallejos<br>Executive Assistant                               | <i>Dr. Lisa Johnson</i>     |
| E. Jo’el Oakley<br>Finance Specialist/Cashier                             | <i>Ms. Elizabeth Thomas</i> |
| F. Kirsten Garrison<br>Disability Services Coordinator                    | <i>Dr. Carol Disque</i>     |

**V. Minutes**

A. Board of Trustees regular meeting, June 10th, 2024 \* **pp 1-7**

B. Building and Ground Committee meeting, June 5th, 2024 **pp 8-10**

C. Personnel Committee meeting, June 5th, 2024 **pp 11-12**

D. Budget and Finance Committee meeting, June 7th, 2024 **pp 13-14**

\* Requires Board of Trustees Action

## VI. Committee Reports

- A. Personnel Committee Report (*Crisp*)
  - 1. Employment Report for June and July 2024 **pp 15-16**
- B. Building and Grounds Committee Report (*Gomory*)
  - 1. Recommendation for Approval:
    - a. Third floor Biotechnology Center of Excellence project \* **p 17**
    - b. Campus exterior wayfinding project contract \* **p 18**
    - c. 5-year roofing maintenance project \* **p 19**
    - d. Amendment to the Gee Building replacement controls project \* **p 20**
  - 2. Capital project summary report **pp 21-22**
  - 3. Capital project budget update for June and July 2024 **pp 23-24**
  - 4. Capital project amendments/contracts signed by the President **pp 25-28**
  - 5. Capital project change orders signed by the President **pp 29-30**
- C. Budget and Finance Committee Report (*Glidewell*)
  - 1. Recommendation for Approval:
    - a. CAPS Fee \* **p 31**
    - b. Third floor Biotechnology Center of Excellence project (NCCCS 3-1 Form)\* **pp 32-36**
    - c. Resolution for Blanket Authorization for Presidents 2024-25 Travel \* **p 37**
  - 2. Financial Report for June and July 2024 **pp 38-47**
- D. Curriculum Committee Report (*Emmons*)
  - 1. Recommendation for Approval:
    - a. Withdrawal Hardship and Academic policy change \* **pp 48-56**
  - 2. National Student Clearinghouse Completion Report **p 57**

## VII. Other Reports

- A. SGA Report (*Azalea Hooten*)
- B. Chair's Report (*Chairperson*)
  - 1. Appointments and reappointments to the Board of Trustees for 2024-2028
    - a. William Gomory – reappointed by Alamance County Board of Commissioners
    - b. Julie Scott Emmons – reappointed by North Carolina House of Representatives
    - c. Azalea Hooten- 2024-25 SGA President and Student Trustee
  - 2. 2024-25 Board of Trustees Regular meeting schedule
  - 3. Report of SEI Filing & Ethics Education **p 58**
- C. Faculty Affairs Committee Report- No report
- D. President's Report (*Ingle*)
  - 1. Enrollment update (Mr. Synder and Dr. Johnson)
  - 2. FAFSA and NextNC update (Dr. Disque)

3. AT&T Laptop Distribution
  4. Public Safety Training Center Beam Signing
  5. FY 23-24 & FY 24-25 Grants **pp 59-62**
  6. United Way letter of support
- E. Handouts
- F. Announcements
1. Fall Semester start date (August 19th)
  2. NCACCT Leadership Seminar, September 11-13, 2024, Asheville
  3. ACCT National Leadership Congress, October 23-26, 2024, Seattle WA
  4. ACCT National Legislative Summit, February 9-12, 2025, Washington DC
  5. NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh

### **VIII. Closed Session**

The ACC Board of Trustees will go into closed session pursuant to North Carolina General Statute §143-318.11(a)(2) to consider a nomination for a naming tribute.

### **IX. Adjournment**



## **BOARD OF TRUSTEES**

### **Regular Meeting Minutes**

June 10, 2024 | 6:00 p.m.  
Wallace Gee Building | G-222  
1247 Jimmie Kerr Rd. | Graham, NC

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A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on June 10, 2024, Wallace Gee Building, Room G-222, on the Carrington-Scott Campus in Graham, NC.

#### **Call to Order**

BG(R) Blake Williams, Chair, called the meeting to order at 6:01 p.m. He welcomed everyone to the meeting.

#### **Attendance**

The following trustees were present:

- BG(R) Blake Williams, Chair (joined by videoconference)
- Ms. Julie Emmons, Vice Chair (joined by videoconference)
- Mr. James Butler
- Mr. Steven Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Mr. Mark Gordon
- Ms. Sylvia Muñoz (joined by videoconference)
- Dr. Charles Scott
- Mr. Ken Walker
- Azavia Jones, Student Trustee
- Dr. Ken Ingle, President & Secretary to the Board of Trustees

Absent:

- Mr. Steven Carter
- Mr. William Gomory
- Mr. Frank Longest, Board Attorney
- Mr. Josef von Jones, Director of Belonging
- Ms. Sarah Hardin, Director of Public Information and Marketing
- Ms. Ana Fleeman, Executive Assistant

## Guests:

- Ms. Kristy Bailey, Reporter, Alamance News
- Mr. Dick Fisher, Trustee Emeritus
- Ms. Azalea Hooten, SGA President Elect

## Also present for the meeting were:

- Dr. Connie Wolfe, Executive Vice President
- Dr. Carol Disque, Vice President of Student Success
- Dr. Lisa Johnson, Vice President of Student Learning/CAO
- Ms. Carolyn Rhode, Vice President of Institutional Advancement
- Ms. Andrea Rollins, Vice President of Business and Finance/CFO
- Mr. Justin Snyder, Vice President of Workforce Development
- Ms. Bettina Akukwe, Associate Vice President of Corporate Education
- Mr. Thomas Hartman, Associate Vice President of Admin Services and Facilities
- Ms. Valerie Fearington, Director of Human Resources
- Ms. Jennifer Jones, Director of Information Service and Distance Learning
- Ms. Kindra Bradley, Grants Manager
- Beth Brehler, Associate Vice President, Student Success

## Quorum

The Board determined that a quorum was present.

## Call for Conflicts of Interest

In accordance with North Carolina General Statute 138A, the State Government Ethics Act, General Williams called for conflicts of interest or the appearance of conflicts related to any item included on the meeting agenda.

No conflicts of interest or appearances of conflict were noted.

## Minutes

Minutes of the Board of Trustees regular meetings of May 13, 2024 were approved as submitted.

The following committee meeting minutes were also included for informational purposes:

- Building and Ground Committee meeting, May 7th, 2024
- Curriculum Committee meeting, May 7th, 2024
- Budget and Finance Committee meeting, May 10th, 2024

Mr. Gordon made a motion and Senator Foriest seconded. The motion passed unanimously.

## Committee Reports

General Williams called for committee reports.

### Report of Personnel Committee

Dr. Crisp reported on the Committee's meeting held on June 7, 2024, where they reviewed the demographics of ACC employees. Moving forward, HR plans to disaggregate this data for further analysis. Dr. Ingle presented findings from the Belk Center's Climate Survey, conducted in March, which provided valuable insights into the institution's strengths and areas for improvement. Out of 529 employees surveyed, 216 participated, with over 100 providing additional comments. Positive aspects highlighted included a strong commitment to student service and diversity.

The survey identified improving college-wide communication as a key opportunity, alongside the need for clearer administrative processes. Dr. Ingle noted ongoing efforts to address these issues, such as implementing a biweekly college newsletter and introducing "Coffee with Ken" sessions. He also discussed Vision 2020, a cross-functional group meeting bi-monthly to discuss initiatives and provide direct feedback to the president. Sub-teams within Vision 2020 are being formed to tackle specific topics raised in the survey. These initiatives reflect our proactive approach to addressing survey feedback.

### Report of Building and Grounds Committee

Senator Foriest presented information from the Committee, which met on June 5, 2024. He presented three action items to the Board.

#### Level 2 EV Charging Stations Project\*

The College received a Department of Environmental Quality grant to install three dual-station charging stations in parking lot H near the Gee building entrance, linked to the Tesla charging network. Tesla will bill the college per charge. The total project cost is \$79,140. Pine Shore, LLC was awarded the contract. Dr. Scott inquired about operational procedures; Dr. Ingle confirmed preliminary work on a QR code payment system. Dr. Ingle noted the stations are first come, first served but suggested potential project expansion. Stations will serve Tesla and other EVs, primarily for employees and students on campus longer-term. The Board unanimously approved the Level 2 Charging Stations Project..

#### Design amendment of Biotechnology Center of Excellence\*

Dr. Crisp sought clarification on recent design changes and their timing. Dr. Ingle explained that construction delays necessitated adjustments, typical in State Construction processes where extra design charges are bundled and negotiated at project end from contingency funds. Mr. Hartman attributed delays to pre-pandemic architect contracts and soil issues at the remote parking lot linked to the BCOE project. These delays extended project closeout, requiring State Construction review

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\* Requires Board of Trustees Action

before finalizing design charges. The Board unanimously approved the design amendment changes to the Biotechnology Center of Excellence Project for a total of \$212,620 to be funded out of project contingency funds.

### Rescind Project Funding Approvals for Campus Capital Project Feasibility Study & Gee Building Fire Suppression System\*

Mr. Hartman presented two previously approved projects that are no longer viable and recommended their cancellation:

- The Campus Capital Project Feasibility Study, originally aimed at SCIF funding utilization. Recent program developments have allocated SCIF funds differently, making the study unnecessary.
- The Gee Building Fire Suppression System for the Scott Collection storage area, now deemed unfeasible due to significant cost increases. Dr. Ingle noted alternative safety measures being explored, including museum services.

The Board unanimously approved rescinding approvals for these projects, totaling \$58,200. Senator Foriest reviewed the capital projects summary and budget update, confirming all budget allocations are in order. General Williams commended the Committee for their diligence..

### **Report of Budget and Finance Committee**

Mr. Glidewell shared that the Committee met on June 7, 2024. He asked Ms. Rollins to share information regarding the three action items before the Board.

### The Fiscal Year 2023-24 Continuing Budget Resolution\*

Ms. Rollins presented the FY 2024-25 Continuing Budget Resolution, explaining it is based on current spending and is expected to increase. She noted that with increased FTE this past year, ACC will receive more funding when the state budget is approved in the fall. Mr. Glidewell confirmed this is a balanced budget and anticipates additional funding due to increased FTE. The Board unanimously approved the resolution.

### Student Fee Schedule (Local Fees) Fiscal Year 2024-25\*

Mr. Glidewell reported on the Board-approved phased approach to student fee increases from previous years. The proposal for 2024-25 includes raising the Student Activity Fee and Technology Fee to accommodate inflation and increased enrollment needs, generating an additional \$50,000 for the College. Dr. Scott sought clarification on the impact per student, with Ms. Rollins explaining it amounts to \$15 per semester for a full-time student. Mr. Walker assured annual review of student fees by the Committee. Senator Foriest inquired about State Board involvement, clarified to intervene only if fees exceed caps. The Board unanimously approved the proposed Student Activity and Technology Fee adjustments, emphasizing their role in supporting student services and programs beyond state and county funding.

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\* Requires Board of Trustees Action

### Recommendation to revise Policy 2.2.4 Naming Policy\*

Naming Tributes: The request to reduce the waiting period for naming tributes from three years to one year post-employee departure was discussed. Mr. Glidewell noted collaboration between the Foundation and the Committee on these revisions. The Board unanimously approved the motion.

### Recommendation to rename ACC's Student Commons area\*

Item was tabled until the August Board meeting.

### Financial Report for May 2024

Mr. Glidewell requested Ms. Rollins to review the financial report. Ms. Rollins reported that 88% of state funding has been expended, matching the 88% point of the year, with plans to fully utilize state funds by the fiscal year's end. She noted that multiyear state funds will be carried forward, while non-recurring funds will be fully expended as planned.

Ms. Rollins also mentioned that 96% of county funding has been spent, exceeding the year's 88% mark, requiring \$140,000 from institutional funds to cover the shortfall. The college has maximized state funding for public safety costs and will use CAPS fees for any facilities maintenance shortfalls. She confirmed no loss in institutional funds value this year.

Mr. Glidewell acknowledged that this is Ms. Rollins' last meeting as CFO, prompting the Board to give her a round of applause and a standing ovation. General Williams expressed his best wishes and regret at her departure.

### **Report of Curriculum Committee**

No report

### **Other Reports**

#### **SGA Report**

Ms. Jones, SGA president, announced this was her last meeting and introduced Ms. Azalea Hooten as the newly elected SGA President for 2024-25. Ms. Hooten expressed gratitude and enthusiasm for her new role. Dr. Ingle presented Ms. Jones with a plaque honoring her service as SGA president over the past year.

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\* Requires Board of Trustees Action



## **Chair's Report**

General Williams reported a 91% participation rate in the Board's self-assessment, with results included in the Board packet. He mentioned that a detailed review and recommendations from Dr. Ingle would occur in August. The Chair reminded Board members about SEI Filing and Ethics Education requirements.

## **Staff Association Committee Report**

Ms. Brehler reported that the Committee is now active with a Constitution and bylaws in place. They held an informal Q&A with Dr. Ingle and are collaborating with the CDL on professional development and community service opportunities.

## **President's Report**

Dr. Ingle reminded the Board of the Commencement Ceremony on Friday, June 14, and encouraged attendance.

Ms. Phydesia Lewis, Small Business Center Director, presented an overview of the Center, highlighting positive feedback from a recent program review. She updated the Board on recent events and upcoming activities, including a youth entrepreneurship camp, masterclasses, and a dual-language summit.

Dr. Ingle noted that summer enrollment is up. Dr. Johnson reported a 16% increase in curriculum FTE and a 35% increase in Career and College Promise FTE. Mr. Snyder shared a 31% rise in spring continuing education enrollment and noted that summer enrollment has already surpassed last year's total.

Dr. Crisp emphasized the importance of the Foundation fundraiser, urging the Board to reach 100% participation.

## **Announcements**

General Williams directed the Trustees to review the following announcements.

- ACC Commencement, Jun 14, 2024, Elon University at 7:00 p.m.
- NCACCT Leadership Seminar, September 11-13, 2024, Asheville
- ACCT National Leadership Congress, October 23-26, 2024, Seattle
- ACCT National Legislative Summit, February 9-12, 2025, Washington, D.C.
- NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh

## **Handouts**

No handouts

## **Adjournment**

Having no further business to discuss, the Chair called for a motion to adjourn the meeting. A motion was made by Dr. Scott and seconded by Dr. Crisp.  
The meeting adjourned at 7:22 p.m.

Respectfully submitted,

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Kenneth Ingle, Ed.D.  
President & Secretary to the Board of Trustees



**Board of Trustees**  
**Building and Grounds Committee**

June 5, 2024 | 9:00 a.m.  
Videoconference

**IMPORTANT:** This meeting will be conducted via videoconference. The videoconference will originate from Alamance Community College, Office of the President, Wallace W. Gee Building, 1247 Jimmie Kerr Road, Graham, NC.

**INSTRUCTIONS:** To participate in the Zoom videoconference:

- Click on the following URL and follow the prompts:  
<https://alamancecc-edu.zoom.us/j/94618500774?pwd=bk1EN1FOSzFBY3lPcmhpcZW05YnlzZz09>
- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID:** 946 1850 0774 and **Passcode:** 063146

**I. Call to Order**

Mr. Gomory called the meeting to order at 9:00am

**Attendance**

Trustees Present:

Mr. Bill Gomory

Mr. Pete Glidewell

Senator Tony Foriest

Dr. Kenneth Ingle, President

**Also present for the meeting were:**

Mr. Thomas Hartman, Associate Vice President Facilities & Administrative Services

Ms. Andrea Rollins, Vice President of Business & Finance

Mr. James Leenhouts, Facilities Manager, Aramark

Dr. Constance Wolfe, Executive Vice President

Ms. Ana Fleeman, Executive Administrative Assistant

Ms. Stephanie Waters, Finance Coordinator

**II. Call for Conflicts of Interest**

Mr. Gomory called for conflicts of interest by reading the following statement:

*In accordance with North Carolina General Statute 138A, the State Government Ethics Act, it is the duty of every Alamance Community College Board of Trustees member to avoid both conflicts of interest and appearances of conflict. If any Committee member has any known conflict of interest or appearance of conflict with respect to any matters coming before the Committee today, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.*

No conflicts were identified

### III. Action Items

#### A. Level 2 EV Charging Stations Project **p 1**

Mr. Hartman reported that the College received a \$79,104 grant from the North Carolina Department of Environmental Quality (NCDEQ) through the 2023 VW Settlement Program. The grant will fund the installation of three dual station Level 2 charging stations in the H parking lot. These stations will serve staff, students, and the public, and will be integrated into the Tesla network. Tesla will collect usage fees and remit payments to the College, with an annual invoice of \$0.01 per kWh processed. The College seeks approval to contract with Pineshore Energy LLC for the installation, including a 5-year warranty. The project budget includes costs for equipment, installation, and related expenses. A motion was made to recommend to the full Board of Trustees the Level 2 EV Charging Station Project as a new capital project with a total budget of \$79,104, funded through the NCDEQ grant, and to award the project contract to Pineshore Energy LLC.

Trustee Glidewell motioned  
Sen. Foriest seconded  
Vote was unanimous

#### B. Design amendment of Biotechnology Center of Excellence **pp 2-19**

Tom Hartman discussed that Clark Nexsen's design work for the Biotechnology Center of Excellence project sometimes necessitates extra services due to owner-requested changes or unforeseen project delays. Two amendments to Clark Nexsen's design contract were outlined: the first addresses various owner-requested design modifications in the laboratory during construction, costing \$17,975. The second involves additional construction administration services, totaling \$194,645. A motion was made to bring before the full Board of Trustees the approval of Design Amendment Three, totaling \$212,620, for owner-requested laboratory redesign and extended construction administration. This amount would be drawn from the project contingency fund.

Trustee Glidewell motioned  
Sen. Foriest seconded  
Vote was unanimous

#### C. Rescind Project Funding Approvals for Campus Capital Project Feasibility Study & Gee Building Fire Suppression System **p 20**

Mr. Hartman reported that two previously approved and funded projects are no longer feasible:

Campus Capital Project Feasibility Study (\$35,200): Approved in April 2022 to determine the best use of SCIF funding. SCIF funds are now allocated to County Bond projects and new facilities, making the study unnecessary.

Gee Building Fire Suppression System (\$23,000): Approved in February 2021 to add a fire suppression system for the Scott Collection. Due to significant cost increases, the project is no longer feasible until alternative funding is identified.

A motion was made to recommend that the full Board of Trustees rescind the project and funding approvals for the Campus Capital Project Feasibility Study totaling \$35,200 and the Gee Building Fire Suppression System totaling \$23,000.

Sen Foriest motioned  
Trustee Glidewell seconded  
Vote was unanimous

#### **IV. Informational Items**

- A. Capital project summary report **p 21-22**  
Tom Hartman summarized information included in the packet
- B. Capital project budget update for May 2024 **p 23**  
Andrea Rollins shared the highlighted numbers in the packet.
- C. Capital project amendments/contracts signed by the President **p 24-27**  
Tom Hartman shared the amendments and contracts
- D. Capital project change orders signed by the President **p 28-29**  
Tom Hartman shared the change orders listed in the packet

#### **V. Other Business**

Next meeting is scheduled for August 7, 2024 at 9:00 a.m.

#### **VI. Adjournment**

Meeting adjourned at 9:57am

Trustee Gomory motioned  
Trustee Glidewell seconded



**Board of Trustees**  
**Personnel Committee**  
June 5, 2024 | 1:00 p.m.  
Videoconference

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<https://alamancecc-edu.zoom.us/j/93894606215?pwd=WdBN3Hr4s3l0KNDOybPWljGz6mcPc6.1>
- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID:** 938 9460 6215 and **Passcode:** 846911

## **I. Call to Order**

Dr. Crisp called the meeting to order at 1:07 p.m.

### **Attendance**

#### **Trustees Present:**

Dr. Roslyn Crisp  
Dr. Charles Scott  
Mr. Mark Gordon  
Dr. Kenneth Ingle, President

#### **Also present for the meeting were:**

Dr. Constance Wolfe, Executive Vice President  
Ms. Ana Fleeman, Executive Administrative Assistant  
Ms. Valerie Fearrington, Human Resources Director

## **II. Call for Conflicts of Interest**

Dr. Crisp called for conflicts of interest by reading the following statement:

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No conflicts of interest were identified.

### **III. Action Items**

### **IV. Informational Items**

#### A. Employment Report for May 2024 **p1**

Dr. Ingle reported that the Workforce Analysis (Full-Time) Occupational Categories have shown minimal change. Efforts are underway to enhance community engagement through revised recruitment processes. Valerie Fearington highlighted initiatives within her team, including Marcella Thompson's leadership in recruiting and a bilingual student worker.

Dr. Crisp queried the use of social media and Indeed.com for recruitment, to which Ms. Fearington confirmed exploration of these platforms. Trustee Gordon requested inclusion of turnover rates in the employment reports. Dr. Ingle suggested investigating potential mismatches in job education requirements and conducting a classification study to ensure competitive salary ranges relative to the market.

#### B. Climate Survey Discussion

Dr. Ingle reported that out of 529 employees, 216 completed the climate survey, representing a response rate of 40.8%, with most respondents being faculty.

### **V. Other Business**

### **VI. Adjournment**

The meeting adjourned at 2:02pm



**Board of Trustees**  
**Budget and Finance Committee**

June 7, 2024 | 9:00 a.m.  
Videoconference

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- If you choose not to use Zoom's computer audio, you may call in by phone **305.224.1968** or **309.205.3325** and enter the **Meeting ID:** 997 8023 1533 and **Passcode:** 016935

**I. Call to Order**

Mr. Glidewell called the meeting to order at 9:07 a.m.

**Attendance**

**Trustees Present:**

Mr. Powell Glidewell, Chair  
Mr. Ken Walker  
Steve Carter  
Mr. Mark Gordon  
Dr. Kenneth Ingle, President

**Also present for the meeting were:**

Ms. Andrea Rollins, Vice President of Business & Finance  
Dr. Constance Wolfe, Executive Vice President  
Ms. Ana Fleeman, Executive Administrative Assistant  
Ms. Stephanie Waters, Finance Coordinator

**II. Call for Conflicts of Interest**

Mr. Glidewell called for conflicts of interest by reading the following statement:

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No conflicts of interest were identified.



### III. Action Items

#### A. Fiscal Year 2024-25 Continuing Budget Resolution **pp 1-3**

Andrea Rollins relayed the details from the supporting evidence, explaining that the continuing budget resolution permits us to maintain our budget through July. She indicated that in July, we will revise the new budget to accommodate any additional grants. A motion was made to approve continuing the budget resolution through July and revising the budget in July to include additional grants.

Trustee Glidewell motioned  
Trustee Gordon Seconded  
Vote was unanimous

#### B. Student Fee Schedule (Local Fees) FY 2024-25 **pp 4-8**

Ms. Rollins presented the proposed local fee schedule for Alamance Community College, effective July 1, 2024. The recommendations include increasing the Student Activity Fee to \$35 per term, raising the Instructional Technology Fee (Curriculum) to \$2.25 per credit hour, and increasing the Instructional Technology Fee (Workforce Development) to \$5 per course. No changes are proposed for the College Access, Parking, & Security (CAPS) Fee or Required Specific Fees. Local fees support various services and resources, including student activities, technology enhancements, campus safety, and course materials. The proposal aligns with State Board of Community Colleges regulations. A motion was made to approve the Student Fee Schedule for Fiscal Year 2024-25, including the proposed increases for the Student Activity Fee, Instructional Technology Fee (Curriculum), and Instructional Technology Fee (Workforce Development).

Trustee Glidewell motioned  
Trustee Gordon Seconded  
Vote was unanimous

### IV. Informational Items

#### A. Financial Report for May 2024 **pp 9-15**

Ms. Rollins presented the financial report for May 2024.

### V. Other Business

Next meeting is scheduled for August 9 at 9:00 a.m.

### VI. Adjournment

The meeting adjourned at 9:34am

Trustee Glidewell motioned  
Trustee Gordon Seconded

Workforce Analysis (Full-Time)  
Occupational Categories

24-Jun

| Occupation                     | Count      | Age 40+<br>(Total) | Under Age 40<br>(Total) | Males<br>(Total) | Females<br>(Total) | African-American<br>(Total) | American Indian/<br>Alaska Native (Total) | Asian<br>(Total) | Hawaiian/ Pacific<br>Islander (Total) | Hispanic<br>(Total) | White<br>(Total) |
|--------------------------------|------------|--------------------|-------------------------|------------------|--------------------|-----------------------------|---|------------------|---------------------------------------|---------------------|------------------|
| 01 (Management Occupations)    | 29         | 25                 | 4                       | 6                | 23                 | 4                           | 0   | 0                | 0                                     | 0                   | 25               |
| 02 (Business/Finance Opers)    | 6          | 5                  | 1                       | 0                | 6                  | 3                           | 0   | 0                | 0                                     | 1                   | 2                |
| 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                  | 5                           | 0   | 0                | 0                                     | 0                   | 7                |
| 05 (Postsecondary Teachers)    | 114        | 90                 | 24                      | 50               | 64                 | 9                           | 2   | 2                | 0                                     | 2                   | 95               |
| 08 (Librarians)                | 1          | 1                  | 0                       | 0                | 1                  | 0                           | 0   | 0                | 0                                     | 0                   | 1                |
| 10 (Academic Affairs)          | 30         | 20                 | 10                      | 12               | 18                 | 7                           | 0   | 0                | 0                                     | 3                   | 19               |
| 12 (Service Occupations)       | 2          | 2                  | 0                       | 2                | 0                  | 0                           | 0   | 0                | 0                                     | 0                   | 2                |
| 14 (Office & Admin Support)    | 43         | 27                 | 16                      | 6                | 37                 | 5                           | 0   | 1                | 0                                     | 7                   | 26               |
| 15 (Natural Res/Constr/Maint)  | 1          | 0                  | 1                       | 1                | 0                  | 0                           | 0   | 0                | 0                                     | 0                   | 0                |
| <b>TOTALS</b>                  | <b>247</b> | <b>181</b>         | <b>66</b>               | <b>87</b>        | <b>160</b>         | <b>36</b>                   | <b>2</b>                                  | <b>3</b>         | <b>0</b>                              | <b>13</b>           | <b>181</b>       |

**New Full Time Employees:**

Laura Manigrasso

Access to Achieve Advisor

Tyshea Lewis

Corporate Education Coordinator

Linda Mason

Temporary Full-Time Administrative Assistant for Administrative Services and Facilities

*County*

|                                 |     |     |
|---------------------------------|-----|-----|
| African American                | 15% | 22% |
| American Indian / Alaska Native | 1%  | 2%  |
| Asian                           | 1%  | 2%  |
| Hawaaian / Pacific Islander     | 0%  | 0%  |
| Hispanic                        | 5%  | 13% |
| White                           | 73% | 61% |
| Chose not to Identify           | 5%  |     |

24-Jul

| Occupation                     | Count | Age 40+<br>(Total) | Under Age 40<br>(Total) | Males<br>(Total) | Females<br>(Total) | African-American<br>(Total) | American Indian/<br>Alaska Native (Total) | Asian<br>(Total) | Hawaiian/ Pacific<br>Islander (Total) | Hispanic<br>(Total) | White<br>(Total) |
|--------------------------------|-------|--------------------|-------------------------|------------------|--------------------|-----------------------------|---|------------------|---------------------------------------|---------------------|------------------|
| 01 (Management Occupations)    | 29    | 25                 | 4                       | 6                | 23                 | 4                           | 0   | 0                | 0                                     | 0                   | 25               |
| 02 (Business/Finance Opers)    | 6     | 5                  | 1                       | 0                | 6                  | 3                           | 0   | 0                | 0                                     | 1                   | 2                |
| 03 (Comp/Eng/Science)          | 7     | 3                  | 4                       | 5                | 2                  | 2                           | 0   | 0                | 0                                     | 0                   | 4                |
| 04 (Com Serv/Legal/Arts/Media) | 13    | 7                  | 6                       | 5                | 8                  | 5                           | 0   | 0                | 0                                     | 0                   | 7                |
| 05 (Postsecondary Teachers)    | 116   | 92                 | 24                      | 51               | 65                 | 9                           | 2   | 2                | 0                                     | 2                   | 97               |
| 08 (Librarians)                | 1     | 1                  | 0                       | 0                | 1                  | 0                           | 0   | 0                | 0                                     | 0                   | 1                |
| 10 (Academic Affairs)          | 30    | 20                 | 10                      | 12               | 18                 | 7                           | 0   | 0                | 0                                     | 3                   | 19               |
| 12 (Service Occupations)       | 2     | 2                  | 0                       | 2                | 0                  | 0                           | 0   | 0                | 0                                     | 0                   | 2                |
| 14 (Office & Admin Support)    | 44    | 27                 | 17                      | 6                | 38                 | 5                           | 0   | 1                | 0                                     | 7                   | 27               |

Workforce Analysis (Full-Time)  
Occupational Categories

|                               |     |     |    |    |     |    |   |   |   |    |     |
|-------------------------------|-----|-----|----|----|-----|----|---|---|---|----|-----|
| 15 (Natural Res/Constr/Maint) | 1   | 0   | 1  | 1  | 0   | 0  | 0 | 0 | 0 | 0  | 0   |
| <b>TOTALS</b>                 | 249 | 182 | 67 | 88 | 161 | 35 | 2 | 3 | 0 | 13 | 184 |

**New Full Time Employees:**

|                         |   |
|-------------------------|---|
| <b>Elizabeth Thomas</b> | <b>VP of Business and Finance / CFO</b> |
| <b>Kirsten Garrison</b> | <b>Disability Services Coordinator</b>  |
| <b>Michelle Page</b>    | <b>HR Senior Specialist - Benefits</b>  |

|                                 | <i>County</i> |     |
|---------------------------------|---------------|-----|
| African American                | 14%           | 22% |
| American Indian / Alaska Native | 1%            | 2%  |
| Asian                           | 1%            | 2%  |
| Hawaaian / Pacific Islander     | 0%            | 0%  |
| Hispanic                        | 5%            | 13% |
| White                           | 74%           | 61% |
| Chose not to Identify           | 5%            |     |



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**Buildings & Grounds Committee  
August 7 2024**

**Action Item: Biotechnology Center of Excellence Third Floor Upfit Project**

**Executive Summary**

In May of 2024, The Board of Trustees approved a program study to be completed by Hord Coplan Macht to determine the scope and estimated cost to upfit the third floor of the Biotechnology Center of Excellence. The vision is to build out the third floor space to include six additional classrooms as well as a server room and lab space. The spaces can be used for general classrooms, but will also serve as learning space for the new Data Analytics and Applied Artificial Intelligence Associate in Applied Science programs.

The overall budget for design, construction and technology for the project is as follows:

|  |                     |
|--|---------------------|
| -Design Services                               | \$ 310,000          |
| -Construction Services                         | \$ 2,070,000        |
| -Contingency                                   | \$ 62,000           |
| -IT cabling & equipment                        | <u>\$ 100,000</u>   |
| Total Project Budget to be funded through SCIF | <b>\$ 2,542,000</b> |

Once approved by the Board of Trustees, the project will be submitted to the State Board for approval of the use of State Capital Infrastructure Funds in the amount of \$2,542,000.

**Action Required**

**College Administration requests establishing the Biotechnology Center of Excellence Third Floor Upfit Project as a new capital project with a budget of \$2,542,000 for design, construction and technology cabling and equipment to be funded through State Capital Infrastructure Funds (SCIF).**



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**Buildings & Grounds Committee  
August 7, 2024**

**Action Item: Campus Exterior Wayfinding Project Contract Recommendation**

**Executive Summary**

A Request for Proposals was posted for this project on May 23, 2023 with a pre-proposal meeting and site visit held on June 10, 2024. Five signage vendors attended the pre-proposal meeting. Proposals were due to the College on July 23, 2024 with two vendors submitting proposals.

A proposal review committee including marketing, admissions, facilities and public safety staff reviewed and evaluated the proposals and sample signage using the “Best Value” procurement evaluation method as described in N.C.G.S 143-135.9 & 143B-1350(h). Strengths and weaknesses of each proposal were reviewed determining what proposal provided the best value to the College, not necessarily the lowest cost. The proposals were evaluated on product and service description, total cost and vendor qualifications and experience.

The committee determined that the proposal offered by Signature Signs, Inc. provided the best value to the College. The total cost of the recommended vendor’s wayfinding solution totals \$199,323.00. The overall approved project budget is \$302,600.00.

**Action Required**

**College Administration recommends approval of a contract with Signature Signs, Inc. in the amount of \$199,323.00 for the Campus Exterior Wayfinding Project to be funded through State Capital Infrastructure Funds (SCIF).**



**Buildings & Grounds Committee**  
**August 7, 2024**  
**Action Item: Roofing Preventative Maintenance Project**

**Executive Summary**

In FY 2024, the College completed a full 5-year roofing preventative maintenance plan. We are now positioned to submit, for approval, a new 5-year preventative maintenance plan that will continue through 2028/2029. BIRS Roofing out of Greensboro again assisted college maintenance staff in completing an annual inspection of all roofing systems. Through that process, a new five-year plan has been developed identifying minor and major repair and maintenance issues. Years one – five of that plan are listed below for information with the first year highlighted as the action item.

| <u>BUILDING</u>        | <u>2024/2025</u>    | <u>2025/2026</u>    | <u>2026/2027</u>    | <u>2027/2028</u>    | <u>2028/2029</u>    |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| MAIN                   | \$ 1,000.00         | \$ 1,500.00         | \$ 1,500.00         | \$ 1,500.00         | \$ 2,000.00         |
| A                      | \$ 1,400.00         | \$ 1,500.00         | \$ 1,500.00         | \$ 1,500.00         | \$ 1,500.00         |
| B                      | \$ 1,500.00         | \$ 2,000.00         | \$ 2,000.00         | \$ 2,000.00         | \$ 2,000.00         |
| G                      | \$ 1,000.00         | \$ 1,000.00         | \$ 1,000.00         | \$ 1,500.00         | \$ 1,500.00         |
| AG                     | \$ 300.00           | \$ 500.00           | \$ 700.00           | \$ 1,000.00         | \$ 1,000.00         |
| GROUNDS                | \$ 500.00           | \$ 500.00           | \$ 500.00           | \$ 1,000.00         | \$ 1,000.00         |
| MAINT                  | \$ 500.00           | \$ 1,000.00         | \$ 1,500.00         | \$ 1,500.00         | \$ 1,500.00         |
| LIT                    | \$ 500.00           | \$ 500.00           | \$ 500.00           | \$ 600.00           | \$ 600.00           |
| AATC                   | \$ 800.00           | \$ 2,000.00         | \$ 2,000.00         | \$ 2,000.00         | \$ 2,000.00         |
| POWELL                 | \$ 500.00           | \$ 1,000.00         | \$ 1,000.00         | \$ 1,000.00         | \$ 1,000.00         |
| DC                     | \$ 500.00           | \$ 2,000.00         | \$ 2,000.00         | \$ 2,000.00         | \$ 2,000.00         |
| BCOE                   | \$ -                | \$ 500.00           | \$ 500.00           | \$ 1,000.00         | \$ 1,000.00         |
| STUDENT SERVICES       | \$ 500.00           | \$ 700.00           | \$ 700.00           | \$ 1,000.00         | \$ 1,000.00         |
| PSTC - CLASSROOM BLDG  | N/A                 | N/A                 | \$ 500.00           | \$ 1,000.00         | \$ 1,000.00         |
| PSTC - FIRING RANGE    | N/A                 | N/A                 | \$ 500.00           | \$ 1,000.00         | \$ 1,000.00         |
| FARM MODULAR CLASSROOM | N/A                 | \$ 300.00           | \$ 300.00           | \$ 500.00           | \$ 500.00           |
| FARM BARN              | N/A                 | N/A                 | \$ 500.00           | \$ 500.00           | \$ 1,000.00         |
| HORT SHED              | \$ 500.00           | \$ 500.00           | \$ 500.00           | \$ 1,000.00         | \$ 1,000.00         |
| VIEWING PLATFORM       | \$ 200.00           | \$ 500.00           | \$ 500.00           | \$ 1,000.00         | \$ 1,000.00         |
| SHEDS                  | \$ 300.00           | \$ 1,000.00         | \$ 800.00           | \$ 1,400.00         | \$ 1,400.00         |
|                        | <b>\$ 10,000.00</b> | <b>\$ 17,000.00</b> | <b>\$ 19,000.00</b> | <b>\$ 24,000.00</b> | <b>\$ 25,000.00</b> |

**Action:**

**College Administration requests that the Board of Trustees approve the Roofing Preventative Maintenance Project for FY2025 as a capital project with a total budget of \$10,000 to be funded from County Capital funds.**



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**Buildings & Grounds Committee**  
**August 7, 2024**  
**Action Item: Amend Gee Building Controls Replacement Project**

**Executive Summary**

The Board of Trustees approved the Gee Building Controls Replacement Project at the May 2024 meeting for a total project budget of \$58,000. Since that time, the contractor has discovered additional required VAV actuator replacements needed on the 1<sup>st</sup> and 2<sup>nd</sup> floors of Gee Building. This additional scope requires the project budget to be increased \$5,000.

The overall scope of work includes:

- Removal of existing Siemens controllers on all three floors and installation of new Alerton VAV-SD controllers
- Installation of new temperature sensors
- Installation of new discharge sensors
- Installation of new actuators on 29 VAV boxes
- DDC programming, start-up, wiring diagrams and documentation

|                                      |                 |
|--------------------------------------|-----------------|
| Gee first floor                      | \$23,460        |
| Gee second floor                     | \$16,680        |
| Gee third floor                      | \$13,860        |
| Contingency                          | <u>\$ 9,000</u> |
| <b>Total amended project budget:</b> | <b>\$63,000</b> |

**Action Required**

**College Administration requests amending the Gee Building Controls Replacement Project increasing the budget to \$63,000 to be funded with County Capital funds.**

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

**BOND PROJECTS**

**STATUS SUMMARY**

**Public Safety Training Center**

**Green Level Site:**

The project continues to move forward on schedule and on budget. Structural steel for the classroom building is complete and temporary power is installed, water lines have been installed on-site and precast panels for the firing range are installed. In the next 30 days, electrical, plumbing and mechanical rough in will begin in both structures and work on the driving pad continues. We are currently working with the County and their civil engineer on the waterline/sewer tie-in project, but have experienced some schedule setbacks with this project. We are closely monitoring their tie-in project as it will potentially have an impact on the completion schedule of the overall training center project.

**Burlington Site:**

The soil testing/geotech work was just completed by our third-party engineering firm the last week of July due to challenges in getting tower load/structural information from the two tower vendors interested in bidding the project. This has pushed out our bidding timeframe approximately 6-8 weeks. We are awaiting an updated bidding and construction timeline from the design team.

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

There has been a flurry of activity this summer with ongoing work to complete the first phases of the project. Construction/renovation is now complete in the Library, the Academic Support Center, the Powell Nursing expansion (SIM labs) and a large number of Main Building classrooms, offices and student support spaces. Furniture is in the process of being installed in all areas along with new AV equipment and new IT infrastructure. Staff will be relocated to the renovated spaces prior to the fall semester start and all first phase spaces will be ready for instruction in time for the fall semester. Demo for the final phase of the project, the 200 hallway of Main Building, begins August 5<sup>th</sup>. This area is scheduled for completion late November 2024.

**CAPITAL PROJECTS**

**STATUS SUMMARY**

**Bill and Nancy Covington Education Center**

The project has been completed. The modular classroom unit is in use.

**Campus Exterior Wayfinding Project**

Project proposals were received on July 23<sup>rd</sup> and a contract recommendation will be brought to the Board at the August meeting. Once approved, the College will begin working with the awarded vendor to finalize all signage and shop drawings. We expect the project to be complete prior to the end of the calendar year. We are starting the work for the second project that 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.

**Veterinary Medical Technology Barn Project**

A mandatory pre-proposal meeting/site visit was held on July 30<sup>th</sup> for interested design firms. Eight design firms attended. Design firm qualification proposals are due to the college on August 20<sup>th</sup>. The proposals will be reviewed by an internal review committee with 2 to 3 firms recommended for interviews to be conducted by the Building & Grounds Committee in mid-September. We expect to bring a design firm recommendation to the Board of Trustees at their October meeting.

**AATC Centralized Welding Exhaust Project**

Demo of the old system is complete along with interior installation of new equipment and ductwork. Ductwork through the window to the large external debris collector will complete August 6<sup>th</sup> with overall project installation complete by August 18<sup>th</sup>.

**Eastbound Interchange Exit 150 Project**

The College has been working with New Leaf Society on Phase II of the exit project. Rett Davis has provided a landscape sketch and plant selections for the one existing landscape bed and the two new landscape beds. The plant list includes the addition of Teddy Bear magnolias, Little Limelight hydrangeas, Acoma crape myrtles, flowering dogwoods and Merlot redbuds. All areas will be finished with mulch. We expect installation to occur in the late fall.

**Level II EV Charging Stations Project**

The College has contracted with Pineshore Energy for the installation of three Level II EV pedestals holding six charging ports. Equipment has been ordered and we expect installation to begin September 1<sup>st</sup> with project completion by November 1<sup>st</sup>. Due to significant issues with existing trees and the need for Duke Energy to add additional power poles in front of Gee Building, College administration has decided to move the installation of the chargers to the parking lot across from B Building.

**Technology Infrastructure Replacement Project**

The State Board approved the SCIF funding of the project at their July 19<sup>th</sup> meeting. The College is now working through the required procedures for design and procurement.

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

NONE

| Buildings and Grounds Committee Meeting          |  |                   |                |            |   |
|--|--|-------------------|----------------|------------|---|
| Capital Project Budget Plan For Fiscal Year 2024 |  |                   |                |            |   |
| As of June 30, 2024                              |  |                   |                |            |   |
| 1  | County Capital--Carry-forward Unspent Fund Balance   | Budget            | Actual         | Remainder  |   |
| a.   | Master Backfill--Portion from County   | 126,994           |                | 126,994    |   |
| c.   | IT Server Room HVAC  | 16,430            | -              | 16,430     | Appr'vd Oct 2022 (In FY23 Cannon awarded \$187,000 reimb. grant)  |
| f.   | savings (i.e. unspent allocation) from various projects                                    | 222               | -              | 222        |   |
|  |  | 175,200           | 20,054         | 155,146    |   |
| 2  | County Capital--FY 2024 Allocation   | Budget            | Actual         | Remainder  |   |
| a.   | Various Campus Renovations & Repairs: (painting)   | 32,973            | 15,353         | 17,620     | Monthly Aramark painting allotment \$2643   |
| b.   | Reserved for Emergency Repair Projects   | -                 | -              | -          | Appr'vd \$50,000 Jan 2023   |
| c.   | Campus Capital Project Feasibility Study   |                   |                |            | Appr'vd \$35,200 Apr 2022; Removed Jun 2024   |
| d.   | Roofing Preventative Maintenance Year 5  | 30,000            | 25,763         | 4,237      | Appr'vd Jun 2023  |
| e.   | Gee Bldg-Chiller Project   | 142,734           | 142,734        | 0          | Appr'vd Feb 2023  |
| g.   | Gee Bldg-Fire Suppression System   | -                 | -              | -          | Appr'vd \$23,000 Feb 2023; Removed Jun 2024   |
| k.   | BCoE Third Floor Feasibility Study   | 18,000            | 18,000         | -          | Appr'vd \$12k Sep 2023 and \$6k May 2024  |
| l.   | Eastbound Interchange Exit 150 Beautification Project                                      | 15,743            | 6,450          | 9,293      | Appr'vd Mar 2024 Phase I only (Phase II may cost another \$24,000)  |
| m.   | Gee Building Controls Replacement Project  | 58,000            |                | 58,000     | Appr'vd May 2024  |
| n.   | B Bldg envelope sealant repair   | 42,200            |                | 42,200     | Appr'vd May 2024  |
| o.   | Battery Replacement - Solar Greenhouse   | 30,744            | 19,215         | 11,529     | Appr'vd May 2024  |
| p.   | Covington Educaton Center: Utility Upgrades  |                   |                | -          | \$33,196 Not funded by NC Tobacco Trust Fund Commission included in \$25  |
| q.   | savings (i.e. unspent allocation) from various projects                                    | 53,427            | -              | 53,427     | Negative Balance indicates use of FY25 funds  |
|  |  | 536,000           | 339,694        | 196,306    |   |
| 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        | 19,536,567     | 123,475    | \$16,510,212 County Bonds \$2,942,881 SCIF ("FY22")+ \$206,949 FF&E   |
| b.   | Student Services Center  | 6,703,500         | 6,307,855      | 395,645    | \$6,703,500 County Bonds  |
| c.   | Public Safety Training Center  | 24,157,164        | 5,512,322      | 18,644,842 | \$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         | 2,294,058      | 2,794,923  | \$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        | 33,650,802     | 21,958,885 | \$39.6M County bonds, \$5.9M Cty Reserves \$2.942 SCIF, \$5.5M State  |
| 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           | 353,306        | 27,244     | Appr'vd \$380,550 with \$347,354 via Grant: NC Tobacco Trust Fund Commission and \$33,196 of SCIF \$1.25M project |
| 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            | 17,440         | -          | Cosmetology Live Project Proceeds - Appr'vd Sep 2023  |
| g.   | Campus Exterior Wayfinding Project   | 302,600           |                | 302,600    | Appr'vd Feb 24 (SCIF)   |
| h.   | Veterinary Medical Technician Instructional Barn   | 1,250,000         |                | 1,250,000  | Appr'vd Mar 2024 (\$1M Golden LEAF & \$250k SCIF)   |
| i.   | AATC Centralized Welding System Project  | 448,276           |                | 448,276    | Appr'vd Mar 2024 (\$280,000 Cannon Grant & \$168,276 SCIF)  |
| j.   | Technology Infrastructure Project  | 1,500,000         |                | 1,500,000  | Appr'vd May 2024  |
| k.   | Savings (i.e. Unspent Allocation) from Various Projects                                    | 2,782,878         | -              | 2,782,878  | State: (SCIF FY22 & FY23 & FY24 allocation)   |
|  |  | 7,601,775         | 666,957        | 6,934,818  |   |
|  | <b>TOTAL CAPITAL PROJECTS</b>  | <b>61,086,135</b> | <b>#REF!</b>   |            |   |
|  | <b>Funds Available for Future Projects</b>   | <b>2,836,527</b>  |                |            |   |

| Buildings and Grounds Committee Meeting          |  |                   |                |            |   |
|--|--|-------------------|----------------|------------|---|
| Capital Project Budget Plan For Fiscal Year 2024 |  |                   |                |            |   |
| As of July 31, 2024                              |  |                   |                |            |   |
| 1  | County Capital--Carry-forward Unspent Fund Balance   | Budget            | Actual         | Remainder  |   |
| a.   | Master Backfill--Portion from County   |                   |                | -          |   |
| c.   | IT Server Room HVAC  | 16,430            |                | 16,430     | Appr'vd Oct 2022 (In FY23 Cannon awarded \$187,000 reimb. grant)  |
| g.   | savings (i.e. unspent allocation) from various projects                                    | 43,281            | -              | 43,281     |   |
|  |  | 59,711            | -              | 59,711     |   |
| 2  | County Capital--FY 2024 Allocation   | Budget            | Actual         | Remainder  |   |
| a.   | Various Campus Renovations & Repairs: (painting)   | 25,500            | 25,500         | -          | Monthly Aramark painting allotment \$2643   |
| b.   | Reserved for Emergency Repair Projects   | -                 | -              | -          | Appr'vd \$50,000 Jan 2023   |
| d.   | Roofing Preventative Maintenance Year 5  | 4,237             |                | 4,237      | Approv'd Jun 2023   |
| e.   | Gee Bldg-Chiller Project   |                   |                | -          | Appr'vd Feb 2023  |
| k.   | BCoE Third Floor Feasibility Study   | 6,000             |                | 6,000      | Appr'vd \$12k Sep 2023 and \$6k May 2024  |
| l.   | Eastbound Interchange Exit 150 Beautification Project                                      | 3,293             |                | 3,293      | Appr'vd Mar 2024 Phase I only (Phase II may cost another \$24,000)  |
| m.   | Gee Building Controls Replacement Project  | 58,000            |                | 58,000     | Approv'd May 2024   |
| n.   | B Bldg envelope sealant repair   | 42,200            | 42,200         | -          | Approv'd May 2024   |
| o.   | Battery Replacement - Solar Greenhouse   | 30,744            |                | 30,744     | Approv'd May 2024   |
| p.   | Covington Educaton Center: Utility Upgrades  |                   |                | -          | \$33,196 Not funded by NC Tobacco Trust Fund Commission included in \$25  |
| q.   | savings (i.e. unspent allocation) from various projects                                    | 366,026           | -              | 366,026    | Negative Balance indicates use of FY25 funds  |
|  |  | 536,000           | 67,700         | 468,300    |   |
| 3  | GLS  | Budget            | Total Expended | Remainder  |   |
| a.   | Biotechnology Center of Excellence and Parking   | 19,660,042        | 19,616,841     | 43,201     | \$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)+\$206,949 FF&E  |
| b.   | Student Services Center  | 6,703,500         | 6,548,011      | 155,489    | \$6,703,500 County Bonds  |
| c.   | Public Safety Training Center  | 24,157,164        | 6,862,458      | 17,294,706 | \$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         | 2,908,450      | 2,180,531  | \$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        | 35,935,760     | 19,673,927 | \$39.6M County bonds, \$5.9M Cty Reserves \$2.942 SCIF, \$5.5M State  |
| 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           | 157,702        | 29,298     | 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           | 353,306        | 27,244     | Appr'vd \$380,550 with \$347,354 via Grant: NC Tobacco Trust Fund Commission and \$33,196 of SCIF \$1.25M project |
| e.   | Horticulture Technology Storage Building Project   | 153,800           | 145,522        | 8,278      | State: (SCIF FY22) Appr'vd Oct 22   |
| f.   | Cosmetology Renovation and New Stations  | 17,440            | 17,440         | -          | Cosmetology Live Project Proceeds - Appr'vd Sep 2023  |
| g.   | Campus Exterior Wayfinding Project   | 302,600           |                | 302,600    | Appr'vd Feb 24 (SCIF)   |
| h.   | Veterinary Medical Technician Instructional Barn   | 1,250,000         |                | 1,250,000  | Appr'vd Mar 2024 (\$1M Golden LEAF & \$250k SCIF)   |
| i.   | AATC Centralized Welding System Project  | 448,276           |                | 448,276    | Appr'vd Mar 2024 (\$280,000 Cannon Grant & \$168,276 SCIF)  |
| j.   | Technology Infrastructure Project  | 1,500,000         |                | 1,500,000  | Appr'vd May 2024  |
| k.   | NCDEQ EV Grant   | 79,104            | 38,912         | 40,192     | Appr'vd June 2024   |
| l.   | Savings (i.e. Unspent Allocation) from Various Projects                                    | 2,782,878         | -              | 2,782,878  | State: (SCIF FY22 & FY23 & FY24 allocation)   |
|  |  | 7,680,879         | 855,297        | 6,825,582  |   |
|  | <b>TOTAL CAPITAL PROJECTS</b>  | <b>60,694,092</b> |                |            |   |
|  | <b>Funds Available for Future Projects</b>   | <b>3,192,185</b>  |                |            |   |

## Capital Improvement Project Contracts/Amendments Signed by President

| Date       | Project  | Vendor                                 | Description  | Amount     |
|------------|--|--|--|------------|
| 3/17/2020  | Biotechnology Center of Excellence and Parking Project | Clark Nexsen, Inc.                     | Advanced planning portion of design fee for the Biotechnology Center of Excellence and Parking Project. This agreement covers the period up to the construction documents phase of the project.  | \$ 924,885 |
| 5/4/2020   | CulinaryExpansion/Renovation Project                   | MHAWorks, Inc.                         | Additional Services Contract to add services from a structural engineering firm.   | \$ 7,100   |
| 5/20/2020  | Backfill Project                                       | BSA Lifestructures, Inc.               | Amendment No. 1 to Backfill Project design agreement: For additional services in connection with providing Structural Engineering services (\$6,500) and Food Service - Snack Bar & Kitchen Revisions (\$15,470), the lump sum fee is hereby increased by \$21,970 to a new total of\$546,970. | \$ 21,970  |
| 7/16/2020  | AHU #5 Project   | Dewberry Engineers Inc.                | To provide mechanical and electrical engineering design services, bidding support, construction administration services, and close out services for the Air Handling Unit #5 project.  | \$ 33,500  |
| 8/7/2020   | Student Services Center                                | FWA Group, PA                          | To provide programming and sector planning design services for the Student Services Center Project.  | \$ 39,400  |
| 9/24/2020  | Biotechnology Center of Excellence and Parking Project | Clark Nexsen, Inc.                     | To provide acoustical and technology/AV design consulting services for Biotechnology Center of Excellence and Parking Project  | \$ 45,800  |
| 10/15/2020 | 2018 County Bond Projects                              | CBRE Heery                             | To provide project management services for all county bond projects  | \$ 499,566 |
| 10/15/2020 | Student Services Center                                | FWA Group, PA                          | To provide basic design services (through construction docuemnts) for Student Services Center Project  | \$ 277,755 |
| 11/4/2020  | Native Prairie Project                                 | Isley Construction                     | General Contractor contract for consruction project  | \$ 65,912  |
| 11/4/2020  | Culinary Expansion Project                             | H.M. Kern Corporation                  | General Contractor contract for consruction project  | \$ 813,050 |
| 11/10/2020 | AHU #5 Replacement Project                             | Comfort Systems USA (Mid Atlantic) LLC | General Contractor contract for consruction project  | \$ 185,978 |
| 2/17/2021  | EMS Program Relocation Project                         | HH Architecture                        | Design services  | \$ 35,600  |
| 5/11/2021  | EMS Program Relocation Project                         | Bobbitt Construction, Inc.             | General contractor for construction project  | \$ 285,162 |
| 5/13/2021  | CulinaryExpansion/Renovation Project                   | MHAWorks, Inc.                         | Additional Services Contract to add design services for in-ground grease trap installation and corridor finishes and lighting design   | \$ 6,500   |

|           |   |                           |   |               |
|-----------|---|---------------------------|---|---------------|
| 6/18/2021 | EMS Program Relocation Project  | HH Architecture           | Design amendment #1 for design and detail of new steel lintel                                     | \$ 1,400      |
| 7/7/2021  | Public Safety Training Center Project   | Withers Ravenel           | ALTA/NSPS boundary survey, subdivision and recombination of plats, topographic survey services    | \$ 48,350     |
| 7/15/2021 | Biotechnology Center of Excellence and Parking Project  | The Christman Company     | CM at Risk Preliminary Guaranteed Maximum Price contract  | \$ 15,025,942 |
| 9/10/2021 | Biotechnology Center of Excellence and Parking Project  | ESP Associates, Inc       | Special inspections and construction materials testing contract                                   | \$ 84,630     |
| 9/10/2021 | Student Services Center   | ESP Associates, Inc       | Special inspections and construction materials testing contract                                   | \$ 59,275     |
| 9/27/2021 | Student Services Center   | Resolute Building Company | General contractor for construction project   | \$ 5,603,500  |
| 10/6/2021 | Public Safety Training Center Project   | Moseley Architects        | Design services   | \$ 586,716    |
| 11/4/2021 | Public Safety Training Center Project   | Samet Corporation         | Pre-Construction Services Agreement   | \$ 135,668    |
| 12/3/2021 | Biotechnology Center of Excellence and Parking Project  | The Christman Company     | CM at Risk Guaranteed Maximum Price contract (true-up)  | \$ 16,703,303 |
| 1/11/2022 | Main, Powell & Gee Buildings - Classroom, Offices, Library Renovation and Childcare Updates Project | Moseley Architects        | Design services   | \$ 222,475    |
| 1/28/2022 | Native Prairie Roof Project   | FWA Group                 | Design services   | \$ 5,000      |
| 2/14/2022 | Backfill Project  | BSA Lifestructures, Inc.  | Supplemental design services - exterior ADA ramp & stair  | \$ 19,100     |
| 2/16/2022 | Backfill Project  | BSA Lifestructures, Inc.  | Supplemental design services - early college & dining   | \$ 9,450      |
| 5/3/2022  | Native Prairie Roof Project   | Isley Construction        | General contractor  | \$ 94,368     |
| 5/20/2022 | Backfill Project  | BSA Lifestructures, Inc.  | Supplemental design services - exterior painting study/design of Horticulture Technology Building | \$ 7,300      |
| 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     |
| 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    |
| 4/25/2024 | Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project | Alfred Williams & Company | Furniture for Academic Support Center - Main Building (State Contract)  | \$ 103,878   |
| 4/25/2024 | Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project | Alfred Williams & Company | Furniture for Nursing expansion - Powell Building (State Contract)  | \$ 200,259   |
| 5/1/2024  | Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project | Alfred Williams & Company | Furniture for Library - Gee Building (State Contract)   | \$ 475,192   |
| 5/14/2024 | Public Safety Training Center Project  | Moseley Architects        | Design services amendment - additional services for redesign, bidding, construction administration and closeout for Class A Burn Building in Burlington, NC | \$ 62,875    |
| 6/10/2024 | Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project | Alfred Williams & Company | Furniture for Main Building Classrooms, Labs, Offices (State Contract)  | \$ 714,892   |
| 6/7/2024  | Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project | Teklinx, Inc              | AV equipment for classrooms and labs in Main, Powell and Gee Buildings  | \$ 103,715   |

## Capital Improvement Project Change Orders Signed by President

| Date      | Project                            | Vendor                    | Description  | Amount        |
|-----------|------------------------------------|---------------------------|--|---------------|
| 7/27/2022 | Biotechnology Center of Excellence | The Christman Company     | Changes related to asphalt work at main drive entrance, adding conduit for Owner desired exterior camera and other Owner requested electrical items, add of rated floors in two mechanical chases and adding more waterproofing at metal panels  | \$ 38,998.00  |
| 9/16/2022 | Biotechnology Center of Excellence | The Christman Company     | Changes for work associated with the Generator/transformer enclosure located west of the building. It is for the CMU walls, concrete slab and steel gates. The enclosure was originally an Add Alternate but was not accepted by the College. Later in the project, there was a desire by the College to put an enclosure back in the project.   | \$ 93,397.00  |
| 1/31/2023 | Biotechnology Center of Excellence | The Christman Company     | Unforeseen supply chain issues impacted the project schedule. Also, unforeseen site conditions have greatly impacted completion of site work. Substantial completion date revised from 1/11/23 to 2/24/23.   | \$ -          |
| 3/10/2023 | Biotechnology Center of Excellence | The Christman Company     | Revisions to gypsum board column wraps to enclose plumbing piping and electrical work associated with the elevator pit, electrical work for heat tape circuits and for changing the power for the folding partition, changes to ceiling tiles and additional asphalt work near the transformer.  | \$ 26,169.00  |
| 4/12/2023 | Biotechnology Center of Excellence | The Christman Company     | Electrical work for door controllers (card readers), additional concrete required in front of the gates at the Generator/Transformer enclosure and at the gas meter, add GFCI breakers at the cup sinks in Bio-Manufacturing Lab 210 per comment by City of Graham Inspector, install a 2" PRV on the main water line to campus on the downhill side of the main backflow device to reduce pressure to the existing buildings and divert more pressure to the COE. | \$ 14,002.00  |
| 5/21/2023 | Biotechnology Center of Excellence | The Christman Company     | Metal angle added along some of the exterior wall to close off the joint between the wall and the edge of the concrete floor slab and circuit for the Cold Room needed to be upsized.  | \$ 9,315.00   |
| 7/10/2023 | Biotechnology Center of Excellence | The Christman Company     | Relocation of the ADA push pad on the automatic doors at main entry and connection of the entry automatic vestibule doors to the emergency generator.  | \$ 4,378.00   |
| 1/27/2022 | Student Services Center            | Resolute Building Company | Credit for canopy finish change  | \$ (6,525.75) |



|           |  |                            |  |                |
|-----------|--|----------------------------|--|----------------|
| 3/15/2022 | Student Services Center  | Resolute Building Company  | Change to roller shades vs blinds  | \$ 6,730.50    |
| 3/28/2022 | Student Services Center  | Resolute Building Company  | Credit for duct bank work  | \$ (3,839.68)  |
| 10/6/2022 | Student Services Center  | Resolute Building Company  | Credit for conduit to generator, credit for revision to rear stairs, earthwork allowance credit, changes to electrical and final keying  | \$ (41,342.23) |
| 12/8/2022 | Student Services Center  | Resolute Building Company  | Owner requested additional electrical and data drops, additional curbs and bollards for safety, changes to elevator, landscape additions.  | \$ 70,686.78   |
| 3/14/2023 | Student Services Center  | Resolute Building Company  | The existing paved area needed to be milled down to meet the as built conditions at the front of the building in the drop off area and door 113A was reversed to an electrical room and panic hardware was requested.  | \$ 14,435.21   |
| 5/31/2023 | Student Services Center  | Resolute Building Company  | Additional egress signs required by Fire Marshall, various lighting and electrical adds as required by City, repair to underground data line when Duke Power installed the underground service to the generator, additional exterior curbing, addition of new electrical feed to parking lot light. Also \$5,000 credit to Owner for returned unused allowances. | \$ 13,395.62   |
| 5/9/2024  | Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project | Central Builders of Mebane | Additional demolition and asbestos abatement at Main Building work areas A, B, C, D, E, F.   | \$ 54,353.26   |
| 7/3/2024  | Public Safety Training Center  | Samet Corporation          | Provide electrical & mechanical changes resulting from County review comments for permit approval. Provide erosion control resulting from DEQ & DOT permit review comments. Provide civil utilities changes resulting from Duke Energy existing overhead power poles. Provide electrical power for grinder pump that is part of County water & sewer project.    | \$ 10,982.00   |



## **College Access, Parking, & Security (CAPS) Fee Correction for FY 2024-25**

### **Overview**

Annually, the Board of Trustees (Board) may review and approve updates to local fees for Alamance Community College. On June 10, 2024, the Board approved local fees for fiscal year 2025.

Upon updating the fees in the College’s information system for the fall 2024 term, an error was found on the fee schedule that the Board approved in June for the College Access, Parking & Security (CAPS) Fee. The CAPS Fee was listed on the schedule as \$7.50 per academic term instead of the current amount of \$18 maximum per academic term. (Note: The narrative accompanying the fee schedule approved in June referenced the correct CAPS fee of \$18 maximum per academic term.)

### **Use of CAPS Fees**

In accordance with Policy 6.1.1 Tuition and Fees, the College utilizes CAPS Fee receipts to support costs of acquiring, constructing, and maintaining the College’s parking facilities; parking enforcement; and security of College property.

### **Action Requested**

Management requests approval of the College Access, Parking & Security (CAPS) Fee for Fiscal Year 2024-25 as currently charged and referenced in the following table:

| <b>Number of Credit Hours</b>                      | <b>Cost per Academic Term</b> |
|--|-------------------------------|
| Equal to or greater than 12 hours                  | \$18.00                       |
| Equal to or greater than 6 hours, but less than 12 | \$12.00                       |
| Less than 6 hours                                  | \$6.00                        |

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

### NEW PROJECT

College

BIOTECHNOLOGY CENTER OF EXCELLENCE THIRD

Project Name

FLOOR UPFIT PROJECT PROJECT

NCCCS Project No.

2882

Campus

County

Alamance

### I. TYPE OF PROJECT:

### II. DESCRIPTION OF PROJECT:

\*For description of a renovation of existing facility project, please include scope of work, description of existing facility (location, size (SF) and floors, materials, use of interior spaces), description of renovation (location, size (SF), materials, use of spaces), overview of facility's existing and new instructional programming, and any special construction requirements (permitting, abatement, demolition, etc.).

Insert project and amendment description here.

In 2023, the Biotechnology Center of Excellence Building was completed with floors one and two completely built out and the third floor partially built out as a lobby/common area. The building is currently home to Alamance Community College's Associate in Applied Science Biotechnology program. The building is currently equipped with classrooms and state-of-the-art equipment and labs to support the various branches of biotechnology training. The entire built-out space totals 29,160 square feet. An additional 7,139 square feet of shell space exists on the third floor. With this project, the College intends to upfit and finish the 7,139 square feet of third floor space to include six additional classrooms as well as a server room and lab space. The spaces will be used for general classrooms, but will also serve as learning spaces for the new Data Analytics and Applied Artificial Intelligence Associate in Applied Science programs.

**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: 8/1/2024

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) .....                   | _____ |             |
| <b>Subtotal "A"</b>                                  |       | <u>0.00</u> |

B. CONSTRUCTION

|                                   |              |                     |
|-----------------------------------|--------------|---------------------|
| 1. Design Fee .....               | 310,000.00   |                     |
| 2. Construction.....              | 2,070,000.00 |                     |
| 3. Construction Contingency ..... | 62,000.00    |                     |
| 4. Other Contracts .....          | 100,000.00   |                     |
| 5. Other Fees .....               | 0.00         |                     |
| <b>Subtotal "B"</b>               |              | <u>2,542,000.00</u> |

C. Other Costs

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

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$2,542,000.00**

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

|                        |       |             |
|------------------------|-------|-------------|
| 1. County Appropriated | _____ |             |
| 2. County Bonds        | _____ |             |
| 3.                     | _____ |             |
| 4.                     | _____ |             |
| 5.                     | _____ |             |
| <b>Subtotal "A"</b>    |       | <u>0.00</u> |

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

|                     |       |             |
|---------------------|-------|-------------|
| 1.                  | _____ |             |
| 2.                  | _____ |             |
| 3.                  | _____ |             |
| <b>Subtotal "B"</b> |       | <u>0.00</u> |

\*Must be used on same OSBM SCIF Project

C. STATE FUNDS (Reimbursed by the System Office)

|                     |       |                     |
|---------------------|-------|---------------------|
| 1. Budget Code      | _____ | 2,542,000.00        |
| 2. Budget Code      | _____ |                     |
| 3. Budget Code      | _____ |                     |
| 4. Budget Code      | _____ |                     |
| <b>Subtotal "C"</b> |       | <u>2,542,000.00</u> |

Total Sources of Funds Available (IV A, B, C) 2,542,000.00

D. UNIDENTIFIED FUNDS

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

**Total Sources of Funds Including Unidentified \$2,542,000.00**

## 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           **\$2,542,000.00**           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 8/12/2024** .

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.

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Chairman - Board of Trustees

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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: 2882  
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: BIOTECHNOLOGY CENTER OF EXCELLENCE THIRD FL

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   | \$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                            |
| <b>Total Average Annual Cost (will populate into Section VI of the 3-1)</b>                |                       |                       |                       |                       |                       | <b>\$0</b>                     |
| 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

RESOLUTION FOR APPROVAL OF  
TRAVEL AUTHORIZATION FOR THE  
PRESIDENT OF ALAMANCE COMMUNITY COLLEGE  
FOR THE FISCAL YEAR EFFECTIVE  
JULY 1, 2024, THROUGH JUNE 30, 2025

The following Resolutions were adopted and actions taken at the Board of Trustees' Meeting on August 12, 2024;

Upon a motion, and being duly seconded, the Board of Trustees of Alamance Community College ("ACC") at the above meeting took the following action and authorized its Chairperson to evidence the approval of the Board to the following Resolutions:

BE IT RESOLVED, that Dr. Kenneth G. Ingle III, as President of Alamance Community College, is authorized by the Board of Trustees to travel on business regarding or relating to ACC and the ACC Board does hereby approve a blanket travel authorization for its President to conduct business travel for the purposes and for the benefit of Alamance Community College for the period of time commencing July 1, 2024, through June 30, 2025.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Trustees is hereby authorized to execute a copy of the foregoing Resolutions on behalf of the Board of Trustees and place said resolutions of record on behalf of the Board to be effective on the above date and relating back and to be effective as of July 1, 2024.

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Board of Trustees Chair  
Alamance Community College

Date: August 12, 2024



Alamance Community College -- Budget and Financial Information  
 For the Month Ending June 30, 2024  
 State Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit A

| <b>Current Expense (State)</b>                 | <b>Amended Budget</b> | <b>Expended Amount</b> | <b>Unexpended Budget</b> | <b>Expended %</b> | <b>Expended Prior Year</b> |
|--|-----------------------|------------------------|--------------------------|-------------------|----------------------------|
| <b>Institutional Support</b>                   |                       |                        |                          |                   |                            |
| Executive Management.....                      | 1,492,558             | 1,482,404              | 10,154                   | 99%               | 1,165,361                  |
| Financial Services.....                        | 1,594,817             | 1,552,402              | 42,415                   | 97%               | 1,512,680                  |
| General Administration.....                    | 1,928,396             | 1,886,914              | 41,482                   | 98%               | 1,673,092                  |
| Information Systems.....                       | 1,518,860             | 1,470,559              | 48,301                   | 97%               | 1,086,045                  |
| <i>Total Institutional Support.....</i>        | <i>6,534,631</i>      | <i>6,392,279</i>       | <i>142,352</i>           | <i>98%</i>        | <i>5,437,178</i>           |
| <b>Curriculum Instruction</b>                  |                       |                        |                          |                   |                            |
| FY20-21 State Stabilization Funds.....         | 640,956               | 640,956                | -                        | 100%              | 814,385                    |
| Associate Degree, Diploma & Certificate.....   | 13,884,286            | 13,559,800             | 324,486                  | 98%               | 12,977,538                 |
| <i>Total Curriculum Instruction.....</i>       | <i>14,525,242</i>     | <i>14,200,756</i>      | <i>324,486</i>           | <i>98%</i>        | <i>13,791,923</i>          |
| <b>Continuing Education</b>                    |                       |                        |                          |                   |                            |
| Occupational Education Instruction.....        | 1,545,358             | 1,543,561              | 1,797                    | 100%              | 1,759,497                  |
| Occupational Education Support.....            | 611,731               | 611,132                | 599                      | 100%              | 573,373                    |
| Basic Skills (HSE, ESL, etc.).....             | 1,651,279             | 1,377,986              | 273,293                  | 83%               | 1,072,392                  |
| Small Business Center (SBC).....               | 167,222               | 167,222                | -                        | 100%              | 149,387                    |
| Customized, Business, & Industry Training..... | 143,344               | 131,354                | 11,990                   | 92%               | 139,648                    |
| Expansion Apprenticeship Program.....          | 420,430               | 123,776                | 296,654                  | 29%               | 60,756                     |
| Literacy Special Programs.....                 | 60,554                | 57,868                 | 2,686                    | 96%               | 26,679                     |
| BioBetter Grant Programs.....                  | 857,831               | 233,580                | 624,251                  | 27%               | -                          |
| <i>Total Continuing Education.....</i>         | <i>5,457,749</i>      | <i>4,246,480</i>       | <i>1,211,269</i>         | <i>78%</i>        | <i>3,781,732</i>           |
| <b>Academic Support</b>                        |                       |                        |                          |                   |                            |
| Library/Learning Center.....                   | 564,843               | 549,501                | 15,342                   | 97%               | 561,565                    |
| Curriculum Instruction.....                    | 1,328,349             | 1,284,585              | 43,764                   | 97%               | 1,585,727                  |
| Continuing Education.....                      | 1,516,839             | 1,475,601              | 41,238                   | 97%               | 788,882                    |
| <i>Total Academic Support.....</i>             | <i>3,410,031</i>      | <i>3,309,687</i>       | <i>100,344</i>           | <i>97%</i>        | <i>2,936,174</i>           |
| <b>Student Support</b>                         |                       |                        |                          |                   |                            |
| Student Services.....                          | 2,362,877             | 2,355,054              | 7,823                    | 100%              | 2,011,696                  |
| IDD Training (Int & Devt Disabilities).....    | 194,000               | 194,000                | -                        | 100%              | -                          |
| Childcare.....                                 | 55,209                | 47,331                 | 7,878                    | 86%               | 30,377                     |
| Scholarships & Awards to Students.....         | 185,102               | 131,780                | 53,322                   | 71%               | 275,394                    |
| <i>Total Student Support.....</i>              | <i>2,797,188</i>      | <i>2,728,165</i>       | <i>69,023</i>            | <i>98%</i>        | <i>2,317,467</i>           |
| <b>Subtotal Current Expense (State).....</b>   | <b>32,724,841</b>     | <b>30,877,367</b>      | <b>1,847,474</b>         | <b>94%</b>        | <b>28,264,474</b>          |
| <b>Capital Outlay (State)</b>                  |                       |                        |                          |                   |                            |
| Equipment.....                                 | 1,049,798             | 386,548                | 663,250                  | 37%               | 367,107                    |
| BioBetter Grant Equipment.....                 | 838,280               | -                      | 838,280                  | 0%                | -                          |
| Books.....                                     | 44,433                | 41,181                 | 3,252                    | 93%               | 32,494                     |
| <b>Subtotal Capital Outlay (State).....</b>    | <b>1,932,511</b>      | <b>427,729</b>         | <b>1,504,782</b>         | <b>22%</b>        | <b>399,601</b>             |
| <b>Total Expenditures (State).....</b>         | <b>34,657,352</b>     | <b>31,305,096</b>      | <b>3,352,256</b>         | <b>90%</b>        | <b>28,664,075</b>          |

Alamance Community College -- Budget and Financial Information

Exhibit B

For the Month Ending June 30, 2024

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

| <b>Current Expense (County)</b>                   | <b>Budget</b>    | <b>Expended Amount</b> | <b>Unexpended Budget</b> | <b>Expended %</b> | <b>Expended Prior Year</b> |
|---|------------------|------------------------|--------------------------|-------------------|----------------------------|
| College Support Services                          | 589,022          | 577,070                | 11,952                   | 98%               | 604,692                    |
| <i>Total College Support Services.....</i>        | 589,022          | 577,070                | 11,952                   | 98%               | 604,692                    |
| <b>Plant Operation and Maintenance</b>            |                  |                        |                          |                   |                            |
| Plant Operations.....                             | 2,818,975        | 2,987,452              | (168,477)                | 106%              | 2,278,059                  |
| Plant Maintenance.....                            | 621,685          | 621,680                | 5                        | 100%              | 606,251                    |
| <i>Total Plant Operation and Maintenance.....</i> | 3,440,660        | 3,609,132              | (168,472)                | 105%              | 2,884,310                  |
| <b>Operating Transfers</b>                        |                  |                        |                          |                   |                            |
| To Unexpended Plant Fund.....                     | -                | -                      | -                        | *                 | -                          |
| <b>Subtotal Current Expense (County).....</b>     | <b>4,029,682</b> | <b>4,186,202</b>       | <b>(156,520)</b>         | <b>104%</b>       | <b>3,489,002</b>           |
| <b>Capital Outlay (County)</b>                    |                  |                        |                          |                   |                            |
| Maintenance Projects, Carryforward.....           | 175,200          | 47,810                 | 127,390                  | 27%               | 208,965                    |
| Maintenance Projects, Current.....                | 536,000          | 447,159                | 88,841                   | 83%               | 250,264                    |
| <b>Subtotal Capital Outlay (County).....</b>      | <b>711,200</b>   | <b>494,969</b>         | <b>216,231</b>           | <b>70%</b>        | <b>459,229</b>             |
| <b>Total Expenditures (County).....</b>           | <b>4,740,882</b> | <b>4,681,171</b>       | <b>59,711</b>            | <b>99%</b>        | <b>3,948,231</b>           |

\* Unadjusted and Unaudited \*

Alamance Community College -- Budget and Financial Information  
 For the Month Ending June 30, 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> |
|--|------------------|------------------------|--------------------------|-------------------|----------------------------|
| <b>Current Unrestricted</b>                          |                  |                        |                          |                   |                            |
| Institutional Support.....                           | 54,340           | 97,877                 | (43,537)                 | 180%              | 328,078                    |
| Curriculum Instruction.....                          | -                | -                      | -                        | *                 | -                          |
| Continuing Education.....                            | 122,000          | 77,548                 | 44,452                   | 64%               | (235,009)                  |
| Academic Support.....                                | -                | (3,286)                | 3,286                    | *                 | 86                         |
| Student Support.....                                 | 5,531            | 5,182                  | 349                      | 94%               |                            |
| <i>Total Current Unrestricted.....</i>               | <i>181,871</i>   | <i>177,321</i>         | <i>4,550</i>             | <i>97%</i>        | <i>93,155</i>              |
| <b>Current Restricted</b>                            |                  |                        |                          |                   |                            |
| Institutional Support.....                           | 264,393          | 260,785                | 3,608                    | 99%               | 243,195                    |
| Curriculum Instruction.....                          | 692,193          | 560,887                | 131,306                  | 81%               | 537,160                    |
| Continuing Education.....                            | 22,183           | 27,190                 | (5,007)                  | 123%              | 3,812                      |
| Student Support.....                                 | 261,888          | 280,059                | (18,171)                 | 107%              | 204,556                    |
| CARES (Student, Institutional, SIP).....             | 8,402            | 8,651                  | (249)                    | 103%              | 1,519,672                  |
| Student Aid.....                                     | 6,248,194        | 7,623,932              | (1,375,738)              | 122%              | 6,054,857                  |
| <i>Total Current Restricted.....</i>                 | <i>7,497,253</i> | <i>8,761,504</i>       | <i>(1,264,251)</i>       | <i>117%</i>       | <i>8,563,252</i>           |
| <b>Proprietary</b>                                   |                  |                        |                          |                   |                            |
| Institutional Support.....                           | 50,000           | 26,087                 | 23,913                   | 52%               | 130,105                    |
| Curriculum Instruction.....                          | 100,000          | 109,493                | (9,493)                  | 109%              | 26,742                     |
| Student Support.....                                 | 85,000           | 98,008                 | (13,008)                 | 115%              | 118,914                    |
| Bookstore.....                                       | 100,000          | 15,635                 | 84,365                   | 16%               | 790,247                    |
| Vending.....   | 125,000          | 7,727                  | 117,273                  | 6%                | 39,872                     |
| <i>Total Proprietary.....</i>                        | <i>460,000</i>   | <i>256,950</i>         | <i>203,050</i>           | <i>56%</i>        | <i>1,105,880</i>           |
| <b>Subtotal Current Expense (Institutional).....</b> | <b>8,139,124</b> | <b>9,195,775</b>       | <b>(1,056,651)</b>       | <b>113%</b>       | <b>9,762,287</b>           |

| <u>Capital Projects (Institutional)</u>             | <u>Project Budget</u> | <u>Current Yr Exp</u> | <u>Remainder</u>  |
|---|-----------------------|-----------------------|-------------------|
| B&G - Adv Applied Tech Bldg.....                    |                       |                       | -                 |
| B&G - Backfill Project.....                         | 436,816               | -                     | 436,816           |
| B&G - Culinary Renovation.....                      | -                     | -                     | -                 |
| B&G - Center of Excellence/Parking.....             | 19,660,042            | 167,627               | 19,492,415        |
| B&G - Student Services Center                       | 6,703,500             | 434,733               | 6,268,767         |
| B&G - Public Safety Training Center                 | 24,157,164            | 4,888,052             | 19,269,112        |
| B&G - Main/Powell (Nursing Expansion)               | 5,088,981             | 1,979,955             | 3,109,026         |
| B&G - Tobacco Trust at "The Farm"                   | 380,550               | 261,863               | 118,687           |
| B&G - HVAC IT Server Room Project.....              | 187,000               | -                     | 187,000           |
| B&G - HVAC Ventilation Project.....                 | 448,276               | -                     | 448,276           |
| B&G - Exterior Signage -- Wayfinding Project.....   | 302,600               | -                     | 302,600           |
| B&G - Instructional Barn.....                       | 1,250,000             | -                     | 1,250,000         |
| B&G - Technology Infrastructure Project.....        | 1,500,000             |                       | 1,500,000         |
| B&G - OSBM SCIF (BCoE)                              | 2,782,878             | 5,607                 | 2,777,271         |
| B&G - Various Projects                              | 313,655               | 102,710               | 210,945           |
| <b>Subtotal Capital Outlay (Institutional).....</b> | <b>63,211,462</b>     | <b>7,840,546</b>      | <b>55,370,916</b> |
| <b>Total Expenditures (Institutional).....</b>      | <b>71,350,586</b>     | <b>17,036,321</b>     | <b>54,314,265</b> |

\* Unadjusted and Unaudited \*

Alamance Community College -- Budget and Financial Information  
 For the Month Ending June 30, 2024

Exhibit D

Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

| Programs (Institutional)                                | Budget         | Beg. Program Balance | Revenue Amount | Expended Amount  | End. Program Balance |
|---|----------------|----------------------|----------------|------------------|----------------------|
| <b>Unrestricted Programs (Institutional)</b>            |                |                      |                |                  |                      |
| Financial Services .....                                | 54,340         | 296,831              | 105,560        | (110,078)        | 292,313              |
| General Administration .....                            | -              | (11,544)             | 200,925        | 12,212           | 201,592              |
| Curriculum Instruction .....                            | -              | 12,336               | 12,611         | -                | 24,947               |
| Occupational Ext. Instruction .....                     | 25,000         | 42,106               | 53,334         | (19,976)         | 75,464               |
| Thigpen Trust .....                                     | -              | 85,233               | 22,942         | (11)             | 108,165              |
| Community Service .....                                 | 97,000         | 126,048              | (11,441)       | (57,572)         | 57,035               |
| Library/Learning Center .....                           | -              | -                    | -              | 3,286            | 3,286                |
| Esport Program .....                                    | 5,531          | -                    | 5,182          | (5,182)          | -                    |
| <b>Total Unrestricted Programs (Institutional).....</b> | <b>181,871</b> | <b>551,010</b>       | <b>389,112</b> | <b>(177,321)</b> | <b>762,802</b>       |
| <b>Restricted Programs (Institutional)</b>              |                |                      |                |                  |                      |
| College Work Study .....                                | 103,166        | (948)                | 220,672        | (165,734)        | 53,991               |
| SEOG .....  | 99,000         | 5,752                | 134,956        | (118,850)        | 21,857               |
| Pell Grants .....                                       | 5,544,539      | (199,391)            | 6,622,118      | (6,694,202)      | (271,474)            |
| Community College State Grant .....                     | 132,117        | (1,722)              | 250,006        | (245,275)        | 3,009                |
| Targeted Assistance Grant .....                         | -              | 12,005               | -              | -                | 12,005               |
| Golden LEAF Scholarships .....                          | -              | (10,250)             | 16,063         | (23,150)         | (17,337)             |
| Less Than Half Time Grant .....                         | -              | (4,009)              | -              | (9,291)          | (13,299)             |
| Scholarships .....                                      | -              | 4,254                | 7,139          | (9,802)          | 1,591                |
| Education Lottery Financial Aid .....                   | -              | 1,451                | -              | -                | 1,451                |
| Scholarships - GEER .....                               | -              | (7,077)              | -              | -                | (7,077)              |
| Spec. Fees - CI-Nursing .....                           | 50,000         | 6,304                | 72,875         | (75,119)         | 4,060                |
| Spec. Fees - CI-Medical Assistant.....                  | -              | 400                  | (108)          | -                | 292                  |
| Spec. Fees - CI-Dental Assistant .....                  | -              | 2,488                | 0              | -                | 2,488                |
| Spec. Fees - CI-Cosmetology .....                       | -              | 1,646                | 2,624          | 364              | 4,634                |
| Spec. Fees - CI-Automotive Technology .....             | -              | 84                   | (72)           | -                | 12                   |
| Spec. Fees - OE-Public Safety .....                     | -              | 9,215                | 48,929         | -                | 58,144               |
| Spec. Fees - OE-Special Programs .....                  | -              | 9,725                | 4,442          | -                | 14,167               |
| TECAT State Award.....                                  | -              | -                    | -              | -                | -                    |
| CARES Student Relief .....                              | 8,402          | (11,120)             | 34,393         | (8,651)          | 14,621               |
| CARES Institutional Relief .....                        | -              | -                    | -              | -                | -                    |
| PACE-CARES Strengthening Inst Programs.....             | 472,538        | (89,376)             | 606,095        | (523,363)        | (6,643)              |
| Longleaf Commitment .....                               | -              | -                    | 152,574        | -                | 152,574              |
| GA-AJOBS (Impact Alamance).....                         | 53,055         | (1,994)              | 1,993          | 1                | (0)                  |
| GA-Biotech Center Grant .....                           | -              | -                    | 4,304          | (4,304)          | -                    |
| GA-Health and Wellnes.....                              | -              | -                    | -              | (11,030)         | -                    |
| GA-ACE Grant .....                                      | 108,172        | (62,232)             | 136,613        | (59,796)         | 14,585               |
| GA-NCSU Biotech (5 yr) Grant.....                       | -              | -                    | 19,922         | (19,922)         | -                    |
| GA-NSF WIND Grant .....                                 | -              | (23,293)             | 23,293         | -                | -                    |
| CI-Gene Haas Foundation .....                           | -              | 211                  | -              | (211)            | -                    |
| CI-Golden LEAF Equipment Grant .....                    | -              | (9,699)              | 9,699          | -                | 0                    |
| CI-Golden LEAF Practical Nursing Grant .....            | 200,000        | -                    | 128,658        | (128,658)        | -                    |
| CI-NSF Bioscience-FTCC .....                            | 15,000         | -                    | 13,987         | (13,987)         | -                    |
| CI-C-Step Grant .....                                   | 12,500         | (1,928)              | 17,125         | (15,197)         | -                    |
| CI-Telemedicine Grant .....                             | -              | (538,128)            | 644,873        | (106,745)        | -                    |
| CI-AWESM Grant .....                                    | 218,280        | (12,373)             | 217,713        | (205,341)        | -                    |
| CI-Technology Grant.....                                | 100,000        | -                    | -              | -                | -                    |
| CI-NC Agventures Grant.....                             | 6,799          | -                    | 3,619          | (3,619)          | -                    |
| CI-Cyberskills Training Grant.....                      | 20,000         | -                    | -              | -                | -                    |

**Financial Aid**

\* Unadjusted and Unaudited \*

Alamance Community College -- Budget and Financial Information  
For the Month Ending June 30, 2024

Exhibit D

Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

| <u>Programs (Institutional)</u>                                | <u>Budget</u>     | <u>Beg. Program Balance</u> | <u>Revenue Amount</u> | <u>Expended Amount</u> | <u>End. Program Balance</u> |
|--|-------------------|-----------------------------|-----------------------|------------------------|-----------------------------|
| CI-AJOBS-GCC Grant .....                                       | 42,025            | -                           | 6,585                 | (6,585)                | -                           |
| Certification-AJOBS JCPC Grant.....                            | 27,589            | -                           | 5,789                 | (5,789)                | -                           |
| REACH Adult Learner Project .....                              | -                 | 7,127                       | -                     | (1,674)                | 5,453                       |
| CS-Piedmont Voices .....                                       | -                 | 1,983                       | -                     | (1,983)                | -                           |
| CS-Engineering Camp .....                                      | -                 | 1,350                       | -                     | (1,350)                | -                           |
| Steps4Growth Federal Grant .....                               | -                 | -                           | 6,064                 | -                      | 6,064                       |
| Literacy-LTSA Library Grant .....                              | 22,183            | -                           | 22,183                | (22,183)               | -                           |
| SS-NC Works - Career Coach - Matching .....                    | -                 | -                           | -                     | -                      | (11,182)                    |
| SS-TRiO Student Support Services .....                         | 261,888           | (26,522)                    | 299,783               | (280,059)              | (6,797)                     |
| <b>Total Restricted Programs (Institutional) .....</b>         | <b>7,497,253</b>  | <b>(936,064)</b>            | <b>9,734,910</b>      | <b>(8,761,504)</b>     | <b>37,190</b>               |
| <b>Proprietary Programs (Institutional)</b>                    |                   |                             |                       |                        |                             |
| *GA-Duplicating Center (aka Print Center)* .....               | -                 | 1,893                       | 4,762                 | -                      | 6,655                       |
| Aux-Public Information & Marketing .....                       | -                 | 4,208                       | 586                   | 1,516                  | 6,310                       |
| Aux-Graduation .....   | 50,000            | 34,779                      | 17,635                | (19,972)               | 32,441                      |
| Aux-Bookstore Commissions .....                                | 100,000           | 1,432,528                   | 102,291               | (15,635)               | 1,519,185                   |
| Aux-Snack Bar Commissions .....                                | 15,000            | 41,426                      | 12,095                | (5,021)                | 48,501                      |
| Aux-Culinary Food Service .....                                | 110,000           | 17,921                      | 11,578                | (2,706)                | 26,793                      |
| Aux-Traffic Control, Parking, and Safety .....                 | -                 | 37,541                      | 51,725                | (7,630)                | 81,636                      |
| Aux-SGA .....  | 85,000            | 114,713                     | 121,750               | (97,166)               | 139,298                     |
| Aux-Technology Fee .....                                       | -                 | 8,124                       | 100,399               | -                      | 108,523                     |
| *Aux-Child Care* .....   | -                 | 22,263                      | (20,883)              | (842)                  | 537                         |
| Spec. Fees - Animal Care & Management .....                    | -                 | 507                         | -                     | (19)                   | 488                         |
| Spec. Fees - Cosmetology .....                                 | 100,000           | 147,507                     | 48,305                | (102,192)              | 93,620                      |
| Spec. Fees - Massage Therapy .....                             | -                 | -                           | 13,715                | -                      | 13,715                      |
| *Spec. Fees - Automotive Technology* .....                     | -                 | (145)                       | 376                   | (7,282)                | (7,050)                     |
| Spec. Fees - Dental Assistant .....                            | -                 | 56,568                      | 7,223                 | -                      | 63,791                      |
| Spec. Fees - Occupational Extension .....                      | -                 | 176,337                     | 17,587                | -                      | 193,923                     |
| <b>Total Proprietary Programs (Institutional) .....</b>        | <b>460,000</b>    | <b>2,096,169</b>            | <b>489,143</b>        | <b>(256,950)</b>       | <b>2,328,363</b>            |
| <b>Total Non-Plant Programs (Institutional) .....</b>          | <b>8,139,124</b>  | <b>1,711,116</b>            | <b>10,613,166</b>     | <b>(9,195,775)</b>     | <b>3,128,355</b>            |
| <b>Plant Programs (Institutional)</b>                          |                   |                             |                       |                        |                             |
| Building & Grounds-Backfill Project .....                      | 436,816           | (356,408)                   | 356,408               | -                      | -                           |
| Building & Grounds-Center of Excellence .....                  | 22,260,844        | 193,938                     | 798,997               | (173,233)              | 819,702                     |
| Building & Grounds-Student Services Center .....               | 8,988,740         | (972,220)                   | 523,587               | (434,733)              | (883,366)                   |
| Building & Grounds-Public Safety Training Center .....         | 24,157,164        | (1,308)                     | 21,389,064            | (4,888,052)            | 16,499,703                  |
| Building & Grounds-Main, Powell (Nursing), Gee(Library).....   | 5,088,981         | (28,806)                    | 1,989,580             | (1,979,955)            | (19,181)                    |
| Building & Grounds-Tobacco Trust at "The Farm".....            | 380,550           | (79,453)                    | 263,274               | (261,863)              | (78,042)                    |
| Building & Grounds-HVAC IT Server Room Project.....            | 203,430           | -                           | -                     | -                      | -                           |
| Building & Grounds-HVAC Ventilation Project.....               | 448,276           | -                           | -                     | -                      | -                           |
| Building & Grounds-Exterior Signage -- Wayfinding Project..... | 302,600           | -                           | -                     | -                      | -                           |
| Building & Grounds- Instructional Barn.....                    | 1,250,000         | -                           | -                     | -                      | -                           |
| Building & Grounds-Various Projects.....                       | 303,849           | (51,086)                    | -                     | (102,710)              | (153,796)                   |
| <b>Total Plant Programs (Institutional) .....</b>              | <b>63,821,250</b> | <b>(1,295,345)</b>          | <b>25,320,911</b>     | <b>(7,840,546)</b>     | <b>16,185,020</b>           |

Note: Both "Fixed assets" and "Agency funds" are excluded. Including "Fixed assets" distorts the balance.

Note: Programs marked with asterisks (\*) have a formal board-approved plan to eliminate the programs' negative balances.

Alamance Community College -- Budget and Financial Information  
 For the Month Ending July 31, 2024  
 State Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit A

| <b>Current Expense (State)</b>                 | <b>Amended Budget</b> | <b>Expended Amount</b> | <b>Unexpended Budget</b> | <b>Expended %</b> | <b>Expended Prior Year</b> |
|--|-----------------------|------------------------|--------------------------|-------------------|----------------------------|
| <b>Institutional Support</b>                   |                       |                        |                          |                   |                            |
| Executive Management.....                      | 1,547,657             | 116,771                | 1,430,886                | 8%                | 1,482,404                  |
| Financial Services.....                        | 1,699,905             | 124,409                | 1,575,496                | 7%                | 1,552,402                  |
| General Administration.....                    | 1,958,897             | 221,375                | 1,737,522                | 11%               | 1,886,914                  |
| Information Systems.....                       | 1,554,846             | 248,940                | 1,305,906                | 16%               | 1,470,559                  |
| <i>Total Institutional Support.....</i>        | 6,761,305             | 711,494                | 6,049,811                | 11%               | 6,392,279                  |
| <b>Curriculum Instruction</b>                  |                       |                        |                          |                   |                            |
| FY20-21 State Stabilization Funds.....         | -                     | -                      | -                        | *                 | 640,956                    |
| Associate Degree, Diploma & Certificate.....   | 14,604,319            | 1,046,499              | 13,557,820               | 7%                | 13,559,800                 |
| <i>Total Curriculum Instruction.....</i>       | 14,604,319            | 1,046,499              | 13,557,820               | 7%                | 14,200,756                 |
| <b>Continuing Education</b>                    |                       |                        |                          |                   |                            |
| Occupational Education Instruction.....        | 1,923,399             | 132,303                | 1,791,096                | 7%                | 1,543,561                  |
| Occupational Education Support.....            | 725,695               | 58,978                 | 666,717                  | 8%                | 611,132                    |
| Basic Skills (HSE, ESL, etc.).....             | 1,327,077             | 113,344                | 1,213,733                | 9%                | 1,377,986                  |
| Small Business Center (SBC).....               | 167,222               | 11,651                 | 155,571                  | 7%                | 167,222                    |
| Customized, Business, & Industry Training..... | 60,000                | 12,376                 | 47,624                   | 21%               | 131,354                    |
| Expansion Apprenticeship Program.....          | 296,653               | 5,868                  | 290,785                  | 2%                | 123,776                    |
| Literacy Special Programs.....                 | -                     | -                      | -                        | *                 | 57,868                     |
| BioBetter Grant Programs.....                  | 624,250               | 14,001                 | 610,249                  | 2%                | 233,580                    |
| <i>Total Continuing Education.....</i>         | 5,124,296             | 348,521                | 4,775,775                | 7%                | 4,246,480                  |
| <b>Academic Support</b>                        |                       |                        |                          |                   |                            |
| Library/Learning Center.....                   | 603,591               | 58,471                 | 545,120                  | 10%               | 549,501                    |
| Curriculum Instruction.....                    | 1,792,334             | 105,701                | 1,686,633                | 6%                | 1,284,585                  |
| Continuing Education.....                      | 1,082,923             | 89,053                 | 993,870                  | 8%                | 1,475,601                  |
| <i>Total Academic Support.....</i>             | 3,478,848             | 253,226                | 3,225,622                | 7%                | 3,309,687                  |
| <b>Student Support</b>                         |                       |                        |                          |                   |                            |
| Student Services.....                          | 2,510,672             | 197,859                | 2,312,813                | 8%                | 2,355,054                  |
| IDD Training (Int & Devt Disabilities).....    | -                     | 5,651                  | (5,651)                  | *                 | 194,000                    |
| Childcare.....                                 | 56,092                | -                      | 56,092                   | 0%                | 47,331                     |
| Scholarships & Awards to Students.....         | -                     | 2,117                  | (2,117)                  | *                 | 131,780                    |
| <i>Total Student Support.....</i>              | 2,566,764             | 205,627                | 2,361,137                | 8%                | 2,728,165                  |
| <b>Subtotal Current Expense (State).....</b>   | <b>32,535,532</b>     | <b>2,565,368</b>       | <b>29,970,164</b>        | <b>8%</b>         | <b>30,877,367</b>          |
| <b>Capital Outlay (State)</b>                  |                       |                        |                          |                   |                            |
| Equipment.....                                 | 1,064,904             | 318,573                | 746,331                  | 30%               | 386,548                    |
| BioBetter Grant Equipment.....                 | 838,280               | -                      | 838,280                  | 0%                | -                          |
| Books.....                                     | 45,162                | 1,425                  | 43,737                   | 3%                | 41,181                     |
| <b>Subtotal Capital Outlay (State).....</b>    | <b>1,948,346</b>      | <b>319,998</b>         | <b>1,628,348</b>         | <b>16%</b>        | <b>427,729</b>             |
| <b>Total Expenditures (State).....</b>         | <b>34,483,878</b>     | <b>2,885,365</b>       | <b>31,598,513</b>        | <b>8%</b>         | <b>31,305,096</b>          |

\* Unadjusted and Unaudited \*

Alamance Community College -- Budget and Financial Information  
 For the Month Ending July 31, 2024  
 County Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit B

| <b>Current Expense (County)</b>                   | <b>Budget</b>    | <b>Expended Amount</b> | <b>Unexpended Budget</b> | <b>Expended %</b> | <b>Expended Prior Year</b> |
|---|------------------|------------------------|--------------------------|-------------------|----------------------------|
| College Support Services                          | 716,457          | 139,706                | 576,751                  | 19%               | 577,070                    |
| <i>Total College Support Services.....</i>        | 716,457          | 139,706                | 576,751                  | 19%               | 577,070                    |
| <b>Plant Operation and Maintenance</b>            |                  |                        |                          |                   |                            |
| Plant Operations.....                             | 3,561,908        | 286,966                | 3,274,942                | 8%                | 2,987,452                  |
| Plant Maintenance.....                            | 599,457          | 28,751                 | 570,706                  | 5%                | 621,680                    |
| <i>Total Plant Operation and Maintenance.....</i> | 4,161,365        | 315,717                | 3,845,648                | 8%                | 3,609,132                  |
| <b>Operating Transfers</b>                        |                  |                        |                          |                   |                            |
| To Unexpended Plant Fund.....                     | -                | -                      | -                        | *                 | -                          |
| <b>Subtotal Current Expense (County).....</b>     | <b>4,877,822</b> | <b>455,423</b>         | <b>4,422,399</b>         | <b>9%</b>         | <b>4,186,202</b>           |
| <b>Capital Outlay (County)</b>                    |                  |                        |                          |                   |                            |
| Maintenance Projects, Carryforward.....           | 59,711           | -                      | 59,711                   | 0%                | 175,200                    |
| Maintenance Projects, Current.....                | 536,000          | 67,700                 | 468,300                  | 13%               | 319,769                    |
| <b>Subtotal Capital Outlay (County).....</b>      | <b>595,711</b>   | <b>67,700</b>          | <b>528,011</b>           | <b>11%</b>        | <b>494,969</b>             |
| <b>Total Expenditures (County).....</b>           | <b>5,473,533</b> | <b>523,123</b>         | <b>4,950,410</b>         | <b>10%</b>        | <b>4,681,171</b>           |

\* Unadjusted and Unaudited \*

Alamance Community College -- Budget and Financial Information  
 For the Month Ending July 31, 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> |
|--|------------------|------------------------|--------------------------|-------------------|----------------------------|
| <b>Current Unrestricted</b>                          |                  |                        |                          |                   |                            |
| Institutional Support.....                           | 76,000           | 183,861                | (107,861)                | 242%              | 145,030                    |
| Curriculum Instruction.....                          | -                | -                      | -                        | *                 | 3,416                      |
| Continuing Education.....                            | 122,000          | 6,220                  | 115,780                  | 5%                | 74,815                     |
| Academic Support.....                                | -                | -                      | -                        | *                 | (3,286)                    |
| Student Support.....                                 | -                | -                      | -                        | *                 | 5,182                      |
| <i>Total Current Unrestricted.....</i>               | <i>198,000</i>   | <i>190,082</i>         | <i>7,918</i>             | <i>96%</i>        | <i>225,157</i>             |
| <b>Current Restricted</b>                            |                  |                        |                          |                   |                            |
| Institutional Support.....                           | 1,011,227        | 120,347                | 890,880                  | 12%               | 265,649                    |
| Curriculum Instruction.....                          | 373,913          | 32,854                 | 341,059                  | 9%                | 560,887                    |
| Continuing Education.....                            | 22,183           | -                      | 22,183                   | 0%                | 25,570                     |
| Student Support.....                                 | 261,888          | 30,632                 | 231,256                  | 12%               | 280,059                    |
| CARES (Student, Institutional, SIP).....             | 8,402            | -                      | 8,402                    | 0%                | 8,651                      |
| Student Aid.....                                     | 6,316,655        | 30,200                 | 6,286,455                | 0%                | 7,624,932                  |
| <i>Total Current Restricted.....</i>                 | <i>7,994,268</i> | <i>214,033</i>         | <i>7,780,235</i>         | <i>3%</i>         | <i>8,765,749</i>           |
| <b>Proprietary</b>                                   |                  |                        |                          |                   |                            |
| Institutional Support.....                           | 50,000           | (130)                  | 50,130                   | (0%)              | 26,087                     |
| Curriculum Instruction.....                          | 100,000          | -                      | 100,000                  | 0%                | 95,801                     |
| Student Support.....                                 | 85,000           | (206)                  | 85,206                   | (0%)              | 81,641                     |
| Bookstore.....                                       | 100,000          | 1,100                  | 98,900                   | 1%                | 15,575                     |
| Vending.....   | 125,000          | -                      | 125,000                  | 0%                | 6,366                      |
| <i>Total Proprietary.....</i>                        | <i>460,000</i>   | <i>764</i>             | <i>459,236</i>           | <i>0%</i>         | <i>225,469</i>             |
| <b>Subtotal Current Expense (Institutional).....</b> | <b>8,652,268</b> | <b>404,878</b>         | <b>8,247,390</b>         | <b>5%</b>         | <b>9,216,374</b>           |

| <u>Capital Projects (Institutional)</u>             | <u>Project Budget</u> | <u>Current Yr Exp</u> | <u>Remainder</u>  |
|---|-----------------------|-----------------------|-------------------|
| B&G - Adv Applied Tech Bldg.....                    | -                     | -                     | -                 |
| B&G - Backfill Project.....                         | 436,816               | -                     | 436,816           |
| B&G - Culinary Renovation.....                      | -                     | -                     | -                 |
| B&G - Center of Excellence/Parking.....             | 19,660,042            | 212,620               | 19,447,422        |
| B&G - Student Services Center                       | 6,703,500             | 4,639                 | 6,698,861         |
| B&G - Public Safety Training Center                 | 24,157,164            | 1,350,136             | 22,807,028        |
| B&G - Main/Powell (Nursing Expansion)               | 5,088,981             | 614,392               | 4,474,589         |
| B&G - Tobacco Trust at "The Farm"                   | 380,550               | -                     | 380,550           |
| B&G - HVAC IT Server Room Project.....              | 187,000               | -                     | 187,000           |
| B&G - HVAC Ventilation Project.....                 | 448,276               | -                     | 448,276           |
| B&G - Exterior Signage -- Wayfinding Project.....   | 302,600               | -                     | 302,600           |
| B&G - Instructional Barn.....                       | 1,250,000             | -                     | 1,250,000         |
| B&G - Technology Infrastructure Project.....        | 1,500,000             | -                     | 1,500,000         |
| B&G - OSBM SCIF (BCoE)                              | 2,782,878             | -                     | 2,782,878         |
| B&G - Various Projects                              | 313,655               | -                     | 313,655           |
| <b>Subtotal Capital Outlay (Institutional).....</b> | <b>63,211,462</b>     | <b>2,181,787</b>      | <b>61,029,675</b> |
| <b>Total Expenditures (Institutional).....</b>      | <b>71,863,730</b>     | <b>2,586,665</b>      | <b>69,277,065</b> |

\* Unadjusted and Unaudited \*



Alamance Community College -- Budget and Financial Information  
For the Month Ending July 31, 2024

Exhibit D

Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

| <u>Programs (Institutional)</u>                         | <u>Budget</u>  | <u>Beg. Program Balance</u> | <u>Revenue Amount</u> | <u>Expended Amount</u> | <u>End. Program Balance</u> |
|---|----------------|-----------------------------|-----------------------|------------------------|-----------------------------|
| <b>Unrestricted Programs (Institutional)</b>            |                |                             |                       |                        |                             |
| Financial Services .....                                | 56,000         | 292,313                     | 643                   | (183,847)              | 109,108                     |
| General Administration .....                            | 20,000         | 201,592                     | 6,164                 | (14)                   | 207,742                     |
| Curriculum Instruction .....                            | -              | 24,947                      | 3,616                 | -                      | 28,563                      |
| Occupational Ext. Instruction .....                     | 25,000         | 75,464                      | (9,914)               | (1,334)                | 64,217                      |
| Thigpen Trust .....                                     | -              | 108,165                     | -                     | -                      | 108,165                     |
| Community Service .....                                 | 97,000         | 57,035                      | 9,874                 | (4,886)                | 62,022                      |
| Library/Learning Center .....                           | -              | 3,286                       | -                     | -                      | 3,286                       |
| Esport Program .....                                    | -              | -                           | -                     | -                      | -                           |
| <b>Total Unrestricted Programs (Institutional).....</b> | <b>198,000</b> | <b>762,802</b>              | <b>10,383</b>         | <b>(190,082)</b>       | <b>583,103</b>              |
| <b>Restricted Programs (Institutional)</b>              |                |                             |                       |                        |                             |
| College Work Study .....                                | 100,000        | 53,991                      | -                     | (11,278)               | 42,713                      |
| SEOG .....  | 112,000        | 21,857                      | -                     | (1,684)                | 20,173                      |
| Pell Grants .....                                       | 5,600,000      | (271,474)                   | -                     | 8,052                  | (263,422)                   |
| Community College State Grant .....                     | 132,117        | 3,009                       | -                     | -                      | 3,009                       |
| Targeted Assistance Grant .....                         | -              | 12,005                      | -                     | -                      | 12,005                      |
| Golden LEAF Scholarships .....                          | -              | (17,337)                    | -                     | -                      | (17,337)                    |
| Less Than Half Time Grant .....                         | -              | (13,299)                    | -                     | -                      | (13,299)                    |
| Scholarships .....                                      | -              | 3,496                       | -                     | (1,414)                | 2,082                       |
| Education Lottery Financial Aid .....                   | -              | 1,451                       | -                     | -                      | 1,451                       |
| Scholarships - GEER .....                               | -              | (7,077)                     | -                     | -                      | (7,077)                     |
| Spec. Fees - CI-Nursing .....                           | 50,000         | 4,060                       | 4,118                 | -                      | 8,178                       |
| Spec. Fees - CI-Medical Assistant.....                  | -              | 292                         | -                     | -                      | 292                         |
| Spec. Fees - CI-Dental Assistant .....                  | -              | 2,488                       | -                     | -                      | 2,488                       |
| Spec. Fees - CI-Cosmetology .....                       | -              | 4,634                       | -                     | -                      | 4,634                       |
| Spec. Fees - CI-Automotive Technology .....             | -              | 12                          | -                     | -                      | 12                          |
| Spec. Fees - OE-Public Safety .....                     | -              | 58,144                      | 1,179                 | -                      | 59,323                      |
| Spec. Fees - OE-Special Programs .....                  | -              | 14,167                      | 609                   | -                      | 14,776                      |
| TECAT State Award.....                                  | 750,000        | -                           | -                     | -                      | -                           |
| CARES Student Relief .....                              | 8,402          | 14,871                      | -                     | -                      | 14,871                      |
| CARES Institutional Relief .....                        | -              | (250)                       | -                     | -                      | (250)                       |
| PACE-CARES Strengthening Inst Programs.....             | 472,538        | (6,643)                     | -                     | (35,154)               | (41,797)                    |
| Longleaf Commitment .....                               | -              | 152,574                     | -                     | -                      | 152,574                     |
| GA-AJOBS (Impact Alamance).....                         | 53,055         | -                           | -                     | (1,110)                | (1,110)                     |
| GA-NC Space Grant.....                                  | -              | -                           | -                     | -                      | -                           |
| GA-Governors Crime Commission .....                     | -              | -                           | -                     | (13,230)               | (13,230)                    |
| GA-Technology Grant.....                                | 100,000        | -                           | -                     | (92,949)               | (92,949)                    |
| GA-Biotech Center Grant .....                           | -              | -                           | -                     | (828)                  | (828)                       |
| GA-ACE Grant .....                                      | 108,172        | 14,585                      | -                     | (954)                  | 13,632                      |
| GA-NCSU Biotech (5 yr) Grant.....                       | -              | -                           | 1,133                 | -                      | 1,133                       |
| GA-NSF WIND Grant .....                                 | -              | -                           | -                     | -                      | -                           |
| CI-Gene Haas Foundation .....                           | -              | -                           | -                     | -                      | -                           |
| CI-Golden LEAF Equipment Grant .....                    | -              | -                           | -                     | -                      | -                           |
| CI-Golden LEAF Practical Nursing Grant .....            | 100,000        | -                           | -                     | (13,494)               | (13,494)                    |
| CI-NSF Bioscience-FTCC .....                            | 15,000         | -                           | (129)                 | -                      | (129)                       |
| CI-C-Step Grant .....                                   | 12,500         | -                           | -                     | -                      | -                           |
| CI-Telemedicine Grant .....                             | -              | -                           | -                     | -                      | -                           |
| CI-AWESM Grant .....                                    | -              | -                           | -                     | (18,830)               | (18,830)                    |
| CI-Technology Grant.....                                | 100,000        | -                           | -                     | -                      | -                           |
| CI-NC Aventures Grant.....                              | 6,799          | -                           | -                     | -                      | -                           |

**Financial Aid**

\* Unadjusted and Unaudited \*

Alamance Community College -- Budget and Financial Information  
 For the Month Ending July 31, 2024  
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

| Programs (Institutional)                                       | Budget            | Beg. Program Balance | Revenue Amount | Expended Amount    | End. Program Balance |
|--|-------------------|----------------------|----------------|--------------------|----------------------|
| CI-Cyberskills Training Grant.....                             | 20,000            | -                    | -              | -                  | -                    |
| CI-AJOBS-GCC Grant .....                                       | 42,025            | -                    | -              | -                  | -                    |
| Certification-AJOBS JCPC Grant.....                            | 27,589            | -                    | -              | (529)              | (529)                |
| REACH Adult Learner Project .....                              | -                 | 5,453                | -              | -                  | 5,453                |
| CS-Piedmont Voices .....                                       | -                 | -                    | -              | -                  | -                    |
| CS-Engineering Camp .....                                      | -                 | -                    | -              | -                  | -                    |
| Steps4Growth Federal Grant .....                               | -                 | 6,064                | -              | -                  | 6,064                |
| Literacy-LTSA Library Grant .....                              | 22,183            | -                    | -              | -                  | -                    |
| SS-NC Works - Career Coach - Matching .....                    | -                 | -                    | -              | -                  | (11,182)             |
| SS-TRiO Student Support Services .....                         | 261,888           | (6,797)              | -              | (30,632)           | (37,429)             |
| <b>Total Restricted Programs (Institutional) .....</b>         | <b>8,094,268</b>  | <b>50,277</b>        | <b>6,910</b>   | <b>(214,033)</b>   | <b>(168,028)</b>     |
| <b>Proprietary Programs (Institutional)</b>                    |                   |                      |                |                    |                      |
| *GA-Duplicating Center (aka Print Center)* .....               | -                 | 6,655                | 2,820          | -                  | 9,474                |
| Aux-Public Information & Marketing .....                       | -                 | 6,310                | -              | 130                | 6,440                |
| Aux-Graduation .....   | 50,000            | 32,441               | 585            | -                  | 33,026               |
| Aux-Bookstore Commissions .....                                | 100,000           | 1,519,185            | -              | (1,100)            | 1,518,085            |
| Aux-Snack Bar Commissions .....                                | 15,000            | 48,501               | -              | -                  | 48,501               |
| Aux-Culinary Food Service .....                                | 110,000           | 26,793               | -              | -                  | 26,793               |
| Aux-Traffic Control, Parking, and Safety .....                 | -                 | 81,636               | 2,899          | -                  | 84,534               |
| Aux-SGA .....  | 85,000            | 139,298              | 3,919          | 206                | 143,423              |
| Aux-Technology Fee .....                                       | -                 | 108,523              | 2,349          | -                  | 110,871              |
| *Aux-Child Care* .....   | -                 | 537                  | -              | -                  | 537                  |
| Spec. Fees - Animal Care & Management .....                    | -                 | 488                  | -              | -                  | 488                  |
| Spec. Fees - Cosmetology .....                                 | 100,000           | 93,620               | 1,607          | -                  | 95,227               |
| Spec. Fees - Massage Therapy .....                             | -                 | 13,715               | 2,285          | -                  | 16,000               |
| *Spec. Fees - Automotive Technology* .....                     | -                 | (7,050)              | 15             | -                  | (7,035)              |
| Spec. Fees - Dental Assistant .....                            | -                 | 63,791               | 284            | -                  | 64,075               |
| Spec. Fees - Occupational Extension .....                      | -                 | 193,923              | 2,502          | -                  | 196,425              |
| <b>Total Proprietary Programs (Institutional) .....</b>        | <b>460,000</b>    | <b>2,328,363</b>     | <b>19,264</b>  | <b>(764)</b>       | <b>2,346,863</b>     |
| <b>Total Non-Plant Programs (Institutional) .....</b>          | <b>8,752,268</b>  | <b>3,141,442</b>     | <b>36,557</b>  | <b>(404,878)</b>   | <b>2,761,939</b>     |
| <b>Plant Programs (Institutional)</b>                          |                   |                      |                |                    |                      |
| Building & Grounds-Backfill Project .....                      | 436,816           | -                    | -              | -                  | -                    |
| Building & Grounds-Center of Excellence .....                  | 22,260,844        | 819,702              | 198,608        | (212,620)          | 805,690              |
| Building & Grounds-Student Services Center .....               | 8,988,740         | (883,366)            | -              | (4,639)            | (888,006)            |
| Building & Grounds-Public Safety Training Center .....         | 24,157,164        | 11,222,563           | -              | (1,350,136)        | 9,872,427            |
| Building & Grounds-Main, Powell (Nursing), Gee(Library).....   | 5,088,981         | (19,181)             | 176,240        | (614,392)          | (457,333)            |
| Building & Grounds-Tobacco Trust at "The Farm".....            | 380,550           | (78,042)             | -              | -                  | (78,042)             |
| Building & Grounds-HVAC IT Server Room Project.....            | 203,430           | -                    | -              | -                  | -                    |
| Building & Grounds-HVAC Ventilation Project.....               | 448,276           | -                    | -              | -                  | -                    |
| Building & Grounds-Exterior Signage -- Wayfinding Project..... | 302,600           | -                    | -              | -                  | -                    |
| Building & Grounds- Instructional Barn.....                    | 1,250,000         | -                    | -              | -                  | -                    |
| Building & Grounds-Various Projects.....                       | 303,849           | (153,796)            | -              | -                  | (153,796)            |
| <b>Total Plant Programs (Institutional) .....</b>              | <b>63,821,250</b> | <b>10,907,880</b>    | <b>374,848</b> | <b>(2,181,787)</b> | <b>9,100,941</b>     |

Note: Both "Fixed assets" and "Agency funds" are excluded. Including "Fixed assets" distorts the balance.

Note: Programs marked with asterisks (\*) have a formal board-approved plan to eliminate the programs' negative balances.

**Curriculum Committee  
August 6, 2024**

**Action Item (1 of 1):  
Approval of Revised Academic Policies**

**Summary:**

Curriculum Faculty, Department Heads, and Deans propose the revision and subsequent implementation of two academic related policies through ACC’s Academic Policy Committee and Executive Leadership Team, which has vetted and approved the policies as presented.

1. Policy 5.2.2- Student Services: Withdrawal from Courses- **add *Withdrawal Hardship***
2. Policy 5.2.9- Academic Forgiveness

The proposed policies are 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 through reducing barriers.

**Action:**

College Administration respectfully requests approval of revisions to Policy 5.2.2 Withdrawal from Courses and Policy 5.2.9 Academic Forgiveness as outlined in the attached table and supporting documents.

| <b>POLICY</b>   |  |
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| <b>Policy 5.2.2- Student Services: Withdrawal from Courses- <i>add Withdrawal Hardship</i></b>  |  |
| <b>BACKGROUND/RATIONALE</b>   | <b>REVISION</b>  |
| <p>During the COVID-19 pandemic, Alamance Community College (ACC) utilized a Withdrawal Emergency (WE) option for students needing to withdraw from courses due to COVID-related issues like sickness or family death. As the pandemic subsided, the North Carolina Community College System (NCCCS) discontinued the WE option, prompting ACC to seek alternatives for students facing documented extenuating circumstances, with approval from academic deans.</p> <p>To address this need, ACC is considering implementing a Withdrawal Hardship (WH) option. This would allow students to withdraw from courses under severe circumstances without significantly impacting their GPA and financial aid status, thus reducing the likelihood that such impacts deter them from returning to their studies. Implementing a structured process to document hardship withdrawals will benefit ACC by increasing student</p> | <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. 4. Expand student academic and non-academic support with a focus on equity.</i></p> <p><b>Add</b></p> <p><b>III. COURSE WITHDRAWAL AS “WH” (WITHDRAWAL-HARDSHIP)</b></p> <p>Alamance Community College employs a letter grading system to evaluate students’ performance in meeting stated instructional objectives. The College has established a grade of Withdrawal-Hardship (WH). The WH grade will be assigned in cases where students are not able to continue in a course due to documented extenuating circumstances. Examples of extenuating circumstances include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Student illness- communicable disease or other emergency;</li> <li>● Illness of someone the student provides care for; and</li> <li>● Financial hardship due to an unexpected emergency</li> </ul> |

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| <p>retention and completion rates.</p> <p>The WH option also facilitates better tracking and advising, helping students effectively manage and overcome barriers to their education.</p> <p><b>Effective Date:</b><br/><b>Fall 2024</b></p> | <p>A student may request that the WH grade be assigned in circumstances outside those outlined above.</p> <p>Please Note: Withdrawals may affect a student's financial aid, veteran's benefits, scholarships, and sponsorship. Refunds will be given in accordance with <a href="#">Policy 6.1.4 Tuition/Fee Refunds</a>. Students' financial aid eligibility and Satisfactory Academic Progress (SAP) calculation may have impacts on current financial aid awards and/or future financial awards/eligibility.</p> <p><b>WH Grade Assignments</b></p> <p>The Registrar's Office will administratively assign the WH grade under the following circumstances:</p> <ul style="list-style-type: none"> <li>• A student requests a withdrawal and indicates the reason is related to an emergency. This must be approved by an academic dean;</li> <li>• A faculty member submits an official withdrawal form for a student and indicates the reason is related to an emergency/hardship. This must be approved by an academic dean;</li> </ul> <p><b>Procedures:</b> The request to withdraw from a course using the WH (Withdrawal-Hardship) option must be made in writing to the academic dean through completing the Drop Form Process (see Course Withdrawals After the Drop/Add Period above). The request must include a completed Drop-Add Form and documentation illustrating that the withdrawal is clearly related to an emergency/hardship. The Academic Dean will review the request and make a final determination to submit to the VP of Student Learning for approval if a refund is authorized. Students will not have an opportunity to appeal the decision.</p> <p>Only the Registrar's Office can officially record the WH grade.</p> |
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**Policy 5.2.9- Student Services: Academic Forgiveness**

| <b>BACKGROUND/RATIONALE</b>   | <b>REVISION</b>  |
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| <p>The current Academic Forgiveness Policy poses significant challenges for students, particularly those enrolled under the Career and College Promise program.</p> <p>The policy requires a three-year non-enrollment period for students wishing to reset their academic records, which can deter them from continuing their education at ACC during this period.</p> | <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. 4. Expand student academic and non-academic support with a focus on equity.</i></p> <p><b>Revise:</b><br/>Academic forgiveness is awarded on a one-time basis for courses with a grade of "F." It is designed to give students returning to the College a second chance at successfully</p> |

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| <p>This requirement disproportionately affects younger students who may initially enroll in unsuitable programs as they explore their academic interests. Once their GPA is established, these students face a dilemma: remain non-enrolled for three years to qualify for academic forgiveness or repeat courses unnecessarily using financial aid, which can adversely affect their Satisfactory Academic Progress and jeopardize future financial aid eligibility.</p> <p>The unintended consequences of this policy necessitate a revision to better support students in their educational pursuits without penalizing them for early academic exploration or forcing them into extended periods of non-enrollment.</p> <p><b>Effective Date:</b><br/> <b>Fall 2024</b></p> | <p>completing a degree. Students are eligible for academic forgiveness if they:</p> <ol style="list-style-type: none"> <li>1. Complete a minimum of 12 credit hours at Alamance Community College following the semester(s) in which the “F” grade(s) was/were assigned, with a grade average of “C” or better, and</li> <li>2. Are currently enrolled when requesting academic forgiveness.</li> </ol> <p>Students who failed a required course in their current program of study should retake the course under the Repeating Courses Policy (Policy 5.2.8).</p> <p>Academic Forgiveness does not apply to the grade point average (GPA) required to meet the requirements of Satisfactory Academic Progress for federal and state financial aid eligibility.</p> <p>Students must send a written request for academic forgiveness to the Vice President for Student Services. Forgiven grades still appear on a student’s official transcript, but they are not calculated into the student’s cumulative GPA.</p> |
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**I. STUDENT VOLUNTARY WITHDRAWAL FROM COURSE(S)**

A. Ten Percent (10%) Date

A student may withdraw from a course for a partial refund on or before the official 10% date of the semester. For more information on tuition/fee refunds, see Policy 6.1.4 – Tuition/Fee Refunds. In the case of withdrawal on or before the official 10% date of the semester, the withdrawn course(s) will not be included on the transcript.

B. Eighty Percent (80%) Date

At any point prior to the 80% date of the semester, a student may voluntarily withdraw from his or her courses. If a student drops a course during the last 20% of a semester, the final grade will reflect the earned numerical average of the student's work in the course. All applicable deadlines will be published in the College's official calendar.

It is the student's responsibility to withdraw from course(s) if he or she cannot meet the requirements of the course. The student should first consult with the instructor or an advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course. Withdrawing from a course could substantially delay the completion of the student's program of study and may have impacts on future financial aid eligibility.

To officially begin the withdrawal process, the student should obtain a "Drop Form" from the College web page and ask each instructor sign the form and record the appropriate grade. It is the student's responsibility to ensure the Drop Form is completed and submitted to the Admissions/Records Office. Failure to follow this procedure may result in a grade of "F" for courses the student stops attending.

Students must officially withdraw from any course they stop attending to ensure that they will not receive an "F" in the course. In the case of a withdrawal, the student will receive a "WP" which will not be included in the grade point average but will appear in the student's official transcript.

**II. STUDENT INVOLUNTARY WITHDRAWAL FROM COURSE(S)**

A. Students who register for a course and do not attend classes prior to the 10% point of the course will be dropped by the instructor.

B. Any student who accumulates absences in excess of 20% of the course contact hours may be withdrawn from the class. If the student is withdrawn from a class

during the final 20% period of the term for excessive absences, the student will receive the grade earned in the course.

- C. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to student discipline policies.

Adopted: June 13, 2022

Cross Reference: Policy 5.2.1 Attendance

## **Suggested Revised Policy 5.2.2- Student Services: Withdrawal from Courses**

### **Policy 5.2.2 - Student Services: Withdrawal from Courses**

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C. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to student discipline policies.

#### **III. COURSE WITHDRAWAL AS "WH" (WITHDRAWAL-HARDSHIP)**

**Alamance Community College employs a letter grading system to evaluate students' performance in meeting stated instructional objectives. The College has established a grade of Withdrawal-Hardship (WH). The WH grade will be assigned in cases where students are not able to continue in a course due to documented extenuating circumstances. Examples of extenuating circumstances include, but are not limited to, the following:**

- **Student illness- communicable disease or other emergency;**
- **Illness of someone the student provides care for; and**
- **Financial hardship due to an unexpected emergency**



**A student may request that the WH grade be assigned in circumstances outside those outlined above.**

**Please Note: Withdrawals may affect a student's financial aid, veteran's benefits, scholarships, and sponsorship. Refunds will be given in accordance with [Policy 6.1.4 Tuition/Fee Refunds](#). Students' financial aid eligibility and Satisfactory Academic Progress (SAP) calculation may have impacts on current financial aid awards and/or future financial awards/eligibility.**

### **WH Grade Assignments**

**The Registrar's Office will administratively assign the WH grade under the following circumstances:**

- **A student requests a withdrawal and indicates the reason is related to an emergency. This must be approved by an academic dean;**
- **A faculty member submits an official withdrawal form for a student and indicates the reason is related to an emergency/hardship. This must be approved by an academic dean;**

**Procedures: The request to withdraw from a course using the WH (Withdrawal-Hardship) option must be made in writing to the academic dean through completing the Drop Form Process (see Course Withdrawals After the Drop/Add Period above). The request must include a completed Drop-Add Form and documentation illustrating that the withdrawal is clearly related to an emergency/hardship. The Academic Dean will review the request and make a final determination to submit to the VP of Student Learning for approval if a refund is authorized. Students will not have an opportunity to appeal the decision.**

**Only the Registrar's Office can officially record the WH grade.**

## Current Policy 5.2.9 - Student Services: Academic Forgiveness

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|                                       |  |                         |
|---------------------------------------|--|-------------------------|
| <b>ALAMANCE<br/>COMMUNITY COLLEGE</b> | <b>STUDENT SERVICES<br/>ACADEMIC FORGIVENESS</b> | <b>POLICY<br/>5.2.9</b> |
|---------------------------------------|--|-------------------------|

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Academic forgiveness is awarded on a one-time basis for courses with a grade of “F” or “WF.” It is designed to give students returning to the College a second chance at successfully completing a degree. Students are eligible for academic forgiveness if they:

1. Have not been enrolled in curriculum classes at the College for at least three years,
2. Complete a minimum of 12 credit hours with a grade average of “C” or better, and
3. Are currently enrolled when requesting academic forgiveness.

Students must send a written request for academic forgiveness to the Vice President for Student Success. Forgiven grades still appear on a student’s official transcript, but they are not calculated into the student’s cumulative GPA.

Adopted: June 13, 2022

## Suggested Revised Policy 5.2.9- Student Services: Academic Forgiveness

### Marked Copy of Recommended Changes to Current Policy Text

Academic forgiveness is awarded on a one-time basis for courses with a grade of “F.” or “WF.” It is designed to give students ~~returning to the College~~ a second chance at successfully completing a degree. Students are eligible for academic forgiveness if they:

- ~~1. Have not been enrolled in curriculum classes at the College for at least three years.~~
2. 1. Complete a minimum of 12 credit hours at Alamance Community College following the semester(s) in which the “F” grade(s) was/were assigned, with a grade average of “C” or better, and
3. 2. Are currently enrolled when requesting academic forgiveness.

Students who failed a required course in their current program of study should retake the course under the Repeating Courses Policy (Policy 5.2.8).

Academic Forgiveness does not apply to the grade point average (GPA) required to meet the requirements of Satisfactory Academic Progress for federal and state financial aid eligibility.

Students must send a written request for academic forgiveness to the Vice President for Student Success. Forgiven grades still appear on a student’s official transcript, but they are not calculated into the student’s cumulative GPA.

~~Adopted: June 13, 2022~~

**Curriculum Committee**

**August 6, 2024**

**For Information Only:  
National Student Clearinghouse Total Completion Rate Report**

**Summary:**

The College’s Curriculum and Instruction Committee, consisting of faculty and staff, determines the appropriate College minimum and target performance levels for the National Student Clearinghouse Total Completion Rate (key student completion indicator for SACSCOC) and reviews results annually. The BOT approved the minimum (42%) and target (45%) performance levels- April 2020 and the Curriculum and Instruction Committee has recommended that these levels remain the same as the continuing impacts of COVID-19 on the performance levels are evaluated. These decisions are grounded in the College’s mission to provide “educational programs and services to prepare all members of our diverse community to succeed.,” and the College’s vision “Transforming lives through excellence in teaching, learning, and service.” Student completion is fundamental to the achievement of ACC’s mission and vision.

**Table 1: NSC Six-Year Total Completion Rate 2011-2015 Cohorts**

| <b>N enrolled</b> | <b>Cohort</b> | <b>ACC</b> | <b>National Average</b> |
|-------------------|---------------|------------|-------------------------|
| 512               | 2011          | 41.90%     | 37.53%                  |
| 503               | 2012          | 43.62%     | 39.22%                  |
| 516               | 2013          | 45.33%     | 40.76%                  |
| 471               | 2014          | 45.68%     | 40.28%                  |
| 528               | 2015          | 49.85%     | 42.17%                  |
| 536               | 2016          | 49.61%     | 43.08%                  |

**Table 2: NSC Six-Year Total Completion Rate Compared to Performance Levels**

| <b>Cohort</b> | <b>ACC</b> | <b>ACC Performance Levels</b>               |
|---------------|------------|---|
| 2011          | 41.90%     | Below minimum                               |
| 2012          | 43.62%     | Above minimum, below benchmark              |
| 2013          | 45.33%     | Above benchmark                             |
| 2014          | 45.68%     | Above benchmark                             |
| 2015          | 49.85%     | Above benchmark                             |
| 2016          | 49.61%     | Above benchmark- slight decrease from 2015* |

*\*COVID-19 impact within this six-year period*

| Full Name        | Appointment Start Date | Appointment End Date | Last SEI Received Date | Last Education Received Date | Next Education Due Date |
|------------------|------------------------|----------------------|------------------------|------------------------------|-------------------------|
| Anthony Foriest  | 9/25/2017              | 6/30/2025            | 2/1/2024               | 3/15/2024                    | 3/15/2026               |
| Steven Carter    | 7/1/2021               | 6/30/2025            | 1/16/2024              | 5/10/2023                    | 5/10/2025               |
| Mark Gordon      | 1/18/2022              | 6/30/2026            | 5/3/2024               | 7/8/2022                     | 7/8/2024                |
| Sylvia Munoz     | 7/20/2022              | 6/30/2026            | 4/7/2024               | 7/25/2024                    | 7/25/2026               |
| James Butler     | 7/1/2024               | 6/30/2028            | 2/13/2024              | 4/12/2023                    | 4/12/2025               |
| Roslyn Crisp     | 7/1/2013               | 6/30/2025            | 2/27/2024              | 3/13/2023                    | 3/13/2025               |
| Ken Walker       | 7/3/2023               | 6/30/2027            | 1/15/2024              | 9/1/2023                     | 9/1/2025                |
| Blake Williams   | 7/1/2015               | 6/30/2027            | 1/15/2024              | 9/1/2023                     | 9/1/2025                |
| William Gomory   | 7/1/2012               | 6/30/2028            | 1/12/2024              | 3/15/2024                    | 3/15/2026               |
| Charles Scott    | 7/1/2018               | 6/30/2026            | 2/5/2024               | 3/30/2023                    | 3/30/2025               |
| Powell Glidewell | 8/29/2019              | 6/30/2027            | 1/15/2024              | 12/15/2021                   | 12/15/2023              |
| Ana Fleeman(EL)  |                        |                      |                        | 7/24/2024                    | 7/24/2026               |
| Julie Emmons     | 7/1/2024               | 6/30/2028            | 4/4/2024               | 8/29/2022                    | 8/29/2024               |

| FY 23-24 & FY 24-25 To-Date Grants   |                        |   |                                   |                   |                                 |
|--|------------------------|---|-----------------------------------|-------------------|---------------------------------|
|  | ACC Department         | Funder                                  | Grantor Contribution/Award Amount | Duration of Grant | Period of Performance           |
| <b>2024-2025</b>   |                        |   |                                   |                   |                                 |
| Veterinary Medical Technician Program High Cost                            | Agriculture            | NCCCS                                   | <b>\$500,000</b>                  | 2 years           | July 1, 2024 - June 30, 2026    |
| Impact Alamance Progress & Enhancement / Dillingham Student Support Center | Continuing Ed          | Impact Alamance                         | <b>\$40,000</b>                   | 2 years           | July 1, 2024 - June 30, 2026    |
| Digital Navigator Grant Project  | Continuing Ed          | NCCCS                                   | <b>\$35,000</b>                   | 15 months         | July 1, 2024 - October 30, 2025 |
| Public Safety Portable Radios  | Public Safety Training | Firehouse Subs Public Safety Foundation | <b>\$28,917</b>                   |                   |                                 |
| National Voter Registration Day Community College Grant                    | Student Success        | Nonprofit VOTE                          | <b>\$1,875</b>                    | 2 months          | August 19 - October 1, 2024     |
| <b>Total to Date</b>   |                        |   | <b>\$605,792</b>                  |                   |                                 |
| <b>2023-2024</b>   |                        |   |                                   |                   |                                 |

|   |                        |                                    |                    |           |                                |
|---|------------------------|------------------------------------|--------------------|-----------|--------------------------------|
| Public Safety Training Center Firing Range  | Public Safety Training | THUD Senate Appropriations         | <b>\$5,726,000</b> |           |                                |
| Public Safety Training Center Building  | Public Safety Training | NC Legislature Appropriation       | <b>\$5,500,000</b> |           |                                |
| Veterinary Medical Technician program   | Agriculture            | Golden LEAF                        | <b>\$1,000,000</b> | 27 Months | Feb 1, 2024 - April 30, 2026   |
| Dillingham Center (MCC but one year)  | Continuing Ed          | NC Legislature Appropriation       | <b>\$500,000</b>   | 1 year    |                                |
| Practical Nursing High-Cost Workforce Start-Up Fund Program   | Nursing                | NCCCS                              | <b>\$500,000</b>   | 2 years   | Nov 20, 2023 - June 30, 2025   |
| ACC Welding Filtration and Ventilation System   | Facilities             | Charles A Cannon Charitable Trusts | <b>\$280,000</b>   | 1 year    | April 1, 2024 - March 31, 2025 |
| Addressing the Healthcare Workforce Crises: Starting a Practical Nursing Program at ACC               | Nursing                | Golden LEAF                        | <b>\$200,000</b>   | 16 months | June 1, 2023 - Sept 30, 2024   |
| Alamance Juvenile Opportunity Bridge (AJOB)   | Applied Engineering    | Governor's Crime Commission (DOJ)  | <b>\$168,101</b>   | 2 years   | Jan 1, 2024 - Dec 31, 2025     |
| Cybersecurity - State and Local Cybersecurity Grant Program (SLCGP) - Addressing Critical Cyber Risks | Information Services   | NCDPS/EM (FEMA)                    | <b>\$100,000</b>   | 3 years   | Dec 1, 2022 - Feb. 28, 2026    |

|  |                             |  |                         |           |                                |
|--|-----------------------------|--|-------------------------|-----------|--------------------------------|
| EV Charging Zero Emission Vehicle Infrastructure Program | Facilities                  | NCDAQ/NCDEQ  | <b>\$79,104</b>         |           |                                |
| LSTA - Creating the Contemporary Learning Community      | Learning Resource Center    | LSTA (Library Services and Technology Act)               | <b>\$22,183</b>         | 1 year    | July 1, 2023 - June 30, 2024   |
| Public Safety - Radios                                   | Public Safety               | Governor's Crime Commission (DOJ)                        | <b>\$13,800</b>         | 1 year    | Oct 1, 2023 - Sept 30, 2024    |
| Alamance Juvenile Opportunity Bridge (AJOB)              | Applied Engineering         | Roots & Wings (JCPC)                                     | <b>\$12,640</b>         | 6 months  | July 1, 2023 - Dec 31, 2023    |
| Carolina Access 100 - Our State Our Work (OSOW)          | Apprenticeships             | UNC Chancellor's Office and Blue Cross/Blue Shield of NC | <b>\$10,000</b>         | 1.5 years | July 1, 2022 - Dec 30, 2023    |
| NC AgVentures  | Agriculture                 | NCSU/NC Tobacco Trust Fund Commission                    | <b>\$6,799</b>          | 9 months  | May 1, 2023 - January 31, 2024 |
| Next NC FAFSA Grant                                      | Student Success             | John M. Belk Endowment                                   | <b>\$5,000</b>          | 2 months  | June 7 - August 2, 2024        |
| Carolina Access 100 - Our State Our Work (OSOW)          | Apprenticeships             | UNC Chancellor's Office and Blue Cross/Blue Shield of NC | <b>\$5,000</b>          | 1.5 years | July 1, 2022 - Dec 30, 2023    |
| Suicide Prevention - QPR                                 | Institutional Effectiveness | NCCCS  | <b>no-cost training</b> | 1 year    | July 1, 2022 - June 30, 2024   |
| <b>Total</b>   |                             |  | <b>\$14,128,627</b>     |           |                                |



| <b>2022-2023</b>   |   |  |                    |         |                              |
|--|---|--|--------------------|---------|------------------------------|
| Build Back Better - Triangle, BioBetter                          | Biotech and Continuing Education                    | US Economic Development Administration (EDA) | <b>\$2,507,601</b> | 3 years | Nov 1, 2022 - Oct 31, 2025   |
| American Cutting Edge (ACE)                                      | Machining   | Department of Defense                        | <b>\$398,425</b>   | 3 years | Nov 1, 2022 - Sept 30, 2025  |
| Steps4Growth - Good Jobs Challenge                               | HVAC  | Department of Commerce                       | <b>\$200,000</b>   | 3 years | Sept 2022 - Aug 1, 2026      |
| IS Server Room HVAC  | Information Services                                | Charles A Cannon Charitable Trusts           | <b>\$177,922</b>   | 1 year  | Dec 19, 2022 - Mar 31, 2024  |
| Expanding Economic Impact - Dental Assisting Location at UNC-Ch. | Dental  | NC Community College System                  | <b>\$93,908</b>    | 1 year  | July 1, 2022 - July 30, 2023 |
| Juvenile Diversion Grant (AJOB)                                  | Applied Engineering                                 | Impact Alamance                              | <b>\$53,000</b>    | 1 year  | Sept 2022 - Dec 31, 2023     |
| Governor's GEER Funds - Suicide Prevention (QPR)                 | Student Services & SACSCOC Quality Enhancement Plan | NC Community College System                  | <b>\$12,500</b>    | 2 years | July 1, 2022 - June 30, 2024 |
| Build Back Better - Triangle, BioWork Pre Apprenticeship Program | Apprenticeship/Con Ed/Biotechnology                 | US Economic Development Administration (EDA) | <b>\$8,700</b>     | 3 years | Nov 1, 2022 - Oct 31, 2025   |
| <b>Total</b>   |   |  | <b>\$3,452,056</b> |         |                              |