



BOARD OF TRUSTEES

Regular Meeting Agenda

September 9, 2024 | 6:00 p.m.

Wallace W. Gee Building

Room G222

1247 Jimmie Kerr Road | Graham, NC

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

A. Sarah Hardin <i>Associate Vice President, Communications and Public Affairs</i>	<i>Dr. Kenneth Ingle</i>
B. Michelle Page <i>HR Senior Specialist - Benefits</i>	<i>Dr. Constance Wolfe</i>
C. Justin Pedley <i>Department Head, Veterinary Medical Technology</i>	<i>Dr. Lisa Johnson</i>
D. Linda Mason <i>Temporary Full-Time Administrative Assistant for Administrative Services and Facilities</i>	<i>Ms. Elizabeth Thomas</i>
E. Tyshea Lewis <i>Corporate Education Coordinator</i>	<i>Mr. Justin Snyder</i>
F. Laura Manigrasso <i>Access to Achieve Advisor</i>	<i>Mr. Justin Snyder</i>
G. Stacy Martin <i>English Language Acquisition Instructor</i>	<i>Mr. Justin Snyder</i>

- IV. Service Recognition** (Ms. Scott Emmons)
 - A. General Williams- Two years of service as Board Chair (2022-2024)
- V. Presentation** (Sarah Hardin, Beth Brehler, Josefvon Jones)
 - A. Facing The Community of The Future: Marketing and Recruiting The Next Generation of Students. **pp 1-5**
- VI. Minutes** (Ms. Scott Emmons)
 - A. Board of Trustees regular meeting, August 12, 2024 * **pp 6-14**
 - B. Board of Trustees Special meeting, August 26, 2024* **pp 15-17**
 - C. Curriculum Committee meeting, August 6, 2024 **pp 18-20**
 - D. Building and Grounds Committee meeting, August 7, 2024 **pp 21-23**
 - E. Budget and Finance Committee meeting, August 9, 2024 **pp 24-26**

* Requires Board of Trustees Action

VII. Committee Reports

- A. Personnel Committee Report (Dr. Crisp)
 - 1. Recommendation for Approval:
 - a. President's Goals for 2024-25* **p 27**
 - 2. Employment Report for August 2024 **p 28**
 - 3. Separations report for FY 2023-24 **p 29**
 - 4. Vacancies report **p 30**
- B. Building and Grounds Committee Report (Mr. Gomory)
 - 1. Capital project summary report **pp 31-32**
 - 2. Capital project budget update for August 2024 **p 33**
- C. Budget and Finance Committee Report (Mr. Glidewell)
 - 1. Financial Report for August 2024 **pp 34-40**
- D. Curriculum Committee Report (Ms. Scott Emmons)
 - 1. Recommendation for Approval:
 - a. Food Service Technology Diploma: D55250 - Termination* **pp 41-43**

VIII. Other Reports

- A. SGA Report (Ms. Hooten) **pp 44-46**
- B. Chair's Report (Ms. Scott Emmons)
 - 1. Board Committee Assignments
 - 2. Appointments and reappointments to the Board of Trustees for 2024-2028
 - a. James Butler – reappointed by North Carolina Senate
 - 3. Report of SEI Filing & Ethics Education **p 47**
- C. Staff Association Committee Report
- D. President's Report (Dr. Ingle)
 - 1. 2024 Performance Measures for Student Success Report (Wolfe, Johnson, Snyder) **pp 48-55**
 - 2. Enrollment Report
 - 3. Internal Audit Plan Report for Continuing Education Summer 2024 (Snyder) **p 56**
- E. Handouts
- F. Announcements (Ms. Scott Emmons)
 - 1. NCACCT Leadership Seminar, September 11-13, 2024, Asheville
 - 2. ACCT National Leadership Congress, October 23-26, 2024, Seattle WA
 - 3. ACCT National Legislative Summit, February 9-12, 2025, Washington DC
 - 4. NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh

IX. 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.

X. Adjournment

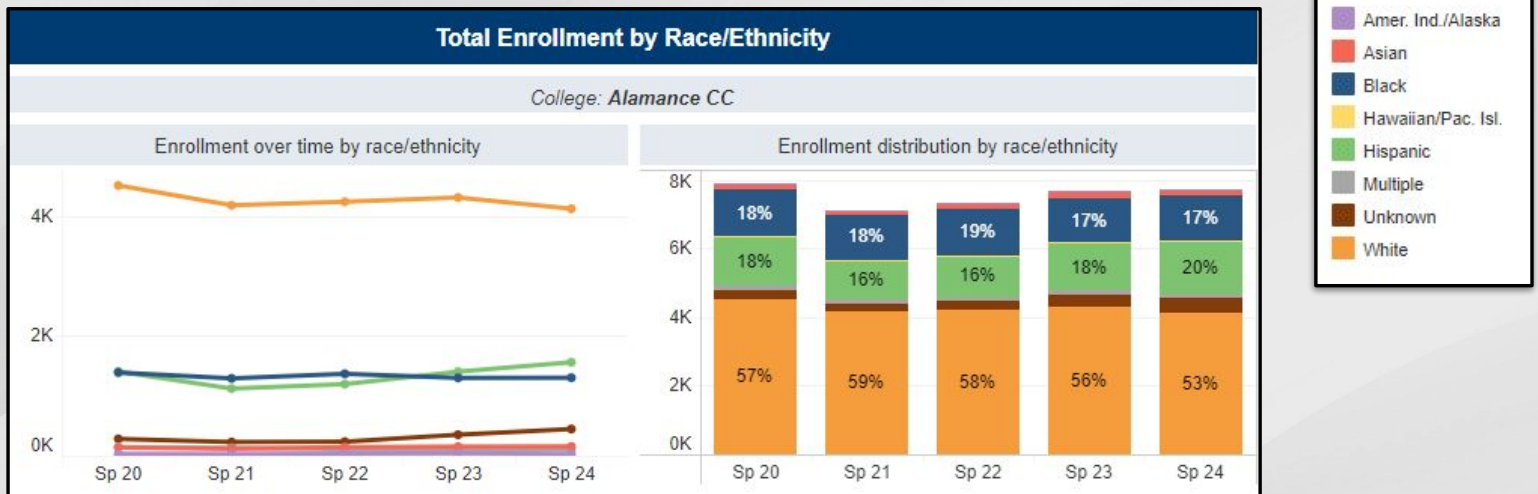
* Requires Board of Trustees Action

FACING THE COMMUNITY OF THE FUTURE

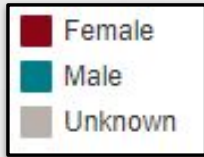
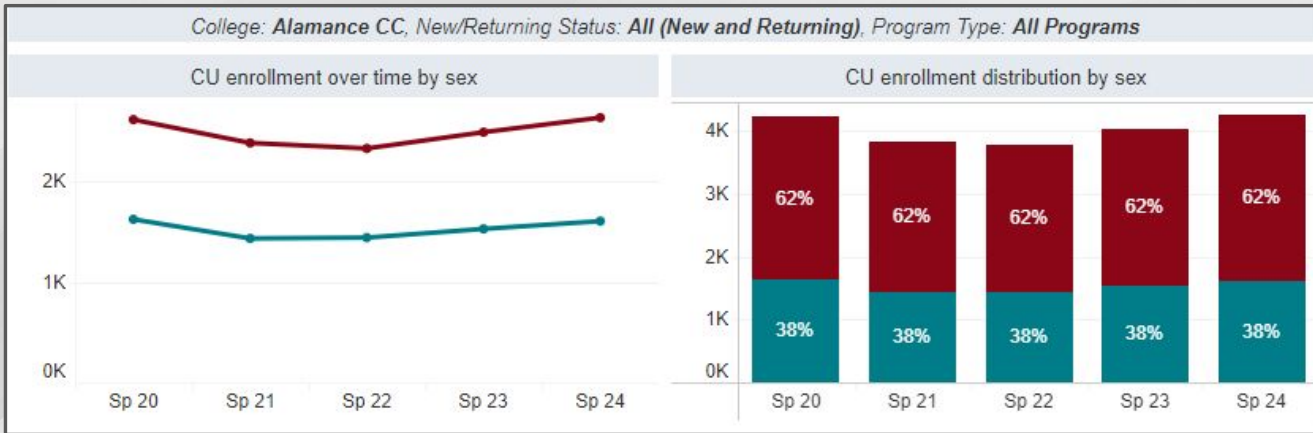
Marketing and Recruiting to the Next Generation of Students

Beth Brehler, Josefvon Jones, Sarah Hardin

ACC Enrollment Demographics

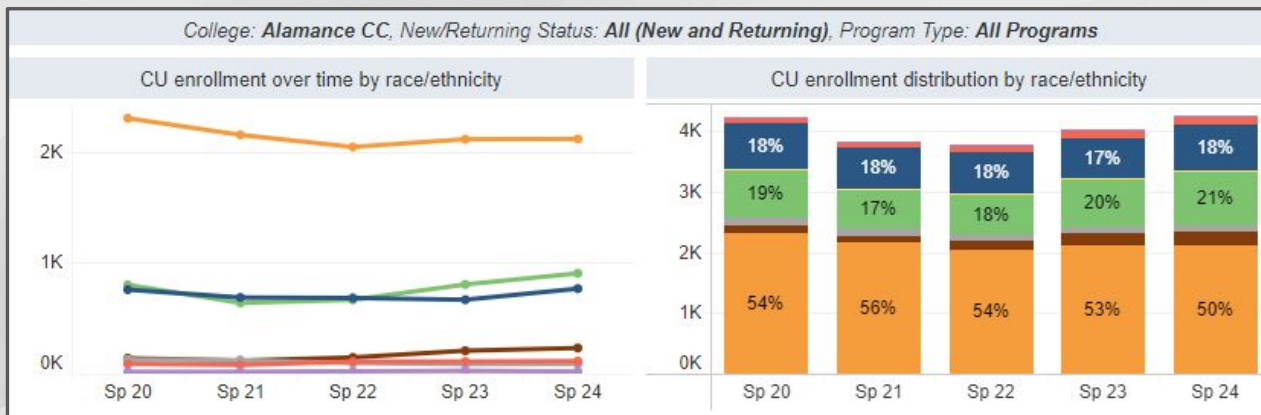


ACC Enrollment By Sex



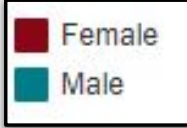
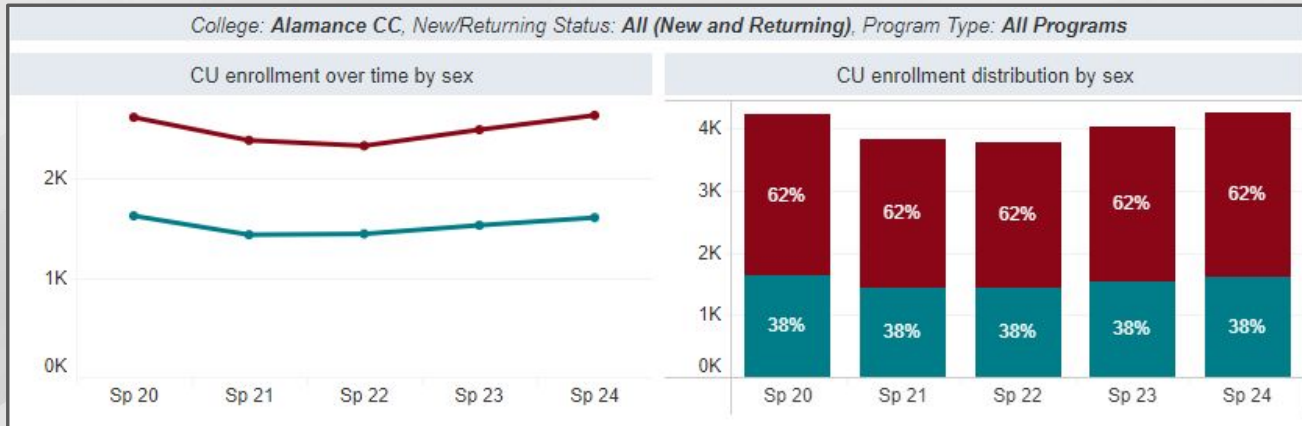
Source: NCCCS Dashboard

Curriculum Enrollment



Source: NCCCS Dashboard

Curriculum Enrollment By Sex



Source: NCCCS Dashboard

TARGETED RECRUITMENT & MARKETING EFFORTS

GOAL 1:

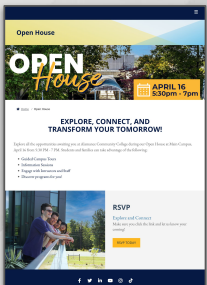
Increase the number of local high school graduates applying and enrolling at ACC after high school graduation.

RECRUITMENT STRATEGY

- ▶ Campus Tours, Open Houses, College Fairs: CACRAO
- ▶ Increase Counselor Education
- ▶ Host ACC Information Sessions for Current CCP Seniors & Parents

MARKETING STRATEGY

- ▶ Early Outreach Programs
- ▶ Promote Financial Support Opportunities: The Alamance Promise
- ▶ Personalized Guidance and Support
- ▶ Alumni Engagement
- ▶ Capitalize on Dual Enrollment
- ▶ Implement Communication Strategy Leveraging Social Media, Targeted Email Campaigns, and Strategic Mailers



TARGETED RECRUITMENT & MARKETING EFFORTS

GOAL 2 :

Increase the number of underrepresented populations applying and enrolling at ACC.

RECRUITMENT STRATEGY

- ▶ Strengthen Community Partnerships
- ▶ Outreach to current ESL students at ACC
- ▶ Increase ACC Presence in Local High Schools with a High Number of Underrepresented Students
- ▶ Specialized Admissions Recruiter

MARKETING STRATEGY

- ▶ Culturally Relevant Messaging
- ▶ Create Culturally Sensitive Outreach-billboards, promotional items, commercials
- ▶ Visibility and Representation
- ▶ Incorporate Targeted Landing Pages to Specific Populations, Consolidating Relevant Information to Streamline the User Experience



TARGETED RECRUITMENT & MARKETING EFFORTS

GOAL 3 :

Increase the number of Career and College Readiness (CCR) students applying and enrolling at ACC after completing high school equivalency at ACC.

RECRUITMENT STRATEGY

- ▶ Conduct Admissions Presentations at GED Orientation Sessions
- ▶ Have Routine Presence of Outreach Recruiter at Dillingham Center
- ▶ Highlight Financial Aid and Support Services

MARKETING STRATEGY

- ▶ Personalized Outreach with Continuous Outreach
- ▶ Highlight Pathways to Higher Education with ACC Share Success Stories
- ▶ Promote Support Services, Financial Assistance, and Flexible Learning Options



TARGETED RECRUITMENT & MARKETING EFFORTS

GOAL 4 :

Increase the number of adult learners applying and enrolling at ACC.

RECRUITMENT STRATEGY

- ▶ Conduct Targeted Outreach to ACC Non-Completers 25 and Older
- ▶ Conduct Admissions/Financial Aid Workshops Specifically Designed for Adult Learners
- ▶ Utilize External Partnerships
- ▶ Leverage Resources Pertaining to Adult Learners
- ▶ Community Engagement and Events

MARKETING STRATEGY

- ▶ Highlight Flexible Program Offerings and Prior Learning Credit
- ▶ Showcase Career Advancement Opportunities
- ▶ Increase Outreach to Employers
- ▶ Share Alumni Success Stories
- ▶ Targeted Digital Outreach



Thank You!



BOARD OF TRUSTEES

Regular Meeting Minutes

August 12, 2024 | 6:00 p.m.
Wallace Gee Building | G-222
1247 Jimmie Kerr Rd. | Graham, NC

A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on August 12, 2024, in Wallace Gee Building, Room G-222, on the Carrington-Scott Campus in 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

The Honorable Larry Brown swore in the new and reappointed trustees.

Call to Order

BG(R) Blake Williams, Chair, called the meeting to order at 6:05 p.m. He welcomed everyone to the meeting.

Attendance

The following trustees were present:

- BG(R) Blake Williams, Chair
- Ms. Julie Emmons, Vice Chair
- Mr. Steven Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Mr. Mark Gordon
- Ms. Sylvia Muñoz
- Dr. Charles Scott
- Mr. Ken Walker
- Azalea Hooten, Student Trustee
- Dr. Ken Ingle, President & Secretary to the Board of Trustees
- Ms. Ana Fleeman, Executive Assistant, and Board Liaison

Absent:

- Mr. James Butler
- Mr. Josef von Jones, Director of Belonging
- Ms. Sonya McCook, Dean of Business, Arts, and Science
- Dr. Melanie Lewis, Dean of Health and Public Services
- Mr. Rodney Reece, Dean of Applied Engineering, Agriculture and Applied Trades
- Ms. Bettina Akukwe, Associate Vice President of Corporate Education
- Ms. Jennifer Jones, Director of Information Service and Distance Learning

Guests:

- Ms. Kristy Bailey, Reporter, Alamance News

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. Elizabeth Thomas, Vice President of Business and Finance/CFO
- Mr. Justin Snyder, Vice President of Workforce & Economic Development
- Mr. Thomas Hartman, Associate Vice President of Admin Services and Facilities
- Ms. Valerie Fearington, Director of Human Resources
- Ms. Kindra Bradley, Grants Manager
- Ms. Beth Brehler, Associate Vice President, Student Success
- Ms. Sarah Hardin, Director of Public Information and Marketing
- Mr. Frank Longest, Board Attorney

Quorum

The Board determined that a quorum was present.

Call for Conflicts of Interest

General Williams called for conflicts by reading this statement:

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

No conflicts of interest or appearances of conflict were noted.

Election of Board Officers for 2024-25

Mr. Carter reported that the Nominating Committee recommended Julie Scott Emmons as Vice Chair, General Williams as Chair, and Dr. Ingle as Board Secretary as the slate of Board Officers for the 2024-25 year. After presenting the report there was general discussion among the trustees about the tradition of electing a Chairperson for no more than two consecutive terms. Trustee Gordon made a motion to table the report and refer the matter of officer nominations back to the Committee for further reconsideration by giving consideration of the past Board tradition with a revisited nomination report back to the Board on the officers nomination recommendations for further action and the motion was seconded by Dr. Crisp. The motion was unanimously passed with the request that the nomination committee reconsider the officer recommendations in light of the Board's tradition against electing a chairperson for more than two consecutive years.

Minutes

Minutes of the Board of Trustees regular meetings of June 10, 2024, were unanimously approved as submitted upon motion of Mr. Gomory and seconded by Mr. Gordon.

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

- Building and Ground Committee meeting, June 5th, 2024
- Personnel Committee meeting, June 5th, 2024
- Budget and Finance Committee meeting, June 7th, 2024

Committee Reports

General Williams called for committee reports.

Report of Personnel Committee

Dr. Crisp presented the monthly employment report for June and for July 2024. She indicated that the demographics of ACC employees remained mostly unchanged.

Report of Building and Grounds Committee

Mr. Gomory presented information from the Committee, which met on August 7, 2024. He presented three action items to the Board.

Third-Floor Biotechnology Center of Excellence project*

It was reported that in May 2024, the Board of Trustees approved a study by Hord Coplan Macht to determine the scope and cost of upgrading the third floor of the Biotechnology Center of Excellence. The proposed plan includes six additional classrooms, a server room, and lab space, which will be used for general classrooms and support the new Data Analytics and Applied Artificial Intelligence Associate programs. The Board unanimously approved the Biotechnology Center of Excellence

* Requires Board of Trustees Action

Third-Floor Upfit Project as a new capital project with a budget of \$2,542,000, funded through State Capital Infrastructure Funds (SCIF).

Campus exterior wayfinding project contract*

A Request for Proposals for the project was posted on May 23, 2023, followed by a pre-proposal meeting and site visit on June 10, 2024. Five vendors attended, and two submitted proposals by the July 23, 2024 deadline. A review committee evaluated the submissions using the "Best Value" method and determined that Signature Signs, Inc. provided the best value with a wayfinding solution costing \$199,323.00. The overall project budget is \$302,600.00. The project is tentatively scheduled for completion by the end of Fall 2024. The Board unanimously approved the contract with Signature Signs, Inc. for \$199,323.00 for the Campus Exterior Wayfinding Project, funded through State Capital Infrastructure Funds (SCIF).

5-year roofing maintenance project*

In FY 2024, the College completed a 5-year roofing preventative maintenance plan. A new 5-year plan, extending through 2028/2029, has been developed with assistance from BIRS Roofing of Greensboro. The plan identifies both minor and major repair and maintenance needs. The full 5-year plan is provided for information, with the first year highlighted as the immediate action item. It was noted that if additional funds are required, the budget can be amended at a future date. The Board unanimously approved the Roofing Preventative Maintenance Project for FY2025 as a capital project with a \$10,000 budget, funded by County Capital funds.

Amendment to the Gee Building replacement controls project*

The Board approved the Gee Building Controls Replacement Project in May 2024 with a budget of \$58,000. Due to additional requirements for VAV actuator replacements on the 1st and 2nd floors, the budget needs to be increased by \$5,000. The revised scope includes replacing Siemens controllers with Alerton VAV-SD controllers, installing new sensors and actuators, and performing DDC programming. The updated project budget is \$63,000, allocated as follows: \$23,460 for the first floor, \$16,680 for the second floor, \$13,860 for the third floor, and \$9,000 for contingency. The Board unanimously approved the amending of the Gee Building Control Replacement Project budget to \$63,000, funded with County Capital funds.

Report of Budget and Finance Committee

Mr. Glidewell shared that the Committee intended to meet on August 9, 2024. It was determined a quorum was not present, and all items would go to the Board for consideration.

CAPS Fee*

Mr. Glidewell reported that the Board of Trustees approved the local fees for FY 2025 on June 10, 2024. However, an error was found in the College's system when updating the fall 2024 fees: the College Access, Parking & Security (CAPS) Fee was listed as

* Requires Board of Trustees Action

\$7.50 per term instead of the correct \$18. The narrative correctly stated the \$18 fee. According to Policy 6.1.1, CAPS Fee receipts support parking facilities, enforcement, and security. Mr. Glidewell reminded the Board that this does not come to the Board as a recommendation as there was not a quorum at the Budget and Finance Committee meeting. Dr. Scott moved to approve the CAPS Fees and Ms. Julie Scott Emmons second. The Board unanimously approved the CAPS Fee to \$18 per academic term, as originally referenced in the approved fee schedule.

Third-floor Biotechnology Center of Excellence project (NCCCS 3-1 Form)*

Mr. Glidewell reported that the Biotechnology Center of Excellence Building completed in 2023, features fully finished first and second floors and a partially completed third floor used as a lobby and common area. This building supports Alamance Community College's Associate in Applied Science Biotechnology program, with classrooms and advanced labs. The total built-out area is 29,160 square feet, with 7,139 square feet of unfinished space on the third floor. The College plans to complete this area by adding six classrooms, a server room, and lab space to accommodate general classroom needs and the new Data Analytics and Applied Artificial Intelligence programs. Mr. Glidewell reminded the Board that this does not come to the Board as a recommendation as there was not a quorum at the Budget and Finance Committee meeting. Mr. Gomory made a motion to approve the NCCCS 3-1 form and Mr. Carter seconded. The Board unanimously approved the upfit and completion of the third floor, enhancing the building's capacity for new academic programs.

Resolution for Blanket Authorization for Presidents 2024-25 Travel*

Mr. Glidewell explained that the form presented seeks trustee approval for the annual blanket travel authorization for the President of Alamance Community College. Effective from July 1, 2024, to June 30, 2025, this authorization allows the President to conduct official business travel on behalf of the College. The resolution stipulates that all travel expenses will be reviewed and approved by the Vice President of Administration and Fiscal Services, in accordance with College policies. The Board of Trustees is asked to approve this form to formalize the authorization and meet regulatory requirements. Mr. Glidewell reminded the Board that this does not come to the Board as a recommendation as there was not a quorum at the Budget and Finance Committee meeting. Mr. Longest pointed out a technicality found in the blanket authorization and suggested an amendment to the first sentence to say "The following resolutions were adopted on *August 12th, 2024* and actions taken to the Board of Trustees meeting on August 12, 2024". He also made a recommendation to add the following text under the Chairperson signature line "Voted and approved on August 12, 2024". A motion was made by Senator Foriest to make the suggested amendments and approve the blanket authorization and was seconded by Mr. Walker. The Board unanimously approved the annual blanket travel authorization resolution, as amended, for the President, effective July 1, 2024, through June 30, 2025, with all travel expenses subject to review and approval by the Vice President of Administration and Fiscal Services according to College policies.

* Requires Board of Trustees Action

Financial Report for June and July 2024

Ms. Thomas presented the information on the June and July 2024 Financial reports shared in the packet. She informed the board that in accordance with policy 6.2.12 Sound fiscal and management practices, ACC has no unplanned negative institutional fund balances.

Report of Curriculum Committee

Ms. Scott Emmons asked Dr. Johnson to share information regarding the action items before the Board.

Withdrawal Hardship Policy Change and Academic Policy Change*

Dr. Johnson reported that the Withdrawal Hardship policy has been proposed by Curriculum Faculty, Department Heads, and Deans, and was approved by ACC's Academic Policy Committee and Executive Leadership Team:

Policy 5.2.2 - Addition of "Withdrawal Hardship" under Student Services.

This change aims to enhance student success, better prepare graduates for the workforce, and align with local industry needs by reducing barriers and increasing learning opportunities.

Dr. Johnson explained that the "Withdrawal Hardship" provides protection for students' financial benefits and signals hardship to other institutions, requiring proper documentation.

The Board unanimously approved the revision of Policy 5.2.2 (Withdrawal from Courses) as detailed in the attached table and supporting documents.

Academic Forgiveness Policy Change*

Dr. Johnson reported that revision of the Academic Policy Change has been proposed by Curriculum Faculty, Department Heads, and Deans, and was approved by ACC's Academic Policy Committee and Executive Leadership Team:

Policy 5.2.9 - Academic Forgiveness.

Dr. Johnson also discussed changes to the Academic Forgiveness policy, which now includes a second chance for completing a degree after a grade of "F" and may see increased use with the removal of the three-year limitation.

The Board unanimously approved the revision of Policy 5.2.9 (Academic Forgiveness) as detailed in the attached table and supporting documents.

* Requires Board of Trustees Action

Other Reports

SGA Report

Ms. Hooten, SGA president and Student Trustee announced over the summer, the SGA Executive Board planned events for the first semester. On August 19th, the first day of the fall semester, SGA members will distribute breakfast items, cupcakes, and goodie bags across campus. Welcome Week (August 26th-30th) will feature daily activities, including an Affirmation Station, Trivia, Wellness activities, a dunking booth, and rock painting.

For 9/11, a remembrance table will be set up. During Breast Cancer Awareness Month in October, educational yard signs will be displayed, and participants will wear pink on Wednesdays. Veterans Day will feature flags representing military branches and a photo montage of veterans from the ACC community.

Additionally, the SGA is reviewing its constitution and considering changing the treasurer position to a social media coordinator to enhance communication about SGA activities and campus events.

Chair's Report

General Williams announced the following reappointments and appointments to the Board of Trustees:

James Butler – Reappointed by the North Carolina Senate

William Gomory – Reappointed by the Alamance County Board of Commissioners

Julie Scott Emmons – Reappointed by the North Carolina House of Representatives

Azalea Hooten – 2024-25 SGA President and Student Trustee

The Board of Trustees' regular meeting schedule for 2024-25 was confirmed to continue on the second Monday of each month, with no meetings in July and December.

Trustees were reminded of SEI Filing & Ethics Education due dates. For assistance with scheduling the next education webinar or on-demand session, they were encouraged to contact Ana Fleeman.

Faculty Affairs Committee Report

General Williams shared, that there is no Faculty Affairs report this month due to most faculty members being out between semesters. Going forward, reports will alternate between the Faculty Affairs Committee and the Staff Association. Next month, we look forward to hearing from the Staff Association.

President's Report

Dr. Ingle asked Dr. Johnson and Mr. Snyder to give an enrollment update for their areas. Dr. Disque shared an update on FAFSA and NextNC and reported a roughly 11% decline in FAFSA completion but expects improvement. The Simplified FAFSA Workshops continue to benefit our students. We received a \$5,000 mini-grant, led by Sarah Hardin, which supported awareness activities through NextNC. Additionally, the NCCCS extended the deregistration date, and we're discussing how to leverage this to benefit our students.

Dr. Ingle expressed gratitude for the AT&T Distribution event, highlighting the donation of laptops to 100 ACC students as a means to bridge the digital divide and enhance learning. He noted the significance of technology in education and career success, praising the public-private collaboration as an investment in students' futures and digital literacy.

Dr. Ingle shared an update about the Beam Signing Ceremony for the Public Safety Training Center, acknowledging the collective effort in advancing public safety education. He highlighted the project's significance in enhancing training for first responders and thanked key supporters, including local leaders and contributors. Dr. Ingle emphasized that this milestone represents a commitment to educational excellence and community safety, celebrating the collaborative spirit that made the project possible.

Dr. Ingle gave an update on the FY 23-24 & FY 24-25 Grants listed in the packet and shared. He notified the board that Jen Mock is applying for a United Way grant, which requires a letter of support from our Board. She has prepared a draft of the letter for review. No trustee expressed objection to the transmittal of the letter of support.

Announcements

General Williams directed the Trustees to review the following announcements.

- Fall Semester start date (August 19th)
- NCACCT Leadership Seminar, September 11-13, 2024, Asheville
- ACCT National Leadership Congress, October 23-26, 2024, Seattle WA
- ACCT National Legislative Summit, February 9-12, 2025, Washington, D.C.
- NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh

Handouts

No handouts

Closed Session

General Williams called for a motion to move to closed session pursuant to North Carolina General Statute §143-318.11(a)(2) to consider a nomination for a naming tribute.

Mr. Glidewell made a motion to go into closed session to consider a nomination for a naming tribute which was seconded by Dr. Crisp.

Attendees were directed to wait outside, it was shared that the board would return to an open session before adjourning

After a motion was made by Mr. Gordon and Seconded by Dr. Crisp to return to open session, attendees were asked to return to the meeting. The Chair noted there was no action to be taken at this time. The trustees in closed session decided to give the matter further consideration.

Adjournment

Having no further business to discuss, General Williams called for a motion to adjourn the meeting. A motion was made by Mr. Carter and seconded by Dr. Crisp.

The meeting adjourned at 8:03 p.m.

Respectfully submitted,

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



BOARD OF TRUSTEES
Special Meeting Minutes
August 26, 2024 | 6:00 p.m.
Wallace Gee Building | G-222
1247 Jimmie Kerr Rd. | Graham, NC

A special meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on August 26, 2024, in 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 (Conference call)
- Ms. Julie Emmons, Vice Chair (Conference call)
- Mr. James Butler (Conference call)
- Mr. Steven Carter (Conference call)
- Dr. Roslyn Crisp
- Senator Anthony Foriest (Conference call)
- Mr. Powell (Pete) Glidewell, III (Conference call)
- Mr. William Gomory (Conference call)
- Mr. Mark Gordon (Conference call)
- Ms. Sylvia Muñoz (Conference call)
- Dr. Charles Scott
- Mr. Ken Walker (Conference call)
- Dr. Ken Ingle, President & Secretary to the Board of Trustees

Absent:

- Azalea Hooten, Student Trustee

Also present for the meeting were:

- Mr. Frank Longest, Board Attorney
- Ms. Ana Fleeman, Executive Assistant, and Board Liaison
- Ms. Stephanie Waters, Finance Coordinator
- Ms. Sarah Hardin, Director, Public Information and Marketing

* Requires Board of Trustees Action

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.

Prior Business

General Williams asked for a motion to bring from the table an item of prior business, He requested the Nominating Committee Report results from the Committee's Special Called Meeting on August 19, 2024. Mr. Walker moved and Mr. Gordon seconded to bring from the table the item of prior business, the vote was unanimous.

Election of Board Officers for 2024-25

General Williams called on Mr. Carter to give the Nominating Committee's recommendations for officers for the 2024-25 year. Mr. Carter reported that the Nominating Committee, comprising Mr. Walker, Mr. Butler, and himself, met on August 19, 2024, to reconsider the recommendation for a slate of officers in light of the traditional practice of two, one-year terms for the offices of Chair and Vice Chair. He then moved on behalf of the Nominating Committee that the Board approve the following nominations for the 2024-25 term: Ms. Emmons for Chair, Mr. Gordon for Vice Chair, and Dr. Ingle for Secretary. General Williams called for nominations from the floor. No nominations from the floor were received.. General Williams then called for discussion. Following a brief discussion, Mr. Walker moved and Sen. Foriest seconded that nominations from the floor be closed. Motion carried by unanimous vote. General Williams then called on Ms. Fleeman to take a roll call vote for the slate of officers as recommended by the Nominating Committee: Ms. Emmons for Chair, Mr. Gordon for Vice Chair, and Dr. Ingle for Secretary. The motion was passed by a unanimous roll call vote. Following the vote, Mr. Carter said the Nominating Committee wanted to express appreciation to General Williams for his leadership and service as Board Chair. General Williams then turned the gavel over to Ms. Emmons to lead the remainder of the meeting.

Dr. Crisp asked if the Board of Trustees' Bylaws were reviewed in relation to the election of officers. Dr. Ingle shared what the current bylaws were and what was required in the State Board of Community Colleges Code and General Statute 115-D Community Colleges regarding officer elections. Dr. Ingle shared that there have been several requests to update the Board of Trustees Bylaws in order to have guidelines for the election of officers.

Minutes

The following committee meeting minutes were included for informational purposes:

- Nominating Committee meeting, June 26, 2024
- Nominating Committee meeting August 19, 2024

Adjournment

Having no further business to discuss, Ms. Emmons called for a motion to adjourn the meeting. A motion was made by Senator Foriest and seconded by Dr. Crisp.

The meeting adjourned at 6:22 p.m.

Respectfully submitted,

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



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/99432017779?pwd=VlxqMTIPNGM0SEh1U01NWctTRkw2QT09>
- 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:** 994 3201 7779 and **Passcode:** 750322

I. Call to Order

Ms. Emmons called the meeting to order at 8:31am

Attendance

Trustees Present:

Ms. Julie Emmons, Chair

Mr. Ken Walker

Senator Tony Foriest

Jim Butler

Dr. Ken Ingle, Secretary to the Board of Trustees

Also present for the meeting were:

Dr. Lisa Johnson, Vice President of Student Learning

Ms. Ana Fleeman, Executive Assistant

II. Call for Conflicts of Interest

Julie Scott Emmons called for conflicts of Interest by reading this 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 (Johnson)

A. Withdrawal Hardship Policy change and Academic Policy Change

Dr. Johnson reported that Curriculum Faculty, Department Heads, and Deans have proposed revisions to two academic policies, vetted and approved by ACC's Academic Policy Committee and Executive Leadership Team:

Policy 5.2.2 - Addition of "Withdrawal Hardship" under Student Services.

Policy 5.2.9 - Academic Forgiveness.

These revisions aim to enhance student success, prepare graduates for the workforce, and increase learning opportunities by reducing barriers and aligning with local industry needs.

Ms. Emmons inquired about the benefits of the Withdrawal Hardship for students. Dr. Johnson explained it signals to other institutions that the withdrawal was due to hardship and protects the student's financial benefits. Documentation is required to maintain its integrity. Mr. Butler asked about an appeals process; Dr. Johnson confirmed its existence and that students would be directed to it if needed. Emmons suggested faculty receive training to identify students who might benefit. Dr. Johnson assured faculty would be informed of the changes of this policy. Dr. Johnson also discussed changes to the Academic Forgiveness policy which would apply to courses with a grade of "F" and offer students a second chance at completing a degree. Ms. Emmons asked if the policy is frequently used; Dr. Johnson noted it is not, but removing the three-year stipulation along with the other changes might increase its use.

A motion was made to bring to the full board the recommendation to approve revisions to Policy 5.2.2 (Withdrawal from Courses) and Policy 5.2.9 (Academic Forgiveness) as detailed in the attached table and supporting documents.

Jim Butler Moved

Ken Walker Seconded

Vote was unanimous

IV. Informational Items (Johnson)

A. National Student Clearinghouse Completion Report

Dr. Johnson reported that the Curriculum and Instruction Committee, comprising faculty and staff, annually reviews and sets the College's minimum (42%) and target (45%) performance levels for the National Student Clearinghouse Total Completion Rate. These levels, approved by the Board of Trustees in April 2020, are recommended to remain unchanged due to the

ongoing impact of COVID-19. This recommendation aligns with the College's mission to prepare students for success and its vision of transforming lives through excellence in teaching, learning, and service. Maintaining these levels is crucial for achieving ACC's mission and vision.

B. Curriculum Carpentry Program (D35180)

Dr. Johnson reported that the Curriculum Carpentry Program (D35180) at ACC, which has had low enrollments since 2005 and no enrollments since 2017-18, is being terminated. A SACSCOC-approved teach-out plan was implemented to allow current students to complete their diplomas. No new students were enrolled after the 2016-17 academic year, with course offerings expanded through Workforce Development. ACC is now submitting the Curriculum Program Termination form to the NCCCS, as the termination documentation could not be located by the NCCCS.

V. Other Business

VI. Adjournment

Ken Walker Moved

Senator Foriest Seconded

Meeting Ended at 9:19am



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 9:00 am

Attendance

Trustees Present:

Mr. Bill Gomory, Chair

Mr. Pete Glidewell

Senator Tony Foriest

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Also present for the meeting were:

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

Ms. Elizabeth Thomas, Vice President of Business & Finance

Ms. Ana Fleeman, Executive Administrative Assistant

Ms. Stephanie Waters, Business Office Coordinator

Special Guest

Katie Snider, New Leaf Society Representative

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 (Hartman)

A. Third-floor Biotechnology Center of Excellence project

Mr. Hartman shared that in May 2024, the Board of Trustees approved a study by Hord Coplan Macht to determine the scope and cost of upgrading the third floor of the Biotechnology Center of Excellence. The plan includes six additional classrooms, a server room, and lab space. These areas will be used for general classrooms and will support the new Data Analytics and Applied Artificial Intelligence Associate programs. A motion was made to bring to the full board the recommendation to approve the establishment of the Biotechnology Center of Excellence Third Floor Upfit Project as a new capital project with a \$2,542,000 budget, funded through State Capital Infrastructure Funds (SCIF).

Senator Foriest moved
Mr. Glidewell seconded
Vote was unanimous

B. Campus exterior wayfinding project contract

Mr. Hartman reported that a Request for Proposals for the project was posted on May 23, 2023, with a pre-proposal meeting and site visit on June 10, 2024. Five vendors attended, and two submitted proposals by July 23, 2024. A review committee evaluated the proposals using the "Best Value" method. Signature Signs, Inc. was determined to provide the best value with a wayfinding solution costing \$199,323.00. The overall project budget is \$302,600.00. Senator Forest asked if the project would be done in a specified time frame, Mr Hartman reported that the timeline is tentatively planned to wrap up at the end of Fall 2024. A motion was made to bring to the full board the recommendation to approve a contract with Signature Signs, Inc. for \$199,323.00 for the Campus Exterior Wayfinding Project, funded through State Capital Infrastructure Funds (SCIF).

Senator Foriest moved
Mr. Glidewell seconded
Vote was unanimous

C. 5-year roofing maintenance project

Mr. Hartman reported that in FY 2024, the College completed a 5-year roofing preventative maintenance plan. A new 5-year plan, extending through 2028/2029, has been developed with the assistance of BIRS Roofing from Greensboro. This plan identifies both minor and major repair and maintenance issues. Years one through five of the plan are provided for information, with the first year highlighted as the action item. Mr. Gomory mentioned should we need additional funds we can amend the amount at a future date. A motion was made to bring to the full board the recommendation to approve the Roofing Preventative Maintenance Project for FY2025 as a capital project with a budget of \$10,000, funded from County Capital funds.

Mr. Glidewell moved
Senator Foriest seconded
Vote was unanimous

D. Amendment to the Gee Building replacement controls project

Mr. Hartman reported that the Board approved the Gee Building Controls Replacement Project in May 2024 with a budget of \$58,000. Due to additional required VAV actuator replacements on the 1st and 2nd floors, the budget needs to be increased by \$5,000. The updated scope includes replacing Siemens controllers with Alerton VAV-SD controllers, installing new sensors and actuators, and performing DDC programming. The amended project budget is \$63,000, broken down as follows: \$23,460 for the first floor, \$16,680 for the second floor, \$13,860 for the third floor, and \$9,000 for contingency. A motion was made to bring to the full board the recommendation to approve amending the Gee Building Controls Replacement Project budget to \$63,000, funded with County Capital funds.

Senator Foriest moved
Mr. Glidewell seconded
Vote was unanimous

IV. Informational Items

A. Capital project summary report

Tom Hartman summarized the information included in the packet.

Ms. Snider presented an update on Phase II of the exit project, in collaboration with the New Leaf Society, and elaborated on a landscape sketch and the plant selections for the existing landscape bed and two new beds. The plant list includes Teddy Bear magnolias, Little Limelight hydrangeas, Acoma crape myrtles, flowering dogwoods, and Merlot redbuds. All areas will be finished with mulch, with installation expected in late fall.

B. Capital project budget update for June and July 2024

Elizabeth Thomas shared the highlighted numbers in the packet.

C. Capital project amendments/contracts signed by the President

Tom Hartman shared the amendments and contracts

D. Capital project change orders signed by the President

Tom Hartman shared the change orders listed in the packet

V. Other Business

The next meeting is scheduled for September 4th at 9:00 a.m.

VI. Adjournment

The meeting adjourned at 9:57 a.m.

Senator Foriest moved
Mr. Glidewell Seconded
The meeting ended



Board of Trustees
Budget and Finance Committee

August 9, 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/99780231533?pwd=L2ZieGthQ2xZYzJsSXkyaGpjS3lsZz09>
- 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

At 9:01 a.m. on August 9th, it was determined a quorum was not present. The committee that was present decided to review the items on the agenda without voting. All items listed will go directly to the full board on August 12th, 2024 for consideration.

Attendance

Trustees Present:

Mr. Powell Glidewell, Chair

Mr. Ken Walker

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Also present for the meeting were:

Ms. Elizabeth Thomas, Vice President of Business & Finance

Ms. Ana Fleeman, Executive Administrative Assistant

Ms. Stephanie Waters, Business Office Coordinator

II. Call for Conflicts of Interest

Call for conflicts was not necessary as the meeting was not called to order

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.

III. Action Items (Ms. Thomas)

A. CAPS Fee **p 1**

Ms. Thomas reported that the Board of Trustees conducts an annual review and approval of local fees for Alamance Community College. On June 10, 2024, the Board approved the local fees for fiscal year 2025. However, an error was later identified in the College's information system when updating the fees for the fall 2024 term. The College Access, Parking & Security (CAPS) Fee was incorrectly listed as \$7.50 per academic term instead of the correct maximum of \$18. The narrative accompanying the fee schedule did correctly reference the \$18 maximum. According to Policy 6.1.1 on Tuition and Fees, CAPS Fee receipts are used to support the costs of acquiring, constructing, and maintaining the College's parking facilities, parking enforcement, and campus security.

B. Third-floor Biotechnology Center of Excellence project (NCCCS 3-1 Form)

pp 2-6

Ms. Thomas reported that in 2023, the Biotechnology Center of Excellence Building was completed with fully built-out first and second floors, and a partially finished third floor serving as a lobby and common area. The building, which houses Alamance Community College's Associate in Applied Science Biotechnology program, includes classrooms and state-of-the-art labs supporting various biotechnology training programs. The current built-out space totals 29,160 square feet, with an additional 7,139 square feet of shell space on the third floor. The College plans to upfit and finish this third-floor space, adding six classrooms, a server room, and lab space. These areas will serve both general classroom needs and the new Data Analytics and Applied Artificial Intelligence Associate in Applied Science programs.

C. Resolution for Blanket Authorization for Presidents 2024-25 Travel **p 7**

Ms. Thomas explained that the form being presented seeks trustee approval for the annual blanket travel authorization for the President of Alamance Community College. This authorization, effective from July 1, 2024, through June 30, 2025, allows President Dr. Kenneth G. Ingle III to conduct official business travel on behalf of the College. The resolution ensures that all travel expenses will be reviewed and approved by the Vice President of Administration and Fiscal Services, adhering to the College's policies and procedures. The Board of Trustees is asked to approve this form to formalize the authorization and record the resolution, which has been prepared to comply with the necessary regulations.

IV. Informational Items

A. Financial Report for June and July 2024 **pp 8-17**

Ms. Thomas presented the information on the June and July 2024 Financial reports shared in the packet. She informed the board that in accordance with policy 6.2.12 Sound fiscal and management practices, ACC has no unplanned negative institutional fund balances.

V. Other Business

Next meeting is scheduled for September 6th at 9:00 a.m.

VI. Closed Session

The Budget and Finance Committee will go into closed session pursuant to North Carolina General Statute §143-318.11(a)(2) to consider a nomination for a naming tribute

The Committee did not go in closed session, it was determined this item would go to the full board for consideration.

VII. Adjournment

The meeting ended at 9:49 a.m.



2024-25

President's Draft Goals

1. Ensure the College adheres to the established timeline for bond construction projects, incorporating cutting-edge design elements as directed by the Board of Trustees.
2. Collaborate with faculty, staff, and students to cultivate a positive work environment that supports effective teaching and learning.
3. Foster a strong relationship between the Board of Trustees and the President through ongoing engagement and collaboration.
4. Serve as a visible and accessible leader, actively engaging with constituents within the College and the broader community, including K-12 entities; four-year colleges and universities; non-profit organizations; government; and the private sector.
5. Oversee the College's progress in implementing the Strategic Plan, ensuring timely and measurable outcomes.
6. Provide strategic leadership to maintain the College's fiscal integrity, ensuring effective and efficient budget planning to support operational needs.
7. Develop and enhance the college's use of data in decision-making and reporting to the Board of Trustees and the larger community
8. Actively support fundraising efforts by the ACC Foundation, leveraging the proven impact of presidential involvement in boosting donor engagement and contributions.
9. Ensure the effective development of new and existing programs to meet the workforce needs of the community and prepare for evolving workforce needs in the future.

Workforce Analysis (Full-Time) Occupational Categories

24-Aug

Occupation	Count	Age 40+ (Total)	Under Age 40 (Total)	Males (Total)	Females (Total)	African-American (Total)	American Indian/ Alaska Native (Total)	Asian (Total)	Hawaiian/ Pacific Islander (Total)	Hispanic (Total)	White (Total)
01 (Management Occupations)	29	24	5	6	23	4	0	0	0	0	25
02 (Business/Finance Opers)	5	5	0	0	5	3	0	0	0	0	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)	114	89	25	54	60	8	2	2	0	2	96
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	28	19	9	12	16	6	0	0	0	3	18
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	43	26	17	6	37	5	0	1	0	7	26
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	243	176	67	91	152	33	2	3	0	12	181

New Full Time Employees:

Jessica Abell	English Instructor (9 Month)
Catherine Moore	Horticulture Technology Instructor (9 month)
Kimberly Johnson	Financial Aid Assistant
Kelly Martin	Senior Administrative Assistant (Dean's Suite)
Donald Anders	Industrial Systems Technology (9 month)
Perry Conley	Nursing Instructor (9 month)
Tanner Lucas	History Instructor (FT Temporary)
Ryland Brown	HVAC (9 month)

	County	
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%	

Terminated Employees 07/01/2023 - 06/01/2024

Full-Time Terminations 7/1/2023 - 6/30/2024

Occupation	Count	Age 40+	Under Age 40	Males (Females	African-American	American Indian/Alaska Native	Asian (Total)	Hawaiian/Pacific Islander	Hispanic (White
01 (Management Occupations)	7	6	1	3	4	1		0	0	0	6
02 (Business/Finance Opers)	1	1	0	0	1	1		0	0	0	0
03 (Comp/Eng/Science)	1	1	0	0	1	1		0	0	0	0
04 (Com Serv/Legal/Arts/Media)	3	2	1	0	3	3		0	0	0	0
05 (Postsecondary Teachers)	18	15	3	8	10	0		0	0	0	17
10 (Academic Affairs)	12	6	6	6	6	2		0	0	0	10
14 (Office & Admin Support)	19	11	8	5	14	7		0	0	3	9
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0		0	0	0	1
	62	42	20	23	39	15		0	0	3	43

Part-Time Terminations 7/1/2023 - 6/30/2024

Occupation	Count	Age 40+	Under Age 40	Males (Females	African-American	American Indian/Alaska Native	Asian (Total)	Hawaiian/Pacific Islander	Hispanic (White
03 (Comp/Eng/Science)	1	0	1	1	0	0		0	0	0	1
04 (Com Serv/Legal/Arts/Media)	2	1	1	1	1	0		0	0	0	1
05 (Postsecondary Teachers)	12	7	5	5	7	1		0	0	0	8
10 (Academic Affairs)	6	3	3	2	4	1		0	0	0	3
12 (Service Occupations)	2	1	1	2	0	1		0	0	0	0
14 (Office & Admin Support)	5	2	3	0	5	1		0	0	0	4
	28	14	14	11	17	4		0	0	0	17

Full-Time Vacancies Report 2024

<u>Class Title</u>	<u>Job #</u>	<u>Job Title</u>
Academic and Career Readiness Instructor	2023-00084	Transitional Math Instructor
Academic and Career Readiness Instructor	2024-00006	Instructor for English Acquisition Classes (Evening)
Admissions/ Records Assistant	2024-00081	Registrar's Office Assistant
Assistant Vice President	2024-00091	Associate Vice President Administrative and Fiscal Services
Department Head	2024-00075	Medical Laboratory Technology/Histotechnology (Dept Head)
Facilities Supervisor	2024-00093	Operations Coordinator
Finance Manager	2024-00090	Accounting Manager
Instructor	2024-00082	History Instructor
Instructor	2024-00004	BLET Instructor
Instructor	2024-00083	Mathematics Instructor
Instructor	2024-00052	Information Technology Instructor (12 month)
Lead Instructor/Coordinator	2024-00088	Lead Instructor- EMS Workforce Development
Instructor Con Ed	2024-00061	ABLE Instructor - Adult Basic Education and High School Equivalency Instructors
Student Services Analyst	2024-00086	Senior Health Programs Advisor
Student Services Counselor	2024-00087	Health Programs Advisor
Student Services Counselor	2024-00092	University Transfer Advisor

**AUGUST 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. All rooms are now framed in the administration building with drywall installation to begin the first week of September. Exterior brick is also scheduled to begin the first week of September. For the firing range, structural steel is now in place as well as all pre-cast concrete walls. Building will be tied into utilities and roofing system will be installed starting the first week of September. The driving pad will be paved in the next 30 days as well. We continue working with the County and their civil engineer on the waterline/sewer tie-in project. The County's next step is to advertise the project for bid. We have requested to the County that the recommended contract be brought to the County Commissioner's for approval at their last meeting in September. The delayed timing of the County tie-in project may have an impact on the completion schedule of the overall training center project.

Burlington Site:

The construction documents have been sent to State Construction for review. We have requested that State Construction complete a cursory review that will allow the construction contract to be in place by the end of October. There is very little to review with this type of project, however, if SCO choose to do a full review, that could push out the contract award to the end of December/beginning of January.

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

The first phase of the renovation project is now complete and in use by the students and faculty. The contractor is currently working to resolve various punch list items identified by State Construction, the design team and ACC staff. Final furniture installation in a couple of areas will be complete the first week of September. Demo and asbestos abatement for the final phase of the project, the 200 hallway of Main Building, is now complete. This area is scheduled for completion late November 2024.

CAPITAL PROJECTS

STATUS SUMMARY

Campus Exterior Wayfinding Project

Signature Signs, Inc. out of High Point has been awarded the project and is working to finalize all signage and shop drawings. We expect the installation to begin in mid- October with the entire exterior project to be complete prior to the end of the calendar year. Work on the interior wayfinding signage project recommendation is underway.

Veterinary Medical Technology Barn Project

A total of five design firm qualification proposals were received by the college on August 20th. The proposals are now under review by an internal review committee. The committee will recommend 2 to 3 firms for interviews by the Building & Grounds Committee to be held 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

The installation is close to completion. One final part had to be fabricated once the unit was in place. Once that is installed, start-up is scheduled for September 6th.

Eastbound Interchange Exit 150 Project

No new update. Installation of additional plantings to occur in the late fall.

Level II EV Charging Stations Project

Equipment has been ordered and we expect installation to begin the first week of September with project completion by November 1st.

Third Floor Biotechnology COE Upfit Project

The project was approved as a new capital project at the August meeting of the Board of Trustees. The project has now been submitted to the State Board for approval of the use of SCIF funds at their September 20th meeting.

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 2025				
As of August 31, 2024				
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder
a.	Master Backfill--Portion from County			-
b.	IT Server Room HVAC	16,430		16,430
c.	savings (i.e. unspent allocation) from various projects	43,281	-	43,281
		59,711	-	59,711
2	County Capital--FY 2025 Allocation	Budget	Actual	Remainder
a.	Various Campus Renovations & Repairs: (painting)	25,500	25,500	-
b.	Roofing Preventative Maintenance Year 5	10,000		10,000
c.	Eastbound Interchange Exit 150 Beautification Project	3,293		3,293
d.	Gee Building Controls Replacement Project	58,000		58,000
e.	B Bldg envelope sealant repair	42,200	42,200	-
f.	Battery Replacement - Solar Greenhouse	30,744		30,744
g.	savings (i.e. unspent allocation) from various projects	360,263	-	360,263
		536,000	67,700	468,300
3	GLS	Budget	Total Expended	Remainder
a.	Biotechnology Center of Excellence and Parking	19,460,042	19,650,163	(190,121)
b.	Student Services Center	6,703,500	6,548,011	155,489
c.	Public Safety Training Center	24,157,164	6,897,814	17,259,350
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	5,088,981	2,930,770	2,158,211
e.	Satellite Location-West (Burlington)	-	-	-
f.	Satellite Location-East (Mebane)	-	-	-
		55,409,687	36,026,757	19,382,930
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder
a.	Master Backfill--Approved Connect NC Bond Funds	436,816	-	436,816
b.	HVAC Replacement - IT Server Room	203,430	157,702	45,728
d.	Covington Education Center: Utility Upgrades	380,550	353,306	27,244
e.	Horticulture Technology Storage Building Project	153,800	145,522	8,278
g.	Campus Exterior Wayfinding Project	302,600		302,600
h.	Veterinary Medical Technician Instructional Barn	1,250,000		1,250,000
i.	AATC Centralized Welding System Project	448,276	208,730	239,546
j.	Technology Infrastructure Project	1,500,000		1,500,000
k.	NCDEQ EV Grant	79,104	38,912	40,192
l.	BioTech Center Third Floor Uplift	2,542,000		2,542,000
n.	Savings (i.e. Unspent Allocation) from Various Projects	1,422,705	-	1,422,705
		8,719,281	904,172	5,273,109
	TOTAL CAPITAL PROJECTS	62,898,430		
	Funds Available for Future Projects	1,826,249		



Budget and Financial Information

For the
Month Ending
August 31, 2024

Alamance Community College -- Budget and Financial Information
For the Month Ending August 31, 2024
Executive Summary

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending August 31, 2024. This report is unadjusted and unaudited, meaning that consistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

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

Report highlights include:

- o The budget includes the current allocated budget of \$29,806,553 plus carryover funds of apprenticeship, BioBetter, CCR, High Cost Work Force, and General carryover.
- o Overall: Spent 15% of the current allocated budget compared to 16.67% of the year completed.
- o Exhibit A--State Accounting Fund: Areas exceeding 16% are due to insurance and rental expenses paid the first of the year. IT expenditures are due to Software License renewals paid for the current year.
- o Exhibit B—County Accounting Fund: County expenditures exceeding the 16.67% include property insurance paid in July and Longevity payments early in the budget year due to a large number of July and August anniversary dates.
- o Exhibit C—(NEW) Institutional Accounting Fund: Institutional support is overextended due to timing of reimbursements from the Foundation.
- o Exhibit D—Institutional Accounting Fund: Negative accounts are reimbursement related.
- o Negative program balances: **Planned** negative balances appear in reports usually as a result of spending first, then receiving reimbursement later, such as with financial aid, grant programs, and capital projects. There are no Institutional funds with unplanned negative balances to report.

Month Ended
31-Aug-24

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

Exhibit A

Current Expense (State)	Amended Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
Institutional Support					
Executive Management.....	1,434,657	229,787	1,204,870	16%	1,482,404
Financial Services.....	1,399,905	235,017	1,164,888	17%	1,552,402
General Administration.....	1,692,942	391,325	1,301,617	23%	1,886,914
Information Systems.....	1,554,846	357,418	1,197,428	23%	1,470,559
<i>Total Institutional Support.....</i>	<i>6,082,350</i>	<i>1,213,546</i>	<i>4,868,804</i>	<i>20%</i>	<i>6,392,279</i>
Curriculum Instruction					
FY20-21 State Stabilization Funds.....	-	-	-	*	640,956
Associate Degree, Diploma & Certificate.....	14,604,319	1,966,877	12,637,442	13%	13,559,800
<i>Total Curriculum Instruction.....</i>	<i>14,604,319</i>	<i>1,966,877</i>	<i>12,637,442</i>	<i>13%</i>	<i>14,200,756</i>
Continuing Education					
Occupational Education Instruction.....	1,481,399	241,149	1,240,250	16%	1,543,561
Occupational Education Support.....	725,695	114,716	610,979	16%	611,132
Basic Skills (HSE, ESL, etc.).....	1,703,184	261,472	1,441,712	15%	1,377,986
Small Business Center (SBC).....	170,747	22,970	147,777	13%	167,222
Customized, Business, & Industry Training.....	60,000	24,110	35,890	40%	131,354
Expansion Apprenticeship Program.....	296,653	7,265	289,388	2%	123,776
Literacy Special Programs.....		1,839	(1,839)	*	57,868
BioBetter Grant Programs.....	624,250	27,859	596,391	4%	233,580
<i>Total Continuing Education.....</i>	<i>5,061,928</i>	<i>701,380</i>	<i>4,360,548</i>	<i>14%</i>	<i>4,246,480</i>
Academic Support					
Library/Learning Center.....	553,591	104,687	448,904	19%	549,501
Curriculum Instruction.....	1,604,674	207,593	1,397,081	13%	1,284,585
Continuing Education.....	1,082,923	185,572	897,351	17%	1,475,601
<i>Total Academic Support.....</i>	<i>3,241,188</i>	<i>497,851</i>	<i>2,743,337</i>	<i>15%</i>	<i>3,309,687</i>
Student Support					
Student Services.....	2,098,672	378,230	1,720,442	18%	2,355,054
IDD Training (Int & Devt Disabilities).....	-	13,228	(13,228)	*	194,000
Childcare.....	56,092	-	56,092	0%	47,331
Scholarships & Awards to Students.....	-	7,840	(7,840)	*	131,780
<i>Total Student Support.....</i>	<i>2,154,764</i>	<i>399,298</i>	<i>1,755,466</i>	<i>19%</i>	<i>2,728,165</i>
Subtotal Current Expense (State).....	31,144,549	4,778,953	26,365,596	15%	30,877,367
Capital Outlay (State)					
Equipment.....	941,229	318,573	622,656	34%	386,548
BioBetter Grant Equipment.....	838,280	170,399	667,881	20%	-
Books.....	44,929	1,379	43,550	3%	41,181
<i>Subtotal Capital Outlay (State).....</i>	<i>1,824,438</i>	<i>490,351</i>	<i>1,334,087</i>	<i>27%</i>	<i>427,729</i>
Total Expenditures (State).....	32,968,987	5,269,303	27,699,684	16%	31,305,096

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

Exhibit B

Current Expense (County)	Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
College Support Services	716,457	289,944	426,513	40%	577,070
<i>Total College Support Services.....</i>	716,457	289,944	426,513	40%	577,070
Plant Operation and Maintenance					
Plant Operations.....	3,561,908	630,556	2,931,352	18%	2,987,452
Plant Maintenance.....	599,457	84,065	515,392	14%	621,680
<i>Total Plant Operation and Maintenance.....</i>	4,161,365	714,621	3,446,744	17%	3,609,132
Operating Transfers					
To Unexpended Plant Fund.....	-	-	-	*	-
Subtotal Current Expense (County).....	4,877,822	1,004,565	3,873,257	21%	4,186,202
Capital Outlay (County)					
Maintenance Projects, Carryforward.....	59,711	-	59,711	0%	47,810
Maintenance Projects, Current.....	536,000	67,700	468,300	13%	447,159
Subtotal Capital Outlay (County).....	595,711	67,700	528,011	11%	494,969
Total Expenditures (County).....	5,473,533	1,072,265	4,401,268	20%	4,681,171

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information
 For the Month Ending August 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>
Current Unrestricted					
Institutional Support.....	76,000	300,280	(224,280)	395%	145,030
Curriculum Instruction.....	-	46,241	46,241	*	3,416
Continuing Education.....	122,000	15,477	106,523	13%	74,815
Academic Support.....	-	-	-	*	(3,286)
Student Support.....	-	-	-	*	5,182
<i>Total Current Unrestricted.....</i>	<i>198,000</i>	<i>361,999</i>	<i>(71,517)</i>	<i>183%</i>	<i>225,157</i>
Current Restricted					
Institutional Support.....	1,011,227	150,116	861,111	15%	265,649
Curriculum Instruction.....	373,913	51,005	322,908	14%	560,887
Continuing Education.....	22,183	-	22,183	0%	25,570
Student Support.....	261,888	49,901	211,987	19%	280,059
CARES (Student, Institutional, SIP).....	8,402	-	8,402	0%	8,651
Student Aid.....	6,316,655	68,881	6,247,774	1%	7,624,932
<i>Total Current Restricted.....</i>	<i>7,994,268</i>	<i>319,902</i>	<i>7,674,366</i>	<i>4%</i>	<i>8,765,749</i>
Proprietary					
Institutional Support.....	50,000	2,202	47,798	4%	26,087
Curriculum Instruction.....	100,000	4,247	95,753	4%	95,801
Student Support.....	85,000	2,877	82,123	3%	81,641
Bookstore.....	100,000	2,000	98,000	2%	15,575
Vending.....	125,000	-	125,000	0%	6,366
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>11,325</i>	<i>448,675</i>	<i>2%</i>	<i>225,469</i>
Subtotal Current Expense (Institutional).....	8,652,268	693,226	8,051,524	8%	9,216,374
Capital Projects (Institutional)					
	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>		
B&G - Backfill Project.....	436,816	-	436,816		
B&G - Center of Excellence/Parking.....	19,460,042	245,943	19,214,100		
B&G - Student Services Center	6,703,500	4,639	6,698,861		
B&G - Public Safety Training Center	24,157,164	1,385,492	22,771,672		
B&G - Main/Powell (Nursing Expansion)	5,088,981	636,711	4,452,270		
B&G - Tobacco Trust at "The Farm"	380,550	-	380,550		
B&G - HVAC IT Server Room Project.....	203,430	-	203,430		
B&G - Horticulture Technology Storage Bldg.....	153,800				
B&G - HVAC Ventilation Project.....	448,276	208,730	239,546		
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)	2,542,000	-	2,542,000		
B&G - NCDEQ EV Grant	79,104	38,912	40,192		
Subtotal Capital Outlay (Institutional).....	62,706,263	2,520,426	60,032,037		
Total Expenditures (Institutional).....	71,358,531	3,213,652	68,144,879		

* Unadjusted and Unaudited *

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

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Unrestricted Programs (Institutional)					
Financial Services	56,000	325,484	8,668	(300,272)	33,881
General Administration	20,000	167,149	60,607	(8)	227,747
Curriculum Instruction	-	22,524	17,696	(46,241)	(6,020)
Occupational Ext. Instruction	25,000	73,349	(6,147)	(2,079)	65,123
Thigpen Trust	-	108,165	-	-	108,165
Community Service	97,000	150,670	16,982	(13,399)	154,253
Small Business Centers	-	-	-	-	-
Library/Learning Center	-	3,286	34	-	3,320
Esport Program	-	-	-	-	-
Total Unrestricted Programs (Institutional).....	198,000	850,626	97,840	(361,998)	586,468
Restricted Programs (Institutional)					
College Work Study	100,000	42,040	-	(21,968)	20,072
SEOG	112,000	21,857	-	(1,684)	20,173
Pell Grants	5,600,000	(61,116)	-	8,052	(53,063)
SIG	-	-	-	-	-
Community College State Grant	132,117	3,009	-	-	3,009
Targeted Assistance Grant	-	12,005	6,587	-	18,592
Golden LEAF Scholarships	-	(17,337)	-	-	(17,337)
Less Than Half Time Grant	-	(13,299)	-	-	(13,299)
Scholarships - FELS	-	-	-	-	-
Scholarships	-	2,689	-	(1,414)	1,274
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	152,574	-	-	152,574
Spec. Fees - CI-Nursing	50,000	3,658	4,118	-	7,775
Spec. Fees - CI-Medical Assistant.....	-	400	-	-	400
Spec. Fees - CI-Dental Assistant	-	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	-	6,280	-	-	6,280
Spec. Fees - CI-Automotive Technology	-	84	-	-	84
Spec. Fees - OE-Public Safety	-	58,850	8,751	-	67,601
Spec. Fees - OE-Special Programs	-	13,096	1,288	-	14,384
TECAT State Award.....	750,000	1,823	-	-	1,823
FEMA COVID-19 Relief	-	-	-	-	-
CARES Distance Learning.....	-	-	-	-	-
CARES Student Relief	8,402	14,871	-	-	14,871
CARES Institutional Relief	-	(2,863)	-	-	(2,863)
PACE-CARES Strengthening Inst Programs.....	472,538	(9,910)	-	(70,592)	(80,502)
Longleaf Commitment	-	(7,077)	-	-	(7,077)
GA-AJOBS (Impact Alamance).....	53,055	1,029	-	(3,010)	(1,981)
GA-NC Space Grant.....	-	-	-	-	-
GA-Governors Crime Commission	-	-	-	(14,732)	(14,732)
GA-Biotech Center Grant	-	-	-	(828)	(828)
GA-Natl Coll Landscape Competition	-	-	-	-	-
GA-ACE Grant	108,172	8,769	2,804	(13,396)	(1,822)
GA-NCSU Biotech (5 yr) Grant.....	-	-	5,110	(3,000)	2,110
GA-Career College Grant	-	-	-	-	-
GA-NSF ATE Grant	-	-	-	-	-
GA-Truth Initiative Grant	-	-	-	-	-
GA-NSF WIND Grant	-	-	-	(92,949)	(92,949)
GA-IS Technology Grant.....	-	-	-	(3,477)	1,523
GA-Next CC Acc Grant.....	-	5,000	-	-	-
CI-Gene Haas Foundation	-	-	-	-	-
CI-BioLink	-	-	-	-	-
CI-Golden LEAF Equipment Grant	-	-	-	-	-
CI-Golden LEAF Practical Nursing Grant	100,000	-	-	(27,033)	(27,033)
CI-FTCC-ACC CCCBC Grant	-	-	-	-	-
CI-NBC2 Grant	-	-	-	-	-
CI-NSF Bioscience-FTCC	15,000	(129)	(129)	-	(258)
CI-NSF Geosciences-NCCU	-	-	-	-	-
CI-C-Step Grant	12,500	-	-	-	-
CI-Telemedicine Grant	-	-	-	-	-
CI-AHEC Grant	-	-	-	-	-
CI-Wired Machine Grant	-	-	-	-	-
CI-Stem Cell Grant	-	-	-	-	-
CI-Gear Up Grant	-	-	-	-	-
CI-AWESM Grant	-	(11,773)	6,841	(24,852)	(29,785)
CI-Technology Grant.....	100,000	-	-	-	-
CI-NC Agventures Grant.....	6,799	-	-	-	-
CI-Cyberskill Training Grant and Unaudited *.....	20,000	-	5,000	-	5,000
CI-AJOBS-GCC Grant	42,025	-	-	1,851	1,851
CI-Digital Navigator Grant.....	-	-	35,000	-	-

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

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Certification-AJOBS JCPC Grant.....	27,589	-	-	(971)	(971)
OE-UAW Ford Grant	-	-	-	-	-
Literacy-Scale Grant.....	-	-	-	-	-
REACH Adult Learner Project	-	5,453	-	-	5,453
Literacy-Minority Male Mentoring Grant	-	-	-	-	-
CS-Piedmont Voices	-	-	-	-	-
CS-Engineering Camp	-	-	-	-	-
Steps4Growth Federal Grant	-	6,064	2,068	-	8,132
Literacy-LTSA Library Grant	22,183	-	-	-	-
Literacy-Elon Village / Oak Foundation	-	-	-	-	-
SS-Smart Start Grant	-	-	-	-	-
SS-NC Works - Career Coach - Matching	-	-	-	-	(11,182)
SS-Single Stop Grant	-	-	-	-	-
SS-TechHire Grant JSCC Consortium	-	-	-	-	-
SS-East Triad Workforce Grant	-	-	-	-	-
SS-TRIO Student Support Services	261,888	(22,314)	-	(49,901)	(72,215)
Total Restricted Programs (Institutional)	7,994,268	217,672	77,438	(319,902)	(70,975)
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	3,894	2,820	-	6,713
Aux-Public Information & Marketing	-	6,310	-	(2,202)	4,108
Aux-Medical/Childcare Flexible Spending Plan	-	-	-	-	-
Aux-Student Fees Reserve (Security/SGA)	-	-	-	-	-
Aux-Graduation	50,000	32,285	1,034	-	33,319
Aux-Bookstore Commissions	100,000	1,518,085	-	(2,000)	1,516,085
Aux-Snack Bar Commissions	15,000	48,501	712	-	49,213
Aux-Culinary Food Service	110,000	26,793	740	-	27,533
Aux-Traffic Control, Parking, and Safety	-	140,478	14,788	-	155,266
Aux-SGA	85,000	139,585	25,187	(2,877)	161,895
Aux-Technology Fee	-	105,648	18,011	-	123,658
Aux-Child Care	-	22,576	-	-	22,576
Spec. Fees - BLET Uniforms	-	-	-	-	-
Spec. Fees - Animal Care & Management	-	507	-	-	507
Spec. Fees - Cosmetology	100,000	102,636	3,878	(4,247)	102,267
Spec. Fees - Massage Therapy	-	13,715	4,200	-	17,915
Spec. Fees - Automotive Technology	-	(6,339)	15	-	(6,324)
Spec. Fees - Dental Assistant	-	63,791	380	-	64,171
Spec. Fees - Medical Lab Technician	-	-	-	-	-
Spec. Fees - Occupational Extension	-	192,265	5,606	-	197,871
Total Proprietary Programs (Institutional)	460,000	2,410,727	77,371	(11,325)	2,476,772
Total Non-Plant Programs (Institutional)	8,652,268	3,479,025	252,648	(693,226)	2,992,266
Plant Programs (Institutional)					
Building & Grounds-AATC #1738	-	-	-	-	-
Building & Grounds-Backfill Project	436,816	-	-	-	-
Building & Grounds-Generator Project	-	-	-	-	-
Building & Grounds-Performance Contracting	-	-	-	-	-
Building & Grounds-Horticulture Property	153,800	-	-	-	-
Building & Grounds-Culinary Renovation	-	-	-	-	-
Building & Grounds-Pre-Backfill Project	-	-	-	-	-
Building & Grounds-Center of Excellence	19,460,042	72,039	397,217	(245,943)	223,314
Building & Grounds-Student Services Center	6,703,500	(888,006)	239,586	(4,639)	(653,059)
Building & Grounds-Public Safety Training Center	24,157,164	195,690	1,355,234	(1,385,492)	165,433
Building & Grounds-Elevated Walkway/Settlement Repair	-	-	-	-	-
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	5,088,981	(242,938)	604,800	(636,711)	(274,849)
Building & Grounds-Tobacco Trust at "The Farm".....	380,550	(78,042)	72,090	-	(5,952)
Building & Grounds-HVAC IT Server Room Project.....	203,430	-	-	-	-
Building & Grounds-HVAC Ventilation Project.....	448,276	-	-	(208,730)	(208,730)
Building & Grounds-Exterior Signage - Wayfinding Project.....	302,600	-	-	-	-
Building & Grounds- Instructional Barn.....	1,250,000	-	-	-	-
Building & Grounds- NC DEQ EV Grant.....	79,104	-	-	(38,912)	-
Building & Grounds- BioTech Third Floor Uplift.....	2,542,000	-	-	-	-
Building & Grounds- Technology Infrastructure Project.....	1,500,000	-	-	-	-
Total Plant Programs (Institutional)	62,706,263	(941,256)	2,668,927	(2,520,426)	(753,844)
Total All Programs (Institutional)	184,039,465	97,328,195	98,238,454	100,758,880	2,688,307
Total All Programs (Institutional)	71,358,531	2,537,769	2,921,575	(3,213,652)	2,238,422

* Unadjusted and Unaudited *

**Curriculum Committee
September 4, 2024**

**Action Item (1 of 1):
Termination of Food Service Technology Diploma Program**

Summary:

Curriculum Faculty, Department Heads, and Deans proposed the termination of the Foodservice Technology Diploma program to ACC's Curriculum & Instruction Committee, which has vetted and approved the changes presented today.

The proposed changes are meant to improve student success and completion, prepare work-ready graduates, align curriculums, and increase learning opportunities for students.

Action:

College Administration respectfully requests approval of the academic program termination as outlined in the attached table of changes.

PROGRAM
Foodservice Technology Diploma: D55250
BACKGROUND/RATIONALE
<p>Foodservice Technology Diploma was approved as a new program of study in 2019.</p> <ul style="list-style-type: none">● No students have enrolled in the program since inception in 2019.● Approved by the Curriculum and Instruction committee and Board of Trustees (May 2023) to become inactive fall 2023.● The courses in the Foodservice program do not affect the Culinary Arts program and are not offered in any other programs, including CCP.● COVID-19, entry into the Foodservice industry does not require a diploma, and low wages may be factors related to the lack of student enrollment.● NCCCS requirement:<ul style="list-style-type: none">○ The college shall terminate a curriculum program when there has been no enrollment for two consecutive years or if the college has not offered the program or has not had enrollment in the program within two years of the date the program was approved by the State Board of Community Colleges. A college may request a one year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment. Each college planning to terminate a curriculum program shall inform the President of the North Carolina Community College System by submitting a termination notice. The President of the North Carolina Community College System shall have the program removed from the college's program approval list. <p>Effective Date: Fall 2024</p>

Board Approval Foodservice Technology Diploma- D55250 Program Inactive Status:

Program of Study Changes – Curriculum Committee
 May 2023

Proposed Change	Explanation
CULINARY ARTS	
<p>1. Culinary Arts (A55150) a. Remove ACA 111 and replace with WBL 110</p> <p>2. Foodservice Technology Diploma (D55250) a. Proposal to make the Foodservice program inactive.</p> <p>Fall 2023 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <p>ACA 111 will no longer be offered after spring 2023.</p> <p>There has been no enrollment in the Foodservice Technology Program. With the loss of instructors, there is not adequate faculty to support this program in addition to the Culinary program.</p>

NCCCS Curriculum Program Termination Form: Food Service Technology: D55250

Curriculum Program Termination Form

Attachment A

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Alamance Community College _____

Curriculum Title: **Food Service Technology** _____ Curriculum Code: 55250 _____

Contact Person: Dr. Lisa Johnson Phone Number: (336) 506-4139

Email Address: lisa.johnson@alamancecc.edu

Termination Semester: Fall Spring Summer 2023

Termination is for (check appropriate settings): Campus _____ Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: _____

Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: Low Enrollment* No Enrollment*
_____ Other* College must include factors below in addition to reason checked.

*Describe what factors contributed to low/no enrollment:
(Required in order to proceed with termination):

The curriculum Foodservice Technology Program at ACC is a diploma program which has experienced no enrollments since program approval. Local industry requested the program be added through the Advisory Board but student interest did not convert into enrollment. ACC already had a Culinary Arts AAS degree which has continued to grow in enrollment and will remain an option for students interested in the food industry.

Is the curriculum program part of a collaborative/Level III ISA plan? _____ Yes No
If so, have participating colleges been notified of termination? _____ Yes _____ No

Please see section 6 of the CPRM for information concerning termination of ISAs.

Will the program or any courses in the program be moved to Continuing Education?
_____ Yes No

Is equipment available for transfer? _____ Yes No (in use for AAS Culinary Program- no additional equipment was purchased for Foodservice Technology)

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

This is a formal notice to terminate the curriculum program as identified above.

Signature, President

Date

Signature, Board of Trustees Chair

Date

Alamance Community College

Student Government Association Report

September 9, 2024

- In August the SGA held First Day with SGA on the 19th and held welcome week activities during the second week of classes. We also have events planned for September.
- On the first day of school the SGA had breakfast tables at the AATC, Powell, and the Biotech buildings. We provided cupcakes, goodie bags, and our SGA prize wheel to students in the Main Building.

First Week Activities

Motivational Monday- Affirmation Station and Gratitude Chain from 9:30-11:30am, we were able to make enough of the chain to go on a wall in the commons area. Students, faculty and staff left some amazing words and thoughts on the Affirmation Station.

Trivia Tuesday- Students, faculty, and staff had the opportunity to make their own ice cream sundae from 11-1pm. We had 213 people get ice cream and it was such a success that we ran out of ice cream.

Wellness Wednesday- Therapy animals, such as dogs, cats, and a bunny rabbit, massages, chair yoga, meditation and healthy snacks were offered from 11-1pm. We had 129 people participate in massage therapy and enjoyed healthy snacks. We had 12 students participate in chair yoga and 7 students participate in mindful meditation.

Thumbs up, Thursday- Our dunking booth was a big hit with everyone. We appreciated our college President, Dr. Ingle and our college Vice-President, Dr. Lisa Johnson for sitting in the dunking booth and being great sports as students, faculty and staff took turns dunking them. Pelicans Snoballs provided everyone with refreshing treats as a way to beat the heat. 383 people enjoyed those treats.

Feel Good Friday- 34 participants stopped by the Lower Commons on Friday and expressed their creativity through rock painting.

In September we have planned a couple of events for the students:

- September 11th will be our Clubs and Subs event from 11-1pm to inform students about all the clubs available at ACC. Students will receive a free sub sandwich after they learn about 3 different campus organizations.
- On September 17th we will celebrate Constitution Day and National Voter Registration Day from 10-1pm. There will be several interactive activities

for people to participate, including a scavenger hunt through the Smithsonian exhibit located in the student lounge area.

- On September 18th the SGA will have our first SGA meeting This will be an interest session from 2-3pm. This meeting will introduce the executive board members to senators as well as informing other students interested in becoming a part of the SGA.
- On September 21st the SGA will be attending the N4CSGA Central Division meeting at Randolph Community College.

. The SGA Executive Board is still working on revising some things in the constitution. One of our major changes is transitioning the treasurer position to a social media coordinator position.

Respectfully submitted,

Azalea Hooten

2024-2025 SGA President

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	8/26/2024	8/26/2026
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	8/15/2024	8/15/2026
Ana Fleeman(EL)				7/24/2024	7/24/2026
Julie Emmons	7/1/2024	6/30/2028	4/4/2024	8/22/2024	8/22/2026

Performance Summary

Met or Exceeded Excellence Level	Basic Skills Progress	Credit English Success	Credit Math Success	First Year Progression	Curriculum Completion Rate	Licensure Pass Rate Index	Transfer Performance	Met or Exceeded Excellence Level	Met or Exceeded Excellence Level	Met or Exceeded Excellence Level	Met or Exceeded Excellence Level	Met or Exceeded Excellence Level
≥ Avg Band Max, Below Excellence								≥ Average Band Max, Below Excellence	≥ Average Band Max, Below Excellence	≥ Average Band Min, < Average Band Max	≥ Average Band Max	≥ Average Band Min
≥ Avg Band Min, < Avg Band Max								Below Excellence	Below Excellence	Below Excellence	Below Excellence	Below Excellence
≥ Baseline, < Avg Band Min								< Average Band Min	< Average Band Min	< Average Band Min	< Average Band Min	< Average Band Min
Below Baseline Level								Below Baseline Level	Below Baseline Level	Below Baseline Level	Below Baseline Level	Below Baseline Level
System Excellence Level	1.216	1.174	1.204	1.063	1.094	1.073	1.031	1	1	3	2	0
Average Band Max	1.104	1.099	1.114	1.036	1.048	1.029	1.012	1	1	1	3	1
System Mean	0.992	1.025	1.024	1.009	1.002	0.985	0.993	2	0	3	0	2
Average Band Min	0.880	0.950	0.934	0.981	0.956	0.942	0.974	1	1	3	2	0
System Baseline	0.543	0.727	0.665	0.899	0.817	0.811	0.917	0	2	4	1	0
Alamance CC	1.438	1.059	0.974	0.921	0.940	0.962	1.020	1	1	3	2	0
Asheville-Buncombe TCC	1.050	0.834	0.849	0.850	0.859	1.086	1.017	1	1	1	3	1
Beaufort County CC	1.038	1.004	1.243	1.074	0.924	0.972	1.025	2	1	3	1	0
Bladen CC	0.532	1.253	1.384	1.000	1.025	0.803	0.977	2	0	3	0	2
Blue Ridge CC	1.179	0.878	0.970	0.950	0.965	1.103	0.991	1	1	3	2	0
Brunswick CC	1.281	1.169	1.181	1.028	1.024	1.029	1.011	1	3	3	0	0
Caldwell CC & TI	1.102	0.983	1.067	0.960	1.093	1.168	1.006	1	1	4	1	0
Cape Fear CC	1.067	0.937	1.123	1.021	0.996	1.031	1.009	0	2	4	1	0
Carteret CC	1.044	0.858	0.775	1.037	1.010	1.027	1.002	0	1	4	2	0
Catawba Valley CC	1.122	1.300	1.320	1.076	1.018	1.024	1.002	3	1	3	0	0
Central Carolina CC	0.925	0.809	0.759	0.982	0.886	0.999	1.034	1	0	3	3	0
Central Piedmont CC	1.084	1.118	1.210	0.991	1.004	1.041	1.013	1	3	3	0	0
Cleveland CC	1.104	1.161	1.272	0.955	1.164	1.065	0.996	2	3	1	1	0
Coastal Carolina CC	1.226	1.244	1.269	0.953	1.129	1.041	0.968	4	1	0	2	0
College of the Albemarle	1.106	1.132	0.844	1.070	0.994	1.042	0.986	1	3	2	1	0
Craven CC	1.294	1.026	1.060	0.999	1.002	1.041	0.981	1	1	5	0	0
Davidson-Davie CC	1.086	1.135	1.132	1.057	1.187	0.985	0.967	1	3	2	1	0
Durham TCC	1.030	0.897	0.951	0.935	0.985	0.985	1.024	0	1	4	2	0
Edgecombe CC	1.309	0.999	0.754	0.991	0.868	0.893	0.849	1	0	2	3	1
Fayetteville TCC	0.751	0.978	0.804	0.922	1.028	0.999	0.956	0	0	3	4	0
Forsyth TCC	0.846	1.075	1.183	1.013	0.981	0.996	0.999	0	1	5	1	0
Gaston College	0.831	1.039	0.862	1.007	1.120	1.079	1.012	2	1	2	2	0
Guilford TCC	0.812	0.859	0.918	1.019	0.972	0.981	0.970	0	0	3	4	0
Halifax CC	0.551	1.151	0.641	0.997	0.989	0.821	0.940	0	1	2	3	1
Haywood CC	1.137	0.935	0.854	0.908	1.001	1.047	1.019	0	3	1	3	0
Isothermal CC	0.688	1.057	0.918	0.989	1.120	1.036	0.970	1	1	2	3	0
James Sprunt CC	0.818	1.091	1.192	1.100	1.067	0.796	0.939	1	2	1	2	1
Johnston CC	1.095	1.080	1.103	1.063	1.087	1.089	1.019	2	2	3	0	0
Lenoir CC	0.965	0.993	1.165	1.028	1.002	0.828	0.957	0	1	4	2	0
Martin CC	0.827	0.869	1.166	1.040	0.898	0.858	0.987	0	2	1	4	0
Mayland CC	1.054	0.742	1.305	0.982	0.903	1.069	0.957	1	1	2	3	0
McDowell TCC	1.155	1.141	0.888	1.109	0.888	1.078	1.005	2	2	1	2	0
Mitchell CC	1.298	0.894	0.845	1.024	1.105	1.023	1.030	2	1	2	2	0
Montgomery CC	0.466	1.134	1.105	1.001	0.804	0.954	1.070	1	1	3	0	2
Nash CC	1.278	0.788	1.063	1.001	0.957	0.970	0.958	1	0	4	2	0
Pamlico CC	1.000	0.875	0.892	0.980	0.896	0.962	1.001	0	0	3	4	0
Piedmont CC	0.404	1.199	0.897	1.031	0.880	0.979	0.990	1	0	3	2	1
Pitt CC	1.213	0.868	1.018	0.972	0.966	0.920	0.999	0	1	3	3	0
Randolph CC	1.102	1.113	0.922	1.030	0.921	0.888	1.025	0	2	2	3	0
Richmond CC	0.740	1.016	1.138	1.021	0.975	0.852	0.978	0	1	4	2	0
Roanoke-Chowan CC	0.726	1.326	1.333	1.105	1.276	0.913	1.048	5	0	0	2	0
Robeson CC	0.810	0.906	1.094	0.916	1.117	0.917	1.011	1	0	2	4	0
Rockingham CC	0.930	0.828	0.942	0.973	0.862	0.963	0.961	0	0	3	4	0
Rowan-Cabarrus CC	1.329	0.850	0.725	0.962	0.896	0.979	0.987	1	0	2	4	0
Sampson CC	1.117	0.985	0.849	1.042	1.144	0.856	1.035	2	2	1	2	0
Sandhills CC	0.839	1.005	0.917	1.083	1.024	0.940	1.007	1	0	3	3	0
South Piedmont CC	1.096	0.795	0.750	0.976	1.066	0.947	1.025	0	2	2	3	0
Southeastern CC	0.743	1.158	1.314	1.013	1.015	0.924	0.977	1	1	3	2	0
Southwestern CC	0.803	1.021	1.121	0.973	0.882	1.053	0.989	0	2	2	3	0
Stanly CC	0.867	1.017	1.158	1.008	0.974	1.008	1.011	0	1	5	1	0
Surry CC	1.098	1.019	0.952	0.989	0.985	1.107	1.037	2	0	5	0	0
Tri-County CC	1.108	1.436	1.253	1.087	1.042	0.900	0.875	3	1	1	1	1
Vance-Granville CC	0.710	1.051	1.029	1.086	1.006	0.821	1.001	1	0	4	2	0
Wake TCC	0.979	0.974	0.910	1.024	0.997	1.065	1.021	0	2	4	1	0
Wayne CC	1.032	1.165	0.908	1.083	1.043	0.979	0.990	1	1	4	1	0
Western Piedmont CC	1.179	1.268	1.077	0.982	0.996	1.125	1.011	2	1	4	0	0
Wilkes CC	1.093	1.009	1.083	0.999	1.040	1.053	1.013	0	2	5	0	0
Wilson CC	1.028	0.937	0.967	1.105	1.100	1.079	0.925	3	0	2	2	0

TABLE 1. BASIC SKILLS STUDENT PROGRESS, 2022-2023

Index score based on the percentage of Basic Skills periods of participation (POP) with a measurable skill gain (MSG).

Excellence: 1.216
 Avg Band Max: 1.104
 Avg Band Min: 0.880
 Baseline: 0.543

	POPs	SUCCESS RATE	INDEX SCORE			
System Totals	40,660	43.3%	22-23	21-22	20-21	19-20
Alamance CC	734	62.3%	1.438	1.378	1.349	1.253
Asheville-Buncombe TC	1,168	45.5%	1.050	0.843	0.937	0.845
Beaufort County CC	347	45.0%	1.038	1.142	0.766	0.742
Bladen CC	165	23.0%	0.532	1.139	1.132	0.911
Blue Ridge CC	574	51.0%	1.179	1.094	1.107	1.176
Brunswick CC	366	55.5%	1.281	1.251	1.609	1.405
Caldwell CC & TI	371	47.7%	1.102	1.078	1.151	1.107
Cape Fear CC	872	46.2%	1.067	1.066	1.127	1.040
Carteret CC	334	45.2%	1.044	1.076	1.237	0.614
Catawba Valley CC	603	48.6%	1.122	1.050	0.871	1.078
Central Carolina CC	1,229	40.0%	0.925	1.115	1.036	1.081
Central Piedmont CC	4,659	46.9%	1.084	0.984	0.799	0.869
Cleveland CC	136	47.8%	1.104	1.579	1.833	1.233
Coastal Carolina CC	876	53.1%	1.226	1.379	1.675	1.434
Coll of the Albemarle	236	47.9%	1.106	0.850	0.899	1.104
Craven CC	473	56.0%	1.294	1.293	1.261	0.796
Davidson-Davie CC	1,055	47.0%	1.086	1.056	1.215	1.097
Durham TCC	1,509	44.6%	1.030	0.978	0.342	0.646
Edgecombe CC	337	56.7%	1.309	1.573	1.868	0.553
Fayetteville TCC	2,567	32.5%	0.751	0.867	0.999	1.076
Forsyth TCC	999	36.6%	0.846	0.630	0.600	0.832
Gaston College	631	36.0%	0.831	0.672	0.720	0.851
Guilford TCC	2,661	35.2%	0.812	0.904	0.850	0.762
Halifax CC	155	23.9%	0.551	0.515	0.603	0.563
Haywood CC	128	49.2%	1.137	1.236	1.447	1.678
Isothermal CC	272	29.8%	0.688	0.736	0.673	0.842
James Sprunt CC	288	35.4%	0.818	0.695	0.307	0.466
Johnston CC	523	47.4%	1.095	0.780	0.865	1.182
Lenoir CC	610	41.8%	0.965	1.005	1.313	1.033
Martin CC	162	35.8%	0.827	0.820	0.463	0.823
Mayland CC	274	45.6%	1.054	1.147	1.281	0.942
McDowell TCC	348	50.0%	1.155	1.076	0.912	0.976
Mitchell CC	411	56.2%	1.298	1.329	1.278	1.260
Montgomery CC	124	20.2%	0.466	0.727	0.502	0.762
Nash CC	244	55.3%	1.278	1.053	0.949	1.166
Pamlico CC	97	43.3%	1.000	0.895	0.569	1.150
Piedmont CC	103	17.5%	0.404	0.392	0.375	0.815
Pitt CC	670	52.5%	1.213	1.131	1.300	1.326
Randolph CC	694	47.7%	1.102	1.145	1.184	0.861
Richmond CC	640	32.0%	0.740	0.675	0.595	0.553
Roanoke-Chowan CC	124	31.5%	0.726	0.811	0.543	0.780
Robeson CC	741	35.1%	0.810	0.839	0.779	0.861
Rockingham CC	283	40.3%	0.930	0.874	0.800	0.987
Rowan-Cabarrus CC	650	57.5%	1.329	1.226	1.104	1.388
Sampson CC	637	48.4%	1.117	1.269	1.445	1.038
Sandhills CC	537	36.3%	0.839	1.016	0.942	1.120
South Piedmont CC	1,136	47.4%	1.096	1.112	1.181	0.988
Southeastern CC	553	32.2%	0.743	1.032	0.667	0.853
Southwestern CC	276	34.8%	0.803	0.769	0.660	0.783
Stanly CC	541	37.5%	0.867	0.646	0.846	1.302
Surry CC	343	47.5%	1.098	1.095	1.238	1.274
Tri-County CC	173	48.0%	1.108	1.039	1.171	0.821
Vance-Granville CC	374	30.7%	0.710	0.856	1.000	0.933
Wake TCC	3,581	42.4%	0.979	1.032	1.134	1.247
Wayne CC	1,106	44.7%	1.032	0.971	0.961	0.917
Western Piedmont CC	284	51.1%	1.179	1.175	1.213	0.652
Wilkes CC	452	47.3%	1.093	1.048	1.247	1.210
Wilson CC	391	44.5%	1.028	1.026	0.678	0.489

TABLE 7. COLLEGE TRANSFER PERFORMANCE, 2021-2022 COMMUNITY COLLEGE STUDENTS

Index score based on the percentage of community college students (Associate Degree completers and those who have completed 30 or more articulated transfer credits) transferring at a four-year university or college during the fall semester who remain enrolled at any four-year university or college the subsequent fall semester or graduate prior to.

Excellence: 1.031
 Avg Band Max: 1.012
 Avg Band Min: 0.974
 Baseline: 0.917

	TRANSFERS	SUCCESS RATE	INDEX SCORE			
			21-22	20-21	19-20	18-19
System Totals	17,494	89.5%	1.020	1.017	1.011	0.997
Alamance CC	324	91.4%	1.020	1.017	1.011	0.997
Asheville-Buncombe T	413	91.0%	1.017	1.009	1.002	0.946
Beaufort County CC	171	91.8%	1.025	0.997	0.986	0.982
Bladen CC	96	87.5%	0.977	0.968	0.979	0.977
Blue Ridge CC	222	88.7%	0.991	0.996	1.014	0.943
Brunswick CC	179	90.5%	1.011	0.981	1.005	0.990
Caldwell CC & TI	341	90.0%	1.006	0.976	0.988	0.981
Cape Fear CC	919	90.3%	1.009	1.023	0.992	1.024
Carteret CC	136	89.7%	1.002	0.991	0.885	0.959
Catawba Valley CC	565	89.7%	1.002	1.035	1.017	1.020
Central Carolina CC	365	92.6%	1.034	1.017	1.031	0.995
Central Piedmont CC	1,659	90.7%	1.013	1.033	1.030	1.036
Cleveland CC	296	89.2%	0.996	0.940	0.969	1.028
Coastal Carolina CC	367	86.6%	0.968	0.959	1.001	0.981
Coll of the Albemarle	264	88.3%	0.986	0.973	0.988	0.976
Craven CC	303	87.8%	0.981	1.039	0.969	1.016
Davidson-Davie CC	299	86.6%	0.967	0.957	1.010	1.001
Durham TCC	455	91.6%	1.024	1.014	1.002	1.042
Edgecombe CC	71	76.1%	0.849	0.882	0.997	0.996
Fayetteville TCC	665	85.6%	0.956	0.962	0.973	0.922
Forsyth TCC	579	89.5%	0.999	0.980	0.973	0.990
Gaston College	438	90.6%	1.012	0.994	0.966	0.942
Guilford TCC	724	86.9%	0.970	0.971	0.977	0.999
Halifax CC	63	84.1%	0.940	0.905	0.995	0.898
Haywood CC	91	91.2%	1.019	0.900	0.964	0.913
Isothermal CC	182	86.8%	0.970	0.962	0.987	1.009
James Sprunt CC	107	84.1%	0.939	0.949	0.911	1.032
Johnston CC	366	91.3%	1.019	1.058	1.046	1.029
Lenoir CC	286	85.7%	0.957	0.991	0.983	1.072
Martin CC	60	88.3%	0.987	1.095	1.043	0.952
Mayland CC	56	85.7%	0.957	0.926	0.972	1.010
McDowell TCC	90	90.0%	1.005	1.016	0.945	1.024
Mitchell CC	282	92.2%	1.030	1.008	1.007	1.005
Montgomery CC	48	95.8%	1.070	0.794	1.076	0.956
Nash CC	183	85.8%	0.958	0.975	1.022	0.955
Pamlico CC	29	89.7%	1.001	0.783	0.906	
Piedmont CC	88	88.6%	0.990	1.013	0.936	0.982
Pitt CC	689	89.4%	0.999	0.979	0.983	0.999
Randolph CC	170	91.8%	1.025	0.945	1.008	0.966
Richmond CC	242	87.6%	0.978	0.979	0.987	0.949
Roanoke-Chowan CC	65	93.8%	1.048	0.896	0.966	0.902
Robeson CC	126	90.5%	1.011	0.965	0.973	0.929
Rockingham CC	122	86.1%	0.961	0.967	0.988	0.975
Rowan-Cabarrus CC	379	88.4%	0.987	0.994	1.014	0.975
Sampson CC	205	92.7%	1.035	1.058	1.012	1.022
Sandhills CC	367	90.2%	1.007	1.026	1.004	1.009
South Piedmont CC	218	91.7%	1.025	1.021	1.027	1.045
Southeastern CC	112	87.5%	0.977	0.995	1.012	0.995
Southwestern CC	166	88.6%	0.989	0.947	0.934	0.908
Stanly CC	158	90.5%	1.011	0.995	1.003	1.018
Surry CC	266	92.9%	1.037	1.041	1.014	1.061
Tri-County CC	134	78.4%	0.875	0.996	0.977	1.003
Vance-Granville CC	222	89.6%	1.001	0.971	1.006	1.039
Wake TCC	1,873	91.4%	1.021	1.026	1.034	1.029
Wayne CC	272	88.6%	0.990	1.002	0.982	1.015
Western Piedmont CC	180	90.6%	1.011	0.998	1.009	1.000
Wilkes CC	225	90.7%	1.013	0.986	0.990	1.035
Wilson CC	169	82.8%	0.925	1.032	0.955	1.027

* Subcategory results suppressed when at least one of the subcategories contains less than 20 in the denominator

Note: System totals are up duplicated and may not be equal to the summation across colleges and categories

September 5th 2024

TO: Dr. Ken Ingle
 FROM: Justin Snyder
 REFERENCE: Internal Audit Plan Report for Summer 2024

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

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

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

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

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

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

Continuing Education Division				
	Total Classes:	Total Classes Eligible for Official IAP Visitation:		
	Number on-campus classes	Required to visit	Number visited	Percentage Visited
Visitation by the Basic Skills Supervisors	39	At least 25%=10 Classes	31	79 %
	Number off-campus classes	Required to visit	Number visited	percentage
	12	At least 50% = 6 Classes	9	75%
Visitation by the Occupational Extension Supervisors	Number on-campus classes	Required to visit	Number visited	Percentage Visited
	40	At least 25% = 10 Classes	34	85%
	Number off-campus classes	Required to visit	Number visited	percentage
Visitations by the Senior Continuing Education Administrator	67	At least 50% = 34 Classes	48	72%
	Number off-campus classes	Required to visit	Number visited	Percentage Visited
	79	At least 10% = 8 Classes	11	14%