



BOARD OF TRUSTEES

Regular Meeting Agenda

October 14, 2024 | 6:00 p.m.

Dillingham Center

Room 120

1304 Plaza Drive | Burlington, NC

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

A. Kelly Martin <i>Senior Administrative Assistant (Dean's Suite)</i>	<i>Dr. Lisa Johnson</i>
B. Jessica Abell <i>English Instructor (9 Month)</i>	<i>Dr. Lisa Johnson</i>
C. Catherine Moore <i>Horticulture Technology Instructor (9 month)</i>	<i>Dr. Lisa Johnson</i>
D. Donald Anders <i>Industrial Systems Technology (9 month)</i>	<i>Dr. Lisa Johnson</i>
E. Ryland Brown <i>HVAC (9 month)</i>	<i>Dr. Lisa Johnson</i>
F. Tanner Lucas <i>History Instructor (FT Temporary)</i>	<i>Dr. Lisa Johnson</i>
G. Kimberly Johnson <i>Financial Aid Assistant</i>	<i>Dr. Carol Disque</i>
H. Bennett Yancey <i>HSE Instructor</i>	<i>Mr. Justin Snyder</i>

- IV. Service Recognition** (Chair, Emmons)
 - A. Mr. Mark Gordon- Two years of service as a Board of Trustees member (2022-2024)
- V. Presentation** (Mr. Snyder)
 - A. Workforce & Economic Development Overview **pp 1-13**
- VI. Minutes** (Chair, Emmons)
 - A. Board of Trustees regular meeting, September 9, 2024 * **pp 14-21**
 - B. Building and Grounds Committee meeting, September 4, 2024 **pp 22-23**
 - C. Curriculum Committee meeting, September 4, 2024 **pp 24-25**

* Requires Board of Trustees Action

- D. Personnel Committee meeting, September 4, 2024 **pp 26-27**
- E. Honorarium Committee meeting, September 4, 2024 **pp 28-29**
- F. Budget and Finance Committee meeting, September 6, 2024 **pp 30-31**
- G. Building and Grounds Committee meeting, September 25, 2024 **pp 32-33**

VII. Committee Reports

- A. Personnel Committee Report (Dr. Crisp)
 - 1. Recommendation for Approval:
 - a. Policy 5.3.5 - Sexual Misconduct and Title IX (proposed revision)* **pp 34-45**
 - b. Addendum to the President's Goals for 2024-25* **pp 46-47**
 - c. Presidents Evaluation Form 2024-25* **pp 48-54**
 - 2. Employment Report for September 2024 **p 55**
- B. Building and Grounds Committee Report (Mr. Carter)
 - 1. Recommendation for Approval:
 - a. Designer recommendation for Veterinary Medical Technology (Barn) * **p 56**
 - b. Facilities master plan project update* **p 57**
 - c. Policy 5.3.7 - Students-Alcohol and Drugs on Campus * **pp 58, 59-61**
 - d. Policy 2.1.7 - Campus Security Reporting-Clery Act* **pp 58, 62-65**
 - 2. Capital project summary report **pp 66-67**
 - 3. Capital project budget update for September 2024 **p 68**
- C. Budget and Finance Committee Report (Mr. Walker)
 - 1. Recommendation for Approval:
 - a. Fiscal Year 2025 Budget Form DCC 2-1* **pp 69-77**
 - b. Policy 6.3.6 - Contracting Authority* **pp 78-79**
 - 2. Financial Report for September 2024 **pp 80-86**

VIII. Other Reports

- A. SGA Report (Ms. Hooten)
- B. Chair's Report (Chair, Emmons)
 - 1. Board Committee Assignments **p 87-88**
 - 2. Report of SEI Filing & Ethics Education **p 89**
 - 3. Proposed dates for the Board of Trustees Planning meeting (April 4th or April 25th, 7:30 am-5:00 pm)
 - 4. Google form will be shared to update the Trustee's Information.
 - 5. Trustee Headshots will be taken on Nov 11th at 5:00 pm-5:45 pm
- C. Faculty Affairs Committee Report (Ms. Snell)
- D. President's Report (Dr. Ingle)
 - 1. Public Officials Breakfast December 4th at 7:30 a.m.
 - 2. Medallion Awards- ACC's Public Information and Marketing branding guidelines (Dr. Ingle & Ms. Hardin) **pp 90-121**
 - 3. The Peggy Boswell Scholarship
 - 4. Enrollment Report (Dr. Johnson)

5. ACC Foundation Report (Ms. Rhode) **pp 122-139**
 6. SACSCOC Substantive Change New Program Approval (AAS) in Veterinary Medical Technology (Dr. Wolfe) **pp 140-144**
- E. Handouts
1. ACC's Brand Guideline Booklet
- F. Announcements (Chair, Emmons)
1. ACCT National Leadership Congress, October 23-26, 2024, Seattle WA
 2. Holiday Market, November 2nd
 3. Basic Law Enforcement Training Graduation, November 19, 2024, Lamb's Chapel (Haw River), 6:00 p.m.
 4. Public Official Breakfast, December 4, 2024, 7:30 a.m., Carrington-Scott Campus
 5. SACSCOC Annual Meeting, December 7-10, 2024
 6. ACCT National Legislative Summit, February 9-12, 2025, Washington DC
 7. NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh

IX. Adjournment



Workforce and Economic Development

October 14th, 2024

Board of Trustees Meeting

Short-term opportunities for better jobs and business success

College and Career Readiness

- High School Equivalency partnership with the Alamance County Detention Center
- ESL growth and partnership with on site childcare at the Dream Center
- New Access to Achievement initiative to support IDD students
- Multiple Skills Gains (student growth in all program areas) #1 in the state



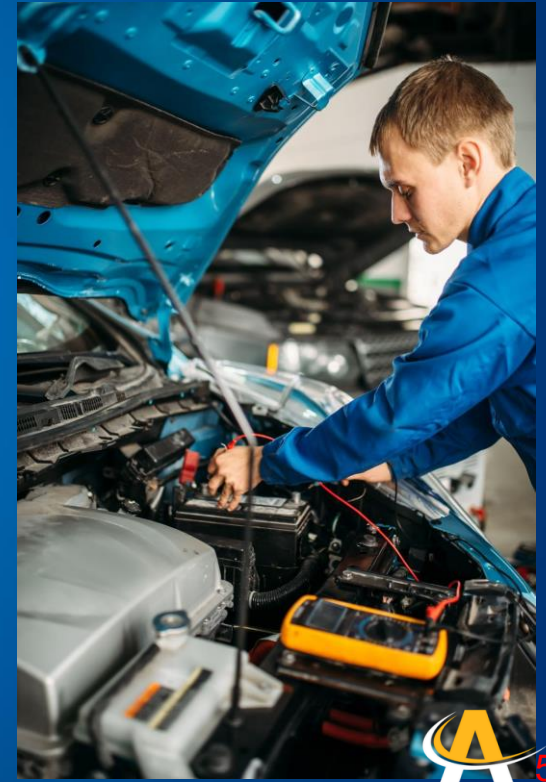
Corporate Education

- Recently signed Customized Training project with Alamance Foods, totaling seven active projects
- Tracking to run 50% more classes than last fall
- 70 active apprentices and 26 graduates
- Sponsoring apprenticeship programs & providing related instruction to 50 employer partners



Occupational Extension

- Key health classes double enrollment:
 - Massage Therapy (7 to 15)
 - Pharmacy Technician (11 to 22)
 - Community Dental Health Coordinator (10 to 21)
- 7th community college in the country to offer the Professional Groomers Credential through the American Kennel Club.
 - First cohort 100% pass rate
- 974 Professionals served with CEU's across Automotive, Dealer Licensure & Mechanical Inspection



Personal Enrichment

- Production Crafts grew from 32.6 FTE to 40.4 FTE - 24% increase



Public Safety Training

- Law Enforcement Training
 - BLET graduated 80 students
 - Offered 510 in-service classes serving 7442 students
- Fire Rescue Training
 - Expanding to Graham High School
 - Graduated 55 cadets.
- Emergency Medical Services
 - Partnership with Duke University School of Medicine Master of Biomedical Sciences (MBS) has trained 86 EMT's
 - Started Advanced EMT with 11 students-100% pass rate



Small Business Center

- First SBC Youth Entrepreneurship Camp
- 940 Class, Seminar and Event Attendees
- 128 Unique Clients Couseled
- Helped Launch 7 New Businesses and 24 Jobs
- 218% growth in prior PY funding for training and counseling services.



Youth Programing

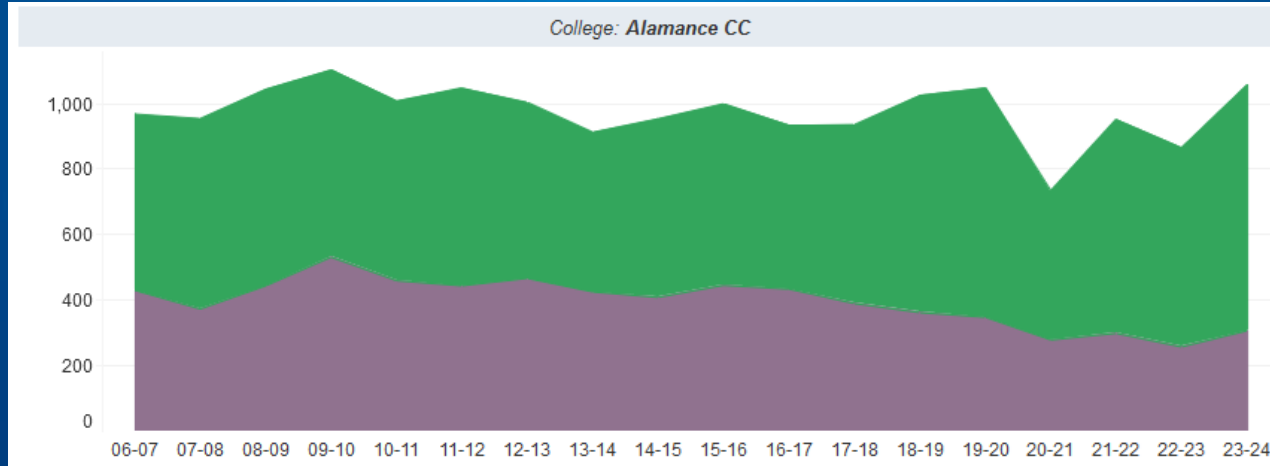
- Summer Camps continue to grow.
 - Total Campers: 187 146% increase
 - Camp Spots Filled: 354 200% increase
- Alamance Juvenile Opportunity Bridge (AJOB) program continues to provide opportunities for students.
- Medical Bridge introduced 45 minority males to the world of medicine.



Continued Growth

2023-2024 Enrollment Growth

- 1,056 FTE
 - 22% Increase
 - 2nd highest (2009-2010-1102 FTE)
- 10,187 Students Served



Online Registration

- Register Online

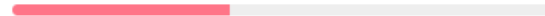
1,527

Total Users



1,470

Total Registrations



TOP 10 MOST POPULAR COURSES in the system

Course Section	ID	Registrants	Subtotal
First Line Supervisor	89804	23	\$ 0.00 *
Community Dental Health Coord.	89673	22	\$ 4,082.10
NC OBD-II Inspection	89140	21	\$ 1,796.55
Fundamentals of Leadership	90165	20	\$ 2,311.00
HVAC Bilingual	89100	19	\$ 5,007.45
NC OBD-II Inspection	89146	19	\$ 1,625.45
NC OBD-II Inspection	89143	19	\$ 1,625.45
General Instructor Training	85812	18	\$ 0.00 *
Firearms In-Service-Law	90594	17	\$ 0.00 *
Emergency Resp/Fire Brigade -A	90647	16	\$ 0.00





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.

Call to Order

Ms. Julie Scott Emmons, Chair, called the meeting to order at 6:00 p.m. She welcomed everyone to the meeting.

Attendance

The following trustees were present:

- Ms. Julie Scott Emmons, Chair
- Mr. James Butler
- Mr. Steven Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Dr. Charles Scott
- Mr. Ken Walke
- BG(R) Blake Williams
- Azalea Hooten, Student Trustee
- Dr. Ken Ingle, President & Secretary to the Board of Trustees

Absent:

- Mr. Mark Gordon, Vice Chair
- Ms. Sylvia Muñoz

Guests:

- Ms. Kristy Bailey, Reporter, Alamance News

Also present for the meeting were:

- Ms. Ana Fleeman, Executive Assistant, and Board Liaison
- 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 Fearrington, 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
- Ms. Bettina Akukwe, Associate Vice President of Corporate Education
- Mr. Josef von Jones, Director of Belonging
- Ms. Jennifer Jones, Director of Information Service and Distance Learning

Quorum

The Board determined that a quorum was present.

Call for Conflicts of Interest

Chair Emmons called for conflicts 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 Board member has any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

No conflicts of interest or appearances of conflict were noted.

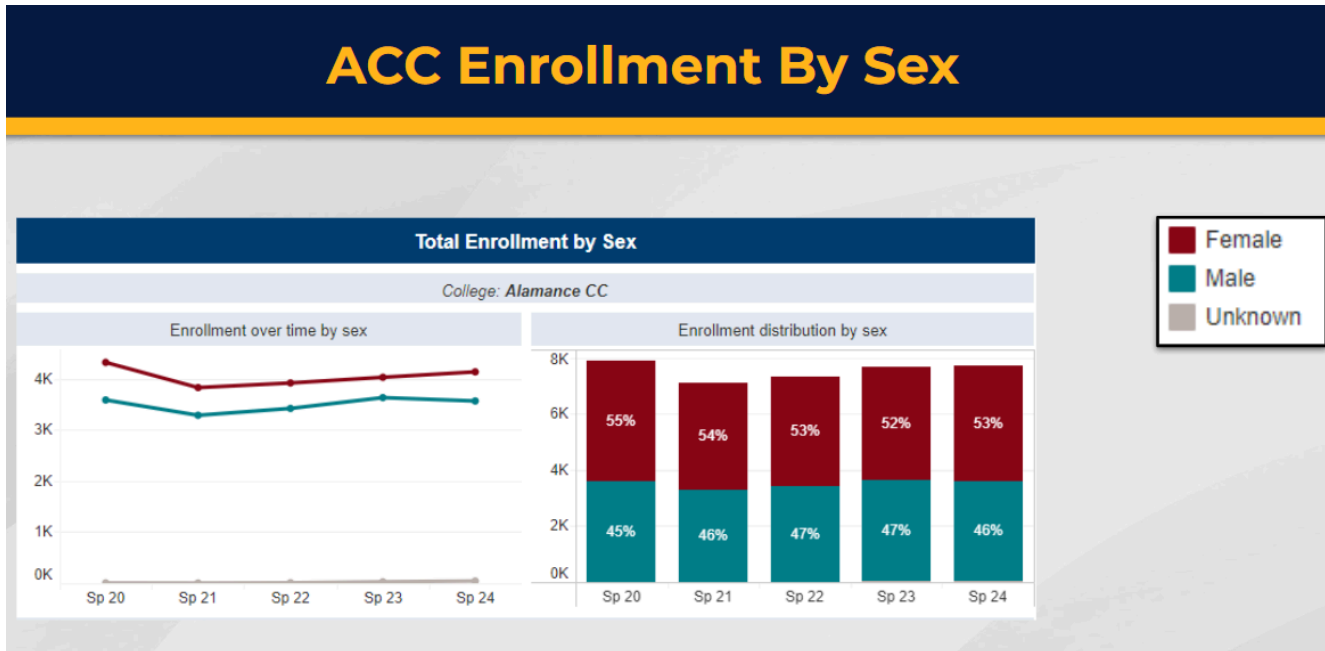
Service Recognition

Chair Emmons presented a plaque to General Williams for his service as Board Chair from August 2022-August 2024.

Presentation

Ms. Sarah Hardin, Ms. Elizabeth Brehler, and Mr. Josef von Jones presented *Facing the Community of the Future: Marketing and Recruiting the Next Generation of Students*. The presentation offered a detailed overview of Alamance Community College's student demographics and characteristics, using current data to understand evolving needs. It then outlined strategic marketing and recruiting plans tailored to attract and engage future students, emphasizing targeted communication. This approach connected the analysis of the current student body to future enrollment efforts.

The statistics referenced on Slide #3 in the meeting packet had an error. The corrected slide (below) was shared during the presentation.:



Minutes

Minutes of the Board of Trustees' regular meeting of August 12, 2024, and Special meeting of August 26, 2024, were unanimously approved as submitted.

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

- Curriculum Committee meeting, August 6, 2024
- Building and Grounds Committee meeting, August 7, 2024
- Budget and Finance Committee meeting, August 9, 2024

Committee Reports

Chair Emmons called for committee reports.

Report of Personnel Committee

Dr. Crisp presented information from the Committee, which met on September 4, 2024. She presented one action item to the Board.

President's Draft Goals 2024-25*

Dr. Crisp reported that the Personnel Committee reviewed the president's goals for 2024-25 and recommended approval with the understanding that an addendum incorporating goals identified during the recent presidential search process would be presented to the committee and Board for consideration in October. Dr. Crisp moved

* Requires Board of Trustees Action

on behalf of the Personnel Committee that the president's goals for 2024-25 be approved as presented, with an addendum to be added at a later date to reflect some of the goals that were discussed during the interview process. Motion carried by unanimous vote.

Employment report for August 2024

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

Separations report for FY 2023-2024

In accordance with the *Policy 6.2.12 Sound Fiscal and Management Practices*, Dr. Crisp reported that the Personnel Committee reviewed the separations report.

Vacancies report

In accordance with the *Policy 6.2.12 Sound Fiscal and Management Practices*, Dr. Crisp reported that the Personnel Committee reviewed the vacancies report.

Report of Building and Grounds Committee

Mr. Gomory shared that the committee met on September 4, 2024. There were no action items discussed for Board approval.

Capital project summary report

Mr. Gomory reported that during the committee meeting, Tom Hartman summarized the information in the packet. He said Dr. Ingle shared the Information Technology Infrastructure project and stated that ACC is currently operating with an IT backbone over 15 years old, leading to numerous technical issues. The proposed project will overhaul ACC's entire technical infrastructure, including fiber, copper, and networking equipment. The college plans to utilize Fortinet networking equipment, offering a robust, high-performance, and easily manageable network that is both cost-effective and scalable for future growth.

Capital project budget update August 2024

Ms. Elizabeth Thomas shared the highlighted numbers found in the packet for the Capital project budget update for August 2024.

Report of Budget and Finance Committee

Mr. Glidewell shared that the committee met on September 6, 2024. There were no action items to bring to the board other than the business discussed in the closed session to approve the naming tribute. He shared that the name and details of the tribute will be released at the appropriate time.

Financial Report for August 2024

Ms. Thomas presented the information on the August 2024 Financial reports shared

* Requires Board of Trustees Action

in the packet. With 16.67 percent of the fiscal year complete, 16 percent of the total state budget and 20 percent of the total county budget had been expended.

Report of Curriculum Committee

Ms. Scott Emmons reported the Curriculum Committee met on September 4, 2024. She asked Dr. Johnson to share information regarding the action item before the Board.

Food Service Technology Diploma: D55250 - Termination*

Dr. Johnson reported that the curriculum faculty, department heads, and deans recommended terminating the Foodservice Technology Diploma program, which has had no enrollment since its 2019 approval. The Curriculum & Instruction Committee and Board of Trustees approved making the program inactive in May 2023, effective fall 2023. Factors such as COVID-19, low wages, and no diploma requirement in the industry likely contributed. The program's termination does not affect other offerings, including Culinary Arts and the Career & College Promise Pathway. Per North Carolina Community College System guidelines, programs without enrollment for two consecutive years must be terminated unless an extension is requested. Chair Emmons moved on behalf of the Curriculum Committee that the Board approve terminating the Food Service Technology Diploma: D55250. Motion carried by unanimous vote.

Other Reports

SGA Report

Ms. Hooten, SGA president, and student trustee reported that in August, the SGA held "First Day with SGA" on the 19th and hosted Welcome Week activities during the second week of classes, including breakfast, cupcakes, and giveaways across campus. Events included an Affirmation Station, ice cream sundae trivia, wellness activities with therapy animals, a dunking booth, and rock painting. Upcoming September events include Clubs and Subs (Sept. 11), Constitution and Voter Registration Day (Sept. 17), and the first SGA meeting (Sept. 18) of the new school year. The SGA is also revising its constitution and transitioning the treasurer role into a social media coordinator position.

Chair's Report

Chair Emmons reported that Board committee assignments are nearly complete, and members will receive an email from Ana Fleeman with the final assignments in the coming days.

Chair Emmons announced the reappointment of James Butler to the Board of Trustees. Mr. Butler was reappointed by the North Carolina Senate and was sworn in by a notary public on August 26, 2024.

* Requires Board of Trustees Action

Chair Emmons requested the Board review the latest information on SEI filings and ethics education, located on page 47 of the packets.

Staff Association Committee Report

Ms. Brehler reported that the Staff Association (SA) is collaborating with ACC's Center for Development and Learning (CDL) to provide professional development and training for staff during the 2024-25 academic year. The SA will also appoint a staff liaison to serve as an advisor on the ACC Foundation Board, with the selection process underway. Additionally, the SA will host a "watch party" for the Dallas Herring Lecture, sponsored by the Belk Center of Community College Leadership, on November 19, 2024, in the ACC auditorium.

President's Report

Dr. Ingle requested that Dr. Wolfe, Dr. Johnson, and Mr. Snyder provide an update on the 2024 Performance Measures for Student Success Report. They highlighted the details on pages 48-55 of the packet.

Dr. Ingle asked Dr. Johnson and Mr. Snyder to give an enrollment report

Dr. Johnson reported the following numbers as of September 9, 2024:

Curriculum Enrollment

- 2023FA Headcount: 4,151
2024FA Headcount: 4,725
% Increase: 13.8%
- 2023FA FTE: 1,572.75
2024FA FTE: 1,740.89
% Increase: 10.7%

Career and College Promise Enrollment

- 2023FA CCP Headcount: 1,374
2024FA CCP Headcount: 1,530
% Increase: 11.4%
- 2023FA CCP FTE: 408.31
2024FA CCP FTE: 417.56
% Increase: 2.3%

Justin Snyder reported a 4.8% increase in enrollment for the summer and a 5% increase this Fall

Final Workforce Development Summer ICR Numbers:

- Summer 2023 226 FTE
Summer 2024 237 FTE

Justin Snyder presented the Internal Audit Plan Report (CE) for Summer 2024.

He shared that in compliance with the Internal Audit Plan (IAP), a report has been prepared for the Board as evidence of class visitations. It is recommended that the receipt and approval of this document be noted in the Board minutes to meet internal auditing requirements. The charted numbers reflect only those classes requiring official audit visitation, excluding exempt classes such as those with 12 or fewer hours and self-supporting classes (SBC prefix or SEF 3001, SEF 3002, CSP 4000). In the Continuing Education Division, the number of class visitations met or exceeded the IAP requirements, confirming compliance and quality educational activities. Please see page 56 to review the information

Announcements

Chair Emmons 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

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

Pursuant to North Carolina General Statute §143-318.11(a)(2), Dr. Crisp made a motion to go into closed session to consider a nomination for a naming tribute which was seconded by Senator Foriest. Motion carried by unanimous vote.

Attendees were directed to wait outside and Chair Emmons shared that the Board would return to open session to vote before adjourning.

After a motion was made by Mr. Walker and seconded by Mr. Glidewell to return to open session, the motion was carried by unanimous vote.

At 8:07 p.m. the attendees were returned to the meeting for the open session. Ms. Scott Emmons asked for a motion to vote to approve the naming of the Student Commons to The Dr. Algie Gatewood Atrium as discussed in the closed session. A motion was made by Mr. Carter and seconded by General Williams to name the Student Commons, The Dr. Algie Gatewood Atrium. The motion was carried by unanimous vote.

Adjournment

Having no further business to discuss, Ms. Scott Emmons called for a motion to adjourn the meeting. A motion was made by Mr. Carter and seconded by Dr. Crisp. The meeting adjourned at 8:16 p.m.

Respectfully submitted,

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



Board of Trustees
Building and Grounds Committee

September 4, 2024 | 9:00 a.m.

Videoconference

Minutes

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 9:01 am

Attendance

Trustees Present:

Mr. Bill Gomory, Chair

Mr. Pete Glidewell

Senator Tony Foriest

Mr. Carter

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 Assistant & Board Liaison

Mr. David Farnham, Network Administrator

II. Call for Conflicts of Interest

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

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No conflicts were identified

III. Action Items

None

IV. Informational Items

A. Capital project summary report

Tom Hartman summarized the information in the packet and David Farnham shared the Information Technology Infrastructure project and presented that ACC is currently operating with a backbone over 15 years old, leading to numerous technical issues. The proposed project will overhaul ACC's entire technical infrastructure, including fiber, copper, and networking equipment. The college plans to utilize Fortinet networking equipment, offering a robust, high-performance, and easily manageable network that is both cost-effective and scalable for future growth.

B. Capital project budget update for June and July 2024

Elizabeth Thomas shared the highlighted numbers in the packet.

V. Other Business

The next meeting is scheduled for October 2nd at 9:00 a.m.

VI. Adjournment

Having no further business to discuss the meeting adjourned at 9:24 a.m.



**Board of Trustees
Curriculum Committee**

September 4, 2024 | 4:00 p.m.
Videoconference
Minutes

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- 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 4:03 p.m.

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 & Board Liasion

II. Call for Conflicts of Interest

Julie Scott Emmons called for conflicts of Interest by reading this statement:

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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. Food Service Technology Diploma: D55250 - Termination
Dr. Johnson presented that the 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. Dr. Johnson reported that the Foodservice Technology Diploma, approved in 2019, has had no student enrollment since its inception. As a result, the Curriculum and Instruction Committee and the Board of Trustees decided in May 2023 to make the program inactive starting in fall 2023. The program's courses do not affect the Culinary Arts program or any other offerings, including CCP. Factors such as COVID-19, the lack of a diploma requirement for entry into the food service industry, and low wages may have contributed to the low enrollment. According to NCCCS guidelines, the college must terminate a program if there is no enrollment for two consecutive years unless a justified extension is requested and must notify the NCCCS President to have the program removed from the college's approval list. College Administration respectfully requests approval of the academic program termination as outlined in the attached table of changes. Ms. Julie Scott Emmons called for a motion to recommend the Board approve the termination of the Food Service Technology Diploma: D55250. A motion was made by Mr. Butler and seconded by Dr. Scott

IV. Informational Items

V. Other Business

VI. Adjournment

Having no further business the meeting was adjourned at 4:18 p.m.



**Board of Trustees
Personnel Committee**

September 4, 2024 | 5:00 p.m.
Videoconference
Minutes

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- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID:** 938 9460 6215 and **Passcode:** 846911

I. Call to Order

Dr. Crisp called the meeting to order at 5:01 p.m.

Attendance

Trustees Present:

Dr. Roslyn Crisp, Chair

Dr. Charles Scott

Mr. Mark Gordon

Ms. Silvia Munoz

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Also present for the meeting were:

Dr. Constance Wolfe, Executive Vice President

Ms. Ana Fleeman, Executive Assistant & Board Liaison

Ms. Stephanie Waters, Finance Coordinator

Ms. Valerie Fearington, Human Resources Director

II. Call for Conflicts of Interest

Dr. Crisp 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 of interest were identified.

III. Action Items

A. President's Goals for 2024-25

The committee reviewed the president's goals for FY 2024-25. Mr. Gordon moved to approve the goals with the understanding that an addendum incorporating goals identified during the recent presidential search process would be presented to the committee and Board for consideration in October, and Dr. Scott seconded the motion for Board approval.

IV. Informational Items

A. Employment report

Ms. Fearington presented the employment report data, highlighting a slight increase in Hispanic employees. Dr. Ingle added that new appointments to the President's Cabinet were made to enhance diversity and broaden the representation of input from the college's senior leadership.

B. Separations report

Ms. Fearington presented the separation report for FY 2023-24. Dr. Crisp asked whether the numbers reflected voluntary separations, and Ms. Fearington confirmed that while most were voluntary, some involved contract non-renewals.

C. Vacancies report

Ms. Fearington presented the vacancy report, noting that most of the open positions are in the process of being filled, with hiring committees assigned and interviews underway.

V. Other Business

VI. Adjournment

Having no further business to discuss the meeting adjourned at 5:22 p.m.



Board of Trustees

Honorarium Committee

September 4, 2024 | 8:00 a.m.

Videoconference

Minutes

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/97534213188?pwd=VDIUbkFnc1luUVI5cnlQMC9wSGNoQT09>
- 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:** 975 3421 3188 and **Passcode:** 790841

I. Call to Order

Mr. Gomory called the meeting to order at 8:03 a.m.

Attendance

Trustees Present:

Mr. Bill Gomory, Chair

Mr. Pete Glidewell

Senator Tony Foriest

Dr. Charles Scott

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Also present for the meeting were:

Ms. Ana Fleeman, Executive Assistant & Board Liasion

II. Call for Conflicts of Interest

Mr. Gomory called for conflicts 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

IV. Informational Items

V. Other Business

VI. Closed Session

The Honorarium Committee will go into closed session pursuant to North Carolina General Statute §143-318.11(a)(2) to consider a nomination for two naming tributes.

Ana Fleeman was directed to move guest attendees to the virtual waiting room.

Mr. Gomory called for a motion to enter into closed session. Mr. Carter moved, and Senator Foriest seconded, that the committee enter into closed session to discuss two naming tributes.

Upon returning to the open session at 8:30 a.m., Ana Fleeman was asked to return any attendees in the virtual waiting room back to the open session. Mr. Gomory announced that details of one of the two naming tributes would be released at a later date.

VII. Adjournment

Having no further business to discuss the meeting adjourned at 8:32 a.m.



Board of Trustees
Budget and Finance Committee

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

Videoconference

Minutes

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

Mr. Glidewell called the meeting to order at 9:00 a.m.

Attendance

Trustees Present:

Mr. Powell Glidewell, Chair

Mr. Steve Carter

Mr. Mark Gordon

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

Mr. Glidewell made a call for conflicts 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

None

IV. Informational Items

A. Financial Report for August 2024

Ms. Thomas presented the information on the August 2024 Financial reports shared in the packet.

V. Other Business

The next meeting is scheduled for October 4th 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.

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

Upon returning to the open session at 9:33 a.m., Ana Fleeman was asked to move any attendees in the virtual waiting room back to the open session. Mr. Glidewell stated that the committee discussed a naming tribute in closed session. Mr. Walker then moved and Mr. Carter seconded that the Budget and Finance Committee recommend Board approval of the naming tribute discussed in closed session. Motion carried by unanimous vote. Mr. Glidewell announced that details of the naming tribute would be released at a later date.

VII. Adjournment

Having no further business to discuss the meeting adjourned at 9:35 a.m.



Board of Trustees

Building and Grounds Committee

September 25, 2024 | 9:00 a.m.
Wallace W. Gee Building | Room G222
Carrington-Scott Campus, Graham, NC

I. Call to Order

Mr. Glidewell called the meeting to order at 9:06 am

Attendance

Trustees Present:

Mr. Pete Glidewell

Senator Tony Foriest

Mr. Steve Carter

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Absent:

Mr. William Gomory, Chair

Guest:

310 Architecture & Interiors

Micheal Cole

Paul Fox

Rob Cramer

Jeff Capelle

Jody Thompson

Hobbs Architects, PA

Taylor Hobbs

Chevon Moore

Grimsley Hobbs III

Jim Delpapa

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 Assistant & Board Liaison

Ms. Stephanie Waters, Finance Coordinator

II. Call for Conflicts of Interest

Mr. Glidewell 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 or appearances of conflict were identified.

III. Overview of Veterinary Medical Technology Instructional Barn Project design firm interview process (9:00 a.m. - 9:30 a.m.) pp 1-10

Tom Hartman provided an overview of the Alamance Community College Veterinary Medical Technology Instructional Barn Project, to be built at the Bill & Nancy Covington Education Center. The barn will support the new Veterinary Medical Technology Program and feature approximately 1,600 square feet, plus a 1,200-square-foot loft. It will include a veterinary teaching laboratory, office, feed/tack room, restrooms, a large animal treatment area, and housing for animals. The project scope also covers the addition of parking, a driveway, water, electricity, and a septic system. The barn's design is recommended to use heavy timber framing with metal siding and roofing. The total budget for the project is \$1,250,000, funded by a grant and State SCIF, with a planned completion date of April 2026. A final recommendation for a designer and alternate designer will be presented at the October 14, 2024, Board of Trustees meeting.

IV. Architectural design firms' presentations/interviews

- A. 310 Architecture & Interiors (9:30 a.m. - 10:15 a.m.)
- B. Hobbs Architects, PA (10:30 a.m. - 11:15 a.m.)

V. Action item: Develop a recommendation for an architectural design firm for the Veterinary Medical Technology Instructional Barn Project.

Interview scores for each architectural design firm were collected from the Committee members and tallied for a possible maximum score of 175. Design firm 310 Architecture & Interiors received 153 points, followed by Hobbs Architects, PA with 144 points. Following discussion and based on the interview scores, Mr. Carter moved and Senator Foriest seconded that the Committee recommend to the Board approval of 310 Architecture & Interiors as the design firm and Hobbs Architects, PA as the alternate design firm for the Veterinary Medical Technology Instructional Barn Project. Motion carried.

VI. Other Business

The next meeting is scheduled for October 2, 2024, at 9:00 a.m.

VII. Adjournment

Having no further business to discuss the meeting adjourned at 11:34 am

Explanation of Policy Revisions

Policy 5.3.5 – Sexual Misconduct and Title IX (2020 Final Rule)

ACC is named in a federal lawsuit challenging the 2024 Final Rule, the college cannot follow the new regulations and instead must adhere to the 2020 Final Rule changes until further notice. (Note that ACC has already created the new 2024 policy and procedures but will not submit them for Board approval at this time.) ACC needed to update the 2020 Final Rule Title IX policy to ensure full compliance with the 2020 Final Rule and Clery Act regulations.

All changes were vetted by the college’s Clery Compliance Committee, which consists of the Director of Public Safety and Clery Compliance Officer, Deans, VPs, and EVP, along with the Director of HR and student services staff members. The changes and additions are highlighted in yellow. The revised policy:

- Identifies the related ACC policies that apply when complaints fall outside the jurisdiction of Title IX - page 1.
- Adds definitions related to prohibited conduct - pages 2-4.
- Includes a new section on bystander interventions and risk reduction - pages 4-5.
- For readability, adds new sections, such as those found on pages 5-6.
- Expands information regarding supportive measures - pages 6-7.
- Adds information on written notification of rights and services - page 7.
- Adds a statement regarding procedures if the alleged victim is deceased as a result of a Title IX crime or offense - page 10.
- Adds details related to required training and awareness campaigns - page 11.

STUDENT SERVICES
SEXUAL MISCONDUCT AND
TITLE IX
POLICY

ALAMANCE
COMMUNITY COLLEGE **(2020 FINAL RULE REVISION)** **5.3.5**

Alamance Community College (the “College” or “ACC”) is committed to providing an educational environment in which all employees and students, without regard to sex, sexual orientation or gender identity, have a right to work and learn free from sexual harassment and sexual violence. Sexual misconduct is prohibited, and the College will promptly, fairly, and impartially address complaints through its Title IX procedures. This policy applies to sexual misconduct that occurs within the scope of the College’s educational programs and activities (both on-campus and off-campus) against a person in the United States. The College will provide supportive measures as well as complaint resolution options to its students, applicants, and employees who are alleged victims.

When a sexual misconduct complaint falls outside the jurisdiction of Title IX, the College will apply its student conduct procedures (See Policy 5.3.2 – Student Code of Conduct and Policy 5.3.6 – Student Grievance) or employee grievance procedures (Policy 3.3.8 – Grievance Policy and Procedure - Non-Student) as appropriate to the particular complaint.

Sexual harassment and sexual violence are deemed forms of sex discrimination prohibited by Title IX of the Educational Amendments of 1972 (and Title IX Final Rule 2020) which prohibits sex discrimination against students and employees in educational institutions which receive federal funds and by Title VII of the Civil Rights Act of 1964, as amended, which prohibits sex discrimination in employment and by North Carolina General Statutes 136-16.

I. DEFINITIONS AND PROHIBITED CONDUCT

Prohibited conduct under Title IX includes the following:

- **Sexual harassment** as defined in Title IX Final Rule 2020:
 - An employee of the College conditioning educational aid, benefit or service on an individual’s participation in unwelcome sexual conduct (quid pro quo harassment) as prohibited in the Title IX Final Rule 2020.
 - Offenses defined in the Clery Act and the US Violence Against Women Reauthorization Act of 2013 (including sexual assault, dating violence, domestic violence, and stalking on the basis of sex as prohibited in Title IX Final Rule 2020).
 - Unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access, as prohibited by in Title IX Final Rule 2020.
- **Any form of sexual violence.** These are physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability or a medically diagnosed impairment. Sexual violence includes:
 - VAWA and Clery Act offenses

- Any form of sexual violence defined as a criminal sex crime in North Carolina G.S. 14-27.1 and G. S. 50B – 1 (including rape, sexual battery and sexual coercion).
- **Unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications, based on sex or sexual stereotyping, when the conduct is sufficiently severe or pervasive as to create a hostile work or learning environment** when evaluated from the standpoint of a “reasonable person” and consistent with First Amendment protections of free speech and academic freedom.

Definitions - this entire section is new

Sexual harassment is a specific form of discriminatory harassment and an unlawful discriminatory practice. Sexual harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, dating violence, domestic violence, and stalking, all of which are defined below. For the purposes of this policy, sexual harassment is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education programs or activities. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

The complainant is an individual who is the reported victim of conduct that could constitute sexual misconduct. The respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual misconduct.

Sexual assault is any sexual act directed against another person, without the consent of the complainant, including instances in which the complainant is incapable of giving consent. This includes:

- Forcible rape, which is defined as penetration, no matter how slight, of the vagina or anus with a body part or object, or oral penetration by a sex organ or other person, without the consent of the complainant.
- Forcible sodomy, which defined as oral or anal sexual intercourse with another person, forcibly, and against that person’s will (non-consensually), or not forcibly against that person’s will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Sexual assault with an object, which is defined as the use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person’s will (non-consensually), or not forcibly or against the person’s will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Forcible fondling, which is defined as the touching of the private body parts of another person for the purposes of sexual gratification, forcibly, and/or against that person’s will (non-consensually), or not forcibly against that person’s will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- Incest, which is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by North Carolina law.
- Statutory rape, which is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent of North Carolina.

Dating Violence is defined as violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as violence, on the basis of sex, committed by a current or former spouse or intimate partner of the complainant by:

- A person with whom the complainant shares a child in common, or
- A person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, or
- A person similarly situated to a spouse of the complainant under the domestic or family violence laws of North Carolina, or
- Any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of North Carolina.

To categorize an incident as domestic violence, the relationship between the respondent and the complainant must be more than two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking is defined as engaging in a course of conduct, on the basis of sex, directed at a specific person, that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress. For the purposes of this definition:

- "Course of conduct" means two or more acts, including but not limited to, acts in which the respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the complainant.
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Consent is an agreement between participants to engage in sexual activity. It is defined as voluntary, freely given, informed, positive and cooperative in act and attitude, revocable at any time, and ongoing throughout a sexual encounter. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or marital relationship shall not be sufficient to constitute consent. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Persons who are related to each other within the degrees wherein marriage is prohibited by law cannot consent to sexual intercourse with each other. Consent may not be assumed. If there is any ambiguity or confusion, a person involved should stop the activity to clarify and confirm consent. Once consent is withdrawn, the sexual activity must stop immediately.

Consent is not freely given if:

- It is obtained through the use of force, through the fear or threat of force, intimidation, coercion, or by kidnap;
- The individual has acted or spoken in a manner which expresses they refuse to give consent; or
- The complainant was unable to give consent for any of the following reasons:
 - The individual is unable to make an informed decision due to incapacitation,
 - The individual is unconscious, asleep, or suffering from shock,
 - The individual is under the statutory age of consent, or
 - The individual has a permanent or temporary mental disorder or development or physical disability, and therefore is legally unable to give consent.

For the purposes of this definition:

- “Coercion” is the practice of forcing another party to act in an involuntary manner by use of intimidation or threats or some other form of undue pressure or force. Coercion may include the use of emotional manipulation to persuade someone to do something the person does not want to do.
- “Incapacitation” is the state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction) due to alcohol, prescribed medication, predatory drugs, or other drugs.

Bystander Interventions and Risk Reduction – this entire section is new

Every member of the ACC community can play a role in facilitating safe and positive preventative measures. The entire college community is encouraged to be an active bystander. It is important to note that if someone is assaulted, it is never their fault; however, bystanders can use the three options provided below to intervene to prevent harm or potential harm:

- **Direct:** Approach the situation directly. Say, “What’s going on?” or “Where are you going?”
- **Delegate:** Contact the Department of Public Safety or find a friend to intervene

- **Distract:** Do something to take attention away from the situation. Say, “The police are coming,” or do something to distract.

In addition to bystander interventions, risk reduction strategies include the following:

- Get clear, unambiguous consent for every aspect of sexual activity.
- If someone says no or looks uncomfortable, stop what is happening.
- Communicate boundaries and expectations.
- Have backup plans. Sometimes plans change quickly. Download a ride share app, like Uber, or keep the number for a reliable cab company on hand.
- When alcohol is involved:
 - Whenever going out in a group, plan to arrive together and leave together and if necessary communicate early departures to the group.
 - Know what is being served. Don’t recognize an ingredient? Look it up. Be wary of large-batch drinks like punches that may have deceptively high alcohol content.
 - Don’t leave a drink unattended.
 - Don’t accept drinks from strangers or acquaintances.
 - Be aware of sudden physical changes that could signal inebriation.

II. REPORTING OPTIONS

Any person may report sexual misconduct (harassment or violence) to one or more of the following: the Title IX Coordinator (ACC’s Director of Human Resources), a College “responsible employee,” a College “counselor/advisor,” their employment supervisor, a College Public Safety official, a local law enforcement officer, a local medical professional, a local mental health professional, or a pastoral counselor. A report may be made in person, by mail, by telephone, or by email. A third party complaint, made on behalf of someone else who has been the victim of sexual misconduct/harassment/violence, will be investigated by ACC. Complainants should be aware it may be difficult to keep the victim’s identity confidential during the investigation because of the circumstances of the charge.

Upon receipt of a complaint, the Title IX Coordinator will determine whether the complaint meets the condition of the Title IX Final Rule 2020. If so, the Title IX response process will be initiated. If not, the complaint will be referred to the appropriate student conduct or employee grievance contact person.

Responsible Employees – new heading

College “responsible employees” are all faculty members, administrators, and support staff (including student employees and contracted service providers) except the Title IX Coordinator and designated “counselors/advisors”; all student services staff members except designated “counselors/advisors”; and ACC Public Safety staff. A “responsible employee” shall report to the College’s Title IX Coordinator or designee relevant details of instances of sexual misconduct made known to him/her, and he/she shall inform the

complainant of his/her right to file a Title IX complaint with the College and to report a crime to ACC Public Safety and/or local law enforcement.

Counselors/Advisors – new heading

College “counselors/advisors” are not considered “responsible employees” for reporting purposes but are counselors/advisors whom students or employees may consult confidentially for support and information. These designated individuals are the Director of Wellness & Student Support, Coordinator of Disability Services, and counselor trainees working under the supervision of a professional counselor, ACC-selected/appointed sexual assault responders designated and appointed for a term of service by the Vice President of Student Services, and ACC-approved third parties providing confidential counseling services on the campuses or by referral. These “counselors/advisors” are not required to report incidents except as described below, and they will provide information about support services students can use whether or not they file a complaint on campus or with off-campus authorities. “Counselors/advisors” will report incidents under certain specific circumstances, including an informed consent release by the complainant, a threat of harm to self or others, a court order, or harm to minors (NCGS 14-27.5).

Supportive Measures – new heading, expanded section

In all cases, the Title IX Coordinator will contact the complainant confidentially to discuss the availability of supportive measures and to explain the process for filing a formal complaint. Supportive measures are individualized, reasonably available services designed to ensure equal educational access, protect safety, or deter sexual harassment. The measures must be non-punitive, non-disciplinary, and not unreasonably burdensome to the accused party.

Supportive measures are available to both complainants and respondents before or after the filing of a formal complaint, or where no formal complaint has been filed. The College will maintain as confidential any supportive measures provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The College is obligated to comply with a student’s reasonable request for an academic situation following an alleged sex offense.

Supportive measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroups
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations

- Academic support, extensions of deadlines, or other course or academic program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased campus police and security to monitor certain areas of campus
- Any other actions deemed appropriate by the Title IX Coordinator

No-Contact Orders may be imposed at the request of a party or at the discretion of the Title IX Coordinator. When a No-Contact Order is put in place, the party or parties must refrain from:

- Approaching one another at any time
- Calling one another at any time
- Communicating electronically (email, social media, text message, etc.)
- Other forms outlined in the No Contact Order that may be required specific to the terms of the case

Written Notification of Rights and Services – new section

When a student or employee reports he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether on or off campus, the College will provide written notification to the student or employee about his/her rights and options both within the institution and the community. This written notification is titled “Written Notification of Rights and Options.”

The College will provide written notification to victims about options for, available assistance in, and how to request changes to academic, transportation, and working situations or protective measures.

Time Limits and Response Timeline – new heading

There is no time limit to invoking this policy to respond to alleged sexual misconduct. However, complainants are encouraged to report allegations of sexual misconduct immediately in order to maximize the College’s ability to obtain the relevant information and witness testimony needed to complete a thorough and impartial investigation.

The College will strive to resolve complaints within 60 days of the initial report (not including appeal processes) unless fact-finding is delayed to defer to law enforcement evidence gathering, or if other “good cause” delays or special circumstances such as College break periods apply. The complainant and respondent will be notified in writing of extensions and delays.

III. CONFIDENTIALITY

In general, the College will obtain consent from the complainant before beginning a Title IX or other investigation. The College will keep confidential the identity of complainants, respondents, and witnesses except as permitted by FERPA, as required by law, or as potential criminal conduct. College officials reserve the authority to determine, consistent with State and local law, whether appropriate law enforcement authorities should be notified. If the College determines the alleged perpetrator poses a serious and immediate threat to the College community, the Director of Public Safety will be called upon to issue a timely warning to the community as required by the Clery Act. Such a warning does not include information that identifies the victim.

If the complainant requests confidentiality or asks that the complaint not be pursued, the College will take reasonable steps to investigate and respond to the complainant consistent with the complainant's request. The College will inform the complainant that its ability to respond may be limited. The College's Title IX Coordinator or designee will evaluate the complainant's request for confidentiality in the context of ACC's obligation to provide a safe environment for students and employees, and will inform the complainant prior to starting an investigation if it cannot ensure confidentiality. At minimum in every case of reported sexual harassment and sexual violence, an anonymous report of the incident must be provided by the Title IX Coordinator to ACC Public Safety staff in order to comply with campus crime reporting (Clery Act) requirements.

The College will maintain as confidential any accommodations or protective measures provided to students or employees, to the extent that confidentiality does not impair the ability of the College to provide the protective measures and does not infringe on the due process rights of an accused person.

IV. RETALIATION

Those who make complaints or otherwise participate in investigative and/or disciplinary processes under this policy are protected from retaliatory acts. No employee or student may engage in interference, coercion, restraint, or reprisal against any person alleging sexual misconduct. Perpetrators of retaliation will face disciplinary action. Likewise, claims of sexual misconduct that are substantiated as malicious or frivolous may result in disciplinary action against the instigator.

V. INFORMAL RESOLUTION OPTIONS

The complainant has the right to end an informal resolution process at any time and pursue formal resolution.

1. Confidential consultation with the Title IX Coordinator or designee for support, information, and/or exploration of possible actions.
2. Confidential counseling and referral: "Counselors/advisors" as designated in this policy may counsel a student confidentially to provide support, information, referral, and/or exploration of possible actions.

3. For complaints subject to the Title IX Final Rule 2020, the two parties can agree to engage in an informal resolution process in lieu of a formal investigation, except in cases that allege quid pro quo harassment. Both parties must give voluntary, informed, and written consent. Informal resolution options are not available under the Title IX Final Rule 2020 when the accused person is an employee.
4. Informal voluntary mediation, contingent on the availability of qualified mediators and on the voluntary, informed, and written consent of both parties. This option is available only for complaints of sexual violence including but not limited to rape, sexual abuse, sexual assault, and sexual battery.

VI. FORMAL RESOLUTION OPTIONS

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging sexual misconduct and requesting that the College investigate the allegation of sexual misconduct. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in, the educational program or activities of the College. The document must be filed with the Title IX Coordinator in person, by mail, or by electronic submission and must contain the complainant's physical or digital signature.

If the allegations in a formal complaint do not meet the definition of sexual harassment in the Title IX Final Rule 2020, or did not occur in the College's educational program and activities against a person in the United States, then the Title IX Coordinator will dismiss the complaint under Title IX Final Rule 2020 and will refer the complaint to the College's Student Code of Conduct procedures (if the respondent is student) or to the employee grievance procedure policy (if the respondent is an employee or contracted employee.) The Title IX Coordinator will notify the parties in writing when a complaint is dismissed under Title IX Final Rule 2020 and the reasons for the dismissal.

The complainant has the right to pursue the applicable following options:

If the case is addressed under the Title IX Final Rule 2020, it will be investigated and adjudicated under the College's Title IX procedures. Adjudication includes the provision of a live hearing with cross-examination. Both parties have the right to appeal a determination regarding responsibility, or the dismissal of the allegations in a formal complaint, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the complaint, or Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.

If the case is dismissed under Title IX Final Rule 2020, and the accused is an Alamance Community College student, the College will follow its student grievance procedures/student conduct process as described in the student handbook, including appeal procedures described. Note that the: investigation and resolution will be prompt, fair and impartial; standard of evidence for a finding of "responsible" is preponderance of the evidence; accuser and accused are entitled to have an advisor of their respective choice present at a disciplinary proceeding and any related meetings. An advisor serves

on a consulting (non-participatory) basis in a disciplinary hearing; and, sanctions assigned to a student found responsible include one or more of the following: oral warning, written warning, educational or community service sanction, general probation, restrictive probation, suspension, explicit and/or indefinite dismissal.

If the case is dismissed under the Title IX Final Rule 2020 and the accused is an Alamance Community College employee or contracted employee, the College will follow its employee grievance procedures, including appeal procedures. An employee found responsible will be assigned one or more of the following disciplinary sanctions: oral warning, written warning, special training appropriate to the findings, probation, suspension or dismissal.

The complainant also has the right to pursue the following options individually or simultaneously:

- File a criminal complaint with the applicable local law enforcement agency. Public Safety staff will assist with this process.
- File a complaint directly with the appropriate Federal or North Carolina agency (e.g., Equal Employment Opportunity Commission, Office of Civil Rights). Contact information may be obtained from the Title IX Coordinator.

VII. NOTIFICATION OF OUTCOME

For cases adjudicated under Title IX Final Rule 2020, a written determination by the decision-maker addressing criteria described in the Final Rule must be sent simultaneously to the parties along with information about how to file an appeal.

For non-Title IX cases adjudicated under the Student Code of Conduct or the employee grievance procedures, the College will notify the accused in writing whether or not it found that sexual misconduct occurred, all disciplinary sanctions assigned in the case, and information about how to file an appeal. The College will notify the complainant in writing of the finding whether or not sexual misconduct occurred, any individual remedies offered to the complainant, other steps the College has taken to eliminate a hostile environment and prevent recurrence, and information about how to file an appeal. The College will disclose to the complainant matters about disciplinary sanction(s) assigned to the accused that are directly related to the complainant's participation in the College's educational program and activities.

If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of disclosure.

Names of any other persons, such as a victim/survivor or witness, will be included only with the consent of those persons. The College will not require a party to abide by a nondisclosure agreement that would prevent the re-disclosure of information related to the outcome of the proceeding.

VIII. TRAINING AND AWARENESS

The College expects all employees and students to participate in ongoing training and awareness campaigns focused on defining, addressing, and preventing sexual misconduct. Training topics and content provided by the College will be consistent with Title IX and Campus SaVE Act regulations and recommendations.

Prevention and awareness campaigns for new employees and new students include information shared at new employee orientation and new student orientation. The following topics are included in this training and awareness programming:

- Statement that the College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery Act.
- Definitions of dating violence, domestic violence, sexual assault, stalking, and consent under Title IX.
- Description of safe and positive options for bystander interventions.
- Information on risk reduction.
- Description of the College's disciplinary proceedings for incidents of dating violence, domestic violence, sexual assault, and stalking.

Those who conduct Title IX training will receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of complainants and respondents and promotes accountability.

Employees in specific roles will participate in specialized training. Those roles include Title IX Coordinator, responsible employees, counselors/advisors, complaint investigators, hearing officials, grievance committee members, and Public Safety staff. Employees responsible for conducting Title IX hearings will receive training that addresses, but is not limited to, relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.

ACC's sexual misconduct policy and procedures will be published in key College publications (e.g., General Catalog, Student Handbook, **Policy and Procedures Manual**) and made widely available to members of the College community.

Adopted: June 8, 2015; revised March 27, 2020; revised September 14, 2020



2024-25

President's 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.**
 - a. Complete 100% of bond construction projects on schedule as outlined in the timeline.
 - b. Submit monthly progress reports to the Board of Trustees, showing progress towards project milestones.
2. **Collaborate with faculty, staff, and students to cultivate a positive work environment that supports effective teaching and learning.**
 - a. Host quarterly staff/faculty functions and send monthly newsletters to ensure transparent and consistent communication with all college stakeholders.
 - b. Establish college-wide professional development activities that foster increased collaboration and a healthy campus climate.
3. **Foster a strong relationship between the Board of Trustees and the President through ongoing engagement and collaboration.**
 - a. Conduct monthly meetings with Board members and achieve an 85% or higher satisfaction rate on an annual Board survey regarding communication, collaboration, and strategic alignment.
 - b. Facilitate an annual strategic planning retreat for the Board of Trustees to set long-term goals and review progress on institutional priorities.
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.**
 - a. Establish at least five new partnerships with K-12, four-year institutions, local businesses, or community organizations that support student internships, dual enrollment, or collaborative programs.
 - b. Participate in a minimum of 20 community events, speaking engagements, or media appearances to promote the college and advocate for higher education in the region.
 - c. Conduct at least 10 meetings with local employers to align program offerings with workforce needs and secure internships or job placements for program graduates.
 - d. Engage at the state and national level in efforts to enhance accessibility and funding for community colleges.

5. **Oversee the College's progress in implementing the Strategic Plan, ensuring timely and measurable outcomes.**
 - a. Measure and improve retention and completion rates for curriculum students.
 - b. Complete 80% of the annual strategic plan initiatives on time, as documented through a semi-annual strategic plan progress report.
6. **Provide strategic leadership to maintain the College's fiscal integrity, ensuring effective and efficient budget planning to support operational needs.**
 - a. Ensure a balanced budget by the end of the fiscal year, with no more than a 2% variance between budgeted and actual expenditures.
 - b. Secure at least three new public or private partnerships that contribute additional funding or in-kind resources to support college initiatives.
 - c. Cost Management: Identify and implement cost-saving measures that reduce non-instructional expenses by at least 3% without impacting service quality.
7. **Develop and enhance the college's use of data in decision-making and reporting to the Board of Trustees and the larger community.**
 - a. Implement a new institutional data system or dashboard that tracks key performance indicators (KPIs), with 100% of academic and administrative units using the system by the end of the academic year.
8. **Actively support fundraising efforts by the ACC Foundation, leveraging the proven impact of presidential involvement in boosting donor engagement and contributions.**
 - a. Achieve an increase in donations and grants, contributing new revenue through targeted fundraising campaigns and donor engagement.
 - b. Perform an assessment of foundation operations and approach to engage new donors and increase overall funding capacity.
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.**
 - a. Launch at least three new student support initiatives aimed at increasing equity and reducing performance gaps for low-income, minority, or first-generation students.
 - b. Introduce at least two new academic or workforce programs that align with local labor market demands.
 - c. Evaluate current programs to ensure market and community alignment with measurable outcomes.



2024-25 PRESIDENT'S EVALUATION FORM

DIRECTIONS: Listed below are statements concerning the actions, characteristics, and qualities that may describe the president of Alamance Community College. To the right of each statement, circle your estimate of how adequately the characteristic is carried out by the president of Alamance Community College. This evaluation is presented in five areas: *General, Budgetary and Financial Matters, Internal/External Relationships, Mission, and Strategic Long Range Planning.*

The rating scale is as follows:

- 5 Superior**
- 4 Above Average**
- 3 Average**
- 2 Below Average**
- 1 Poor**
- N/O No Opinion**

If you are unable to rate a particular area, please select N/O indicating no opinion (i.e., if no disciplinary action has been taken against an employee, it would be unfair to rate how the employee would handle it). Also, please identify in the space provided any question(s) you believe should be removed from the form for future evaluations.

GENERAL

No.	Question	Rating							Value of Question	Goal*	Regulation** SBCCC 300.2
		5	4	3	2	1	N/O				
1.	Ably represents the college and board at local and state levels.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	4	(2)(B)	
2.	Is perceived by the reviewer (Board of Trustees member) as a community leader.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	4	(2)(B)	
3.	Maintains high academic and instructional standards by supporting administrators responsibly.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2,9	(1),(2)(A),(4)	
4.	Encourages faculty efforts to use innovative teaching techniques.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2,9	(6)	
5.	Hires and promotes qualified faculty and staff personnel.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	9	(4)	
6.	Promotes the effort of administrators to maintain high staff morale through open communication.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2,4	(4)	
7.	Provides effective and appropriate leadership to advance diversity and to develop a culture of inclusion and respect within the entire ACC community.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2,4	(4),(6)	

8.	Demonstrates ability to lead in marketing the institution to create a greater public awareness of opportunity for the citizens.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	4	
9.	Demonstrates and expects the highest standards of ethical behavior.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	6	(3)
10.	Effectively leads the College through the COVID-19 pandemic	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No		(1)

BUDGETARY AND FINANCIAL MATTERS

No.	Question	Rating						Value of Question	Goal*	Regulation**
11.	Is knowledgeable about the budget-making process, college funding sources, and state regulations and procedures controlling the college's finances.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	6,8	(5)
12.	Ensures the fiscal integrity of the college budgeting process by ensuring sufficient financial controls and audit procedures are in place and monitoring the budget to make sure the college is meeting its financial and budgetary goals for the year.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	6,8	(5)
13.	Approves the use of funds for projects that enable the college to best meet its strategic plan and stated educational goals and objectives.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	9	(5)
14.	Provide leadership to acquire non-state revenue (i.e., grants, gifts) to supplement the College's appropriations.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	6	(5)
15.	Provide leadership for capital improvement activities (i.e., building, grounds, and infrastructure improvements).	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	1	(5)

INTERNAL AND EXTERNAL RELATIONSHIPS

No.	Question	Rating						Value of Question	Goal*	Regulation**
16.	Understands the policies of the board and carries them out.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	3	(2)(A)
17.	Ensures that enough information is given the board so that prudent decisions can be made.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	3	(2)(A)
18.	Ensures information is given to the board soon enough to be read and understood.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	3	(2)(A)
19.	Is honest in his dealings with the board.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	3	(2)(A),(3)
20.	Keeps the board informed on matters important to the college, including major issues facing community colleges, both nationally and regionally.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	3	(2)(A)
21.	Seeks the advice, counsel, and expertise of individual board members to carry out policies.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	3	(2)(A)
22.	Shows sensitivity to student, faculty, and staff concerns.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2	(1),(2)(A),(3)

23.	Is active in community activities and organizations to gain visibility for the college, to present the college's needs to the community, and to understand the community's needs for the college.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	4	(2)(B)
24.	Pursues close working relationships with local officials and North Carolina Community College System leadership.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	4,6	(2)(B)
25.	Maintains effective communication with the local public school system, private schools, and other higher education institutions to promote coordination and cooperation.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	4	(2)(B)
26.	Encourages the use of college facilities by community groups.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	4	(2)(B)

MISSION OF COLLEGE

No.	Question	Rating						Value of Question	Goal*	Regulation**
27.	Encourages the continuing examination of the philosophy and purposes of the college.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2,4,7	(1)
28.	Ensures that the college operates according to its philosophy, mission, and goals.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2,4	(1)
29.	Makes and encourages others to make the philosophy, mission, and goals of the college known to citizen groups in the total community.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2,4	(2)(B)
30.	Develops and improves programs for business and industry, and ensures the college plays a vital role in economic development.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	6,7,9	(2)(B),(6)

STRATEGIC LONG RANGE PLANNING

No.	Question	Rating						Value of Question	Goal*	Regulation**
31.	Encourages efforts to develop innovative curricula to meet local needs.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	9	(6)
32.	Encourages efforts to develop a sense of community and shared interests and purposes in the college.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2,5,8	(1),(2)(A), (2)(B)
33.	Promotes the planning of changes in the college in a productive manner.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	1,5,9	(1),(6)
34.	Makes sure that strategic priorities are consistent and appropriate for the mission and goals of the institution and are meeting the needs of the community.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	5,6	(1),(6)
35.	Promotes diversity and inclusiveness within the College community.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2	(2)(A), (2)(B)

In your opinion what action(s) could the president take that would improve the college:

If you rated a statement as “N/O” (No Opinion), please indicate the corresponding statement number and reason for using this rating.

DRAFT



* 2024-25 Goals for President

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 - c. Evaluate current programs to ensure market and community alignment with measurable outcomes.

****State Board of Community Colleges Code (SBCCC)**

1C SBCCC 300.2 EVALUATION OF PRESIDENTS

- (a) Methodology and Instrumentality. Each local board of trustees shall evaluate the performance of its president annually. The evaluation instrument and methodology shall be selected by the local board, but the evaluation shall, at a minimum, include the following categories:
- (1) General administration;
 - (2) Relationships including:
 - (A) Internal relationships with faculty, staff, students, and trustees; and,
 - (B) External relationships with business and industry, the media, governmental bodies, and the general public;
 - (3) Personal attributes;
 - (4) Personnel administration;
 - (5) Fiscal and facilities administration; and,
 - (6) Academic administration.
- (b) Reporting Requirements. Prior to **August 31 June 30** of each year, each college board of trustees shall, in writing, notify the State Board of the following:
- (1) The time period for which its president was evaluated and the date the evaluation was completed;
 - (2) Description of the methodology used for the evaluation;
 - (3) Certification that the evaluation included a written assessment of the president's performance in each of the categories identified in Paragraph (a) of this Rule;
 - (4) Certification that the full board received a copy and discussed the evaluation results and the results were discussed with the president; and,
 - (5) Certification that the full board received a copy of and reviewed the president's contract if the president has a contract;
 - (6) A listing of board members in attendance at the meeting when the president's evaluation was conducted; and
 - (7) Certification that appropriate action, as defined by the local board, has been taken if the president's performance is less than satisfactory in any of the categories identified in Paragraph (a) of this Rule.
- (c) If the president has a contract, local boards of trustees shall note in the meeting minutes that they have reviewed the president's contract.

History Note: Authority G.S. 115D-5; 115D-20;
Eff. September 1, 1993;
Amended Eff. October 1, 2018, October 1, 2006.
Eff. November 5, 2019
Temporary Amendment Eff. April 17, 2020

Workforce Analysis (Full-Time)
Occupational Categories

24-Sep

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)	8	4	4	5	3	3	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	13	7	6	5	8	5	0	0	0	0	7
05 (Postsecondary Teachers)	114	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)	29	19	10	14	15	7	0	0	0	3	18
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	44	27	17	6	38	5	0	1	0	7	27
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	246	178	68	93	153	35	2	3	0	12	182

New Full Time Employees:

John Lewis	Fire Rescue Training Coordinator
Izy Obi	Biotechnology Pathway Navigator
Daniel Jones	Automotive Systems Technology Instructor
Brandon Williamson	Youth Programming Coordinator

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



**Buildings & Grounds Committee
September 25, 2024
Action Item: Veterinary Medical Technology Instructional Barn Project
Designer Approval**

Executive Summary

On August 20th, five designer proposals were received from architectural design firms. A proposal selection committee was established to include the Vice President of Student Learning, Dean of Applied Engineering, Agriculture & Skilled Trades, Agricultural Sciences Department Head, Veterinary Medical Technology Department Head, Associate VP Administrative Services & Facilities. The committee reviewed and scored the proposals and recommended the top two firms to be interviewed by the Building & Grounds Committee.

On September 25, 2024, the top two design firms participated in interviews and made presentations to the Building & Grounds Committee. The two firms that were invited for interviews were 310 Architecture & Interiors and Hobbs Architects. The Buildings and Grounds Committee evaluated and scored each firm with 310 Architecture & Interiors receiving the highest average score of 153 points out of a total possible 175 points. Firms were evaluated on their understanding of the project, proposed project team, proposed project management, related project experience, experience working with State Construction as well as experience with the College and proximity and familiarity with Alamance County.

<u>DESIGN FIRM</u>	<u>SCORE</u>	<u>RANK</u>
310 Architecture & Interiors	153	1
Hobbs Architects	144	2

At the September 25, 2024 meeting, the Building & Grounds Committee recommended 310 Architecture & Interiors as the selected design firm for the project. Once approved by the full Board, College Administration will work with the North Carolina State Construction Office to negotiate the design contract with the firm.

Board Action Required

The Building and Grounds committee requests that the Board of Trustees approve 310 Architecture & Interiors, as the design firm for the Veterinary Medical Technology Instructional Barn Project.



Buildings & Grounds Committee October 8, 2024

Action Item: Facilities Master Plan Revision and Update Recommendation

Executive Summary

The current Alamance Community College Facilities Master Plan was developed and prepared for ACC on March 16, 2016 by architect Clark Patterson Lee. The Facilities Master Plan was a defining document that helped move the College forward in the completion and development of many capital projects including:

- Advanced Applied Technology Center
- Renovated and dedicated space for Early College
- Renovation of the Agricultural Sciences Building
- Expansion of the EMT Program space
- Addition of a Culinary kitchen and dining area
- Renovation of the Student Commons
- Student Services Center
- Biotechnology Center of Excellence
- Renovation of the Library, Academic Support Center and multiple classrooms and labs
- Expansion of Nursing including new simulation labs
- Public Safety Training Center
- Bill & Nancy Covington Education Center

The Facilities Master Plan was set-up in five phases spanning years 0-2, 2-5, 5-7, 7-10 and 10 years and beyond. It is critical now for the institution to revisit this plan based on current training needs and the educational needs of ACC's service area.

College administration is seeking approval to work with open-end design firm Hord Coplan Macht to develop a revised Facilities Master Plan encompassing the vision for the future direction of the College.

Action Required

College Administration requests approval to negotiate design services with architect Hord Coplan Macht, one of the College's current open-end designer contracts, at a fee not to exceed \$36,000. The services provided will assist the College in revising and updating the existing Facilities Master Plan.

Explanation of Policy Revisions

Policy 5.3.7 – Students – Alcohol and Drugs on Campus.

The changes and additions are highlighted in yellow. The revised policy:

- Adds one paragraph explaining that the policy does not apply to mandated BLET training on sobriety testing.

Policy 2.1.7 – Campus Security Reporting – Clery Act.

The changes and additions are highlighted in yellow. The changes are made in order to comply fully with Clery Act requirements. The revised policy:

- Adds addresses and contact information for locations where campus community members may report crimes.
- Adds the process for reporting a crime anonymously.
- Explains the purpose of the Annual Crime Statistics Disclosure.
- Explains the process of preparing the Annual Crime Statistics Disclosure at ACC.

The College is committed to providing each of its students a drug-free and alcohol-free environment in which to attend classes and study. From a safety perspective, the use of drugs or alcohol may impair the well-being of students, interfere with the College's educational environment, and result in damage to College property.

This policy does not apply to alcohol use related to Basic Law Enforcement Training (BLET) program sobriety testing, which students are required to complete as part of the state-mandated curriculum.

All students shall adhere to the following:

- A. All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, transmitting, selling, or distributing alcohol, illegal, or unauthorized controlled substances or impairing substances at any College location.
 1. Controlled Substance means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug that has a high potential for abuse and including but not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state, or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.
 2. Alcohol means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor, and mixed beverages.
 3. Impairing Substances include any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.
 4. College Location means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College's jurisdiction.
 5. Reasonable Suspicion is the legal standard required before the College can require a student to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of

abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

- B. Student use of drugs as prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.
- C. Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor, or other trained official, and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.
- D. The College does not differentiate between drug users, drug pushers, or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
- E. A student who violates the terms of this policy will be subject to disciplinary action in accordance with Policy 5.3.2 – Standards of Student Conduct. At his or her discretion, the Vice President of Student Services may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse rehabilitation program or an alcohol abuse rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.
- F. Each student is required to inform the College in writing within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a College location. Failure to do so could result in disciplinary action.
- G. When required by state or Federal regulations, the Student Services office will notify the appropriate government agency within ten days of receiving notice from the student or otherwise receiving actual notice of such a conviction.
- H. In addition to this Policy, students employed by the College, including students employed under the College's Work Study Program, shall adhere to the requirements in Policy 3.4.2 – Employees - Drugs and Alcohol on Campus.

Adopted: June 13, 2022

Legal Reference: 21 CFR Part 1308; 34 CFR 86; N.C.G.S. 90-86, *et seq.*

(This policy replaces “Drug-Free Workplace” revised November 18, 2010.)

I. POLICY OVERVIEW

The College is committed to providing a safe and secure environment for all members of the College’s community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

II. DEFINITIONS

A. Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:

1. A member of the educational institution’s police department or campus security department;
2. Any individual(s) who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College’s property);
3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, this individual is the Director of Public Safety; and
4. An official or someone who has significant responsibility for student and campus activities, including, but not limited to: student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College’s behalf.

The College has designated the following offices as locations where campus community members may report crimes:

Public Safety	1247 Jimmie Kerr Rd., Graham, NC 27253, Main 207 336-578-4286, Emergency 336-578-2002, Non-emergency
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Student Life	336-260-9203, 24-hour Public Safety Officer 1247 Jimmie Kerr Rd., Graham, NC 27253, Main 228 336-506-4829
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Human Resources	1247 Jimmie Kerr Rd., Graham, NC 27253, Gee first floor 336-506-4133
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Student Support 1247 Jimmie Kerr Rd., Graham, NC 27253, Main 233
336-506-4362

PACE Coaches 1247 Jimmie Kerr Rd., Graham, NC 27253, Main 359
336-506-4343
336-506-4395
336-532-5036

VP, Student Services 1247 Jimmie Kerr Rd., Graham, NC 27253, S 108
336-506-4138

B. Clery Act Crimes are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:

1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction/damage/vandalism of property that was motivated by bias towards race, religion, ethnicity, national origin, gender, sexual orientation, gender identity, or disability; and
3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc.); drug abuse violations and liquor law violations.

C. College Property is all of the following property:

1. Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes; and any building or property that is within or reasonably contiguous to such buildings, or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.
2. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
3. Public Property – All thoroughfares, streets, sidewalks, and parking

facilities that are within the campus, or immediately adjacent to and accessible from the campus.

III. SAFETY AND REPORTING PROCEDURES

The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. In the event of a crime in progress or a risk of harm to persons or property, call 911.

Crimes may be reported anonymously. To report a crime anonymously, submit a tip through the ACC Safe App. To submit anonymously through Crimestoppers, or submit a tip through P3 Tips, a mobile app for Crimestoppers, contact the Alamance County Crimestoppers line at 336-229-7100, or report online at www.p3tips.com.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with the Department of Public Safety to ensure statistical inclusion of all Clery Act Crimes in the College's Annual Security Report, when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all persons with this designation. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim's identity may remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

- A. Submit crime statistics to the United States Department of Education.
- B. Maintain a daily crime log (open to public inspection).
- C. Issue campus alerts to warn the College community in a timely manner when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety.
- D. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.
- E. Publish and maintain an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies, and counts crime reports and crime statistics. The Annual Security Report is available on the College's website, and hard copies are available through the Department of Public Safety for inspection.

Purpose of the Annual Crime Statistics Disclosure: In compliance with the Jeanne Clery Disclosure of Campus Police and Crime Statistics Act (Clery Act), the ACC Public Safety Department prepares an annual crime statistics report. The Clery Act requires colleges to record specific campus crime statistics and safety policies in order to improve campus safety and inform the public of crime in or around campus.

Preparing the Annual Crime Statistics Disclosure: The ACC Public Safety Department prepares the annual Disclosure of Crime Statistics using information maintained by ACC Public Safety, information provided by other College offices such as Student Services, other Campus Security Authorities, and information provided by local law enforcement agencies. Officers, both sworn and security, enter all reports of crime incidents made directly to the Public Safety Department through a computer-based incident/records management system. After an officer enters a report in the system, it is reviewed to ensure it is appropriately classified, and a member of Public Safety periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the Safe Campus Act Handbook.

Adopted: June 13, 2022

Legal Reference: 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46; *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, available at: <http://www2.ed.gov/admins/lead/safety/handbook.pdf>)

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

BOND PROJECTS

STATUS SUMMARY

Public Safety Training Center

Green Level Site:

Hanging of drywall is in progress in the administration/classroom building along with prime coating of paint planned for the next two weeks. For the firing range, the roof membrane is fully installed and contractors have installed interior masonry walls. In the next 30 days, temporary power will be installed. Weather permitting, the driving pad will be paved and a binder course of asphalt will go down at the remaining areas of the administration/classroom building. The County has advertised their waterline/sewer tie-in project with a pre-bid meeting held at the site on 9/30/24. Bids are due to the County on Thursday, October 3rd. Currently the construction schedule shows a completion date for the administration/classroom building of 2/26/25, the training tower 5/7/25 and the firing range 6/9/25.

Burlington Site:

Construction documents have made it through the main review by State Construction, quicker than expected. The architect is currently responding to SCO comments and we expect final construction document approval from State Construction and approval to bid by mid-October.

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

Work on the final phase of the project, the 200 hallway of Main Building, continues. Drywall has been hung and electrical rough-in completed. The contractor has started the first coat of paint and is beginning ceiling grid. This area is scheduled for completion late November 2024. Punch list completion continues for the first phase of the project.

CAPITAL PROJECTS

STATUS SUMMARY

Campus Exterior Wayfinding Project

Signature Signs, Inc. has provided the College with project shop drawings. Once reviewed and approved, the signage will go into fabrication (expected to take 6 weeks). We expect the installation to begin in late October (2 – 3 week installation timeframe) 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

Two design firms participated in presentations and interviews with the Building & Grounds Committee on September 25th. 310 Architecture & Interiors out of Raleigh received the highest score from the committee and will be recommended to the Board of Trustees for contract approval. Once approved, the College will work with State Construction to negotiate the design contract. Stakeholder meetings on project scope and details will follow shortly thereafter.

Eastbound Interchange Exit 150 Project

Complete Lawn Service out of Burlington has been contracted by New Leaf Society to complete the preparation of the new beds and to handle the plantings. They plan to complete one last weed removal in the area prior to planting and mulching the new beds. New Leaf will cover the full cost of this work. The College is currently working with NCDOT to complete the required maintenance agreement paperwork so that the College can manage the areas after completion.

Level II EV Charging Stations Project

Charging stations have been fully installed and now are awaiting final power connections to be completed by Duke Energy. We are currently working with Pineshore Energy, the firm ACC contracted with for the installation, to determine options for usage charges and how to connect to the Tesla network for billing and payments.

Third Floor Biotechnology COE Upfit Project

SCIF funding for the project was approved by the State Board at their September 20th meeting. The College is now preparing the Request for Qualifications (RFQ) for design firms and will publically post the RFQ within the next two weeks.

Technology Infrastructure Replacement Project

College administration recently met with both the Systems Office and the State Construction Office to determine the best procurement and construction method to utilize for this project to meet the funding requirements of SCIF funding. Based on feedback from our contacts at SCO, we believe the most appropriate method may be the design build method. It will be quicker than the traditional design-bid-build process and allow the College to move the project forward in a more straight-forward manner. We are currently preparing the documentation required by the State to receive approval to use this method.

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

- Replacement of 15-ton A/C condenser and 15-ton air handler for Culinary main kitchen

\$45,796.00

Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2025					
As of September 30, 2024					
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Fire Hydrant Repair	14,000	13,694	306	
b.	IT Server Room HVAC			-	Appr'vd Oct 2022 (In FY23 Cannon awarded \$187,000 reimb. grant)
c.	savings (i.e. unspent allocation) from various projects	45,711	-	45,711	
		59,711	13,694	46,017	
2	County Capital--FY 2025 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: (painting)	34,625	34,625	-	Monthly Aramark painting allotment \$2643
b.	Roofing Preventative Maintenance Year 5	10,000		10,000	Approv'd Aug 2024
c.	Eastbound Interchange Exit 150 Beautification Project	3,293		3,293	Appr'vd Mar 2024 Phase I only (Phase II may cost another \$24,000)
d.	Gee Building Controls Replacement Project	58,000		58,000	Approv'd May 2024
e.	B Bldg envelope sealant repair	42,200	42,200	-	Approv'd May 2024
f.	Battery Replacement - Solar Greenhouse	30,744		30,744	Approv'd May 2024
g.	savings (i.e. unspent allocation) from various projects	351,138	-	351,138	
		536,000	76,825	459,175	
3	GLS	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,460,042	19,460,042	-	\$16,510,212 County Bonds \$2,942,881 SCIF ("FY22")+ \$206,949 FF&E
b.	Student Services Center	6,703,500	6,548,011	155,489	\$6,703,500 County Bonds
c.	Public Safety Training Center	24,157,164	8,225,895	15,931,269	\$13,350,218 County Bonds; \$5,306,946 (\$2,000,000 + \$3,306,946) County Capital Reserves and \$5,500,000 State
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	5,088,981	3,957,552	1,131,429	\$3,036,070 County Bonds; \$652,911 (\$500,000 + \$152,911) County Capital Reserves; and \$1,400,000 SCIF FY22
e.	Satellite Location-West (Burlington)	-	-	-	
f.	Satellite Location-East (Mebane)	-	-	-	
		55,409,687	38,191,500	17,218,187	\$39.6M County bonds, \$5.9M Cty Reserves \$2.942 SCIF, \$5.5M State
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	HVAC Replacement - IT Server Room	203,430	157,702	45,728	Appr'vd Oct 22: Cannon Grant of \$187,000 awarded Jan 2023
b.	Covington Education Center: Utility Upgrades	380,550	353,306	27,244	Appr'vd \$380,550 with \$347,354 via Grant: NC Tobacco Trust Fund Commission and \$33,196 of SCIF \$1.25M project
c.	Horticulture Technology Storage Building Project	153,800	145,522	8,278	State: (SCIF FY22) Appr'vd Oct 22
d.	Campus Exterior Wayfinding Project	302,600		302,600	Appr'vd Feb 24 (SCIF)
e.	Veterinary Medical Technician Instructional Barn	1,250,000		1,250,000	Appr'vd Mar 2024 (\$1M Golden LEAF & \$250k SCIF)
f.	AATC Centralized Welding System Project	448,276	394,448	53,828	Appr'vd Mar 2024 (\$280,000 Cannon Grant & \$168,276 SCIF)
g.	Technology Infrastructure Project	1,500,000		1,500,000	Appr'vd May 2024 NCCCS SCIF
h.	NCDEQ EV Grant	79,104	38,912	40,192	Appr'vd June 2024
i.	BioTech Center Third Floor Uplift	2,542,000		2,542,000	Appr'vd August 2024 NCCCS SCIF
j.	Savings (i.e. Unspent Allocation) from Various Projects	1,622,028	-	1,622,028	State: (SCIF FY22 & FY23 & FY24 & FY25 allocation)
		8,481,788	1,089,891	7,391,897	
	TOTAL CAPITAL PROJECTS	62,468,309	#REF!		
	Funds Available for Future Projects	2,018,877			

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2024-25 BUDGET
 (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Alamance CC
 Institution _____
 Number: 886

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
Revenue Detail (excluding capital improvement projects)				
State	\$ 34,999,833			\$ 34,999,833
*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112, and categorical and carryforward allocations.				
County Funds				
County Appropriations (list each county separately below):				
Alamance County		\$ 4,877,822		\$ 4,877,822
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
(If necessary, add lines above for add'l counties)				
Misc. County Revenue		\$ -		\$ -
Total County Funds		\$ 4,877,822		\$ 4,877,822

Institutional Funds

Federal Sources:

Federal Pell and other Federal student aid grants		\$ 5,600,000		\$ 5,600,000
Federal Direct Loans				\$ -
Federal Work-Study Program		\$ 100,000		\$ 100,000
Other Federal Grants (list):		\$ -		\$ -
TECAT		\$ 750,000		\$ 750,000
SEOG		\$ 112,000		\$ 112,000
TRIO		\$ 261,888		\$ 261,888
PACE		\$ 472,538		\$ 472,538
				\$ -
				\$ -

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2024-25 BUDGET
 (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Alamance CC
 Institution _____
 Number: 886

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
Revenue Detail (excluding capital improvement projects)				
				\$ -
				\$ -
				\$ -
(If necessary, add lines above)				
Total Revenues From Federal	\$ -	\$ -	\$ 7,296,426	\$ 7,296,426
Fees:				
College Access, Parking and Security (CAPS) Fees			\$ 70,000	\$ 70,000
Student Activity Fees			\$ 85,000	\$ 85,000
Course Specific Fees			\$ 150,000	\$ 150,000
Instructional Technology Fees			\$ 100,000	\$ 100,000
Self-Supporting Course Fees			\$ 122,000	\$ 122,000
Other Fees (list, if applicable):				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
(If necessary, add lines above)				
Total Revenues from Fees	\$ -	\$ -	\$ 527,000	\$ 527,000

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2024-25 BUDGET
 (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Alamance CC
 Institution _____
 Number: 886

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
Revenue Detail (excluding capital improvement projects)				
<i>Proprietary/Other Revenues:</i>				
Bookstore Receipts			\$ 100,000	\$ 100,000
Vending/Food Service Receipts			\$ 45,000	\$ 45,000
Live Projects/Patron Fees			\$ 50,000	\$ 50,000
Internal Service Funds				\$ -
Interest Income			\$ 15,000	\$ 15,000
NC Community College Grant Funds			\$ 132,117	\$ 132,117
Education Lottery Scholarship Funds				\$ -
Gifts and Donations			\$ 55,000	\$ 55,000
Private (non-Federal) Grants				\$ -
Endowment Income				\$ -
Other Miscellaneous Sources (list, if applicable):				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
(If necessary, add lines above)				
Total Revenues from Proprietary/Other Sources:	\$ -	\$ -	\$ 397,117	\$ 397,117
Total Institutional Sources			\$ 8,220,543	\$ 8,220,543
Total Estimated Revenues	\$ 34,999,833	\$ 4,877,822	\$ 8,220,543	\$ 48,098,198

Fund Balance Appropriated _____ \$ -

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2024-25 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Alamance CC

Institution Number: 886

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
Expenditure Detail (excluding capital improvement projects)				
100 INSTITUTIONAL SUPPORT				
110 Executive Management	\$ 1,229,394	\$ 77,331		\$ 1,306,725
120 Financial Services	\$ 1,372,173			\$ 1,372,173
130 General Administration	\$ 2,036,865	\$ 639,126		\$ 2,675,991
140 Information Systems - Admin.	\$ 1,566,585	\$ -		\$ 1,566,585
TOTAL INSTITUTIONAL SUPPORT	\$ 6,205,017	\$ 716,457	\$ 915,000	\$ 7,836,474
200 INSTRUCTIONAL - CURRICULUM				
220 Associate Degree	\$ 15,295,655			\$ 15,295,655
230 Diploma	\$ -			\$ -
240 Transitional	\$ -			\$ -
TOTAL INSTRUCTIONAL - CURRICULUM	\$ 15,295,655	\$ -	\$ 300,000	\$ 15,595,655
300 CONTINUING EDUCATION				
310 Occupational Education	\$ 1,500,888			\$ 1,500,888
311 Occupational Support	\$ 1,180,959			\$ 1,180,959
321 Adult Basic Education/ESL	\$ 1,385,272			\$ 1,385,272
322 Adult High School & GED	\$ 201,399			\$ 201,399
323 Compensatory Education				\$ -
325 Basic Skills Administration				\$ -
357 Apprenticeship Building America	\$ 33,385			\$ 33,385
360 NC EDGE Customized Training Regional Trainers				\$ -
361 Customized Training				\$ -
363 Small Business Center	\$ 170,747			\$ 170,747
364 Customized Trng - Bus & Ind Support (Admin.)	\$ 40,000			\$ 40,000
365 Customized Trng - Bus & Ind Support (Instruct.)	\$ 20,000			\$ 20,000
369 Bionetwork Host Colleges				\$ -
370 NC Military Business Center (FTCC)				\$ -
371 NC Research Campus - Kannapolis (RCCC)				\$ -

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2024-25 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Alamance CC

Institution Number: 886

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
Expenditure Detail (excluding capital improvement projects)				
372 Apprenticeship Expansion	\$ 261,268			
373 Title II Sec-243 Integrated English Literacy & Civics Ed	\$ 48,491			\$ 48,491
375 NC BioBetter	\$ 624,250			\$ 624,250
TOTAL CONTINUING EDUCATION	\$ 5,466,659	\$ -	\$ 122,000	\$ 5,588,659
400 ACADEMIC SUPPORT				
410 Library/Learning Center	\$ 553,629			\$ 553,629
421 Curriculum - Admin.	\$ 1,550,933			\$ 1,550,933
422 Continuing Education - Admin.	\$ 1,113,609			\$ 1,113,609
430 Information Systems - Academic				\$ -
431 Rural College Broadband Access				\$ -
432 Rural College Broadband Access Great				\$ -
TOTAL ACADEMIC SUPPORT	\$ 3,218,171	\$ -	\$ -	\$ 3,218,171
500 STUDENT SUPPORT				
510 Student Services	\$ 2,849,872			\$ 2,849,872
525 Intellectual & Developmental Disabilities	\$ 194,000			\$ 194,000
530 Child Care	\$ 55,898			\$ 55,898
554 Short-Term Workforce Development	\$ 15,450			\$ 15,450
556 Underserved Student Outreach & Advising	\$ 27,028			\$ 27,028
559 Finish Line Grants III (EANS II)	\$ 25,182			
560 Finish Line Grants				\$ -
TOTAL STUDENT SUPPORT	\$ 3,167,430	\$ -	\$ 261,888	\$ 3,429,318

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2024-25 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Alamance CC

Institution Number: 886

	1	2	3	4
Expenditure Detail (excluding capital improvement projects)	State Budget	County Budget	Institutional Budget	Total Budget
600 OPERATION & MAINTENANCE OF PLANT				
610 Plant Operation		\$ 3,561,908		\$ 3,561,908
620 Plant Maintenance		\$ 599,457		\$ 599,457
680 Innovation Quarters (Forsyth Tech CC)	\$ -	\$ -		\$ -
TOTAL OPERATION & MAINTENANCE OF PLANT	\$ -	\$ 4,161,365	\$ -	\$ 4,161,365
700 PROPRIETARY/OTHER			\$ 305,000	\$ 305,000
800 STUDENT AID			\$ 6,316,655	\$ 6,316,655
900 CAPITAL OUTLAY (excluding capital improvement projects)				
920 Equipment	\$ 760,441	\$ -		\$ 760,441
923 Basic Skills/Literacy Equipment	\$ -			\$ -
930 Instructional Resources (Books)	\$ 48,180			\$ 48,180
940 Equipment - State CATEGORICAL Funds	\$ -			\$ -
944 Equipment - Rural College Broadband Access	\$ -			\$ -
945 Equipment -Build Back Better Regional Challenge	\$ 838,280			\$ 838,280
946 Equipment - Rural College Broadband Access Great	\$ -			\$ -
TOTAL CAPITAL OUTLAY	\$ 1,646,901	\$ -	\$ -	\$ 1,646,901
TOTAL EXPENDITURES	\$ 34,999,833	\$ 4,877,822	\$ 8,220,543	\$ 48,098,198

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2023-24 CAPITAL IMPROVEMENTS BUDGET

College Name: Alamance CC

Institution Number: 886

	1 State	2 County	3 Institutional	4 Total
Capital Improvement Revenues				
State Funds (funds reimbursed by System Office)*	\$ 4,771,154			\$ 4,771,154
County Funds				
County Appropriation for CI Projects		\$ 2,000,000		\$ 2,000,000
County GO Bond Funds		\$ 8,676,269		\$ 8,676,269
Other County Revenue/Financing		\$ 536,000		\$ 536,000
Fund Balance for CI Projects		\$ -		\$ -
County Subtotal		\$ 11,212,269		\$ 11,212,269
Institutional Funds				
Federal Grant				\$ -
Private Gift/Donation			\$ 1,814,354	\$ 1,814,354
Private Grant(s) and Other Sources (list below):				\$ -
			\$ 6,631,429	\$ 6,631,429
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
(If necessary, add lines above)				
Institutional Subtotal			\$ 8,445,783	\$ 8,445,783
Total Capital Improvement Project Revenues	\$ 4,771,154	\$ 11,212,269	\$ 8,445,783	\$ 24,429,206
Capital Improvement Expenditures				
910 Buildings and Grounds				\$ -
Repairs and Renovations/New Construction	\$ 4,771,154	\$ 11,212,269	\$ 8,445,783	\$ 24,429,206
Total Expenditures	\$ 4,771,154	\$ 11,212,269	\$ 8,445,783	\$ 24,429,206
NET (Est. Revenues - Expenditures)	\$ -	\$ -	\$ -	\$ -

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2023-24 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Alamance CC
Institution Number: 886

	1		2		3		4
	State Budget		County Budget		Institutional Budget		Total Budget
Summary of Revenues (excluding capital improvement projects)							
State*	\$ 34,999,833						\$ 34,999,833
County Funds		\$ 4,877,822					\$ 4,877,822
Institutional Funds				\$ 8,220,543			\$ 8,220,543
Operating Revenue Subtotal	\$ 34,999,833	\$ 4,877,822	\$ 8,220,543		\$ 48,098,198		
Fund Balance Appropriated		\$ -	\$ -		\$ -		\$ -
Total Funds Available	\$ 34,999,833	\$ 4,877,822	\$ 8,220,543		\$ 48,098,198		
Summary of Expenditures (excluding capital improvement projects)							
1XX Institutional Support	\$ 6,205,017	\$ 716,457	\$ 915,000		\$ 7,836,474		
2XX Curriculum Instruction	\$ 15,295,655	\$ -	\$ 300,000		\$ 15,595,655		
3XX Continuing Education	\$ 5,466,659	\$ -	\$ 122,000		\$ 5,588,659		
4XX Academic Support	\$ 3,218,171	\$ -	\$ -		\$ 3,218,171		
5XX Student Support	\$ 3,167,430	\$ -	\$ 261,888		\$ 3,429,318		
6XX Plant Operations & Maint.	\$ -	\$ 4,161,365	\$ -		\$ 4,161,365		
7XX Proprietary/Other	\$ -	\$ -	\$ 305,000		\$ 305,000		
8XX Student Aid	\$ -	\$ -	\$ 6,316,655		\$ 6,316,655		
9XX Capital Outlay (excluding capital improvements)	\$ 1,646,901	\$ -	\$ -		\$ 1,646,901		
Total Budgeted Expenditures	\$ 34,999,833	\$ 4,877,822	\$ 8,220,543		\$ 48,098,198		
Net (Est. Revenues - Expenditures)	\$ (0)	\$ -	\$ -		\$ (0)		

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

College	CURRENT OPERATING										PLANT FUND			CURRENT & CAPITAL TOTAL
	1XX Institutional Support	2XX Curriculum Instruction	3XX Continuing Education	4XX Academic Support	5XX Student Support	6XX Plant Op & Maint.	7XX Proprietary/Oth er	8XX Student Aid	Subtotal	9XX Capital (ex. CI) Projects				
Alamance CC														
State	\$ 6,205,017	\$ 15,295,655	\$ 5,466,659	\$ 3,218,171	\$ 3,167,430	\$ -	\$ -	\$ -	\$ 33,352,932	\$ 1,646,901	\$ 4,771,154	\$ -	\$ 39,770,987	
County	\$ 716,457	\$ -	\$ -	\$ -	\$ -	\$ 4,161,365	\$ -	\$ -	\$ 4,877,822	\$ -	\$ 11,212,269	\$ -	\$ 16,090,091	
Institutional	\$ 915,000	\$ 300,000	\$ 122,000	\$ -	\$ 261,888	\$ -	\$ 305,000	\$ 6,316,655	\$ 8,220,543	\$ -	\$ 8,445,783	\$ -	\$ 16,666,326	
Total	\$ 7,836,474	\$ 15,595,655	\$ 5,588,659	\$ 3,218,171	\$ 3,429,318	\$ 4,161,365	\$ 305,000	\$ 6,316,655	\$ 46,451,297	\$ 1,646,901	\$ 24,429,206	\$ -	\$ 72,527,404	

Explanation of Policy Revisions

Policy 6.3.6 – Contracting Authority.

The changes and additions are highlighted in yellow. The revised policy:

- Gives the President authority to appoint a designee to sign employment contracts, service agreements, instructional agreements, and cooperative agency agreements.
- Removes the wording in the Capital Improvement Project Contracts and Change Orders section and instead refers readers to Policy 2.2.5 – Capital Improvement Projects, which designates contracting authority for capital improvement projects and change orders.
- Limits required reporting to the Board to service contracts exceeding \$50,000.

The Board is the official legal entity for the College. Unless otherwise delegated, the power to contract on the Board's behalf is solely vested with the Board. The College's size and complexity, however, is such that individual review by the Board of every agreement is neither feasible nor in the College's best interest. Therefore, certain delegations of contracting authority are appropriate within the following specified guidelines.

- A. Contacting Authority Delegation - the President is hereby expressly authorized and empowered to contract in the Board's name as follows:
 - 1. Personnel - All employment contracts shall be signed by the President or his/her appointed designee.
 - 2. Capital Improvement Project Contracts and Change Orders - See Policy 2.2.5 Capital Improvement Projects.
 - 3. Service Agreements - The President or his/her appointed designee shall have authority to execute service agreements on the Board's behalf.
 - 4. Instructional Agreements - The President or his/her appointed designee is expressly authorized to sign all instructional agreements on the Board's behalf.
 - 5. Cooperative Agency Agreements - The President or his/her appointed designee is authorized to sign all cooperative, inter-institutional, and interagency agreements on the Board's behalf.
- B. Signatory Authority - Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on the Board's behalf by either the Board Chair or the President.
- C. Custody of Contracts - The President is hereby designated as custodian of all Board contracts. He or she shall maintain on file in either the President's office or the Business Services Office one of every contract to which the Board is a party.
- D. Reporting - The President shall periodically report to the Board all service contracts made pursuant to delegated authority that have costs exceeding \$50,000.

Adopted: June 13, 2022

Legal Reference: N.C.G.S. § 115D-14



Budget and Financial Information

For the
Month Ending
September 30, 2024

Alamance Community College -- Budget and Financial Information
For the Month Ending September 30, 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 inconsistencies (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 state budget includes the current formula budget plus carryover funds. The college also received additional allocations for HCWF areas : Nursing, EMS, and Vet Tech. The BioBetter grants continues as well.
- o Overall: Spent 23% of the current allocated budget compared to 25% 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. The purchase of new computers for the college impacts the % spent in that line item.
- o Exhibit B—County Accounting Fund:County expenditures exceeding the 25% 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. The budget is doing well at 27% spent YTD.
- o Exhibit C—(NEW) Institutional Accounting Fund: Institutional support is overextended due to timing of reimbursements from the Foundation. The budget for Student Aid is probably low due to the increase in FTE this year. We are at 66% of budget. It is good news for the college. I may adjust it based on our anticipated Pell funds this year.
- 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
30-Sep-24

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

Exhibit A

<u>Current Expense (State)</u>	<u>Amended Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>Institutional Support</u>					
Executive Management.....	1,229,394	356,183	873,211	29%	1,482,404
Financial Services.....	1,372,173	333,689	1,038,484	24%	1,552,402
General Administration.....	2,036,865	604,206	1,432,659	30%	1,886,914
Information Systems.....	1,566,585	427,963	1,138,622	27%	1,470,559
<i>Total Institutional Support.....</i>	<i>6,205,017</i>	<i>1,722,041</i>	<i>4,482,976</i>	<i>28%</i>	<i>6,392,279</i>
<u>Curriculum Instruction</u>					
FY20-21 State Stabilization Funds.....	-	-	-	*	640,956
Associate Degree, Diploma & Certificate.....	15,295,655	3,329,796	11,965,859	22%	13,559,800
<i>Total Curriculum Instruction.....</i>	<i>15,295,655</i>	<i>3,329,796</i>	<i>11,965,859</i>	<i>22%</i>	<i>14,200,756</i>
<u>Continuing Education</u>					
Occupational Education Instruction.....	1,500,888	368,168	1,132,720	25%	1,543,561
Occupational Education Support.....	1,180,959	181,725	999,234	15%	611,132
Basic Skills (HSE, ESL, etc.).....	1,586,671	389,689	1,196,982	25%	1,377,986
Small Business Center (SBC).....	170,747	36,405	134,342	21%	167,222
Customized, Business, & Industry Training.....	88,204	30,915	57,289	35%	131,354
Expansion Apprenticeship Program.....	294,653	7,508	287,145	3%	123,776
Literacy Special Programs.....	48,491	4,372	44,119	9%	57,868
BioBetter Grant Programs.....	624,250	48,739	575,511	8%	233,580
<i>Total Continuing Education.....</i>	<i>5,494,863</i>	<i>1,067,520</i>	<i>4,427,343</i>	<i>19%</i>	<i>4,246,480</i>
<u>Academic Support</u>					
Library/Learning Center.....	553,629	150,280	403,349	27%	549,501
Curriculum Instruction.....	1,550,933	309,223	1,241,710	20%	1,284,585
Continuing Education.....	1,113,609	273,285	840,324	25%	1,475,601
<i>Total Academic Support.....</i>	<i>3,218,171</i>	<i>732,789</i>	<i>2,485,382</i>	<i>23%</i>	<i>3,309,687</i>
<u>Student Support</u>					
Student Services.....	2,849,872	578,552	2,271,320	20%	2,355,054
IDD Training (Int & Devt Disabilities).....	194,000	19,388	174,612	10%	194,000
Childcare.....	55,898	4,617	51,281	8%	47,331
Scholarships & Awards to Students.....	67,660	14,022	53,638	21%	131,780
<i>Total Student Support.....</i>	<i>3,167,430</i>	<i>616,579</i>	<i>2,550,851</i>	<i>19%</i>	<i>2,728,165</i>
<i>Subtotal Current Expense (State).....</i>	<i>33,381,136</i>	<i>7,468,725</i>	<i>25,912,411</i>	<i>22%</i>	<i>30,877,367</i>
<u>Capital Outlay (State)</u>					
Equipment.....	758,441	363,571	394,870	48%	386,548
BioBetter Grant Equipment.....	838,280	170,399	667,881	20%	-
Books.....	48,180	7,982	40,198	17%	41,181
<i>Subtotal Capital Outlay (State).....</i>	<i>1,644,901</i>	<i>541,952</i>	<i>1,102,949</i>	<i>33%</i>	<i>427,729</i>
<i>Total Expenditures (State).....</i>	<i>35,026,037</i>	<i>8,010,677</i>	<i>27,015,360</i>	<i>23%</i>	<i>31,305,096</i>

* Unadjusted and Unaudited *

For the Month Ending September 30, 2024

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

<u>Current Expense (County)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>College Support Services</u>	716,457	330,475	385,982	46%	577,070
<i>Total College Support Services.....</i>	716,457	330,475	385,982	46%	577,070
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	3,561,908	929,152	2,632,756	26%	2,987,452
Plant Maintenance.....	599,457	132,316	467,141	22%	621,680
<i>Total Plant Operation and Maintenance.....</i>	4,161,365	1,061,468	3,099,897	26%	3,609,132
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	4,877,822	1,391,943	3,485,879	29%	4,186,202
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	59,711	13,694	46,017	23%	47,810
Maintenance Projects, Current.....	536,000	76,180	459,820	14%	447,159
<i>Subtotal Capital Outlay (County).....</i>	595,711	89,874	505,837	15%	494,969
<i>Total Expenditures (County).....</i>	5,473,533	1,481,817	3,991,716	27%	4,681,171

Alamance Community College -- Budget and Financial Information
For the Month Ending September 30, 2024
Institutional Accounting Fund Year-to-Date Activity Report (Compared to Budget)

Exhibit C

<u>Current Expense (Institutional)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>Current Unrestricted</u>					
Institutional Support.....	76,000	308,334	(232,334)	406%	145,030
Curriculum Instruction.....	-	60,149	60,149	*	3,416
Continuing Education.....	122,000	18,797	103,203	15%	74,815
Academic Support.....	-	2,231	(2,231)	*	(3,286)
Student Support.....	-	-	-	*	5,182
<i>Total Current Unrestricted.....</i>	<i>198,000</i>	<i>389,511</i>	<i>(71,213)</i>	<i>197%</i>	<i>225,157</i>
<u>Current Restricted</u>					
Institutional Support.....	1,011,227	176,317	834,911	17%	265,649
Curriculum Instruction.....	373,913	87,828	286,085	23%	560,887
Continuing Education.....	22,183	-	22,183	0%	25,570
Student Support.....	261,888	77,195	184,693	29%	280,059
CARES (Student, Institutional, SIP).....	8,402	-	8,402	0%	8,651
Student Aid.....	6,516,655	4,289,425	2,227,230	66%	7,624,932
<i>Total Current Restricted.....</i>	<i>8,194,268</i>	<i>4,630,764</i>	<i>3,563,504</i>	<i>57%</i>	<i>8,765,749</i>
<u>Proprietary</u>					
Institutional Support.....	50,000	8,200	41,800	16%	26,087
Curriculum Instruction.....	100,000	10,150	89,850	10%	95,801
Student Support.....	85,000	21,394	63,606	25%	81,641
Bookstore.....	100,000	3,400	96,600	3%	15,575
Vending.....	125,000	3,188	121,812	3%	6,366
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>46,331</i>	<i>413,669</i>	<i>10%</i>	<i>225,469</i>
<i>Subtotal Current Expense (Institutional).....</i>	<i>8,852,268</i>	<i>5,066,607</i>	<i>3,905,959</i>	<i>57%</i>	<i>9,216,374</i>
<u>Capital Projects (Institutional)</u>					
	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>		
B&G - Center of Excellence/Parking.....	245,943	245,943	-		
B&G - Student Services Center	155,439	4,639	150,800		
B&G - Public Safety Training Center	15,931,269	2,713,573	13,217,696		
B&G - Main/Powell (Nursing Expansion)	1,131,429	959,364	172,065		
B&G - Tobacco Trust at "The Farm"	27,244	-	27,244		
B&G - HVAC IT Server Room Project.....	203,430	161,143	42,287		
B&G - Horticulture Technology Storage Bldg.....	8,279				
B&G - HVAC Ventilation Project.....	448,276	10,083	438,193		
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		
<i>Subtotal Capital Outlay (Institutional).....</i>	<i>23,825,013</i>	<i>4,133,657</i>	<i>19,683,077</i>		
<i>Total Expenditures (Institutional).....</i>	<i>32,677,281</i>	<i>9,200,264</i>	<i>23,477,017</i>		

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information
 For the Month Ending September 30, 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	19,936	(307,855)	37,565
General Administration	20,000	167,149	67,132	(479)	233,802
Curriculum Instruction	-	22,524	49,773	(60,149)	12,148
Occupational Ext. Instruction	25,000	73,349	1,052	(1,499)	72,902
Thigpen Trust	-	108,165	-	-	108,165
Community Service	97,000	150,670	28,122	(17,299)	161,493
Small Business Centers	-	-	-	-	-
Library/Learning Center	-	3,286	34	(2,231)	1,089
Esport Program	-	-	-	-	-
Total Unrestricted Programs (Institutional).....	198,000	850,626	166,048	(389,511)	627,163
Restricted Programs (Institutional)					
College Work Study	100,000	42,040	-	(34,000)	8,039
SEOG	112,000	21,857	-	(23,184)	(1,327)
Pell Grants	5,800,000	(61,116)	3,326,542	(3,744,011)	(478,585)
SIG	-	-	-	-	-
Community College State Grant	132,117	3,009	206,412	(178,978)	30,443
Targeted Assistance Grant	-	12,005	7,087	-	19,092
Golden LEAF Scholarships	-	(17,337)	-	(3,000)	(20,337)
Less Than Half Time Grant	-	(13,299)	-	-	(13,299)
Scholarships - FELS	-	-	-	-	-
Scholarships	-	2,689	-	(229,510)	(226,821)
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	152,574	37,381	-	189,955
Spec. Fees - CI-Nursing	50,000	3,658	41,550	-	45,207
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	10,175	-	69,025
Spec. Fees - OE-Special Programs	-	13,096	1,659	-	14,755
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)	-	(110,225)	(120,135)
Longleaf Commitment	-	(7,077)	-	-	(7,077)
GA-AJOBS (Impact Alamance).....	53,055	1,029	-	(4,643)	(3,614)
GA-NC Space Grant.....	-	-	-	-	-
GA-Governors Crime Commission	-	-	-	(13,230)	(13,230)
GA-Biotech Center Grant	-	-	-	(828)	(828)
GA-Natl Coll Landscape Competition	-	-	-	-	-
GA-ACE Grant	108,172	8,769	4,887	(22,180)	(8,523)
GA-NCSU Biotech (5 yr) Grant.....	-	-	7,767	(3,689)	4,078
GA-Career College Grant	-	-	-	-	-
GA-NSF ATE Grant	-	-	-	-	-
GA-Truth Initiative Grant	-	-	-	-	-
GA-NSF WIND Grant	-	-	-	-	-
GA-IS Technology Grant.....	-	-	-	(92,949)	(92,949)
GA-Next CC Acc Grant.....	-	5,000	-	(4,798)	202
CI-Gene Haas Foundation	-	-	-	-	-
CI-BioLink	-	-	-	-	-
CI-Golden LEAF Equipment Grant	-	-	-	-	-
CI-Golden LEAF Practical Nursing Grant	100,000	-	41,351	(41,702)	(351)
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	-	12,500	(573)	11,927
CI-Telemedicine Grant	-	-	-	-	-
CI-AHEC Grant	-	-	-	-	-
CI-Wired Machine Grant	-	-	-	-	-
CI-Siem Cell Grant	-	-	-	-	-
CI-Gear Up Grant	-	-	-	-	-
CI-AWESM Grant	-	(11,773)	33,059	(35,608)	(14,322)
CI-Technology Grant.....	100,000	-	-	-	-

Financial Aid

Unadjusted and Unaudited*

Alamance Community College -- Budget and Financial Information
 For the Month Ending September 30, 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
CI-NC Adventures Grant.....	6,799	-	-	-	-
CI-Cyberskills Training Grant.....	20,000	-	5,000	(4,970)	30
CI-AJOBS-GCC Grant	42,025	-	5,281	(3,657)	1,624
CI- Digital Navigator Grant.....	-	-	35,000	(517)	-
Certification-AJOBS JCPC Grant.....	27,589	-	-	(1,319)	(1,319)
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	1,716	-	7,780
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)	-	(77,195)	(99,509)
Total Restricted Programs (Institutional)	8,194,268	217,672	3,777,237	(4,630,764)	(681,520)
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	3,894	2,820	-	6,713
Aux-Public Information & Marketing	-	6,310	108	(2,102)	4,316
Aux-Medical/Childcare Flexible Spending Plan	-	-	-	-	-
Aux-Student Fees Reserve (Security/SGA)	-	-	-	-	-
Aux-Graduation	50,000	32,285	1,425	(6,098)	27,612
Aux-Bookstore Commissions	100,000	1,518,085	9,606	(3,400)	1,524,291
Aux-Snack Bar Commissions	15,000	48,501	1,243	(3,188)	46,556
Aux-Culinary Food Service	110,000	26,793	1,480	-	28,273
Aux-Traffic Control, Parking, and Safety	-	140,478	38,606	-	179,084
Aux-SGA	85,000	139,585	69,256	(21,394)	187,447
Aux-Technology Fee	-	105,648	52,158	-	157,806
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	7,139	(7,806)	101,969
Spec. Fees - Massage Therapy	-	13,715	5,608	-	19,322
Spec. Fees - Automotive Technology	-	(6,339)	30	-	(6,309)
Spec. Fees - Dental Assistant	-	63,791	445	-	64,236
Spec. Fees - Medical Lab Technician	-	-	-	-	-
Spec. Fees - Occupational Extension	-	192,265	6,789	(2,344)	196,709
Total Proprietary Programs (Institutional)	460,000	2,410,727	196,712	(46,331)	2,561,107
Total Non-Plant Programs (Institutional)	8,852,268	3,479,025	4,139,997	(5,066,606)	2,506,750
Plant Programs (Institutional)					
Building & Grounds-Center of Excellence	19,460,042	245,943	397,217	(245,943)	397,217
Building & Grounds-Student Services Center	6,703,500	155,439	239,586	(4,639)	390,386
Building & Grounds-Public Safety Training Center	24,157,164	15,931,269	1,376,720	(2,713,573)	14,594,416
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	5,088,981	1,131,429	695,457	(959,364)	867,523
Building & Grounds-Tobacco Trust at "The Farm".....	380,550	27,244	72,090	-	99,334
Building & Grounds-HVAC IT Server Room Project.....	203,430	203,430	-	(161,143)	42,287
Building & Grounds-HVAC Ventilation Project.....	448,276	448,276	-	(10,083)	438,193
Building & Grounds-Exterior Signage -- Wayfinding Project.....	302,600	302,600	-	-	302,600
Building & Grounds- Instructional Barn.....	1,250,000	1,250,000	-	-	1,250,000
Building & Grounds- NC DEQ EV Grant.....	79,104	79,104	-	(38,912)	40,192
Building & Grounds- BioTech Third Floor Uplift.....	2,542,000	2,542,000	-	-	2,542,000
Building & Grounds- Technology Infrastructure Project.....	1,500,000	1,500,000	-	-	1,500,000
Total Plant Programs (Institutional)	62,269,447	23,825,013	2,781,070	(4,133,657)	22,472,427
Total All Programs (Institutional)	180,323,533	68,409,177	93,973,562	98,107,219	(22,262,272)
Total All Programs (Institutional)	71,121,715	27,304,038	6,921,067	(9,200,263)	24,979,177

* Unadjusted and Unaudited *



Executive Committee

Ms. Julie Scott Emmons, Chair

Mr. Mark Gordon, Vice Chair

BG (R) Blake Williams, Past Chair

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Budget and Finance Committee (also serves as Investment Committee)

Pete Glidewell (Chair)

Steve Carter

Ken Walker

Building and Grounds Committee

Bill Gomory (Chair)

Steve Carter

Pete Glidewell

Curriculum Committee

Tony Foriest (Chair)

Sylvia Munoz

BG (R) Blake Williams

Charlie Scott

Personnel Committee

Rosalyn Crisp (Chair)

Jim Butler

BG (R) Blake Williams

Legislative Representative

Jim Butler

Liaisons to the Foundation Board

Dr. Roslyn Crisp

Mr. Bill Gomory

Liaison to Institutional Effectiveness Committee

Ms. Julie Scott Emmons

ACC Representatives to Capital Oversight Committee

BG (R) Blake Williams

Mr. Bill Gomory

NCACCT Executive Board Member

BG (R) Blake Williams

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	9/13/2024	9/13/2026
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



Brand Identity

GUIDELINES FOR DESIGN
AND BRANDING

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- What is Branding and Why Is It important. 1
- Purpose of our Brand Identity. 2

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- Background of Alamance Community College 3
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Introduction

What is a brand?

A brand is more than just a logo or a name; it is the sum of perceptions, experiences, and associations that people have with an organization. For Alamance Community College (ACC), our brand represents the essence of who we are, what we stand for, and the value we provide to our students, faculty, staff, and community.

Why is branding important for us?

A strong brand is essential for ACC because it;

- Builds trust through consistent branding, which creates familiarity and makes it easier for people to choose ACC for their educational needs.
- Enhances recognition by ensuring that all our communications and materials are easily identifiable, reinforcing our presence in the community and beyond.
- A compelling brand story and visual identity attracts prospective students and faculty, while a positive brand experience helps retain them.
- A strong brand engages alumni, donors, partners, and the community, encouraging ongoing support and collaboration.

Our brand is a valuable asset that embodies the spirit and values of ACC. By understanding and adhering to the principles outlined in this Brand Identity Guide, we can ensure that every representation of ACC contributes to a powerful, unified, and inspiring brand that resonates with all our audiences.

Introduction

What is the purpose of our brand identity?

ACC's Brand Identity Guide is to provide a comprehensive and cohesive framework for maintaining and enhancing the College's visual and verbal identity. This guide ensures that all communications, both internal and external, consistently reflect ACC's mission, vision, and values.

By establishing clear guidelines for the use of our brand elements, this document aims to do the following:

ENHANCE RECOGNITION

Creating a strong and recognizable brand will distinguish ACC in the higher education landscape.

ENSURE CONSISTENCY

Maintaining uniformity in the presentation of the College's brand across all platforms and materials.

STRENGTHEN CREDIBILITY

Fostering trust and credibility by presenting a professional and unified image.

SUPPORT ENGAGEMENT

Engaging and inspiring current and prospective students, faculty, staff, alumni, and community partners through compelling and consistent brand storytelling.

Brand Story

Our Heritage, Our Future

BACKGROUND OF ALAMANCE COMMUNITY COLLEGE

ACC stands as a beacon of educational excellence and community empowerment in North Carolina. Founded in 1958, ACC has a rich history of adapting to the evolving needs of our students and the community. Over the decades, ACC has transformed from a small technical institute into a comprehensive community college that offers a wide range of academic programs and workforce training opportunities.

MISSION, VISION, AND VALUES

At the heart of ACC is our unwavering commitment to student success and community engagement.

Our mission is to provide accessible, high-quality education and training that equips individuals with the skills and knowledge necessary to thrive in a dynamic and ever-changing world.

Our Vision is a future where every member of our community has the opportunity to achieve their educational and career goals, thereby contributing to the economic and social vitality of our region.

Our Values—integrity, innovation, inclusiveness, and excellence guide every decision we make and every action we take. We believe in creating an environment where diversity is celebrated, ideas are nurtured, and students are empowered to reach their full potential.



You Belong *here.*

Logo Guidelines

LOGO AND VARIATIONS

Use of ACC's logo must comply with ACC policies, which apply to all visual representations of the College: signs, video productions, exhibit materials, social media, websites, etc., as well as printed and electronic publications. ACC's logo cannot be used in conjunction or partnership with a business, social, political, religious or any other organization, nor can it be used to imply or otherwise suggest the College's endorsement with any organization, product or service, without permission of the College.

It is the policy of ACC that all visual communications bear its name and be consistent with uniformly high professional standards in content and appearance. This includes all departments, programs and units of the College.

PRIMARY LOGO

Our logo consists of two elements: the A logo mark, and the college signature, Alamance Community College.



Logo Guidelines

PRIMARY LOGO VARIATIONS



Logo Guidelines

SECONDARY LOGO



SECONDARY LOGO VARIATIONS



Logo Guidelines

LOGO MARK



LOGO MARK VARIATIONS



Logo Guidelines

LOGO USAGE

ACC's logo is the most important piece of our brand. All official materials that are circulated within the College community or externally must show this logo.

The logo appears in three standard forms: the primary logo, secondary logo, and the logo mark. Each logo has specific usage requirements that must be followed. Should you find a situation where a deviation is needed, please address your concerns to the Public Information & Marketing Office.

- ▶ Our logo may appear in four colors only: black, white, gold, and blue.

This ensures that our logo remain timeless, and is always recognized as the Alamance Community College logo.

- ▶ Using the logo in a one color format is common, but only ACC's blue, white, or black is acceptable.
- ▶ Do not use our logo in all gold, or any other color.
- ▶ Only the "A" should appear in ACC gold. The college signature should not.

Logo Guidelines

TAGLINE

The tagline “You Belong Here” helps position ACC as a place of inclusivity, a place to grow, and a place to reach your goals.

You Belong *here.*



You Belong *here.*



You Belong *here.*

TAGLINE SPECS

The tagline can be used;

- ▶ In print material on the front and back covers.
- ▶ In advertising when the audience has sufficient read time to take in the primary message of the ad.

This logo can also be recreated only in the above color palettes.

Contact the Public Information and Marketing Office for consultation and guidance regarding tagline use in your communication or marketing materials.

Logo Guidelines

CLEAR SPACE

Maintaining appropriate clear space around the logo ensures that it is legible. Photos, text, and graphic elements should never be placed within the clear space.

The clear space around the logo should be at least 150% of the width of the logo.



MINIMUM SIZE

The ideal size for print reproduction is 2 inches across, measured by the base rule. The minimum size for print reproduction is 1.25 inches across.



Logo Guidelines

INCORRECT LOGO USAGE EXAMPLES

The examples on this page demonstrate unacceptable uses of the ACC brand.



Do not warp or manipulate



Do not modify the color



Do not remove elements



Do not add drop shadow



Do not outline



Do not change fonts



Do not add elements



Do not use as translucent



Do not use with
distracting background

Color Palette

The official colors of ACC are navy blue and golden yellow. Navy should appear on all communications that use color. Secondary colors allow for variations of our official colors when more or less contrast is needed between a set of colors. Support colors are accent colors and should never be the dominant color palette in a design.

PMS (Pantone Matching System), CMYK (cyan, magenta, yellow, black), RGB (red, green, blue) and HTML (hexadecimal) values are assigned to each official color.

PRIMARY COLORS

NAVY / PMS 282 C C 93 M 63 Y 0 K 73 R 5 G 25 B 68 HEX# 051944	GOLDEN YELLOW / PMS 1235 C C 93 M 28 Y 89 K 0 R 255 G 184 B 29 HEX# ffb81d
---	--

SECONDARY COLORS

BLUE / PMS 2196 C C 100 M 60 Y 0 K 0 R 0 G 102 B 179 HEX# 0066b3	LIGHT BLUE / PMS 2905 C C 39 M 15 Y 0 K 9 R 141 G 199 B 233 HEX# 8dc7e9	WHITE / PMS 000C C 0 M 0 Y 0 K 0 R 255 G 255 B 255 HEX# FFFFFF
--	---	--

Color Palette

COLOR USAGE GUIDELINES

The consistent use of color is another component of a strong brand system. Two color palettes are included in ACC's brand guidelines, providing a wide range of creative options. Utilizing the primary color palette as often as possible will maximize the reinforcement of the ACC brand. Do not vary from these swatches. Always refer to the Pantone Matching System for accurate results.

PRIMARY & SECONDARY COLOR PALETTES

When creating marketing pieces, ACC's primary color palette must always be used. Colors in the secondary color palette may only be used in addition to using the two primary colors. Any exceptions must be approved the Public Information and Marketing Office.

ACCESSIBLE COLOR COMBINATIONS

For readability, it is important to have sufficient contrast between colors. Low contrast colors will make it difficult for visual users to read and/or understand the content (text or images of text) on the page.



✓ **Correct** use of foreground and background color.



✗ **Incorrect** use of foreground and background color.

Typography

PRIMARY TYPEFACE

Our main typeface is Open Sans. It can be used in all instances, including body copy and captions.

Open Sans

SECONDARY TYPEFACE

Our secondary typeface is Roboto Slab Bold. Like Open Sans, Roboto Slab Bold is compelling enough for headlines, and legible enough for large amounts of smaller copy.

Roboto Slab Bold

HEADLINE TYPEFACE

Montserrat Black should be used primarily for headlines, titles, and major announcements across all ACC materials. Its bold and eye-catching design helps draw attention to the most important parts of our messages.

Montserrat

ACCENT TYPEFACE

Amithen is an energetic accent font chosen for ACC. This font adds creativity to our visual communications, complementing the primary typefaces with its flowing lines. Amithen is used sparingly for emphasis in headings, quotes, and special announcements.

Amithen

Typography

Aa

Open Sans

Open Sans Light
Open Sans Light Italic
Open Sans Regular
Open Sans Regular Italic
Open Sans Semibold
Open Sans Semibold Italic
Open Sans Bold
Open Sans Bold Italic
Open Sans Extrabold
Open Sans Extrabold Italic

Aa

Roboto Slab

Roboto Slab Bold

Aa

Montserrat

Montserrat Light
Montserrat Light Italic
Montserrat Regular
Montserrat Regular Italic
Montserrat Medium
Montserrat Medium Italic
Montserrat Bold
Montserrat Bold Italic
Montserrat Black
Montserrat Black Italic

Aa

Amithen

Amiten Regular

Typography

TYPE HIERARCHY

Selecting the correct hierarchy plays a pivotal role in make sure the information is clear.

Headlines should always be in Montserrat Black.

All type, from headlines to body copy, should be left aligned, unjustified, with hyphenation turned off.

Body copy should be in open sans.

Lorem Ipsum Dolor

Consectetur adipiscing elit, sed do
eiusmod tempor incididunt ut labore et

Dolore Magnam

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris
ut aliquip ex ea commodo consequat. Duis aute irure dolor in
reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla
pariatur. Excepteur sint occaecat cupidatat non proident, sunt in qui
officia deserunt mollit anim id est laborum.

Headline

Montserrat Black
Leading: 45 pt

Sub-Headline

Montserrat Regular
Leading: 23 pt

Title

Roboto Slab
Leading: 23 pt

Body Copy

Open Sans
Leading: 12 pt

Typography

USAGE GUIDLINES

Below are some basic recommendations that can better align your use of type with the ACC brand.

In general, use dark foreground text on a light background, or vice versa. Legible white type with ample leading on a dark background makes for a more comfortable read.



Use white/golden yellow type on top of blue. There is enough contrast between these colors to ensure accessibility and legibility.

Use no more than two or three type styles and a limited number of type sizes.

SUBSTITUTE FONT

There are certain instances/platforms where ACC's fonts are not offered. In these cases, our substitute font is Arial.

Photography

PHOTOGRAPHY STYLE AND STANDARDS

Photography should depict a dynamic and vibrant environment, capturing the essence of ACC's campus life. Images should feature well-composed scenes highlighting students, faculty, facilities, events, and other significant aspects of the college.

Thoughtful attention should be given to what is intentionally featured in our images, including the main subject and the elements in the foreground, middle ground, and background. This approach ensures that each photograph tells a compelling story about ACC's inclusive and progressive community.

AUTHENTIC & RELATABLE



- ▶ Use candid, real-life shots that capture genuine moments and interactions.
- ▶ Highlight diverse groups of students, faculty, and staff in various settings.

POSITIVE AND INSPIRATIONAL



- ▶ Capture images that evoke a sense of optimism, growth, and achievement.
- ▶ Focus on students and faculty engaging in learning and collaboration.

Photography

ENSURE CLARITY

Minimize extraneous objects and visual textures in your photographs to ensure clarity and focus.



- ▶ **Don't** let the subject get lost with the surrounding objects.



- ▶ **Keep** composition clear to direct viewer's attention to main subject.

USAGE AND APPLICATION

It is imperative to use professional imagery on ACC materials. The Public Information & Marketing Department has a database of images to ensure consistency with marketing materials. Contact the office for a specific image, or to coordinate a photoshoot.

Use photography to complement and enhance written content in brochures, website, social media, and other marketing materials. Ensure that images are relevant to the accompanying text and context.

Application

STATIONARY

LETTERHEAD

When using the ACC letterhead, it's important to use the correct margins.

Margins on letterhead:

- Top margin: 1.75"
- Left margin: 1"
- Right margin: 1"
- Bottom margin: 0.75"

The letterhead is also available as a digital download on the Public Information and Marketing webpage.

 alamance.cc.edu/asset-downloads



Application

ENVELOPES

ACC envelopes match the design from the letterhead for a cohesive look. Envelopes are printed on #10, white envelopes.



To download the template, visit the following link.

 alamance.cc.edu/asset-downloads

BUSINESS CARDS

ACC business cards are printed single-sided on 100lb smooth paper. Business cards are printed in-house in the print department.

To submit a business card request, visit the following link.

 alamance.cc.edu/bus-card



Application

DIGITAL PRESENCE

SOCIAL MEDIA

Social media is a powerful tool for ACC to connect with students, faculty, staff, alumni, and the broader community. To ensure our social media presence aligns with our brand values and mission, we have established the following guidelines.

► Strategic Planning

Consider the purpose of the social media account and set clear goals.

► Provide Meaningful Content

Share content that is informative, relevant, and engaging.

► Clear Identification

Clearly identify the department, center, or institute's relationship to ACC. Include a link to ACC's website in the bio or about section to reinforce this connection.

► Respectful Communication

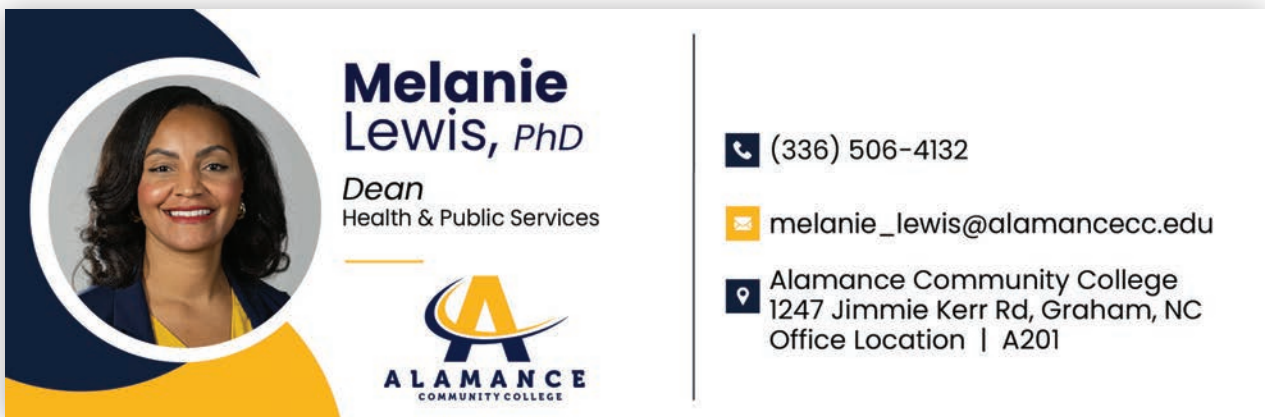
Only post content that is appropriate for public viewing. Maintain a polite and constructive tone in all communications to uphold ACC's values and standards.



Application

EMAIL SIGNATURE

Email is our most used form of communication, and often times, the first point of contact between ACC and the community. Our email signatures are professional and inviting. Brand consistent email signatures can provide additional recognition of the College.



To submit an email signature request, visit the following link.

 alamance.cc.edu/email-sig

Application

WEBSITE

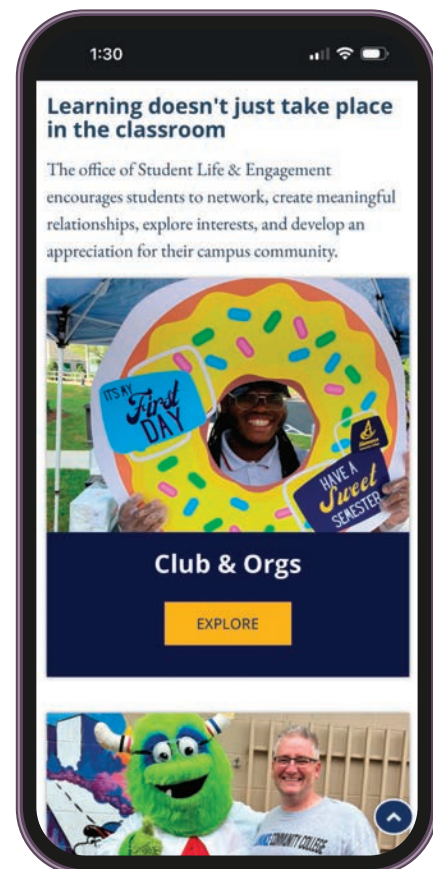
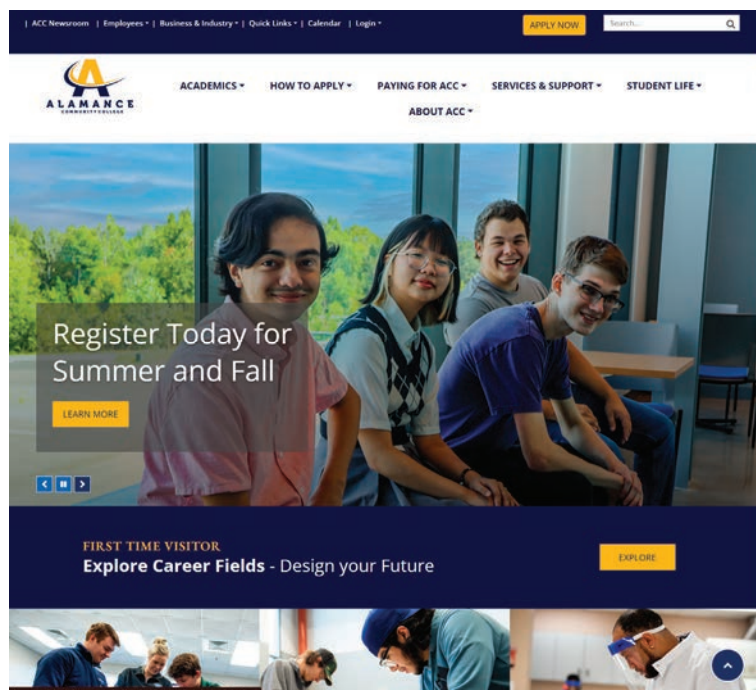
ACC's website is a valuable tool for sharing information about the College and engaging with the surrounding community.

► User Accessibility

Accessibility is a core priority in the design and maintenance of the ACC website. We adhere to the Web Content Accessibility Guidelines (WCAG) to ensure that our site is usable by everyone, including individuals with disabilities. Features such as alt text for images, keyboard navigation, and screen reader compatibility are integrated to provide a seamless experience for all users.

► Marketing & Recruitment Tool

The website is a powerful marketing and recruitment tool, playing a pivotal role in attracting prospective students and showcasing the college's offerings. By leveraging these features, ACC's website serves as an effective tool helping to attract and retain students while promoting the College's values and strengths.



MERCHANDISE & PROMOTIONAL ITEMS

GENERAL GUIDELINES

- ▶ Items should be ordered in official ACC colors when possible.
- ▶ White and black are acceptable.
- ▶ When colors can't be exact, select the option closest to ACC colors to keep the item on brand.



Brand Voice

At ACC, our brand voice is the echo of every student, the catalyst for innovation, and the beacon of inclusivity and excellence.

Our brand voice at ACC is warm, inclusive, and supportive, reflecting our commitment to fostering a welcoming and dynamic learning environment. By maintaining a consistent tone that is encouraging and inspirational, we aim to connect meaningfully with our community, empowering everyone to reach their full potential.

Our brand personality can be described with the following traits:

Inclusive

Embracing | Respectful | Openness | Valued

Innovative

Forward-thinking | Enhancement | Progress | Learning

Supportive

Dedicated | Encouraging | Helpful | Empathetic

Inspirational

Growth | Motivate | Potential | Community

CONTACT

The Public Information & Marketing team offers customized marketing services for promotional materials that reflect institutional needs. This includes division or college-level projects, as well as projects that support enrollment, student retention, diversity and inclusion, campus health and safety, large-scale community partnerships, and other areas as directed by College leadership.

Director of Public Information & Marketing	336-506-4178
Graphic Designer	336-506-4171
Web Designer	336-506-6150
Staff Writer	336-506-4122

The Public Information & Marketing team must review all interal/external marketing collateral for brand consistency.

Submit a proof to publicinfo@alamancecc.edu and we will reply within 48 business hours for most materials.

DOWNLOADS

For quick access to a variety of ACC marketing resources, visit the Public Information & Marketing website.

 alamance.cc.edu/acc-marketing



You Belong *here.*

Public Information & Marketing Office
Main Campus | 1247 Jimmie Kerr Rd | Graham, NC

VERSION 1.0 | JUNE 2024



ACC Foundation

Overview of outcomes for
2023-2024 and description of
fundraising activities





Scholarship spending is double what it was pre-pandemic.

Last year, \$745K was spent on scholarships.

With other forms of aid included, the total is roughly \$900,000.

Average award is now \$1300 per semester – up 30%.

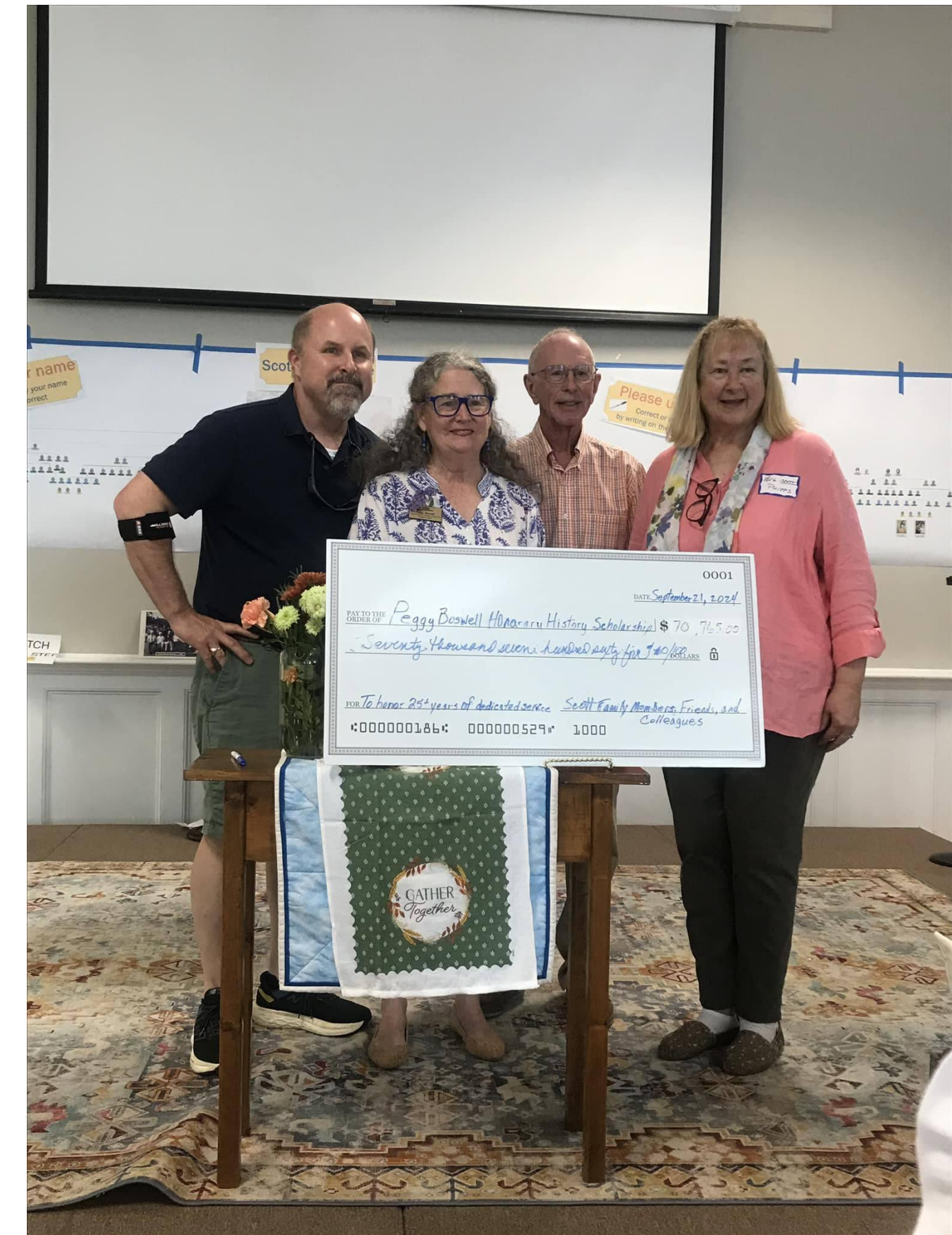
Approximately 1,000 students assisted.





Highlights in Dividend:

- Profiles of employees who received professional development opportunities through the support of donated funds.
- Information on two organizations which supported ACC's Rise and Flourish Together (RAFT) initiative, which is supportive of the mental well-being of students and employees. Total given was \$55,000.
- Profile of Carroll Shoffner's Charitable Remainder Unitrust established in 1999.
- Overview of various Faculty / Staff Innovation Awards, including camps, the makerspace and equipment for public safety.





Highlights in Dividend:

- Description of programs in high-demand areas for which we will be soliciting scholarship funds.
- New scholarships and funds.
- Profile of the various ways Golden LEAF Foundation is supporting ACC and its students.





Fundraising activities





Board of Directors Campaign:

Runs from April – June. We ask ACCF Board members to solicit 10-15 prospects in good faith.





Scott Family Collection Gifts:

Work with members of the Scott Family Advisory Committee to solicit gifts from family and friends; primarily in December.





Ambassador Campaign:

In February, using a combination of calling, texting, emailing and mailing, student Ambassadors call alumni, retirees and friends. The students raise approximately \$40,000, but more importantly help us to identify new donors.





Planned Gifts:

Three times per year, the ACC Foundation does an email campaign on the following topics: the importance of having an up-to-date will, promoting QCD's at year end and adding ACCF as a beneficiary to an IRA or insurance policy.

The Planned Giving committee also arranges educational events.





Foundation Office:

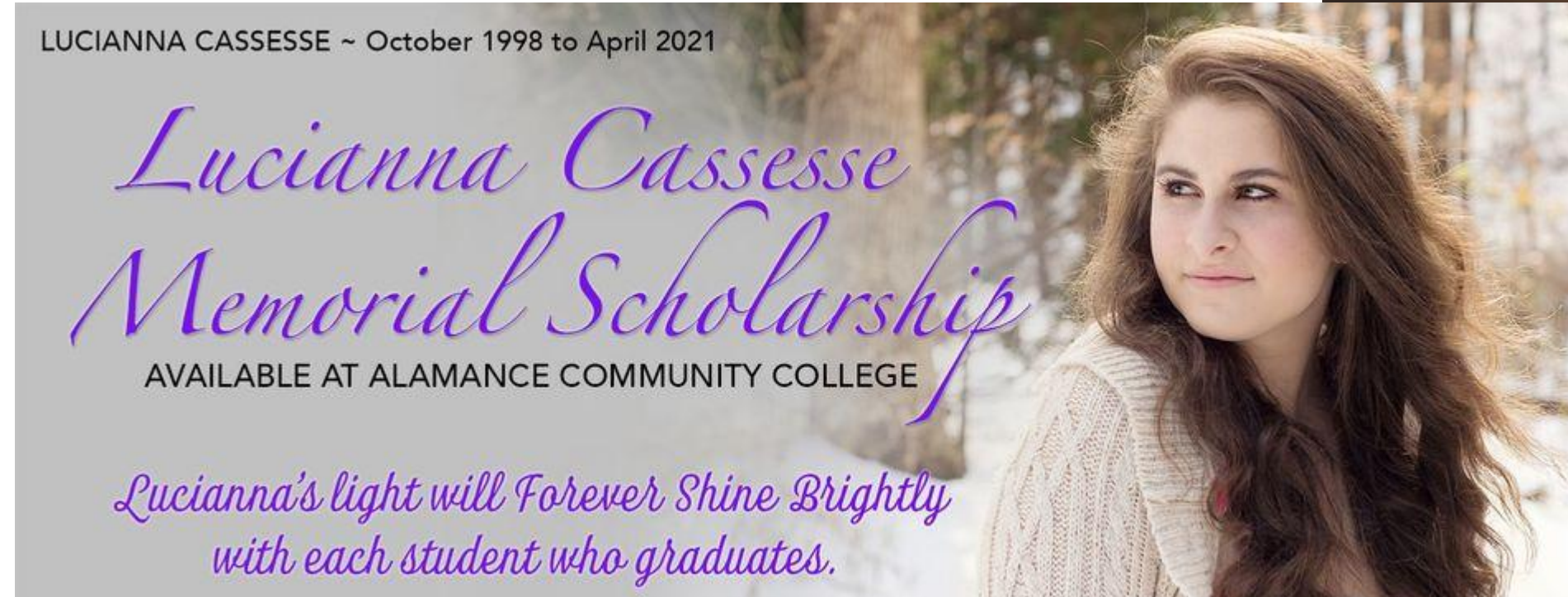
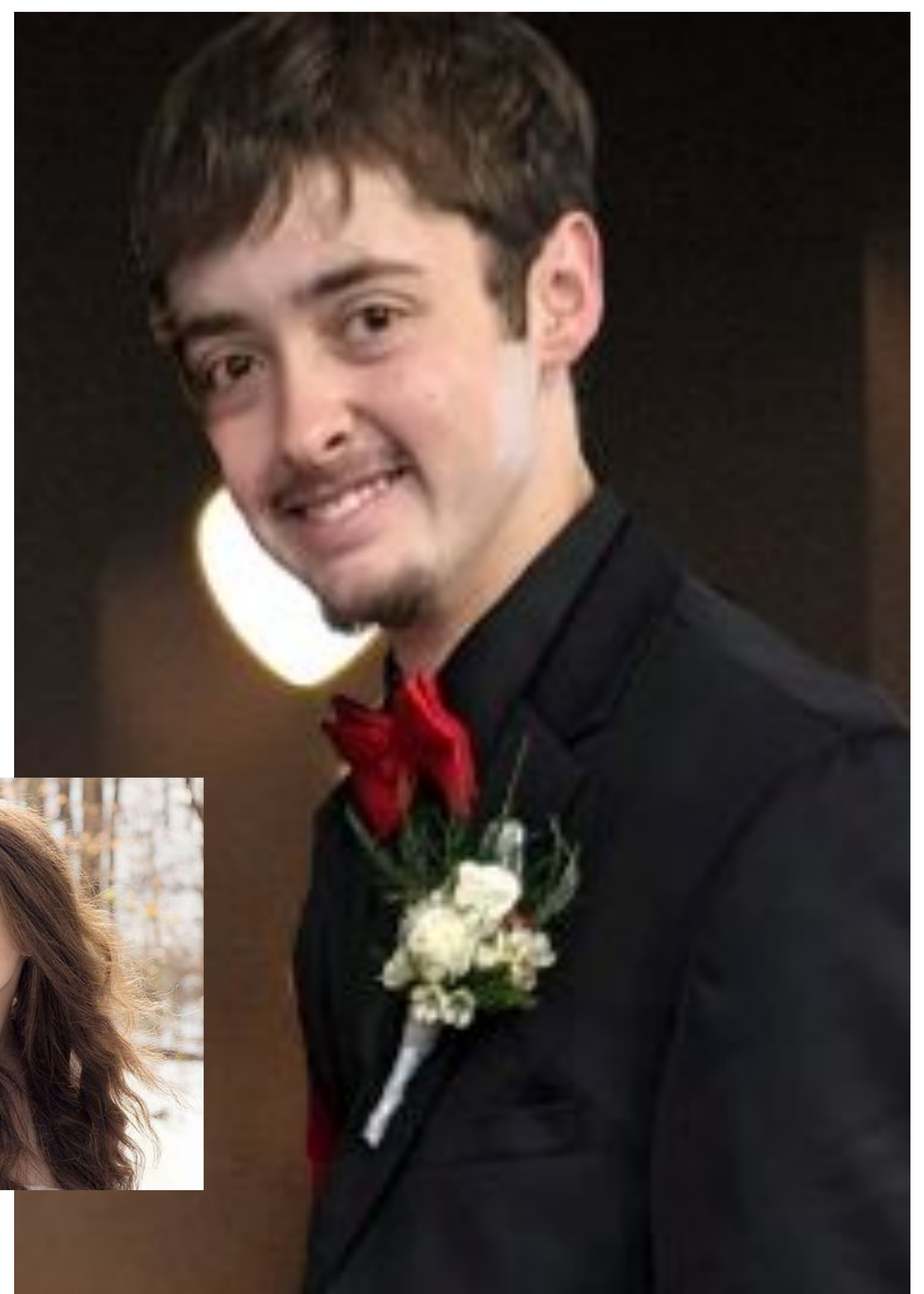
Activities include solicitation of major gifts from individuals, family foundations, private foundations, annual donations from community foundations, and donations solicited by department heads and student clubs.





Honor and Memorial donations:

Campaigns organized around someone who is being honored or memorialized by family, friends and colleagues.





Employee Giving Campaign:

Solicitation of ACC employees in
March and April.





Non-cash Gifts:

Donations given to benefit educational activities, resources for students and incentive gifts for employees and students.





Alamance Community College Foundation
New Money Report
 June 30, 2024

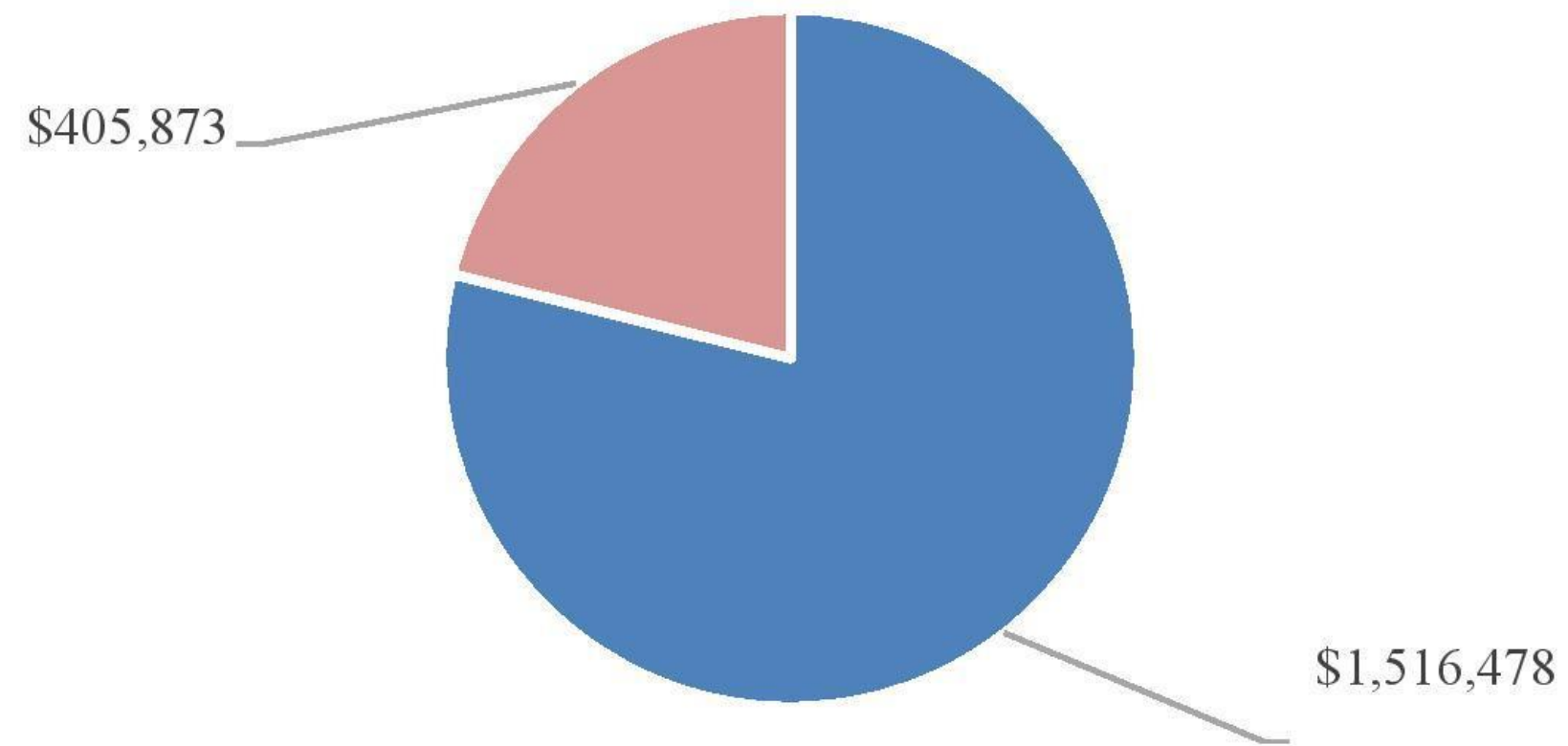
	Approved 2023-2024 New Money Goal	YTD 2023-2024 New Money	YTD 2022-2023 New Money
Board of Directors Campaign*	\$475,000	\$502,953	\$450,405
Scott Family Collection Gifts	\$20,000	\$14,065	\$25,700
Ambassador Fundraising / ACC Day	\$40,000	\$42,281	\$40,069
Planned Gifts*	\$50,000	\$488,000	\$25,000
Foundation Office and Grants	\$500,000	\$1,122,932	\$799,241
Memorial and Honor Gifts	\$50,000	\$114,340	\$127,782
Employee Giving Campaign	\$55,000	\$45,586	\$54,814
Non-Cash Gifts	\$50,000	\$45,586	\$1,295,536
TOTAL GOAL	\$1,240,000	\$2,375,743	\$2,818,547
Unrestricted GOAL	\$300,000	\$232,717	\$183,911

**includes pledges and payables*





ACC Foundation cash contributions (23-24)

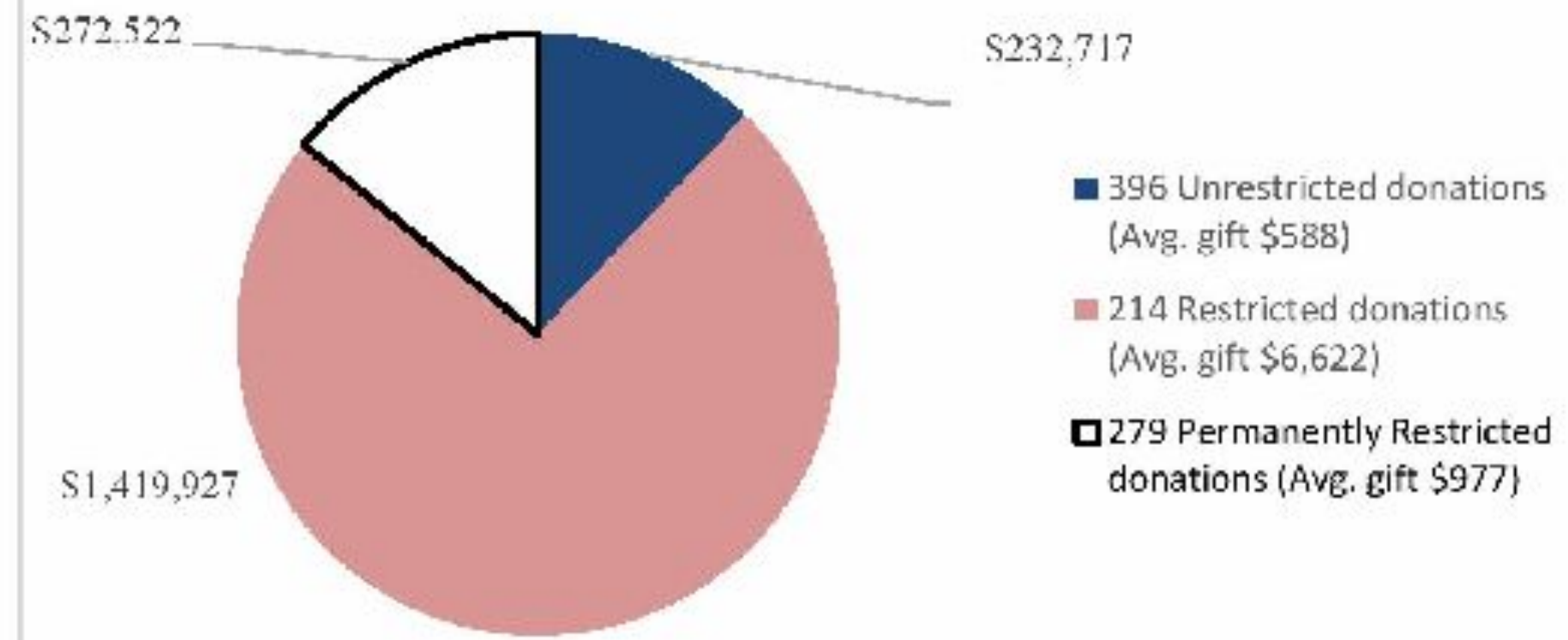


■ 504 Repeat donors (avg. gift \$3,009) ■ 334 New donors (avg. gift \$1,215)





ACC Foundation cash contributions (23-24)





Value of ACCF Financial Assets (millions)

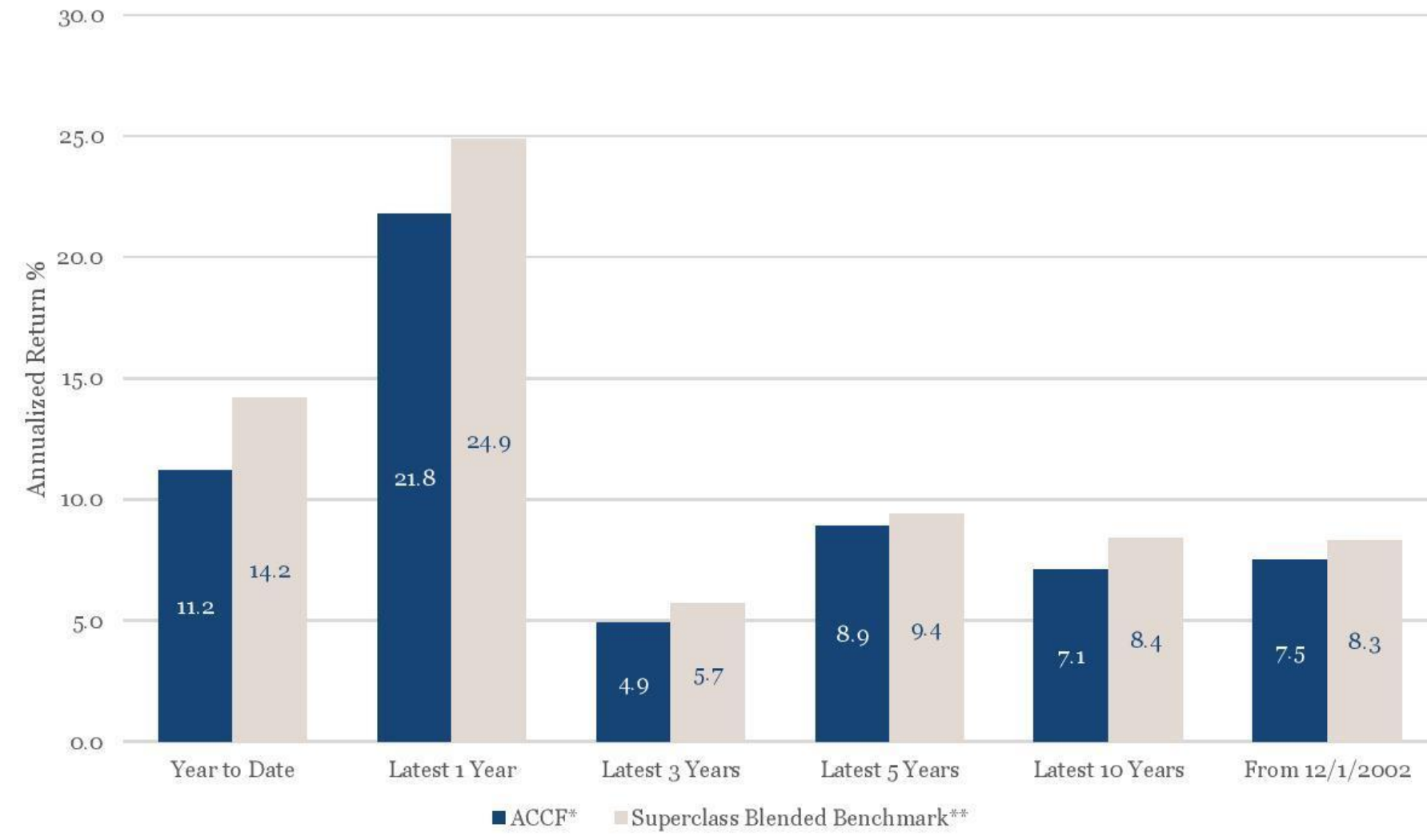


(in \$)
(avg. gtt \$977)





ACCF - Performance (as of September 30, 2024)



*Performance is net of fees.

**Benchmark: 70% MSCI ALL COUNTRIES ACWI(USD)(TRN); 28% BBG BARC GBL AGG HDGD USD GBL AGG HDGD IV; 2% Lipper Money Mkt Fd IX.





September 6, 2024

Dr. Kenneth Ingle
President
Alamance Community College
P.O. Box 8000
Graham, NC 27253-8000

Dear Dr. Ingle:

Thank you for submitting the following substantive change:

Substantive change:

New Program-Approval

Associate in Applied Science (AAS) in Veterinary Medical Technology (VMT)

Submission date:

7/1/2024

Intended Implementation date:

8/18/2025

Case ID:

SC027608

Alamance Community College anticipates an enrollment of 24 students annually in the Associate in Applied Science (AAS) in Veterinary Medical Technology (VMT). The primary method of course delivery will be face-to-face, and classes will be held on the College's main campus, the college's 47-acre farm, and the Bill and Nancy Covington Education Center in Mebane. The primary target audience or market is Alamance County residents 18-44 years old, focusing on male students to increase program diversity. The program will be ongoing.

The VMT program prepares students to become Registered Veterinary Technicians (RVTs) and to work in private clinics, laboratories, animal hospitals, and animal shelters.

The College is prepared to offer the new program. The proposed program builds on a strong foundation of the College's premier agriculture and skilled trades programs, including associate degree programs like Animal Care and Management, Sustainable Agriculture, Agricultural Education, and Agribusiness Technology. The VMT program provides opportunities to integrate curricula, share classroom space and equipment, and optimize resources. There is strong support for the proposed program from local businesses and industry, specifically the NC Association of Veterinary Technicians, the NC Veterinary Medical Board, and the Alamance Farm Bureau Association.

The veterinary technician shortage has increased the demand for Registered Veterinary Technicians (RVTs). In 2024, Indeed listed 56 RVT jobs in North Carolina (NC) within a 25-mile driving radius of the college. The US Bureau of Labor Statistics projects a 21% growth in RVT jobs in NC over the next decade. The annual wage for VMTs is approximately \$42,868.



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The need for the program began with conversations about starting a VMT program. The college received several phone calls and support emails from many of the 31 veterinarian clinics in Alamance County and from clinics outside the county. Through the Animal Care and Management program, the college has a well-developed relationship with the Burlington Adoption Center (BAC), which will carry over to the VMT program. BAC has pledged its support for a VMT program and will also serve as a site to teach valuable clinical skills.

The program links the needs of the community in Alamance County and surrounding areas while preparing graduates for immediately available veterinary healthcare jobs. The program aligns with the College's mission to provide educational programs and services to a diverse community. The program promises to engage with Alamance County communities in new and innovative ways that deepen existing partnerships and create new ones.

Curriculum faculty and department heads created a general design of the curriculum. The proposed program was presented through the Curriculum and Instruction Committee, composed of faculty, department heads, and academic deans. The General Assembly of North Carolina charges the College Board of Trustees with the responsibility of governing the College. On March 11, 2024, the College's Board of Trustees approved the AAS in Veterinary Medical Technology. On May 20, 2024, the North Carolina Community College System (NCCCS) approved the Veterinary Medical Technology program.

The College identified 20 program goals and corresponding student learning outcomes (SLOs). Faculty members develop assessment plans to measure student knowledge using direct measures such as capstone projects, presentations, writing assignments, and exams/assignments with embedded test questions.

The College demonstrates compliance with Standard 10.7 of the *Principles of Accreditation* and the NCCCS requirements, which specify the amount and level of credit awarded for successful completion of courses, regardless of format or mode of delivery.

The NCCCS's Combined Course Library (CCL) provides the required level and amount of credit for each course, including class hours, lab hours, clinical hours, and work-based learning. The courses offered in the college's curriculum programs must be drawn from the CCL, including the amount of credit awarded. Faculty with expertise in the subject area will provide a rationale for the proposed credit hours.

The College has an open-door admissions policy. Veterinary Medical Technology students also participate in the Selective Admissions Process. Applicants must attend a mandatory VMT session. To graduate from the VMT program, students must meet with an advisor, have a minimum cumulative grade point average (GPA) of 2.0, and complete 40 hours of job shadowing.



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Administrative oversight for Veterinary Medical Technology is provided through the Instructional Division of the College. The Vice President of Student Learning and Chief Academic Officer oversees the Student Learning Division, and the Dean of Applied Engineering, Agriculture, & Skilled Trades reports to the Vice President of Student Learning. The Department Head will report to the Dean of Applied Engineering, Agriculture, & Skilled Trades. Faculty teaching in Veterinary Medical Technology will report to the Department Head.

The College provided the curriculum program of study, course descriptions, and a projected schedule of course offerings. It also presented the qualifications for one full-time faculty member as the program coordinator. The College provided the qualifications for three to-be-hired positions: one full-time and two part-time faculty. The qualifications appear adequate for teaching courses in the new program. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review team, which will assess the program as part of the institution's next SACSCOC reaffirmation review.

The college's faculty workload is 18 to 20 credit hours per week. With the program being 64 credit hours and two full-time and two part-time faculty members, it appears the college has enough faculty to teach it.

Library and learning information resources appear adequate to support the new program. Reference services are available in person at the library, by telephone, e-mail, and 24/7 online chat. The library's webpage links to library online tutorials, research guides, and catalogs. Videos on how to use the catalog and request books are also available. Faculty may also include an online embedded librarian in their distance education courses.

The plan lists discipline-specific resources, including full textbooks, eBooks, and databases. The library also provides access to academic journals, trade journals, newspapers, and magazine articles.

Physical resources appear adequate to support the new program. The VMT program will be located in the Agricultural Sciences Building, which has animal care and management, horticulture, and agricultural programs. In February 2024, the College was awarded a one-million-dollar grant from the Golden LEAF Foundation to construct an instructional barn with animal treatment areas at the Covington Education Center. The barn's construction phase is expected to run through April 2026. The funds will also be used for the first-year expenses of the new program. A modular classroom has been constructed and is available for student instruction. The new program will provide additional square footage at the Covington Education Center, including a 40-student classroom, a clinical simulation laboratory, various animal housing areas/stalls, instructor office space, and a storage loft.



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Equipment and supplies specific to the VMT program have been identified. The college has additional equipment and supplies from the Animal Care and Management program that will be shared with the VMT program.

The VMT program will have a small impact on programs that require additional equipment in addition to the equipment and supplies currently used in the Animal Care and Management program.

Student support resources, including academic advising, career services, and counseling, appear adequate to support the new program.

Financial resources appear adequate to support the new program. The state funds instructional and administrative costs for educational programs and services, and the local government provides funds for facilities and operating costs. The College is primarily funded by government appropriations based on institutional funding.

Additionally, through the Perkins Grant, the College has budgeted \$73,860 for faculty salaries and \$133,500 for equipment and plans to use \$500,000 from the NC High-Cost Grant for faculty salaries and additional equipment needs. To supplement the available funding, the college employs a grants officer to acquire support for educational programming. The College also has an affiliated organization, the Alamance Community College Foundation, Inc., that is charged with raising private funds to supplement public resources.

If the required resources do not materialize, the College will seek additional funds and/or equipment and supplies from supporting businesses and industries working in partnership with the Alamance Community College Foundation and apply for appropriate grants for new equipment or resources, with the help of the College's grants office. The College may also consider discontinuing low enrollment programs after careful analysis.

The College evaluates outcomes and assessments for programs, administrative services, and student support units to ensure student success. There is a five-year program review cycle. The VMT program will participate in the College's extensive and ongoing evaluation, outcomes, and assessment processes. Each department evaluates a subset of SLOs yearly, with each SLO assessed at least once every five years. At the end of the assessment cycle, results are analyzed and used for improvements.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Associate in Applied Science (AAS) in Veterinary Medical Technology (VMT). It was the decision of the Board to approve the program and include it in the scope of accreditation.



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An invoice for \$500 to help defray the cost of reviewing the prospectus is enclosed with the liaison's copy of this letter.

Should you need assistance, please contact Dr. Nuria M. Cuevas at (404) 994-6578 or via email at ncuevas@sacscoc.org.

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/DDG:lp

Enclosure (invoice with liaison's copy only)

cc: Dr. Constance R. Wolfe, Executive Vice President, Alamance Community College
Dr. Nuria M. Cuevas, Vice President, SACSCOC