



BOARD OF TRUSTEES

Regular Meeting Agenda

February 13, 2025 | 6:00 p.m.

Wallace W. Gee Building

Room G222

1247 Jimmie Kerr Road | Graham, NC

Oath of Office *(Ms. Tory M. Frink, Clerk to the Alamance County Board of Commissioners)*

- Ms. Tammy Karnes - appointed by the Alamance County Board of Commissioners
-

I. Call to Order

II. Call for Conflicts of Interest

III. Presentation - no presentation

IV. Minutes (Chair Emmons)

- A. Board of Trustees regular meeting, January 13, 2025 * **pp 1-8**
- B. Personnel Committee meeting, January 8, 2025 **pp 9-11**
- C. Building and Grounds Committee meeting, January 9, 2025 **pp 12-15**
- D. Budget and Finance Committee meeting, January 10, 2025 **pp 16-18**

V. Committee Reports

A. Personnel Committee Report (Dr. Crisp)

1. Employment report for January 2025 **p 19**

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

1. Recommendation for approval
 - a. Bibliu bookstore contract *
2. Public Safety Training Center Project Amendment 7 (Form NCCCS 3-1) **pp 20-24**
3. Capital project summary report **pp 25-31**
4. Capital project budget update for January 2025 **p 32**

C. Budget and Finance Committee Report (Mr. Walker)

1. Recommendation for approval
 - a. Bibliu bookstore fee *
2. Financial report for January 2025 **pp 33-39**
3. Enhancing Accountability in Government through Leadership and Education (EAGLE) college risk level rating for fiscal year 2025 **pp 40-43**

VI. Other Reports

A. SGA Report (Ms. Hooten)

B. Chair's Report (Chair Emmons)

1. Trustee appointment: Ms. Tammy Karnes was appointed by the Alamance County Board of Commissioners to fill Mark Gordon's vacancy through June 30, 2026 **p 44**
2. Evaluation of Trustee Karnes' Statement of Economic Interest **pp 45-46**
3. Update from ACCT National Legislative Summit
4. Statement of Economic Interest (SEI) and ethics education
 - a. SEI filing due April 15, 2025
(see <https://ethics.nc.gov/seis/regular-filers> to file)
 - b. Report of ethics education **p 47**

C. Staff Association Committee Report (Ms. Brehler)

D. President's Report (Dr. Ingle)

1. Request to amend ACC Forward Strategic Plan 2022-2027 (Dr. Ingle and Dr. Wolfe) * **pp 48-55**
2. Alamance Chamber 2024 Community Partner of the Year
3. Alamance Community College - 2024 Paragon Award finalist **pp 56-61**
4. Resolution of Gratitude from Blue Ridge Community College **p 62**
5. Resolution of Gratitude from Haywood Community College acknowledgment of Hurricane Helene relief **pp 63-64**
6. Continuing Education Internal Audit Plan (IAP) Report for Fall 2024 (Mr. Snyder) **p 65**
7. Enrollment update (Mr. Snyder and Dr. Johnson)

E. Handouts

F. Announcements (Chair Emmons)

1. Community College Day at the Legislature, March 19, 2025, Raleigh, 10:30 a.m.-4:00 p.m.
2. NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh
3. Board of Trustees Annual Planning Session April 4, 2025, Alamance Country Club, Burlington, 8:15 a.m.
4. April regular meeting rescheduled to April 4, 2025, at 11:30 a.m. to align with the Board of Trustees Annual Planning Session
5. ACC Commencement, June 13, 2025, Elon University, 7:00 p.m.

VII. Closed Session

The Board of Trustees is to go into a Closed Session to consider confidential personnel information regarding the president's annual performance as protected under NCGS 143-318.11(a)(6).

VIII. Adjournment



BOARD OF TRUSTEES

Regular Meeting Minutes

January 13, 2025 | 6:00 p.m.
Wallace W. 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 January 13, 2024, in the Wallace W. Gee Building, Room G-222, on the Carrington-Scott Campus in Graham, NC.

Call to Order

Ms. Julie Scott Emmons called the meeting to order at 6:01 p.m. and 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. William Gomory
- Mr. Ken Walker
- BG(R) Blake Williams
- Dr. Ken Ingle, President & Secretary to the Board of Trustees

Absent:

- Mr. Powell (Pete) Glidewell, III
- Ms. Sylvia Muñoz
- Azalea Hooten, Student Trustee

Guests:

- Ms. Kristy Bailey, Reporter, Alamance News
- Dr. Charles Scott
- Ms. Sandy Scott

Also present for the meeting were:

- Ms. Ana Fleeman, Executive Assistant, and Board Liaison
- Dr. Connie Wolfe, Executive Vice President
- Dr. Lisa Johnson, Vice President of Student Learning/CAO
- Ms. Carolyn Rhode, Vice President of Institutional Advancement
- Ms. Elizabeth Thomas, Vice President of Business and Finance/CFO
- Mr. Justin Snyder, Vice President of Workforce & Economic Development

- Mr. Thomas Hartman, Associate Vice President of Admin Services and Facilities
- Ms. Valerie Fearington, Director of Human Resources
- Ms. Sarah Hardin, Director of Public Information and Marketing
- Mr. Frank Longest, Board Attorney
- Ms. Ann Snell, Instructor, Business Administration (FAC)

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.

Employee Introductions

The following employees were introduced:

Erica Lewis, Executive Assistant, Student and Employee Experience

Haley Fox, Executive Assistant, Workforce & Economic Development

Tess Weber, Accounting Manager, Business and Finance

Jeremy Verroi, Operations Coordinator, Administrative Services & Facilities

Darian Rader, Events Coordinator, Public Information and Marketing

Service Award

Dr. Charles Scott

Chair Emmons presented a plaque to Dr. Charles Scott for six years of service as a Board of Trustees Member (2018-2024).

Dr. Scott expressed his gratitude for the opportunity to serve on a board united in its commitment to the community. He noted how much he would miss being part of the team and considered it an honor to work alongside each member.

Minutes

Ms. Emmons called for a motion to approve the minutes of the Board of Trustees' regular meeting held on November 11, 2024. General Williams moved and Mr. Butler seconded to approve the minutes as submitted. The minutes were unanimously

approved.

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

- Building and Grounds Committee meeting, November 6th, 2024
- Curriculum Committee meeting, November 8, 2024
- Budget and Finance Committee meeting, November 8, 2024

Committee Reports

Chair Emmons called for committee reports.

Report of Personnel Committee

Mr. Butler reported on behalf of Dr. Crisp that the committee met on January 8, 2025. He presented one action item and one informational item.

Approval of the Gallagher Classification Study updates *

Mr. Butler asked Dr. Ingle to present the proposed adjustments based on the Gallagher Classification Study, which analyzed staff job classifications at Alamance Community College. Dr. Ingle shared that the study recommended updates to enhance equity, compensation, and career progression. These adjustments reflect the College's commitment to aligning compensation with institutional goals and ensuring competitive pay across roles. Mr. Butler moved on behalf of the Personnel Committee to approve the Gallagher Classification Study recommendations. Motion carried by unanimous vote.

Employment report for November and December 2024

Mr. Butler presented workforce demographic updates for November and December 2024 that were discussed at the Personnel Committee meeting held on January 8, 2024. The total number of employees increased from 245 to 251, with a notable rise in the category of age 40 and over (177 to 181) and in the category of age under 40 (68 to 70). Gender representation saw a slight increase in females (155 to 160) and males (90 to 91).

Report of Building and Grounds Committee

Mr. Gomory shared that the committee met on January 9, 2025. He presented two action items and four informational items.

Designer recommendation for the BCOE Third Floor Upfit Project *

Mr. Gomory reported on the Buildings and Grounds Committee's selection process for a design firm. The committee interviewed and evaluated three firms - Clark Nexsen, ThoughtCraft Architects, and Little Diversified Architectural Consulting - using criteria including project understanding, team approach, relevant experience,

* Requires Board of Trustees Action

and familiarity with Alamance County.

ThoughtCraft Architects and Clark Nexsen tied for the highest average score, each receiving 156 out of 175 points. After further discussion, the committee unanimously concluded that ThoughtCraft Architects offered a design approach better aligned with the project's size and scope. Consequently, the committee selected ThoughtCraft Architects as the preferred firm. Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the recommendation of ThoughtCraft Architects as the design firm for the BCOE Third Floor Upfit Project. Motion carried by unanimous vote.

Revised 3-1 for the Public Safety Training Center*

Mr. Gomory reported on updates to the project scope and funding transfers. Alamance Community College has taken responsibility for a project scope previously managed and funded by Alamance County. This includes constructing a packaged wastewater pump station, 1,526 linear feet of 2-inch HDPE force main, and 1,423 linear feet of 10-inch PVC water main to connect to the Town of Green Level utilities. To support this transition, Alamance County transferred \$450,500 from its General Fund to the ACC Capital Projects Fund.

Mr. Gomory also announced the College's receipt of a \$5,726,000 Federal Congressional Grant administered by HUD. This grant will fund project expansions, including the streetscape of six shed structures, a 900-square-foot mobile classroom unit, a 2,000-square-foot pole shed for vehicle storage, a 1,500-square-foot vehicle maintenance building with a wash bay, a fuel tank and pump, a 3,000-square-foot live fire shoothouse, and railroad car training props. The funding also covers the necessary site work for these components, further enhancing the College's infrastructure and training capabilities.

Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the additional scope and funding for the Public Safety Training Center Project, as reflected in the revised Form NCCCS 3-1 and as presented. Motion carried by unanimous vote.

Rejection of all bids received for the Public Safety Training Center Burn

Mr. Gomory reported on the Public Safety Training Center Burn Building project bids. The project was advertised on November 22, 2024, with four bids received on December 10, 2024. The bids ranged from \$1,245,000 to \$1,318,650, all significantly exceeding the \$850,000 project budget. In accordance with General Statute and bid guidelines, the College reserves the right to reject any or all bids. After evaluating options, the College recommended reducing the project scope, rejecting all bids, and re-advertising to better align with the budget.

* Requires Board of Trustees Action

Capital project summary report

Mr. Gomory provided updates from Mr. Hartman at the Building and Ground Committee on bond and capital projects. At the Green Level Public Safety Training Center, interior installations, including restroom tiles, windows, and firing range systems, are progressing. The water/sewer extension awaits State Construction approval, which may affect the February–June 2025 completion timeline. At the Burlington site, burn building bids exceeded the budget, prompting a rebid. Renovations at the Main, Powell, and Gee Buildings are complete and operational for the semester.

Capital project updates include resolved delays in exterior wayfinding signage fabrication, with installation set for January and completion by February. Interior signage requires separate bidding due to budget estimates. The Veterinary Medical Technology Barn project is undergoing scope refinement, which is expected by February. Landscaping at Exit 150 is finished, with additional improvements in spring. EV charging stations are powered, with Tesla Network integration underway.

Capital project budget update for December 2024

Mr. Gomory shared the highlighted numbers found in the packet for the Capital project budget update for December 2024.

Capital project amendments/contracts signed by the President

Mr. Gomory shared the amendments and contracts

Report of Budget and Finance Committee

Mr. Walker reported that the committee met on January 10, 2025. He presented one action item and one informational item. Additionally, he noted that the Budget and Finance Committee discussed the approval of the Gallagher Classification Study updates, which were presented in the Personnel Committee, as well as the revised 3-1 for the Public Safety Training Center, which was reviewed by the Building and Grounds Committee and brought before the Board today.

Fiscal Year 2024-2025 Budget Resolution *

Mr. Walker asked Ms. Thomas to present information from the Budget and Finance Committee. Ms. Thomas provided an update on Alamance Community College's Fiscal Year 2024-2025 budget, highlighting the allocation of budget growth. The state current fund totals \$37,284,392, reflecting a 6.3% increase, while the county's current fund totals \$5,473,533, representing a 13.4% increase. These increases will help the College meet operational needs and support enrollment growth. In accordance with College policy, this budget update is presented to the Board for approval. Mr. Walker moved on behalf of the Budget and Finance committee to approve the Fiscal Year 2024-2025 Budget Resolution. Motion carried by unanimous vote.

* Requires Board of Trustees Action

Financial Report for December 2024

Mr. Walker asked Ms. Thomas to present the information from the Budget and Finance Committee. Ms. Thomas presented the information on the December 2024 financial reports shared in the packet. With 50 percent of the fiscal year complete, 44 percent of the total state budget and 50 percent of the total county budget have been expended.

Other Reports

SGA Report

No report was shared

Chair's Report

Chair Emmons shared the following informational items.

SEI Filing and Ethics Education

Chair Emmons presented the report on SEI Filing and Ethics Education. She asked that everyone make note of their next due date.

Board of Trustees regular meeting schedule changes

Chair Emmons shared that the Board of Trustees' regular meeting in February 2025 has been rescheduled to February 13, 2025, at 6:00 p.m. Additionally, the regular meeting in April 2025 has been rescheduled to April 4, 2025, at 11:30 a.m. to align with the Board's annual planning session.

President's Evaluation

Chair Emmons informed the Trustees to be on the lookout for a survey link regarding the President's Evaluation. The link will be sent by Ana Fleeman via email in the coming days. Trustees were advised to reach out to Ms. Fleeman if they have any questions.

Faculty Affairs Committee Report

Ms. Snell provided an update on the 16-week to 8-week Transition & Task Force, highlighting both successes and challenges. There was excitement surrounding the new advising model, which has received positive feedback. Preliminary discussions have also begun regarding the Faculty Titling initiative, with ongoing exploration of its potential implementation. Additionally, Ms. Snell shared that the Faculty Affairs Committee and Staff Association Committee have introduced a new Faculty/Staff Employee of the Month recognition, which will celebrate outstanding contributions from faculty and staff members.

President's Report

Dr. Ingle presented the President's Report and took a moment to express gratitude to Ann Snell and all the faculty for their dedication and contributions to Alamance Community College.

Request to amend ACC Forward Strategic Plan 2022-2027

Dr. Ingle asked Dr. Wolfe to present the vision and strategic priorities guiding Alamance Community College - ACC forward. The College aims to become the premier pipeline connecting the community to the workforce in the Triad Region. To measure progress, ACC will focus on increasing student completion rates, alumni employment in community-needed jobs, and creating a culture of lifelong learning. The four strategic priorities outlined are: Engage, involving new and enhanced community partnerships; Learn, offering innovative learning experiences to improve student success and job preparedness; Equip, providing faculty and staff with resources to excel in teaching and service; and Grow, ensuring access to resources for physical and mental well-being. Dr. Wolfe emphasized key objectives, including redesigning the student experience, enhancing employee engagement, and driving economic development, with a focus on sustainability and innovation. The date range for the strategic priorities should be updated from 2022-2025 to 2022-2027. Metrics for success will track partnerships, enrollment, alumni involvement, and community satisfaction. The ultimate goal is to support generational success and prosperity for Alamance County. It was shared that after everyone has time to review and consider the handout we will look to bring this before the Board as an action item changing the date of the Strategic Plan from its current status of 2022-2025 to 2022-2027.

Dr. Algie Gatewood Atrium update

Dr. Ingle provided an update on the Dr. Algie Gatewood atrium project, which aims to honor President Emeritus Dr. Algie Gatewood for his years of dedicated service as president of Alamance Community College. Dr. Ingle shared that a date for the atrium ribbon-cutting ceremony will be released soon. This project is a testament to Dr. Gatewood's significant contributions to the College and the community, and the atrium will serve as a lasting tribute to his leadership and commitment to ACC's success.

Mini M.O.M. Clinic (Mission Of Mercy)

Dr. Ingle shared that the recent M.O.M. Clinic held on December 7, 2024, at Alamance Community College was a huge success. He received a letter of appreciation from the North Carolina Dental Society (NCDS) and the NCDS Foundation Board. The letter expressed gratitude for the College's support in hosting the clinic and praised the dedicated team at ACC. The NCDS looks forward to continuing their partnership with ACC as they explore new models of patient care at community colleges across the state. Dr. Ingle highlighted the positive impact of the clinic in improving oral health care in North Carolina.

Announcements

Chair Emmons directed the trustees to review the following announcements.

- ACCT National Legislative Summit, February 9-12, 2025, Washington DC
- The Board of Trustees Regular Meeting for February 13, 2025, is rescheduled to 6:00 p.m.
- NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh
- Board of Trustees Annual Planning Session April 4, 2025, Alamance Country Club, Burlington, 8:15 a.m.
- April regular meeting rescheduled to April 4, 2025, at 11:30 a.m. to align with the Board of Trustees Annual Planning Session

Handouts

ACC Forward Strategic Plan 2022-2027

Adjournment

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting. A motion was made by Senator Foriest and seconded by Mr. Gomory. The meeting adjourned at 7:05 p.m.

Respectfully submitted,

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



Board of Trustees

Personnel Committee

January 8, 2025 | 1:00 p.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/93894606215?pwd=WdBN3Hr4s3lOKNDOybPW1jGz6mcPc6.1>
- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID:** 938 9460 6215 and **Passcode:** 846911

I. Call to Order

Dr. Crisp called the meeting to order at 1:00 p.m.

Attendance

Trustees Present:

Dr. Roslyn Crisp, Chair

Mr. Jim Butler

BG (R) Blake Williams

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 Fearrington, Human Resources Director

Ms. Elizabeth Thomas, Vice President of Business & Finance

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 or appearances of conflict were identified.

III. Action Items

A. Gallagher Classification Study*

Dr. Ingle presented an overview of the Gallagher Classification Study, which analyzed staff job classifications at Alamance Community College compared to other institutions. Alamance Community College has a structured framework for job evaluation/classification based on three key factors: decision-making requirements, level of authority, and job difficulty. These elements are used to assign positions to specific job bands, grades, and subgrades, ensuring consistent classification across roles.

The framework defines five job bands (A–E), each reflecting increasing levels of responsibility and complexity. Within each band, job grades and subgrades further differentiate positions by supervisory responsibilities, required qualifications, and complexity of tasks. This structure establishes transparent guidelines for job roles, enabling more equitable compensation, clearer career progression, and alignment with institutional goals.

The framework highlights how decision-making and supervisory authority shape job levels, emphasizing that roles requiring more complex or frequent decision-making and higher accountability are positioned at higher levels.

Dr. Ingle outlined proposed adjustments resulting from the Gallagher study. These include raising staff classification minimum salaries based on recommendations from Gallagher, increasing the minimum full-time salary from \$28,000 to \$35,000 annually, providing a one-time bonus for full-time faculty, aligning workforce development part-time faculty pay rates with curriculum pay rates, and increasing pay rates for career and college readiness faculty.

Mr. Butler moved to recommend Board approval of the Gallagher Classification Study updates, and General Williams seconded the motion. Motion passed by unanimous vote.

IV. Informational Items

A. Employment report for November and December 2024

Valerie Fearington presented workforce demographic updates, noting changes from November to December. The total number of employees increased from 245 to 251. Key demographic shifts included a rise in employees aged 40 and over (177 to 181) and under 40 (68 to 70). The gender breakdown showed a slight increase in females (155 to 160) and males (90 to 91).

Diversity saw incremental changes, with African-American employees increasing from 15% to 16%, while the representation of American Indian/Alaska Native, Asian, and Hispanic employees remained steady at 1%, 1%, and 5%, respectively. White employees decreased slightly from 74% to 73%.

Seven new full-time employees were added in December, including advisors, managers, and instructors, contributing to the growth in Academic Affairs and Postsecondary Teaching roles. These updates reflect ongoing efforts to align the workforce with the College's goals and ensure representation aligns with county demographics.

Dr. Crisp requested, and Mr. Butler and General Williams agreed, that a future employment report include part-time faculty and staff to provide a more comprehensive representation of diversity at Alamance Community College.

V. Other Business

VI. Adjournment

Having no further business to discuss, the meeting was adjourned at 1:27 p.m.



Board of Trustees

Building and Grounds Committee

January 9, 2025 | 1:30 p.m.

Wallace W. Gee Building | Room G222

Carrington-Scott Campus, Graham, NC

Minutes

I. Call to Order

Mr. Gomory called the meeting to order at 1:33 p.m.

Attendance

Trustees Present:

Mr. Bill Gomory, Chair

Mr. Pete Glidewell

Mr. Steve 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

Dr. Lisa Johnson, Vice President of Student Learning

Ms. Ana Fleeman, Executive Assistant & Board Liaison

Guest:

Clark Nexsen

Allan Kram, Project Manager

Rob Harkey, Design Architect

Prasad Pisupati, Senior Mechanical Engineer

ThoughtCraft Architects

Jason Hart, Architect Partner in Charge

Jason Patterson, Architect Senior Project Manager

Bill Smith, Engineer Principal in Charge **(Salas O'Brien)**

Little Diversified Architectural Consulting

Sharon Crawford, Principal in Charge

Maria Peterson, Senior Project Manager

Anne Seeley, Classroom Architect

Miles Grubbs, Engineering Lead

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. Informational items

A. Capital project summary report **pp 1-2**

Progress continues on bond and capital projects. At the Green Level site of the Public Safety Training Center, interior installations, including restroom tiles, windows, and firing range systems, are advancing, with key tasks scheduled for the next 30 days. However, the water/sewer extension awaits State Construction approval, potentially affecting completion dates set for February–June 2025. At the Burlington site, all bids for the burn building exceeded budget, prompting a review for rebidding. Renovations at the Main, Powell, and Gee Buildings are complete and operational this semester.

For capital projects, exterior wayfinding signage fabrication delays are resolved, with installation set for early January and project completion by February. Interior signage will require separate bidding due to budget estimates. The Veterinary Medical Technology Barn project is undergoing a programming review to refine its scope, expected to conclude by February. Landscaping at Exit 150 has been completed, with improvements anticipated in spring. Duke Energy has powered the EV charging stations, and IT is working on Tesla Network integration for reporting and fee management. The College is finalizing an RFP for State Construction approval for the Technology Infrastructure Replacement project.

B. Capital project budget update for December 2024 **p 3**

Elizabeth Thomas shared the highlighted numbers in the packet.

C. Capital project amendments/contracts signed by the President **pp 4-6**

Tom Hartman shared the amendments and contracts

IV. Action items

A. Request to amend scope and budget for *Public Safety Training Center Project* (Form NCCCS 3-1) * **pp 7-11**

Mr. Hartman presented updates on the project scope and funding transfers. Alamance Community College has assumed responsibility for a scope initially managed and funded by Alamance County. This includes constructing a packaged wastewater pump station, 1,526 linear feet of 2-inch HDPE force main, and 1,423 linear feet of 10-inch PVC water main to tie into the Town of Green Level utilities. The County transferred \$450,500 from its General Fund to the ACC Capital Projects Fund to support this effort.

Additionally, the College has been awarded a \$5,726,000 Federal Congressional Grant administered by HUD. These funds will enable further project expansions, including the streetscape of six shed structures, a 900-square-foot mobile classroom unit, a 2,000-square-foot pole shed for vehicle storage, a 1,500-square-foot vehicle maintenance building with a wash bay, a fuel tank and pump, a 3,000-square-foot live fire shoothouse, and railroad car training props. The grant will also cover related site work for these components.

Mr. Carter moved that the Building and Grounds Committee amend the scope and budget for the Public Safety Training Center Project (Form NCCCS 3-1) as presented. Mr. Glidewell seconded the motion. With no further discussion, the motion passed unanimously.

- B. Request to reject all bids received for the *Public Safety Training Center Burn Building Project* and approve re-advertisement for bids **p 12**

Mr. Hartman provided an update on the Public Safety Training Center Burn Building project bids. The project was advertised for public bidding on November 22, 2024, and four bids were received on December 10, 2024. The bids were as follows: Engineered Construction Company submitted a base bid of \$1,215,300 with an alternate of \$85,620, totaling \$1,300,920; Peg Contracting submitted a base bid of \$1,226,000 with an alternate of \$30,000, totaling \$1,256,000; Central Builders of Mebane submitted a base bid of \$1,230,000 with an alternate of \$15,000, totaling \$1,245,000; and Hamlett Associates Inc. submitted a base bid of \$1,298,650 with an alternate of \$20,000, totaling \$1,318,650. The overall project budget is \$850,000, which is significantly lower than the bids received. In accordance with General Statute and bid advertisement guidelines, the College reserves the right to reject any or all bids. After reviewing options, the College has determined that it is in the best interest of the project to reduce the project scope, reject all bids, and re-advertise for bidding.

Mr. Carter moved that the Building and Grounds Committee Request to reject all bids received for the *Public Safety Training Center Burn Building Project* and approve re-advertisement for bids as presented. Mr. Glidewell seconded the motion. With no further discussion, the motion passed unanimously. This item will go before the Board as an informational item.

- C. Recommend architectural design firm for *Third Floor Biotechnology COE Upfit Project*

1. Overview of *Third Floor Biotechnology COE Upfit Project* and design firm interview process (2:00 p.m.) **pp 13-20**

Mr. Hartman shared that during the October 23, 2024, Designer Pre-Proposal Meeting, Alamance Community College detailed plans to upfit 7,139 square feet of shell space on the third floor of the Biotechnology Center of Excellence Building. This space will include six to seven classrooms, a server room, lab space, offices, a conference room, and storage. These facilities will support general classroom needs and the College's new Data Analytics and Applied Artificial Intelligence programs. The total project budget of \$2,542,000 is funded through the State SCIF, with completion targeted for August 2026.

2. Architectural design firms' presentations/interviews
- Clark Nexsen (2:30 p.m.)
 - ThoughtCraft Architects (3:30 p.m.)
 - Little Diversified Architectural Consulting (4:30 p.m.)

3. Develop a recommendation for an architectural design firm for the *Third Floor Biotechnology COE Upfit Project* *

The Buildings and Grounds Committee interviewed and evaluated three design firms—Clark Nexsen, ThoughtCraft Architects, and Little Diversified Architectural Consulting—based on criteria such as project understanding, team and management approach, relevant experience, and familiarity with Alamance County. ThoughtCraft Architects and Clark Nexsen tied with the highest average score of 156 out of 175 points. Following further discussion, the committee unanimously determined that ThoughtCraft Architects was better aligned with the project's size and scope and provided a more relevant design approach, selecting them as the preferred firm.

Mr. Carter moved to recommend ThoughtCraft Architects to be the architectural design firm for the Third Floor Biotechnology COE Upfit Project. Mr. Glidewell seconded the motion. With no further discussion, the motion passed unanimously.

V. Other Business

The next meeting is scheduled for February 5, 2025, at 9:00 a.m.

VI. Adjournment

Having no further business to discuss the meeting adjourned at 5:35 p.m.

* *Indicates voting item*



Board of Trustees
Budget and Finance Committee

January 10, 2025 | 9:30 a.m.

Videoconference

Minutes

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

I. Call to Order

Mr. Walker called the meeting to order at 9:30 a.m.

Attendance

Trustees Present:

Mr. Ken Walker

Mr. Steve Carter

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Absent:

Mr. Powell Glidewell, Chair

Also present for the meeting were:

Ms. Elizabeth Thomas, Vice President of Business & Finance

Ms. Ana Fleeman, Executive Administrative Assistant

Dr. Constance Wolfe, Executive Vice President

II. Call for Conflicts of Interest

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

III. Action Items

A. Gallagher Classification Study

Dr. Ingle presented an overview of the Gallagher Classification Study to the Budget and Finance Committee, noting that it had been reviewed and approved by the Personnel Committee on January 7 for

recommendation. The study analyzed staff job classifications at Alamance Community College to ensure alignment with institutional goals and equity compared to peer institutions.

The College's classification framework evaluates positions based on decision-making, authority, and job complexity, organizing roles into five job bands (A–E) with specific grades and subgrades. This system supports equitable compensation, clearer career progression, and consistent job evaluations.

Dr. Ingle presented updates from the college's recent compensation study, emphasizing key adjustments designed to improve market competitiveness and address salary compression. The adjustments include increasing the minimum full-time salary from \$28,000 to \$35,000, aligning part-time faculty pay rates for workforce development with curriculum rates, increasing pay rates for career and college readiness faculty, and providing a one-time bonus for full-time faculty. He also reviewed the timeline of the study, which began in Fall 2022, with results provided to the college in December 2023, an initial presentation to the Board in Spring 2024, and implementation scheduled for January 2025.

Following discussion, Mr. Carter moved to recommend approval of the proposed changes as presented by Dr. Ingle. Mr. Walker seconded, and the motion passed unanimously.

B. Request to amend scope and budget for *Public Safety Training Center Project* (Form NCCCS 3-1) **pp 1-5**

Dr. Ingle presented an update and recommendation from the Building and Grounds Committee regarding the project scope and funding for the Public Safety Training Center.

He shared Mr. Hartman had provided details on Alamance Community College assuming responsibility for a project scope initially managed and funded by Alamance County. This scope includes constructing a packaged wastewater pump station, 1,526 linear feet of 2-inch HDPE force main, and 1,423 linear feet of 10-inch PVC water main to tie into the Town of Green Level utilities. Alamance County has transferred \$450,500 from its General Fund to the ACC Capital Projects Fund to support these efforts.

Dr. Ingle also shared that the College received a \$5,726,000 Federal Congressional Grant administered by HUD. This funding will support additional project components, including the streetscape of six shed structures, a 900-square-foot mobile classroom unit, a

2,000-square-foot pole shed for vehicle storage, a 1,500-square-foot vehicle maintenance building with a wash bay, a fuel tank and pump, a 3,000-square-foot live fire shoothouse, and railroad car training props. The grant will also fund necessary site work for these elements.

Following general discussion, Mr. Carter moved that the Budget and Finance Committee support and recommend amending the scope and budget for the Public Safety Training Center Project (Form NCCCS 3-1) as presented. Mr. Walker seconded, and the motion passed unanimously.

C. Fiscal Year 2024-2025 Budget Resolution **pp 6-8**

Ms. Thomas provided an update on Alamance Community College's Fiscal Year 2024-2025 budget, emphasizing the allocation of budget growth. The state current fund totals \$37,284,392, a 6.3% increase, while the county's current fund totals \$5,473,533, reflecting a 13.4% increase. These allocations ensure the College can meet operational needs and effectively support enrollment growth. Per the College's policy, this update is presented to the Board for approval. Following general discussion, Mr. Carter moved that the Budget and Finance Committee recommend the Fiscal Year 2024-2025 Budget Resolution as presented. Mr. Walker seconded, and the motion passed unanimously.

IV. Informational Items

A. Financial Report for December 2024 **pp 9-15**

Ms. Thomas presented the information on the December 2024 Financial reports shared in the packet. With 50 percent of the fiscal year complete, 44 percent of the total state budget and 50 percent of the total county budget had been expended.

V. Other Business

The next meeting is scheduled for February 7th at 9:30 a.m.

VI. Adjournment

Having no further business to discuss, the meeting adjourned at 10:08 a.m.

Workforce Analysis (Full-Time) Occupational Categories

25-Jan

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	5	0	0	0	0	24
02 (Business/Finance Opers)	6	5	1	0	6	3	0	0	0	0	3
03 (Comp/Eng/Science)	9	5	4	6	3	4	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	12	7	5	5	7	5	0	0	0	0	6
05 (Postsecondary Teachers)	107	81	26	50	57	7	2	1	0	2	91
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	40	28	12	15	25	11	0	0	0	3	25
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	40	28	12	4	36	4	1	1	0	6	25
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	247	181	66	89	158	39	3	2	0	11	181

New Full Time Employees:

Tonya Gudac	Animal Care Instructor (12 Month)
Cynthia Worth	Career & College Promise Professional Advisor
Brian Ward	Information Technology Instructor
Jordan Crawford	Lead Instructor - EMS Workforce Development
Christopher Swinton	Accounting and Business Administration Department Head
Sarah Heckler	English and Comm. Department Head
Ann Snell	Business Admin. Instructor (9 month)
Amy Hooker	Registrar Office Assistant
Jaclyn Brooke Yeatts	Nursing Instructor (9 Months)
Abria Herring	University Transfer Advisor

Bobbie Matthews	MLT Instructor
Tamatha Fullerwinder	ABE & HS Equivalence Coordinator
Christopher Waller	HS Fire Academy - Lead Instructor
Patrick Burnette	PC Support Specialist
Marcelle Malone	IS Systems & Support Administrator
Carrie Russell	Career Pathway and Transition Coordinator
Amy Stuart	Senior Administrative Assistant
Claudia Vestal	Humanities Department Head
Elizabeth Rose Webster	Director of Research and Institutional Effectiveness
Dylan Craig	PC Support Specialist

	County	
African American	16%	22%
American Indian / Alaska Native	1%	2%
Asian	1%	2%
Hawaaian / Pacific Islander	0%	0%
Hispanic	5%	13%
White	73%	61%
Chose not to Identify	4%	

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #7

Is this the Final 3-1 Project Closeout?

No

College Alamance Community College

Project Name Public Safety Training Center **NCCCS Project No.** 2450

Campus 1001 Alamance CC - Main Campus **County** Alamance

I. TYPE OF PROJECT:

New Facility

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

Additional scope added to project for tie-in to Town of Green Level water and sewer. Originally this scope was funded as a separate project managed by Alamance County. The County has since transferred the funding and project scope to ACC. Scope to include the construction of a packaged wastewater pump station, approximately 1,526 linear feet of 2-inch HDPE force main and approximately 1,423 linear feet of 10-inch PVC water main for tie-in to Town of Green Level utilities. County funds transferred from Alamance County General Fund to the Alamance County Community College Capital Projects Fund totals \$450,500.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: Tom Hartman

Signature: 

Contact Number: 336-506-4201

Date: 1/3/2025

CPC Signature: 

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Site Grading and Improvements (not in III B)
- 2. Demolition (not in III B)

Subtotal "A"

B. CONSTRUCTION

- 1. Design Fee
- 2. Construction.....
- 3. Construction Contingency
- 4. Other Contracts
- 5. Other Fees

Subtotal "B"

C. Other Costs

- 1. Initial Equipment.....
- 2. Work Performed by Owner

Subtotal "C"

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
981,480.00	0.00	981,480.00
20,938,715.00	436,985.00	21,375,700.00
536,206.00	13,515.00	549,721.00
1,246,742.00	0.00	1,246,742.00
454,021.00		454,021.00
24,157,164.00	450,500.00	24,607,664.00
0.00	0.00	0.00
\$24,157,164.00	\$450,500.00	\$24,607,664.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriated
- 2. County Bonds
- 3. ▼ 0
- 4. ▼
- 5. ▼

Subtotal "A"

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

- 1. Other ▼
- 2. ▼
- 3. ▼

Subtotal "B"

C. STATE FUNDS (Reimbursed by the System Office)

- 1. Budget Code ▼
- 2. Budget Code ▼
- 3. Budget Code ▼
- 4. Budget Code ▼

Subtotal "C"

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

D. UNIDENTIFIED FUNDS

- 1. Unidentified Funds (Do not include on the NCCCS 2-16)
- Subtotal "D"**

Prior Funds	Changes	Current Funds
5,306,946.00	450,500.00	5,757,446.00
13,350,218.00		13,350,218.00
	0.00	
18,657,164.00	450,500.00	19,107,664.00
5,500,000.00		5,500,000.00
5,500,000.00	0.00	5,500,000.00
0.00	0.00	0.00
24,157,164.00	450,500.00	24,607,664.00
0.00	0.00	0.00
\$24,157,164.00	\$450,500.00	\$24,607,664.00

Total Sources of Funds Including Unidentified

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$0.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

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


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

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

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



Chairman - Board of Trustees



Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2450
from Alamance Community College and if shown, county funds in the
amount of \$19,107,664 are available for the planning and construction of this project.

Signature Susan R Evans
Title Finance Officer
Date 1/21/25

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) It is estimated that the college will expend an additional \$194,229 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature Susan R Evans
Title Finance Officer
Date 1/21/25

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

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

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

This, the _____ day of _____ 20__

Signature

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

Date: _____ Project Name: Public Safety Training Center
 College: Alamance Community College Project Completion Date: _____
 Contact Name: _____

Additional Cost Identification	Estimated Operating Cost	Estimated Operating Cost	Estimated Operating Cost	Estimated Operating Cost	Estimated Operating Cost	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$81,900	\$85,669	\$87,639	\$69,668	\$71,758	\$67,327
Plant Maintenance						
additional annual cost	\$33,877	\$40,127	\$46,146	\$53,068	\$61,028	\$46,849
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$26,513	\$28,674	\$30,108	\$31,613	\$33,194	\$30,020
Fuel (Gas, Oil)	\$413	\$447	\$469	\$493	\$517	\$468
Water	\$651	\$705	\$740	\$777	\$816	\$738
Telecommunications	\$43,122	\$46,637	\$48,989	\$51,417	\$53,988	\$48,827
Total Average Annual Cost (used in Section VI of the 3-1)						\$194,229
I certify that the county has reviewed this information as a part of the approval process.						

Susan R. Evans Finance Officer 1/21/05
 County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

**FEBRUARY 2025 SUMMARY
BOND AND CAPITAL IMPROVEMENT PROJECTS**

BOND PROJECTS

STATUS SUMMARY

Public Safety Training Center

Green Level Site:

In the administration/classroom building, overhead light fixtures have been installed, all window systems are installed, shower floors waterproofed and water meter vault set. In the next 30 days, all wiring of lights and devices will be completed, bathroom fixtures will be installed, permanent power is expected and HVAC will be initialized. In the firing range, the bullet trap and steel baffles have been completed, ceilings framed and storefront installed. In the next 30 days, permanent power will be in place and HVAC initialized.

The water/sewer extension is moving forward with work planned to start on or about February 10th. The water extension is scheduled for completion by March 7th with the sewer extension completion scheduled for May 19th.

The delay in the installation of the water and sewer extension impacts the construction schedule with a completion date for the administration/classroom building of 5/27/25, the training tower 4/21/25 and the firing range 5/29/25.

Burlington Site:

The College has reviewed the project and has made some alterations in the civil scope of the work. The project will be posted for rebid.

CAPITAL PROJECTS

STATUS SUMMARY

Campus Exterior Wayfinding Project

New signage installation begins on February 10, 2025. Installation should be complete by the end of the month

Veterinary Medical Technology Barn Project

The programming process has begun with several meetings between the stakeholders and design firm for the project. The main focus of the discussions is to “right-size” the building so that all programmatic elements required are designed into the building while remaining within the overall project budget. In addition, a survey of the site will be conducted soon now that the location of the building has been determined. We expect to move into the schematic design phase sometime next month.

Eastbound Interchange Exit 150 Project

No update.

Third Floor Biotechnology COE Upfit Project

Initial project scope meetings with the ACC leadership team have begun to help ThoughtCraft Architects better understand the vision of the project and programs involved. A stakeholder committee is currently being developed. This committee will work with the design team throughout the design process.

Technology Infrastructure Replacement Project

No update.

Facilities Master Plan Revision

An initial kick-off meeting was held with the leadership team on January 16th where the design team worked with the group on visioning, goal setting and a review of the existing master plan. Four additional meetings will be held with the leadership team, key stakeholders and students. The design team expects to provide the final master plan results by late April/early May.

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

NONE

Board of Trustees

Public Safety Training Center Updates

February 13, 2025



Public Safety Training Center - Green Level Site



Overall Training Center Site January 2025



Classroom/Admin Building February 2025



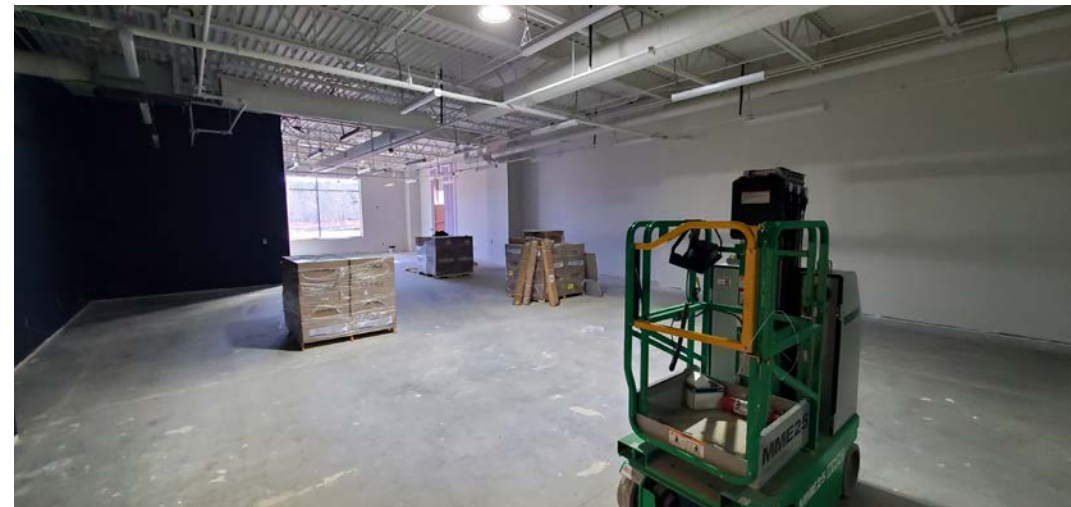
Public Safety Training Center - Classroom Building



Classroom/Admin Bldg Main Hall February 2025



Classroom February 2025



Gym/POPAT February 2025



Public Safety Training Center - Indoor Firing Range



Public Safety Training Center -Green Level Site

COMPLETION DATES

- Training Tower 4/21/25
- Admin/Classroom Bldg 5/27/25
- Firing Range 5/29/25



Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2025					
As of January 31, 2025					
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Fire Hydrant Repair	14,000	13,694	306	
b.	savings (i.e. unspent allocation) from various projects	45,711	28,943	16,768	
		59,711	42,637	17,074	
					0
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.	Culinary Replacement HVAC	45,796	42,900	2,896	Approv'd Sept 2024
h.	DDC Controls AHU Culinary Kitchen	10,478		10,478	Approv'd Sept 2024
i.	Facilities Master Plan	35,000		35,000	Approv'd Oct 2024
j.	savings (i.e. unspent allocation) from various projects	265,864	-	265,864	
		536,000	119,725	416,275	
3	GLS	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,460,043	19,460,043	-	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22)+\$206,949 FF&E
b.	Student Services Center	6,703,500	6,703,500	-	\$6,703,500 County Bonds
c.	Public Safety Training Center	24,607,664	16,978,333	7,629,331	\$13,350,218 County Bonds; \$5,306,946 (\$2,000,000 + \$3,306,946+450,500) County Capital Reserves and \$5,500,000 State
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	5,088,981	4,509,669	579,312	\$3,036,070 County Bonds; \$652,911 (\$500,000 + \$152,911) County Capital Reserves; and \$1,400,000 SCIF FY22
		55,860,188	47,651,545	8,208,643	\$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	178,000	25,430	Appr'vd Oct 22: Cannon Grant of \$187,000 awarded Jan 2023
b.	Covington Education Center: Utility Upgrades	380,550	386,502	(5,952)	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	438,276	10,000	Appr'vd Mar 2024 (\$280,000 Cannon Grant & \$168,276 SCIF)
g.	Technology Infrastructure Project	1,500,000	808,650	691,350	Appr'vd May 2024 NCCCS SCIF
h.	NCDEQ EV Grant	79,104	71,322	7,782	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	2,028,273	6,453,515	
	TOTAL CAPITAL PROJECTS	63,004,084	#REF!		
	Funds Available for Future Projects	1,933,603			



Budget and Financial Information

For the
Month Ending
January 2025

Alamance Community College -- Budget and Financial Information
For the Month Ending January 31, 2025
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 January 31, 2025. 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 college budget is strong with enrollment growth funds and a county budget increase. Additional fees also support the college should any unexpected expenses occur.

- o Exhibit A--State Accounting Fund: The state budget received the enrollment growth funds in November 2024. They are added to the budget, but the majority are not spent. They have spent 51% of the state budget with 58.3% of the year completed. The college is in a good financial position for 2024-25.

- o Exhibit B—County Accounting Fund: The county budget general expenses are at 55%. The college budget is on track for a balanced county budget in 24-25.

- 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. Bookstore expenses exceed budget due to some furniture purchases for the Main/Powell/Gee project.

- o Exhibit D—Institutional Accounting Fund: Negative accounts are reimbursement related.

- o Negative program balances: **Planned** negative balances appear in reports usually as a result of spending first, then receiving reimbursement later, such as with financial aid, grant programs, and capital projects. There are no Institutional funds with unplanned negative balances to report.

Month Ended
31-Jan-25

Alamance Community College -- Budget and Financial Information
 For the Month Ending January 31, 2025
 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	829,311	400,083	67%	1,482,404
Financial Services.....	1,422,096	853,036	569,060	60%	1,552,402
General Administration.....	2,436,865	1,243,651	1,193,214	51%	1,886,914
Information Systems.....	1,566,585	920,670	645,915	59%	1,470,559
<i>Total Institutional Support.....</i>	<i>6,654,940</i>	<i>3,846,669</i>	<i>2,808,272</i>	<i>58%</i>	<i>6,392,279</i>
<u>Curriculum Instruction</u>					
FY20-21 State Stabilization Funds.....	-	-	-	*	640,956
Associate Degree, Diploma & Certificate.....	16,106,328	8,466,756	7,639,572	53%	13,559,800
<i>Total Curriculum Instruction.....</i>	<i>16,106,328</i>	<i>8,466,756</i>	<i>7,639,572</i>	<i>53%</i>	<i>14,200,756</i>
<u>Continuing Education</u>					
Occupational Education Instruction.....	1,910,888	860,801	1,050,087	45%	1,543,561
Occupational Education Support.....	1,180,959	513,431	667,528	43%	611,132
Basic Skills (HSE, ESL, etc.).....	1,586,671	864,193	722,478	54%	1,377,986
Small Business Center (SBC).....	170,747	85,528	85,219	50%	167,222
Customized, Business, & Industry Training.....	112,420	91,337	21,083	81%	131,354
Expansion Apprenticeship Program.....	129,142	59,558	69,584	46%	123,776
Literacy Special Programs.....	148,491	19,141	129,350	13%	57,868
BioBetter Grant Programs.....	624,250	147,926	476,324	24%	233,580
<i>Total Continuing Education.....</i>	<i>5,863,568</i>	<i>2,641,914</i>	<i>3,221,654</i>	<i>45%</i>	<i>4,246,480</i>
<u>Academic Support</u>					
Library/Learning Center.....	553,629	327,210	226,419	59%	549,501
Curriculum Instruction.....	1,650,933	736,795	914,138	45%	1,284,585
Continuing Education.....	1,188,609	644,888	543,721	54%	1,475,601
<i>Total Academic Support.....</i>	<i>3,393,171</i>	<i>1,708,893</i>	<i>1,684,278</i>	<i>50%</i>	<i>3,309,687</i>
<u>Student Support</u>					
Student Services.....	3,074,872	1,435,665	1,639,207	47%	2,355,054
IDD Training (Int & Devt Disabilities).....	194,000	43,271	150,729	22%	194,000
Childcare.....	55,898	29,163	26,735	52%	47,331
Scholarships & Awards to Students.....	67,660	29,627	38,033	44%	131,780
<i>Total Student Support.....</i>	<i>3,392,430</i>	<i>1,537,727</i>	<i>1,854,703</i>	<i>45%</i>	<i>2,728,165</i>
<i>Subtotal Current Expense (State).....</i>	<i>35,410,437</i>	<i>18,201,958</i>	<i>17,208,479</i>	<i>51%</i>	<i>30,877,367</i>
<u>Capital Outlay (State)</u>					
Equipment.....	1,237,418	547,419	689,999	44%	386,548
BioBetter Grant Equipment.....	838,280	461,809	376,471	55%	-
Books.....	48,180	13,443	34,737	28%	41,181
<i>Subtotal Capital Outlay (State).....</i>	<i>2,123,878</i>	<i>1,022,671</i>	<i>1,101,207</i>	<i>48%</i>	<i>427,729</i>
<i>Total Expenditures (State).....</i>	<i>37,534,315</i>	<i>19,224,630</i>	<i>18,309,685</i>	<i>51%</i>	<i>31,305,096</i>

* Unadjusted and Unaudited *

For the Month Ending January 31, 2025

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	483,723	232,734	68%	577,070
<i>Total College Support Services.....</i>	716,457	483,723	232,734	68%	577,070
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	3,561,908	1,943,110	1,618,798	55%	2,987,452
Plant Maintenance.....	599,457	448,069	151,388	75%	621,680
<i>Total Plant Operation and Maintenance.....</i>	4,161,365	2,391,179	1,770,186	57%	3,609,132
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	4,877,822	2,874,902	2,002,920	59%	4,186,202
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	59,711	42,636	17,075	71%	47,810
Maintenance Projects, Current.....	536,000	119,725	416,275	22%	447,159
<i>Subtotal Capital Outlay (County).....</i>	595,711	162,361	433,350	27%	494,969
<i>Total Expenditures (County).....</i>	5,473,533	3,037,263	2,436,270	55%	4,681,171

Alamance Community College -- Budget and Financial Information
For the Month Ending January 31, 2025
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	329,316	(253,316)	433%	145,030
Curriculum Instruction.....	-	68,799	68,799	*	3,416
Continuing Education.....	122,000	4,174	117,826	3%	74,815
Academic Support.....	-	2,246	(2,246)	*	(3,286)
Student Support.....	-	-	-	*	5,182
<i>Total Current Unrestricted.....</i>	<i>198,000</i>	<i>404,535</i>	<i>(68,936)</i>	<i>204%</i>	<i>225,157</i>
<u>Current Restricted</u>					
Institutional Support.....	1,011,227	271,530	739,697	27%	265,649
Curriculum Instruction.....	373,913	265,678	108,235	71%	560,887
Continuing Education.....	22,183	-	22,183	0%	25,570
Student Support.....	261,888	199,600	62,288	76%	280,059
CARES (Student, Institutional, SIP).....	8,402	-	8,402	0%	8,651
Student Aid.....	6,516,655	4,326,315	2,190,340	66%	7,624,932
<i>Total Current Restricted.....</i>	<i>8,194,268</i>	<i>5,063,123</i>	<i>3,131,145</i>	<i>62%</i>	<i>8,765,749</i>
<u>Proprietary</u>					
Institutional Support.....	50,000	11,913	38,087	24%	26,087
Curriculum Instruction.....	100,000	21,676	78,324	22%	95,801
Student Support.....	85,000	38,971	46,029	46%	81,641
Bookstore.....	100,000	131,323	(31,323)	131%	15,575
Vending.....	125,000	9,803	115,197	8%	6,366
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>213,686</i>	<i>246,314</i>	<i>46%</i>	<i>225,469</i>
<i>Subtotal Current Expense (Institutional).....</i>	<i>8,852,268</i>	<i>5,681,344</i>	<i>3,308,523</i>	<i>64%</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 - Public Safety Training Center	15,931,269	11,466,011	4,465,258		
B&G - Main/Powell (Nursing Expansion)	2,794,922	2,215,610	579,312		
B&G - Tobacco Trust at "The Farm"	27,244		27,244		
B&G - HVAC IT Server Room Project.....	203,430	178,000	25,430		
B&G - HVAC Ventilation Project.....	448,276	438,276	10,000		
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	808,650	1,733,350		
B&G - NCDEQ EV Grant	79,104	71,322	7,782		
<i>Subtotal Capital Outlay (Institutional).....</i>	<i>25,078,845</i>	<i>15,177,869</i>	<i>9,900,976</i>		
<i>Total Expenditures (Institutional).....</i>	<i>33,931,113</i>	<i>20,859,213</i>	<i>13,071,900</i>		

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information
 For the Month Ending January 31, 2025
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Programs (Institutional)				
Unrestricted Programs (Institutional)				
Financial Services	325,484	45,206	(324,486)	46,204
General Administration	167,149	86,889	(4,941)	249,097
Curriculum Instruction	22,524	76,088	(68,799)	29,812
Occupational Ext. Instruction	73,349	17,992	(4,174)	87,167
Thigpen Trust	108,165	4,397	(457)	112,105
Community Service	150,670	38,216	568	189,453
Small Business Centers	-	-	-	-
Library/Learning Center	3,286	34	(2,246)	1,075
Esport Program	-	-	-	-
Total Unrestricted Programs (Institutional).....	850,626	268,822	(404,535)	714,913
Restricted Programs (Institutional)				
College Work Study	42,040	23,681	(86,132)	(20,412)
SEOG	21,857	(7,847)	(23,534)	(9,523)
Pell Grants	(61,116)	3,382,718	(3,842,602)	(521,000)
SIG	-	-	-	-
Community College State Grant	3,009	220,083	(221,841)	1,251
Targeted Assistance Grant	12,005	21,514	-	33,519
Golden LEAF Scholarships	(17,337)	-	(7,000)	(24,337)
Less Than Half Time Grant	(13,299)	-	-	(13,299)
Scholarships - FELS	-	-	-	-
Scholarships	102,689	110,460	(4,831)	208,317
Education Lottery Financial Aid	1,451	-	-	1,451
Scholarships - GEER	152,574	39,863	-	192,437
Spec. Fees - CI-Nursing	3,658	56,180	(53,184)	6,653
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	24,170	-	83,020
Spec. Fees - OE-Special Programs	13,096	6,243	-	19,339
TECAT State Award.....	1,823	1,804	-	3,628
FEMA COVID-19 Relief	-	-	-	-
CARES Distance Learning.....	-	-	-	-
CARES Student Relief	14,871	-	-	14,871
CARES Institutional Relief	(2,863)	-	-	(2,863)
PACE-CARES Strengthening Inst Programs.....	(9,910)	109,817	(220,242)	(120,334)
Longleaf Commitment	(7,077)	-	-	(7,077)
GA-AJOBS (Impact Alamance).....	1,029	-	(5,567)	(4,538)
GA-NC Space Grant.....	-	-	-	-
GA-Governors Crime Commission	-	-	(14,732)	(14,732)
GA-Biotech Center Grant	-	1,122	(2,021)	(899)
GA-Health and Wellness.....	-	11,030	-	11,030
GA-ACE Grant	8,769	44,301	(36,176)	16,894
GA-NCSU Biotech (5 yr) Grant.....	-	25,790	(10,901)	14,889
GA-Career College Grant	-	-	-	-
GA-NSF ATE Grant	-	-	-	-
GA-Firehouse Public Safety.....	-	27,609	(29,472)	(1,864)
GA-NSF WIND Grant	-	-	-	-
GA-IS Technology Grant.....	-	100,000	(111,203)	(11,203)
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	-	83,251	(99,849)	(16,598)
CI-FTCC-ACC CCCBC Grant	-	-	-	-
CI-NBC2 Grant	-	-	-	-
CI-NSF Bioscience-FTCC	(129)	771	-	642
CI-NSF Geosciences-NCCU	-	-	-	-
CI-C-Step Grant	-	12,500	(1,135)	11,365
CI-Telemedicine Grant	-	-	-	-
CI-AHEC Grant	-	-	-	-
CI-Wired Machine Grant	-	-	-	-
CI-Stem Cell Grant	-	-	-	-
CI-Gear Up Grant	-	-	-	-
CI-AWESM Grant	(11,773)	57,945	(58,230)	(12,058)
CI-Technology Grant	-	-	-	-
CI-NC Adventures Grant.....	-	-	-	-
CI-Cyberskills Training Grant.....	-	5,000	(16,817)	(11,817)
CI-AJOBS-GCC Grant	-	8,554	(31,742)	(23,188)
CI-Digital Navigation and Unaudited	-	35,000	(7,767)	-
Certification-AJOBS JCPC Grant.....	-	2,927	(4,721)	(1,794)

Alamance Community College -- Budget and Financial Information
 For the Month Ending January 31, 2025
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Programs (Institutional)				
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	1,869	-	7,933
Literacy-LTSA Library Grant	-	-	-	-
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-Non-profit Vote.....	-	-	(581)	(581)
SS-TRIO Student Support Services	(22,314)	-	(168,045)	(190,359)
Total Restricted Programs (Institutional)	317,672	4,406,355	(5,063,123)	(377,511)
Proprietary Programs (Institutional)				
GA-Duplicating Center (aka Print Center)	3,894	14,034	(683)	17,245
Aux-Public Information & Marketing	6,310	108	(1,435)	4,983
Aux-Medical/Childcare Flexible Spending Plan	-	-	-	-
Aux-Student Fees Reserve (Security/SGA)	-	-	-	-
Aux-Graduation	32,285	4,405	(9,795)	26,895
Aux-Bookstore Commissions	1,518,085	9,606	(131,323)	1,396,368
Aux-Snack Bar Commissions	48,501	6,417	(9,803)	45,115
Aux-Culinary Food Service	26,793	1,480	-	28,273
Aux-Traffic Control, Parking, and Safety	140,478	58,749	-	199,227
Aux-SGA	139,585	101,103	(38,971)	201,717
Aux-Technology Fee	105,648	76,721	-	182,368
Aux-Child Care	22,576	607	-	23,183
Spec. Fees - BLET Uniforms	-	-	-	-
Spec. Fees - Animal Care & Management	507	-	-	507
Spec. Fees - Cosmetology	102,636	30,133	(19,332)	113,437
Spec. Fees - Massage Therapy	13,715	10,126	-	23,840
Spec. Fees - Automotive Technology	(6,339)	696	-	(5,643)
Spec. Fees - Dental Assistant	63,791	727	-	64,518
Spec. Fees - Medical Lab Technician	-	4,084	-	4,084
Spec. Fees - Occupational Extension	192,265	14,277	(2,344)	204,197
Total Proprietary Programs (Institutional)	2,410,727	333,273	(213,686)	2,530,314
Total Non-Plant Programs (Institutional)	3,579,025	5,008,450	(5,681,344)	2,867,716
Plant Programs (Institutional)				
Building & Grounds-AATC #1738	-	-	-	-
Building & Grounds-Backfill Project	-	-	-	-
Building & Grounds-Generator Project	-	-	-	-
Building & Grounds-Performance Contracting	-	-	-	-
Building & Grounds-Horticulture Property	8,279	-	-	8,279
Building & Grounds-Culinary Renovation	-	-	-	-
Building & Grounds-Pre-Backfill Project	-	-	-	-
Building & Grounds-Center of Excellence	245,943	199,490	-	445,433
Building & Grounds-Student Services Center	155,439	239,586	(4,639)	390,386
Building & Grounds-Public Safety Training Center	15,931,269	6,738,552	(11,466,011)	11,203,810
Building & Grounds-Elevated Walkway/Settlement Repair	-	-	-	-
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	1,131,429	1,145,621	(2,201,771)	75,279
Building & Grounds-Tobacco Trust at "The Farm".....	27,244	105,190	-	132,434
Building & Grounds-HVAC IT Server Room Project.....	203,430	-	(178,000)	25,430
Building & Grounds-HVAC Ventilation Project.....	448,276	178,000	(438,276)	188,000
Building & Grounds-Exterior Signage -- Wayfinding Project.....	302,600	153,796	-	456,396
Building & Grounds- Instructional Barn.....	1,250,000	-	-	1,250,000
Building & Grounds- NC DEQ EV Grant.....	79,104	-	(71,322)	7,782
Building & Grounds- BioTech Third Floor Uplift.....	2,542,000	-	-	2,542,000
Building & Grounds- Technology Infrastructure Project.....	1,500,000	-	(808,650)	691,350
Total Plant Programs (Institutional)	23,825,013	8,760,234	(15,168,669)	17,416,578
	59,553,044	79,138,265	94,138,658	(21,454,984)
AGENCY PROGRAMS				
ACC Foundation	-	-	-	-
CCUO FUNDS	-	-	-	-
Total Agency Programs	-	-	-	-
Total All Programs (Institutional)	27,404,038	13,768,684	(20,850,013)	20,284,294

* Unadjusted and Unaudited *



Fwd: FY2025 EAGLE College Risk Level

Ana Fleeman <aafleeman020@alamancecc.edu>
To: Ana Fleeman <aafleeman020@alamancecc.edu>

Wed, Feb 5, 2025 at 3:53 PM

----- Forwarded message -----

From: **Wynona Cash** <wynona.cash@ncosc.gov>

Date: Mon, Dec 9, 2024 at 9:09 AM

Subject: FY2025 EAGLE College Risk Level

To: aerollins405 <aerollins405@alamancecc.edu>, Barbara Thornton <bpthornton209@alamancecc.edu>

Good morning,

In 2011, a special provision was included in Section 8.15 of House Bill 200 (Session Law 2011-145) that impacted both the community colleges and the EAGLE Program. This provision amended Article 4A of Chapter 115D of the General Statutes by adding a new section:

"§ 115D-58.16. Audits.

...

(b) Notwithstanding the provisions of Chapter 143D of the General Statutes, a community college shall not be subject to the EAGLE program administered by the Office of the State Controller unless (i) there is a finding of internal control problems in the most recent financial audit of the college or (ii) the State Board of Community Colleges determines that a college should be subject to the program."

While all community colleges may not be subject to the EAGLE Program, all community colleges must comply with the provisions of the Chapter 143D of the General Statutes ([The State Governmental Accountability and Internal Control Act](#)). The colleges not subject to the EAGLE Program must continue to meet the Chapter 143D compliance requirements which include performing an annual self-assessment evaluation of internal controls and the related certification of internal control effectiveness. The EAGLE Program is designed to meet these requirements. However, as a "Not Subject To" college, you may elect to utilize an alternative methodology, which must be approved by the Office of the State Controller.

The Office of the State Controller established August 31st as the cut-off date for delineating between the "Subject To" and "Not Subject To" colleges. In addition, we are continuing with the incentive for the community colleges who have successfully completed the EAGLE Program in the prior year. If a college meets the Green Risk Level criteria (outlined below), the college will complete an Entity Level Control Environment Questionnaire and the EAGLE Framework for all high risk-rate financial accounts and compliance programs. If the number of High Accounts/Programs is less than or equal to one, the college will need to complete two additional moderate accounts and programs. Colleges that are "Not Subject To" could be classified as a Green or Yellow Risk Level depending on the completion of prior year requirements. Colleges that are "Subject To" would be classified as a

Red Risk Level. However, if a college documented and tested their audit finding(s) resolutions in the prior year workpapers, they may be considered as a Yellow Risk Level.

College Risk Level Rating for FY2025

For FY2025, your college has been classified as “Not Subject To” with a “Green Risk Level” for successfully completing and uploading the EAGLE documents in the prior year. Accordingly, your college will only need to complete and upload the Entity Level Control Environment Questionnaire and the EAGLE Framework for all high risk-rated financial accounts and compliance programs. **If the number of High Accounts/Programs is less than or equal to one, the college will need to complete two additional moderate accounts and programs.** The Criteria and Benefit/Requirements for each Risk Level are described below.

Community Colleges Level of Risk:

A college is classified at the **Green Risk Level** if the college meets **both** of the following criteria:

Criteria:

- College must have **no audit findings** on the latest **financial and compliance** audit reports.
- College must have **completed and uploaded** the EAGLE **Framework documents** (Financial, Compliance and Performance Measures) in the prior year.

Benefit/Requirement:

- College would complete an **Entity Level Control Environment Questionnaire** and the EAGLE Framework for **all High risk-rated financial accounts and compliance programs**.

If the number of High Accounts/Programs is less than or equal to one, two additional Moderate risk-rated accounts and programs must be completed.

A college is classified at the **Yellow Risk Level** if the college meets **both** of the following criteria:

Criteria:

- College must have **no audit findings** on the latest **financial** audit report or documented and tested the audit finding(s) resolutions with no errors.
- College must have **completed** the EAGLE Framework for **Financial and Compliance** in the prior year.

Benefit/Requirement:

- College would complete the EAGLE Framework for **all High and one-half of the Moderate risk-rated financial accounts and compliance programs.**

A college is classified at the **Red Risk Level** if the college meets **one** of the following criteria:

Criteria:

- College has **audit findings** on the latest **financial** audit report.
- College **did not complete** the EAGLE Framework for **Financial and Compliance** in the prior year.

Benefit/Requirement:

- College would have to complete the EAGLE Framework for **all High and Moderate risk-rated financial accounts and compliance programs.**

The EAGLE Framework also includes IT General Controls, Third Party Service Providers and Performance Measures.

The above criteria applies to financial accounts and compliance programs only...not to subsequently identified processes or individual compliance requirements. All financial processes and compliance requirements for all corresponding HIGH and MODERATE risk-rated financial accounts and compliance programs selected (using the above criteria) should be documented in accordance with the prescribed EAGLE Framework methodology.

The FY2025 EAGLE templates have been updated and uploaded to the Home Page on the EAGLE SharePoint site. **To ensure compliance with the EAGLE requirements, the updated Risk Assessment templates should be completed.**

Our reviews of the prior year workpapers have been completed and uploaded to the EAGLE SharePoint site under the college's FY2024 OSC Review Folder. *Please review our comments prior to beginning the risk assessments.*

To assist in training, please review the Training Tools which are located on the EAGLE SharePoint site Home Page under Internal Control Officer Resource Manual, and Case Studies and Webinars for the colleges. Also, we have updated the EAGLE Guidance Manual. If you are a new Internal Control Officer (ICO), we recommend that you review these training tools.

Our goal is to continue assisting and educating the community colleges on the importance of internal controls so all community colleges will have a Green Risk Level.

Again, we appreciate your support, and we look forward to working with you throughout this upcoming assessment cycle.

If you have any questions, please do not hesitate to contact us at OSC.EAGLE.Team@NCOSC.gov

Wynona

Wynona W. Cash, CICA

Audit, Risk, and Compliance Services – Lead

NC Office of the State Controller

3514 Bush Street – MSC 1410

Raleigh, NC 27699-1410

Office: (919) 707-0763

Wynona.Cash@ncosc.gov (*new email address*)

Alamance County

CLERK TO THE BOARD

124 West Elm Street

Graham, North Carolina 27253-2865

TORY FRINK
CLERK TO THE BOARD

Tel. (336) 228-1312
FAX (336) 570-6360

January 31, 2025

Ms. Tammy Karnes
2052 Yale Drive
Graham, NC 27253

Dear Ms. Karnes:

The Alamance County Board of Commissioners officially appointed you to the Alamance Community College Board of Trustees on January 27, 2025. You will serve to complete an unexpired vacancy that expires on June 30, 2026.

Congratulations on your appointment. The Board of County Commissioners appreciates your willingness to serve your community. Your efforts make a difference in Alamance County.

Sincerely,



Tory Frink
Clerk to the Board

cc: Dr. Ken Ingle, ACC President



STATE ETHICS COMMISSION

POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

February 7, 2025

The Honorable John P. Paisley, Chair
Alamance County Board of Commissioners
124 W. Elm St.
Graham, NC 27253

Via Email

**Re: Evaluation of Statement of Economic Interest – Tammy Karnes
Member – Alamance Community College Board of Trustees**

Dear Chair Paisley:

Our office has received a 2025 Statement of Economic Interest from **Ms. Tammy Karnes** as a member of **Alamance Community College Board of Trustees**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to

The Honorable John Paisley, Chair
February 7, 2025
p.2

a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Ms. Karnes is an At Large member of the Board of Trustees. She owns reportable stock in Laboratory Corporation of America Holdings (LabCorp). Because LabCorp has previously donated to the Biotechnology and Life Science Programs at the College, Ms. Karnes has the potential for a conflict of interest. Accordingly, she should exercise appropriate caution in the performance of her public duties should Labcorp come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is written in a cursive, flowing style.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Tammy Karnes
Ana Fleeman, Executive Assistant to the President and Ethics Liaison

Attachment: Ethics Education Guide



Alamance Community College Board of Trustees SEI Filing & Ethics Education

Report of SEI Filing & Ethics Education						
Full Name	Appointment Start Date	Appointment End Date	Last SEI Received Date	Last Education Received Date	Next Education Due Date	
Anthony Foriest	09/25/2017	06/30/2025	02/01/2024	03/15/2024	03/15/2026	
Steven Carter	07/01/2021	06/30/2025	01/16/2024	09/13/2024	09/13/2026	
Sylvia Munoz	07/20/2022	06/30/2026	04/07/2024	07/25/2024	07/25/2026	
James Butler	07/01/2024	06/30/2028	01/21/2025	08/26/2024	08/26/2026	
Roslyn Crisp	07/01/2013	06/30/2025	02/27/2024	02/06/2025	02/06/2027	
Ken Walker	07/03/2023	06/30/2027	01/15/2024	09/01/2023	09/01/2025	
Blake Williams	07/01/2015	06/30/2027	01/15/2024	09/01/2023	09/01/2025	
William Gomory	07/01/2012	06/30/2028	01/15/2025	03/15/2024	03/15/2026	
Powell Glidewell	8/29/2019	6/30/2027	1/15/2024	08/15/2024	08/15/2026	
Ana Fleeman(EL)				07/24/2024	07/24/2026	
Julie Emmons	07/01/2024	06/30/2028	04/04/2024	08/22/2024	08/22/2026	
Tammy Karnes	01/27/2025	06/30/2026	02/05/2025		07/27/2025	

ACC 
FORWARD

2022-2027

STRATEGIC PLAN



ACC will be the premier pipeline connecting the community and workforce in the Triad Region.

HOW WILL WE KNOW IF WE ARE MOVING ACC FORWARD?

1

More students will complete their educational goals.

2

More alumni will be employed in a job that meets a community need and/or leads to a family sustaining wage.

3

The college will create a culture of lifelong learning and generational success.

4

Community partners will see ACC as the education institution of choice.

5

ACC employees will feel valued and connected to the mission of the college.

6

ACC will be a driver of economic development and prosperity for Alamance County.

Four strategic priorities are moving ACC forward:



STRATEGIC PRIORITY #1: ENGAGE

ACC will engage with Alamance County communities in new and innovative ways that deepen existing partnerships and create new ones.

STRATEGIC PRIORITY #2: LEARN

ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning.

STRATEGIC PRIORITY #3: EQUIP

ACC will equip faculty and staff with resources and experiences that enhance their engagement, sharpen their skills, and enable them to provide exceptional teaching and service.

STRATEGIC PRIORITY #4: GROW

ACC will ensure that students, faculty, and staff have access to the resources they need to grow as healthy individuals.

VISION

Transforming lives through excellence in teaching, learning, and service.

MISSION

Alamance Community College provides educational programs and services to prepare all members of our diverse community to succeed.

VALUES

- 1. Excellence** – We hold ourselves to the highest expectations and are committed to meeting them with integrity.
- 2. Learning** – We provide high-quality educational experiences that help people gain the knowledge, skills, behaviors, and values necessary to achieve their goals.
- 3. Community** – We promote collaboration and partnerships through respectful interactions.
- 4. Equity and Inclusion** – We embrace the diversity of our communities, work to ensure that each person feels a sense of belonging, and provide access to the resources people need to succeed.
- 5. Innovation** – We are open to change, creativity, and risk-taking that help us achieve our mission and goals.

STRATEGIC PRIORITY #1: *ENGAGE*

ACC will engage with Alamance County communities in new and innovative ways that deepen existing partnerships and create new ones.

OBJECTIVES:

1. Increase ACC's presence in the community by creating new partnerships and programs and enhancing existing ones.
2. Develop and implement comprehensive, data-based recruitment and marketing plans that address all Alamance County communities including adult learners and those that are traditionally underrepresented in higher education.
3. Increase alumni involvement.

METRICS TO ASSESS PERFORMANCE INCLUDE THE FOLLOWING:

- Number, description, and usage data of new partnerships and programs;
- Recruitment and marketing plans that contain enrollment metrics and benchmarks;
- Curriculum and continuing education enrollment disaggregated by race/ethnicity, gender, and age, compared to enrollment targets;
- Number and type of alumni involvement; and
- Surveys of partners and participants to determine satisfaction with programming.

STRATEGIC PRIORITY #2: LEARN

ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning.

OBJECTIVES:

1. Redesign the student experience to include a first-year experience program, a new advising model with an emphasis on career exploration, an 8-week curriculum course schedule, and enhanced academic and non-academic student support, among other changes.
2. Enhance resources and programming to help students transition successfully from ACC to the workplace and to four-year institutions.
3. Create a more welcoming campus through inclusive instructional practices and updated learning and gathering spaces that encourage a sense of belonging.

METRICS TO ASSESS PERFORMANCE INCLUDE THE FOLLOWING:

- Student success in curriculum classes as measured by success rates and student learning outcomes assessment;
- Student enrollment, retention, and completion;
- Performance of students at four-year institutions after transfer;
- Post-completion employment and wage rates and feedback from employers who hire ACC graduates;
- Survey of participants and implementers of the first-year experience pilot program, new advising model, and 8-week courses, among other student experience changes;
- Application-to-enrollment conversion rates;
- Number of excess credits accumulated by two-year degree recipients and number of program changes after the start of the student's first term; and
- Surveys and focus groups to assess progress on technology, enhancing student support, and creating a more inclusive environment; surveys include the Community College Survey of Student Engagement, the Trellis Student Financial Health Survey, and the ACC Completers' Survey.

STRATEGIC PRIORITY #3: *EQUIP*

ACC will equip faculty and staff with resources and experiences that enhance their engagement, sharpen their skills, and enable them to provide exceptional teaching and service.

OBJECTIVES:

1. Develop and implement a flexible work model where appropriate.
2. Develop comprehensive data & communication plans to inform, engage, and connect employees.
3. Create financial and other incentives for employees to excel.
4. Create a more inclusive and welcoming environment for employees through enhanced employee onboarding, workspaces that highlight and support diversity, and diversity programming.
5. Enhance professional development to include department-specific training as well as professional development that helps employees advance.
6. Improve the College's IT infrastructure and upgrade desktop technology for every employee.
7. Update general classrooms and program-specific spaces with cutting-edge technology and equipment that reflect higher education and industry best practices.

METRICS TO ASSESS PERFORMANCE INCLUDE THE FOLLOWING:

- Flexible work policy with usage data and satisfaction surveys of supervisors and employees;
- Data and communication plans and employee satisfaction surveys;
- Employment retention and separation reports from ACC Human Resources;
- Documented financial and other incentive programs for employees including usage data;
- Number, description, and usage data for diversity programming and surveys related to renovated workspaces;
- Number, description, usage data, and satisfaction surveys for participants in professional development; and
- Employee technology and overall satisfaction surveys.

STRATEGIC PRIORITY #4: *GROW*

ACC will ensure that students, faculty, and staff have access to the resources they need to grow as healthy individuals.

OBJECTIVES:

1. Support employees' and students' physical health through expanded wellness programs and renovated campus spaces.
2. Enhance mental health services and support for employees and students.
3. Improve student and employee wellness through healthier, more sustainable and esthetically pleasing campus facilities and grounds.
4. Explore and where possible implement intramural and/or club sports.

METRICS TO ASSESS PERFORMANCE INCLUDE THE FOLLOWING:

- Student retention and completion;
- Employee retention reports and engagement surveys;
- Number, description, and usage data for exercise, nutrition, and related programming;
- List of completed campus projects with employee and student satisfaction surveys;
- Number, description, and usage data for mental health services and support; and
- Membership rosters for intramural and/or club sports, along with surveys of participants.



STRETCHING TO ACHIEVE SUCCESS

1. Fall-to-fall retention rates will exceed 75% by 2030.
2. 62% of students will be hired or accepted at a 4-year institution before they leave ACC (10% increase in completion by state performance measures).
3. 25% of Alamance County students will complete high school with at least 20 CCP credits.
4. Every employer in Alamance County over 50 people will tap ACC for continuing education, training, and/or professional development.
5. ACC will be the cornerstone for innovation and forward thinking in community college education.
6. ALL credentials will lead to a living wage, sustainable career, or successful transfer to a 4-year institution with enrollment and success reflecting the Alamance county community.
7. All residents in Alamance County will have the opportunity and the funds to attend ACC.



www.alamancecc.edu/ACCForward





PROJECT NAME: Dillingham Wall Graphics

ITEM DESCRIPTION: Waiting Area

SIZE: Mural Graphic - 144.5" w x 72.5" h Logo - 68" w x 42" h

QTY: 2

COMMENTS:

Left wall to be painted dark blue - Dibond sign with ACC Logo

Right wall - Decal

WAITING AREA
IN USE



PROJECT NAME: Dillingham Wall Graphics

ITEM DESCRIPTION: Waiting Area

SIZE: Mural Graphic - 144.5" w x 72.5" h Logo - 68" w x 42" h

QTY: 2

COMMENTS:

Left wall to be painted dark blue - Dibond sign with ACC Logo

Right wall - Decal



DEPARTMENT/CONTACT: Dillingham Center

STUDENT LOUNGE
DESIGN



**EMPOWERING
FUTURES,
ONE SKILL AT A
TIME**

**LEARNING
TODAY,
LEADING
TOMORROW**

PROJECT NAME: Dillingham Wall Graphics

ITEM DESCRIPTION: Student Lounge

SIZE: 24'w x 102.375"h

QTY: 1

COMMENTS:

Wall Decal



DEPARTMENT/CONTACT: Dillingham Center

STUDENT LOUNGE
IN USE



PROJECT NAME: Dillingham Wall Graphics

ITEM DESCRIPTION: Student Lounge

SIZE: 24'w x 102.375"h

QTY: 1

COMMENTS:

Wall Decal



PROJECT NAME: Dillingham Window Graphics

ITEM DESCRIPTION: SBC Window Perf

SIZE: 30.75" w x 19.75" h

QTY: 10

COMMENTS:

Window Perf - 70/30



PROJECT NAME: Dillingham Window Graphics

ITEM DESCRIPTION: SBC Window Perf

SIZE: 30.75" w x 19.75" h

QTY: 10

COMMENTS:

Window Perf - 70/30



A Resolution of Gratitude
Acknowledging Alamance Community College
Following Hurricane Helene

The Blue Ridge Community College Board of Trustees expresses its profound gratitude to our state and regional community colleges for their critical support following Western North Carolina's most significant natural disaster.

WHEREAS, our neighboring community colleges provided immediate and invaluable assistance to our College's students, employees, and families, exemplifying the strength and resilience of the North Carolina Community College System, as well as the unity among educators in our greater region; and

WHEREAS, our fellow educators organized donation drives and fundraisers, purchased essential supplies, and traveled great distances to provide this aid to our College; and

WHEREAS, these colleges provided essential food, clothing, personal hygiene items, school and cleaning supplies, children's toys, winter weather equipment, and funding to aid those affected through Blue Ridge's resource distribution center; and

WHEREAS, these generous acts met physical needs, as well as provided hope and encouragement, for Blue Ridge community members during this difficult and unprecedented season of recovery; and

WHEREAS, we are deeply grateful for the generosity and support of our North Carolina and regional community colleges during this great time of need; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Blue Ridge Community College formally recognizes and extends its heartfelt appreciation to Alamance Community College for its timely and generous response, exemplifying the spirit of collaboration and compassion inherent in our educational community.

*Adopted this 13th day of January 2025 by the
Blue Ridge Community College Board of Trustees.*

A handwritten signature in black ink, appearing to read "John B. Gould".

John B. "Chip" Gould, Chairman
*Blue Ridge Community College
Board of Trustees*

A handwritten signature in black ink, appearing to read "Laura B. Leatherwood".

Dr. Laura B. Leatherwood, President
Blue Ridge Community College



Resolution of Gratitude
Board of Trustees
Haywood Community College

Whereas, in the aftermath of Hurricane Helene, our institution faced unprecedented challenges that threatened to disrupt the academic, operational, and community functions of our college;

Whereas, during this difficult time, Haywood Community College demonstrated resilience and determination to restore its mission to educate, support, and inspire its students, faculty, and staff;

Whereas, the following eight colleges extended their unwavering support, resources, and expertise to assist Haywood Community College employees and students in their time of need:

Alamance Community College;
Beaufort County Community College;
Forsyth Technical Community College;
Gaston Community College;
Guilford Community College;
Martin Community College;
Randolph Community College; and
Rockingham Community College;

Whereas, their contributions included but were not limited to the provision of financial resources to assist employees and students with emergency needs, the provision of direct support for the Holiday Heroes program, and care for employees and students affected by the disaster through letters of support;

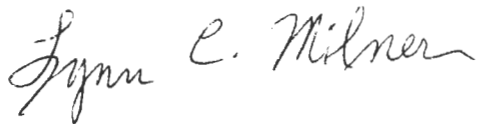
Whereas, the actions of these colleges exemplify the highest values of collaboration, compassion, and a shared commitment to the transformative power of higher education;

Now, Therefore, Be It Resolved, that the Board of Trustees of Haywood Community College, on behalf of the entire community, extends its profound gratitude to these eight colleges for their extraordinary generosity, leadership, and solidarity;

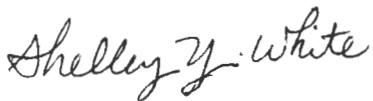
Be It Further Resolved that this resolution be entered into the permanent records of the Board of Trustees and that formal expressions of appreciation be sent to the leadership of each of the eight colleges, acknowledging their vital role in aiding Haywood Community College and strengthening the bonds of the academic community.

Adopted this 4th of February, 2025, by the Board of Trustees of Haywood Community College.

Signed,



Lynn Milner, Chair
Board of Trustees
Haywood Community College



Shelley Y. White, Ed.D., President
Haywood Community College

January 24, 2025

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

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

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

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

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

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

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

Continuing Education Division				
Total Classes: Total Classes Eligible for Official IAP Visitation:				
Visitation by the Basic Skills Supervisors	Number on-campus classes	Required to visit	Number Visited	Percentage Visited
	44	At least 25% = 11 Classes	30	68%
	Number off-campus classes	Required to visit	Number Visited	Percentage Visited
	10	At least 50% = 5 Classes	7	70%
Visitation by the Occupational Extension Supervisors	Number on-campus classes	Required to visit	Number Visited	Percentage Visited
	65	At least 25% = 13 Classes	51	78%
	Number off-campus classes	Required to visit	Number Visited	Percentage Visited
	98	At least 50% = 49 Classes	64	65%
Visitations by the Senior Continuing Education Administrator	Number off-campus classes	Required to visit	Number Visited	Percentage Visited
	108	At least 10% = 11 Classes	18	17%