



BOARD OF TRUSTEES

Regular Meeting Agenda

January 13, 2024 | 6:00 p.m.

Wallace W. Gee Building

Room G222

1247 Jimmie Kerr Road | Graham, NC

I. Call to Order

II. Call for Conflicts of Interest

III. Employee Introductions

<p>A. Erica Lewis <i>Executive Assistant, Student and Employee Experience</i></p>	<p><i>Dr. Constance Wolfe</i></p>
<p>B. Haley Fox <i>Executive Assistant, Workforce & Economic Development</i></p>	<p><i>Mr. Justin Snyder</i></p>
<p>C. Tess Weber <i>Accounting Manager, Business Office</i></p>	<p><i>Ms. Elizabeth Thomas</i></p>
<p>D. Jeremy Verroi <i>Operations Coordinator, Administrative Services & Facilities</i></p>	<p><i>Ms. Elizabeth Thomas</i></p>
<p>E. Darian Rader <i>Events Coordinator, Public Information and Marketing</i></p>	<p><i>Ms. Sarah Hardin</i></p>

IV. Service Award (Chair, Emmons)

- A. Charles Scott- Six years of service as a Board of Trustees Member (2018-2024)

V. Minutes (Chair, Emmons)

- A. Board of Trustees Regular Meeting, November 11, 2024 * **pp 1-10**
- B. Building and Grounds Committee meeting, November 6th, 2024 **pp 11-12**
- C. Curriculum Committee, November 8, 2024 **pp 13-26**
- D. Budget and Finance Committee meeting, November 8, 2024 **pp 27-28**

VI. Committee Reports

- A. Personnel Committee Report (Dr. Crisp)
 - 1. Recommendation for Approval:
 - a. Approval of the Gallagher Classification Study updates *
 - 2. Employment Report for November and December 2024 **pp 29-30**
- B. Building and Grounds Committee Report (Mr. Gomory)
 - 1. Recommendation for Approval:
 - a. Designer recommendation for the BCOE Third Floor Upfit Project * **p 31**

* Requires Board of Trustees Action

- b. Revised 3-1 for the Public Safety Training Center* **pp 32-36**
- 2. Rejection of all bids received for the Public Safety Training Center Burn **p 37**
- 3. Capital project summary **pp 38-39**
- 4. Capital project budget update for December 2024 **p 40**
- 5. Capital project amendments/contracts signed by the President **pp 41-43**
- C. Budget and Finance Committee Report (Mr. Glidewell)
 - 1. Recommendation for Approval:
 - a. Fiscal Year 2024-2025 Budget Resolution * **pp 44-46**
 - 2. Financial Report for December 2024 **pp 47-53**

VII. Other Reports

- A. SGA Report (Ms. Hooten)
- B. Chair's Report (Chair, Emmons)
 - 1. Report of SEI Filing & Ethics Education **p 54**
 - 2. Board of Trustees regular meeting schedule changes
 - a. February regular meeting rescheduled to February 13, 2025, at 6:00 p.m.
 - b. April regular meeting rescheduled to April 4, 2025, at 11:30 a.m. to align with the Board of Trustees Annual Planning Session
 - 3. President's Evaluation- survey link to be emailed to Trustees
- C. Faculty Affairs Committee Report (Ms. Snell)
- D. President's Report (Dr. Ingle)
 - 1. Request to amend ACC Forward Strategic Plan 2022-2027 * (Dr. Ingle and Dr. Wolfe) **pp 55-62**
 - 2. Dr. Algie Gatewood Atrium update
 - 3. Mini-Missions of Mercy clinic **p 63**
- E. Handouts
 - 1. ACC Forward Strategic Plan 2022-2027
- F. Announcements (Chair Emmons).
 - 1. ACCT National Legislative Summit, February 9-12, 2025, Washington DC
 - 2. The Board of Trustees Regular meeting for February 13, 2025, is rescheduled to 6:00 p.m.
 - 3. NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh
 - 4. Board of Trustees Annual Planning Session April 4, 2025, Alamance Country Club, Burlington, 8:15 a.m.
 - 5. April regular meeting rescheduled to April 4, 2025, at 11:30 a.m. to align with the Board of Trustees Annual Planning Session

VIII. Adjournment



BOARD OF TRUSTEES

Regular Meeting Minutes

November 11, 2024 | 6:00 p.m.
Biotechnology Center of Excellence | C-106
1247 Jimmie Kerr Rd. | Graham, NC

A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on November 11, 2024, at the Biotechnology Center of Excellence, Room C-106, located at 1247 Jimmie Kerr Rd in Graham. The meeting was held at this location to coincide with a scholarship announcement held earlier in the evening, announcing the Parent Promise.

Call to Order

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

Attendance

The following trustees were present:

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

Absent:

- Ms. Sylvia Muñoz

Guests:

- Ms. Kristy Bailey, Reporter, Alamance News

Also present for the meeting were:

- Ms. Ana Fleeman, Executive Assistant, and Board Liaison
- Dr. Connie Wolfe, Executive Vice President
- Dr. Carol Disque, Vice President of Student Success
- Dr. Lisa Johnson, Vice President of Student Learning/CAO
- Ms. Carolyn Rhode, Vice President of Institutional Advancement
- Ms. Elizabeth Thomas, Vice President of Business and Finance/CFO

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

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:

Daniel Jones, Automotive Systems Technology Instructor

Brandon Williamson, Youth Programming Coordinator

John Lewis, Fire Rescue Training Coordinator

Dr. Izy Obi, Biotechnology Pathway Navigator

Employees who were not introduced:

Catherine Moore, Horticulture Technology Instructor (9 month)

Election of Board Officer (Vice Chair) for the remaining 2024-25 term

Chair Emmons called on Mr. Gomory to give the Nominating Committee's recommendations for Vice Chair for the remaining 2024-25 year. Mr. Gomory reported that the Nominating Committee, comprising Dr. Crisp, Mr. Carter, and himself, met on October 25, 2024, to form a recommendation for Vice Chair. He shared that the previous Vice Chair, Mark Gordon tendered his resignation effective immediately on October 14, 2024, to pursue a leadership role outside of the county.

He then moved on behalf of the Nominating Committee that the Board approve the following nomination for the remaining 2024-25 term: Ken Walker for Vice Chair

Chair Emmons called for nominations from the floor. No nominations from the floor were received. Chair Emmons then called for discussion. Following a brief discussion, Mr. Gomory moved and Sen. Foriest seconded that nominations from the floor be closed. Motion carried by unanimous vote.

Having no recommendations from the floor Mr. Gomory moved on behalf of the Nominating Committee to elect Mr. Ken Walker as Vice Chair for the remaining 2024-25 term. Motion carried by unanimous vote.

Presentation

Annual Security Report

Ms. Hardin and Mr. Armstrong presented an overview of the Annual Security Report (ASR), highlighting its role in campus safety and Clery Act compliance. They explained that the ASR ensures transparency in campus security practices and fulfills federal requirements. Key topics included the Daily Crime Log, a publicly accessible record that keeps the college community informed about reported incidents on or near campus. Additionally, they emphasized awareness and prevention campaigns as critical for promoting personal safety, substance abuse prevention, and bystander intervention. The presentation also detailed ongoing collaborative efforts in safety drills, exercises, and training, involving students, faculty, staff, and external agencies. These activities are essential in refining emergency response strategies and ensuring a well-coordinated approach to campus safety.

Annual Security Report-Information Security Assurance

Jennifer Jones presented the Annual Security Report, highlighting the Information Security Assurance Program's commitment to safeguarding personal and financial data in compliance with the Gramm-Leach-Bliley Act (GLBA). Key program goals include securing financial records, integrating security measures with college policies, and improving institutional security. The program restricts data access to essential personnel, implements protective measures, and provides comprehensive employee training to prevent security threats. Security strategies include endpoint protection through CrowdStrike, data integrity measures with Google Workspace and Barracuda Email Protection, and multi-factor authentication. Awareness initiatives, using the KnowBe4 platform, offer training on topics like phishing and password management, with analytics to monitor risk trends and training effectiveness.

Minutes

Ms. Emmons called for a motion to approve the Board of Trustees' Regular meeting minutes on October 14th. Mr. Walker moved and Mr. Butler seconded to approve the minutes as submitted. The minutes were unanimously approved.

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

- Building and Grounds Committee meeting, October 8, 2024
- Personnel Committee meeting, October 9, 2024
- Budget and Finance Committee meeting, October 11, 2024
- Nominating Committee meeting, October 25, 2024

Committee Reports

Chair Emmons called for committee reports.

Report of Personnel Committee

Dr. Crisp presented the following informational item.

Employment report for October 2024

Ms. Fearrington presented a Workforce Analysis of full-time employees, categorizing staff across occupational roles as of October 24. The analysis covered 240 employees, with 173 aged 40+ and 67 under 40. Gender distribution included 89 males and 151 females, while racial demographics showed 35 African-Americans, 2 American Indians/Alaska Natives, 3 Asians, and 11 Hispanics. The report also noted recent hires: Darian Rader as Events Coordinator, Erica Lewis as Executive Assistant to the EVP, and Linda Mason as Administrative Assistant for Administrative Services and Facilities.

Report of Building and Grounds Committee

Mr. Gomory shared that the committee met on November 6, 2024. Having no action items he presented three informational items. Before his presentation, he asked Tom Hartman to give an update on the Public Safety Training Center

Public Safety Training Center update

Tom Hartman provided updates on the Public Safety Training Center at Green Level. Key progress includes completion of the classroom building's masonry veneer, 80% of interior wall construction, asphalt installation for the EVOC driving pad, and foundational work for the water tower storage base. Upcoming tasks over the next 30 days involve connecting water and sewer utilities, laying foundations for the training tower, and beginning classroom lighting, flooring, and plumbing installations. Temporary occupancy is anticipated for the Admin Classroom Building by late February 2025, the Training Tower by early May, and the Firing Range by early June.

Capital project summary report

Mr. Gomory shared that The Public Safety Training Center at the Green Level site has made significant progress, with masonry veneer and interior work advancing, and the driving pad asphalt binder installed. Upcoming tasks include utility connections and fixture installations. The County will transfer the waterline and sewer scope to ACC, with funds to be reallocated. Project completion dates are projected for early to mid-2025. The Burlington site awaits bidding approval. Main campus renovations are on track for Spring use. Additional updates included wayfinding signage fabrication, Veterinary Medical Barn design reviews, and pending tasks on EV charging stations, BCOE upfit, and technology infrastructure projects.

Capital project budget update for October 2024

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

Capital project amendments/contracts signed by the President

Mr. Gomory shared the amendments and contracts

Report of Budget and Finance Committee

Mr. Glidewell shared that the committee met on November 8, 2024. Having no action items he presented one informational item.

Financial Report for September 2024

Mr. Glidewell asked Ms. Thomas present the information on the October 2024 Financial reports shared in the packet. She reported the following: 33 percent of the fiscal year is complete, 32 percent of the total state budget and 33 percent of the total county budget had been expended.

Report of Curriculum Committee

Senator Foriest shared that the committee met on November 8, 2024. He presented one action item.

Proposed revisions, additions, and deletions to programs of study *

Senator Foriest asked Dr. Johnson to summarize the proposed revisions, additions, and deletions to programs of study. Dr. Johnson shared the following:

Proposed Curriculum Changes Summary - Applied Engineering, Agriculture & Skilled Trades Division

Graphic Design

The AAS in Graphic Design will undergo a name change and course updates by Fall 2025, replacing outdated courses and creating an elective pick list to better align with professional standards and reduce total program hours.

* Requires Board of Trustees Action

Agribusiness and Sustainable Agriculture

Agribusiness will add work-based learning and major elective options to allow specialization, shortening the program to five semesters. New certificates in Sustainable Agriculture (Livestock and Vegetable Production) will launch in Fall 2025.

Computer Integrated Machining

A new CIM-Manufacturing concentration will address industry demand and bridge to a Manufacturing Technology degree, effective Spring 2025.

Mechatronics Engineering

Adding a pick list course option to enhance student choice, effective Spring 2025.

Electrical Systems Technology

Adding Industrial Safety (ISC 112) as a required course and removing WBL 115, as OSHA certification is covered elsewhere, effective Spring 2025.

Automotive Technology

Streamlining courses to reduce the program from six to five semesters, adding updated courses, and revising the CCP pathway and certificates to match curriculum changes, effective Fall 2025.

Welding

The AAS in Welding will replace outdated courses with new ones, add specialized certificates (Intermediate Welding, SMAW Pipe, Fabrication and Manufacturing, STICK, TIG, and MIG), and remove the Inert Gas Certificate to better align with industry needs and reduce completion time by one semester, effective Fall 2025.

Proposed Curriculum Changes Summary - Business, Arts, and Science Division

Business and Information Technology

The Business Marketing Concentration and Certificate will be made inactive due to low enrollment and lack of demand, with marketing advisement redirected to University Transfer. The IT Software and Web Development program, along with related diplomas, certificates, and CCP pathways, will be inactivated due to minimal completions and low enrollment, effective Fall 2025.

Education

Early Childhood Transfer programs will add ACA 122 to better prepare students for the transfer process, effective Fall 2025.

Office Administration

The Office Administration program and its associated diplomas and certificates will be inactivated due to continued low enrollment, with a two-year teach-out plan, effective Spring 2025.

University Transfer

GIS 111 will be removed from the Associate in Science program to prevent confusion with elective options that are not offered, effective Fall 2025.

Work-Based Learning (WBL)

WBL courses (131, 132, 211) will be removed from Accounting, Business Administration, Information Technology, Horticulture, and Automotive programs, as these courses are no longer offered, effective Fall 2025.

Proposed Curriculum Changes Summary - Health and Public Services Division Medical Assisting

The Medical Assisting AAS will replace CIS 110 with OST 148 to meet accreditation standards and align with student learning outcomes, effective Fall 2025.

The Medical Assisting Diploma will be made inactive due to low enrollment and lack of Financial Aid coverage, with a teach-out plan implemented.

Dental Assisting

ACA 122 will be removed from the Dental Assisting program, as it is not essential for student success and does not align with the program's objectives, effective Fall 2025.

Biotechnology

The Biotechnology CCP Pathway will add BIO 112, providing additional biology background to improve student success in Biotechnology, effective Spring 2025.

Emergency Medical Science

EMS 140 and EMS 210 will be removed from the AAS program to streamline completion time and address workforce needs. BIO 168 will be added to the Natural Science General Education Picklist, aligning with regional programs, effective Fall 2025.

Nursing

NUR 214 will be added exclusively to the ADN: LPN to RN concentration track to support a PN to ADN pathway, addressing the RN shortage in Alamance County, effective Spring 2025.

Senator Foriest moved on behalf of the Curriculum Committee to approve the proposed revisions, additions, and deletions to programs of study as presented, The motion was carried by unanimous vote.

Other Reports

SGA Report

Ms. Hooten reported that In October, the Student Government Association (SGA) attended the North Carolina Comprehensive Community College Student Government Association (N4CSGA) Fall Conference at Forsyth Technical Community College, where they contributed to hurricane relief efforts and participated in workshops on leadership and legislative engagement. SGA Secretary Macy Huffman's motion for additional childcare funding for community college students was approved. The SGA, alongside the Alamance Community College (ACC) History Department, hosted a successful Trunk or Treat and Kids' Constitution Carnival, with 600 attendees. Other events included a Holiday Market on November 2, a Health, Wellness, and Safety Fair on November 6, and a Veterans Day tribute showcasing

military service member photos on campus TVs. Upcoming events include participation in the Burlington Christmas Parade on November 23, the “Jingle with Ingle and Kringle” holiday event on December 5, and hosting the N4CSGA Central Division spring meeting at ACC on February 8, 2025.

Chair’s Report

Chair Emmons shared there would be one action item under her report tonight and asked Dr. Ingle to present.

Delegate authority to the Executive Committee to act on time-sensitive capital-project-related matters that align with the respective Board-approved project budget *

Dr. Ingle presented an action item on behalf of Chair Emmons to the Board of Trustees to delegate authority to the Executive Committee for time-sensitive capital-project-related matters that align with the respective Board-approved project budgets. He explained that, with no Regular meeting scheduled in December, it would be proactive to grant this authority to ensure timely decisions on any capital project matters that may arise. This delegation would help maintain progress on projects without waiting for the next scheduled meeting. After general discussion, it was determined that delegated authority was unnecessary. No motion was made.

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.

Staff Association Report

Ms. Brehler reported that the Staff Association (SA) has formed two subcommittees: one focusing on professional development, which will collaborate with the Center for Distance Learning (CDL), and the other on engagement and outreach. These efforts align with the committee's goals and the college's strategic initiatives. Additionally, a watch party for the Dallas Herring Lecture is scheduled for November 19th, featuring food and door prizes. Representatives from the Staff Association have also been added to Dr. Ingle's Vision 20/20 group and the Alamance Community College Foundation board in an advisory role.

* Requires Board of Trustees Action

President's Report

Grants update

Dr. Ingle presented an overview of grants awarded to Alamance Community College for FY 2023-2024 and FY 2024-2025. Notable grants include \$500,000 for the Veterinary Medical Technician Program, \$400,000 for the EMS High-Cost Expansion, and \$5.7 million in funding from the NC Legislature for the Public Safety Training Center. Other significant grants include \$1 million from Golden LEAF for the Veterinary Medical Technician program, \$200,000 for addressing the healthcare workforce crisis, and \$500,000 for the Practical Nursing High-Cost Workforce Start-Up Fund. Additionally, the college received multiple smaller grants totaling \$1.29 million, supporting various initiatives such as workforce development, student success, and infrastructure projects. These grants align with the college's strategic goals and will support the expansion and enhancement of academic programs, workforce development, and community engagement initiatives. Total funding for these projects amounts to \$14.35 million.

Update on ACC Forward Strategic Plan 2022-2027

Dr. Ingle provided an overview of the ACC Forward Strategic Plan for 2022–2027 and extension from 2022-2025, outlining the college's vision to be the premier pipeline connecting the community and workforce in the Triad Region. Key strategic priorities focus on engaging the community, enhancing student learning, equipping faculty and staff, and promoting growth in health and wellness. He explained that these priorities align with ACC's mission to provide high-quality educational programs that prepare diverse community members for success. Objectives include fostering innovative partnerships, supporting student success through updated programs and technology, and creating a culture of equity and inclusiveness for students and staff. Performance metrics will measure the plan's impact, tracking retention, community engagement, alumni employment, and campus satisfaction. Trustees were informed that the finalized plan, incorporating an updated 2022-2027 date range, will be presented for a formal vote at an upcoming meeting.

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

Dr. Ingle announced that the Mission of Mercy Clinic will offer cleanings and extractions for the ACC student community on December 7th. The clinic will be held in the dental clinic located in the Main Building on the Carrington-Scott Campus.

Announcements

Chair Emmons directed the trustees to review the following announcements.

- Revised Board of Trustee Regular meeting schedule can be found on page 57 of the packet
- Basic Law Enforcement Training Graduation, November 19, 2024, Lamb's

Chapel (Haw River), 6:00 p.m.

- Public Official Breakfast, December 4, 2024, 7:30 a.m., Carrington-Scott Campus
- SACSCOC Annual Meeting, December 7-10, 2024
- ACCT National Legislative Summit, February 9-12, 2025, Washington DC
- 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.

After the announcements, Dr. Ingle took a moment to thank all those who have served our country and wished everyone a happy Veterans Day.

Handouts

N/A

Adjournment

Having no further business to discuss, Ms. Scott Emmons called for a motion to adjourn the meeting. A motion was made by Dr. Scott and seconded by Mr. Glidewell. The meeting adjourned at 7:13 p.m.

Respectfully submitted,

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



Board of Trustees
Building and Grounds Committee

November 6th, 2024 | 9:00 a.m.

Videoconference

Minutes

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

INSTRUCTIONS: To participate in the Zoom videoconference:

- Click on the following URL and follow the prompts:
<https://alamancecc-edu.zoom.us/j/94618500774?pwd=bk1EN1FOSzFBY3IPcmhpZW05YnlzZz09>
- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID:** 946 1850 0774 and **Passcode:** 063146

I. Call to Order

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

Attendance

Trustees Present:

Mr. Bill Gomory, Chair

Mr. Pete Glidewell

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Absent:

Mr. Steve Carter

Also present for the meeting were:

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

Ms. Elizabeth Thomas, Vice President of Business & Finance

Ms. Stephanie Waters, Finance Coordinator

Ms. Ana Fleeman, Executive Assistant & Board Liaison

II. Call for Conflicts of Interest

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

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

No conflicts were identified

III. Action Items

No action items were presented

IV. Informational Items

A. Capital project summary report

Tom Hartman summarized the information in the packet:

The Public Safety Training Center at Green Level site has made significant progress, with masonry veneer and interior work advancing, and the driving pad asphalt binder installed. Upcoming tasks include utility connections and fixture installations. The County will transfer the waterline and sewer scope to ACC, with funds to be reallocated. Project completion dates are projected for early to mid-2025. The Burlington site awaits bidding approval. Main campus renovations are on track for Spring use. Additional updates included wayfinding signage fabrication, Veterinary Medical Barn design reviews, and pending tasks on EV charging stations, BCOE upfit, and technology infrastructure projects.

B. Capital project budget update for October 2024

Elizabeth Thomas shared the highlighted numbers in the packet.

C. Capital project amendments/contracts signed by the President

Tom Hartman shared the amendments and contracts

V. Other Business

The next meeting is scheduled for January 8th at 9:00 a.m.

VI. Adjournment

Having no further business to discuss the meeting adjourned at 9:12 a.m.



Board of Trustees

Curriculum Committee

November 8, 2024 | 11:00 a.m.

Videoconference

Minutes

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- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID:** 994 3201 7779 and **Passcode:** 750322

I. Call to Order

Senator Foriest called the meeting to order at 11:03 a.m.

Attendance

Trustees Present:

Senator Tony Foriest, Chair

Dr. Charles Scott

Ms. Sylvia Munoz

Dr. Ken Ingle, Secretary to the Board of Trustees

Absent:

General Williams

Also present for the meeting were:

Dr. Lisa Johnson, Vice President of Student Learning

Ms. Ana Fleeman, Executive Assistant & Board Liaison

II. Call for Conflicts of Interest

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Committee today, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

No conflicts were identified

III. Action Items (Johnson)

- A. Proposed revisions, additions, and deletions to programs of study *
 1. Revised Graphic Design AAS (A30100)
 2. Revised Agribusiness Technology AAS (A15100)
 3. New Sustainable Ag Livestock Certificate (C15410L) and Career and College Pathway (CCP) (C15410PL)
 4. New Sustainable Vegetable Production Certificate (C15410V) and CCP Pathway (C15410PV)
 5. New Computer Integrated Machining Manufacturing Concentration (50210M)
 6. Revised Mechanical Engineering AAS (A40320)
 7. Revised Electrical Systems Technology AAS (A35130)
 8. Revised Automotive Systems Technology AAS (A60160)
 9. Revised Automotive Systems Technology Basic Certificate (C60160K) and CCP Pathway (C60160P)
 10. Revised Welding Technology AAS (A50420)
 11. Revised Basic Welding Certificate (C50420B)
 12. New Welding Technology certificates
 - i. New Intermediate Welding Certificate (C50420A)
 - ii. New Welding SMAW Pipe Certificate (C50420S)
 - iii. New Welding Fabrication and Manufacturing Certificate (C50420F)
 - iv. New Welding STICK Certificate (C50420C)
 - v. New Welding Inert Gas TIG Certificate (C50420T)
 - vi. New Welding Inert Gas MIG Certificate (C50420M)
 13. Make inactive Welding Inert Gas Certificate (C50420I)
 14. Make inactive Business Marketing Concentration (A25210M) and Marketing Certificate (C25120MA)
 15. Revise Business Administration (A25210B)
 16. Make inactive IT Software and Web Development (A25590W), all diplomas, certificates and CCP pathways (D25590W, C25590D, C25590PD)
 17. Make inactive IT Business Support Certificate and CCP Pathway (C25590B, C25590PB)
 18. Make inactive IT Windows Certificate (C25590W)
 19. Revise Early Childhood Transfer Licensure (A55220L) and Early Childhood Transfer Non-Licensure (A55220NL)
 20. Make inactive Office Administration (A25370, A25370A)
 21. Revise Associate in Science (A10400)
 22. Remove work-based learning (WBL) courses from Accounting, Business Administration, Information Technology, Horticulture Technology, and Automotive Systems Technology programs of study
 23. Revise Medical Assisting (A45400)

- 24. Make inactive the Medical Assisting Diploma (D45400)
- 25. Revise Dental Assisting (D45240)
- 26. Revise Biotechnology CCP Pathway
- 27. Revise Emergency Medical Science AAS (A45340)
- 28. Revise Nursing AAS (A45110)

Proposed Curriculum Changes Summary - Applied Engineering, Agriculture & Skilled Trades Division

Graphic Design

- The AAS in Graphic Design will undergo a name change and course updates by Fall 2025, replacing outdated courses and creating an elective pick list to better align with professional standards and reduce total program hours.

Agribusiness and Sustainable Agriculture

- Agribusiness will add work-based learning and major elective options to allow specialization, shortening the program to five semesters. New certificates in Sustainable Agriculture (Livestock and Vegetable Production) will launch in Fall 2025.

Computer Integrated Machining

- A new CIM-Manufacturing concentration will address industry demand and bridge to a Manufacturing Technology degree, effective Spring 2025.

Mechatronics Engineering

- Adding a pick list course option to enhance student choice, effective Spring 2025.

Electrical Systems Technology

- Adding Industrial Safety (ISC 112) as a required course and removing WBL 115, as OSHA certification is covered elsewhere, effective Spring 2025.

Automotive Technology

- Streamlining courses to reduce the program from six to five semesters, adding updated courses, and revising the CCP pathway and certificates to match curriculum changes, effective Fall 2025.

Welding

- The AAS in Welding will replace outdated courses with new ones, add specialized certificates (Intermediate Welding, SMAW Pipe, Fabrication and Manufacturing, STICK, TIG, and MIG), and remove the Inert Gas Certificate to better align with industry needs and reduce completion time by one semester, effective Fall 2025.

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- The Business Marketing Concentration and Certificate will be made inactive due to low enrollment and lack of demand, with marketing advisement redirected to University Transfer. The IT Software and Web Development program, along with related diplomas, certificates, and CCP pathways, will be inactivated due to minimal completions and low enrollment, effective Fall 2025.

Education

- Early Childhood Transfer programs will add ACA 122 to better prepare students for the transfer process, effective Fall 2025.

Office Administration

- The Office Administration program and its associated diplomas and certificates will be inactivated due to continued low enrollment, with a two-year teach-out plan, effective Spring 2025.

University Transfer

- GIS 111 will be removed from the Associate in Science program to prevent confusion with elective options that are not offered, effective Fall 2025.

Work-Based Learning (WBL)

- WBL courses (131, 132, 211) will be removed from Accounting, Business Administration, Information Technology, Horticulture, and Automotive programs, as these courses are no longer offered, effective Fall 2025.

Proposed Curriculum Changes Summary - Health and Public Services Division

Medical Assisting

- The Medical Assisting AAS will replace CIS 110 with OST 148 to meet accreditation standards and align with student learning outcomes, effective Fall 2025.
- The Medical Assisting Diploma will be made inactive due to low enrollment and lack of Financial Aid coverage, with a teach-out plan implemented.

Dental Assisting

- ACA 122 will be removed from the Dental Assisting program, as it is not essential for student success and does not align with the program's objectives, effective Fall 2025.

Biotechnology

- The Biotechnology CCP Pathway will add BIO 112, providing additional biology background to improve student success in Biotechnology, effective Spring 2025.

Emergency Medical Science

- EMS 140 and EMS 210 will be removed from the AAS program to streamline completion time and address workforce needs. BIO 168 will be added to the Natural Science General Education Picklist, aligning with regional programs, effective Fall 2025.

Nursing

- NUR 214 will be added exclusively to the ADN: LPN to RN concentration track to support a PN to ADN pathway, addressing the RN shortage in Alamance County, effective Spring 2025.

Following discussion, Dr. Scott moved and Ms. Muñoz seconded that the Committee recommend Board approval of the proposed revisions, additions, and deletions to the programs of study as presented and referenced in the following table.

APPLIED ENGINEERING, AGRICULTURE & SKILLED TRADES DIVISION

Proposed Change	Explanation
GRAPHIC DESIGN	
<p>1. Graphic Design AAS (A30100) <i>*name change effective Fall 2025</i></p> <p>Changes will take place for all diplomas, certificates and CCP Pathways as needed</p> <ul style="list-style-type: none"> ● Remove GRD 151: Computer Design Basics (1-4-3) ● Replace with GRD-154: Vector Imaging Software (1-4-3) (NEW COURSE) ● Remove GRD-152: Computer Design Technology (1-4-3) ● Replace with GRD-159 Raster Imaging Applications (1-4-3) (NEW COURSE) ● Remove GRD-153: Computer Design Solutions (1-4-3) ● Replace with GRD-155: Publication Design (1-4-3) (NEW COURSE) ● Remove ART 131 from required major courses, and advise students to take it for their HUM/FA gen ed requirement. ● Create major elective pick list (1-3 credit hours) with: GRD 180: Interactive Design (1-4-3), GRD 288: Graphic Design for Web II (2-3-3) WBL 111: Work Based Learning (0-10-1) <p>Fall 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> ● Provide more clarity to students using current professional terminology Adobe Illustrator for Vector, Adobe InDesign for Publication and Adobe Photoshop for Raster. ● Contact and credit hours are the same for both sets of courses <p>ART 131 is included in the Humanities/Fine Arts Gen Ed elective options. ART 131 will be removed from the required major hours, which will also reduce total program hours.</p> <p>Creating a major pick list will not require students to take all 3 courses, only requiring one which will reduce program hours.</p> <ul style="list-style-type: none"> ● Guided pathways alignment.
PROPOSED CHANGE	EXPLANATION
AG SCIENCES	
<p>2. Agribusiness (A15100)</p> <ul style="list-style-type: none"> ● ADD WBL 111 to the CORE Work Based Learning Requirements in a picklist with WBL 112 (1-2 credit hours) ● ADD ANS 115 to the Major Requirement section in a picklist with AGR 160 ● Major Elective: Change to Ag Science Elective take 3 credits and ADD to picklist ANS 111 and AGR 265 <p>Fall 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> ● Allow Agribusiness students to specialize in either plant science or animal science. ● Agribusiness program will become 5 semesters instead of 6 semesters-allowing earlier program completion. ● Guided Pathways aligned.

<p>3. NEW Sustainable Ag Livestock Certificate (C15410L); CCP Pathway (C15410PL) <u>Fall 1st semester</u> AGR 139 Introduction to Sustainable Agriculture (3-0-3) ANS 115 Animal Feeds and Nutrition (2-2-3) <u>Spring 2nd semester</u> ANS 110 Animal Science (3-0-3) ANS 111 Sustainable Livestock Production (2-2-3) Total 12 credit hours</p> <p>Fall 2025 Implementation date</p> <p>4. NEW Sustainable Vegetable Production Certificate (C15410V); CCP Pathway (C15410PV) <u>Fall 1st semester</u> AGR 139 Introduction to Sustainable Agriculture (3-0-3) AGR 170 Soil Science (2-2-3) <u>Spring 2nd semester</u> AGR 265 Organic Crop Prod. Spring (2-2-3) AGR 214 Agricultural Marketing (3-0-3) Total 12 credit hours</p> <p>Fall 2025 Implementation date</p>	<ul style="list-style-type: none"> • Provide a homestead and agricultural workers track • Provide a homestead and agricultural workers track
PROPOSED CHANGE	
EXPLANATION	
COMPUTER INTEGRATED MACHINING	
<p>5. Computer Integrated Machining AAS (A50210)</p> <ul style="list-style-type: none"> • NEW Create a concentration (A50210M) CIM Manufacturing Concentration See here for course outline <p>Spring 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • Meet industry demand for training in Manufacturing and to prepare for a move from a Machining degree to a manufacturing degree, an AAS concentration (A50210M), CIM-Manufacturing is being created. <p>This proposal merges other courses already being taught in other related programs with courses being taught in Machining to provide a bridge to a direct degree in Manufacturing Technology (A50320).</p>

PROPOSED CHANGE	EXPLANATION
MECHATRONICS ENGINEERING	
<p>6. Mechanical Engineering AAS (A40320)</p> <ul style="list-style-type: none"> • Pick list of DFT 259 or EGR 285 <p>Spring 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • Pick list option in the state curriculum standard • enhances student experience by a choice based on interest.
PROPOSED CHANGE	EXPLANATION
ELECTRICAL SYSTEMS TECHNOLOGY	
<p>7. Electrical Systems Technology AAS (A35130)</p> <ul style="list-style-type: none"> • Add ISC 112: Industrial Safety (2-0-2) as a requirement • Remove WBL 115 <p>Spring 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • Content of WBL-115 is covered in PTE-111. Students also receive OSHA Certification in PTE 111.
PROPOSED CHANGE	EXPLANATION
AUTOMOTIVE	
<p>8. Automotive AAS (A60160)</p> <ul style="list-style-type: none"> • REMOVE the following courses from all Automotive programs: MAC 141 Machining Applications I (2-6-4) AUT 212 Auto Shop Management (3-0-3) ATT 125 Hybrid-Electric Trans (2-4-4) TRN 145: Adv Transp Electronics (2-3-3) • ADD: NEW courses TRN 111 Chassis Maint/Light Repair (2-6-4) TRN 112 Powertrain Maint/Light Repair (2-6-4) • REMOVE the major elective pick list and require ATT 115 and ATT 140 • REMOVE ENG 115 and advise COM 231 • REMOVE WBL 110, WBL 111 • Credit hours = 71 <p>Fall 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • Reducing semesters for completion from 6 to 5 with the removal of courses recommended by the Automotive Advisory Board. • Guided Pathways aligned. • The addition of the TRN courses are in alignment with the high school and ASEEF Certification CC Programs.
<p>9. Automotive CCP Pathway (C60160P); Automotive Basic Certificate (C60160K)</p>	<ul style="list-style-type: none"> • Alignment with the high school and ASEEF Certification programs.

<p>Courses for both will include:</p> <ul style="list-style-type: none"> • TRN 110 Intro to Transport Tech (1-2-2) • TRN 111 Chassis Maint/Light Repair (2-6-4) • TRN 112 Powertrain Maint/Light Repair (2-6-4) • TRN 120 Basic Transp Electricity (4-3-5) • AUT 113 Automotive Servicing I (0-6-2) <p style="text-align: center;">Total credit hours = 17</p> <ul style="list-style-type: none"> • Same changes will take place for any diplomas and certificates that require one of the removed courses. <p>Fall 2025 Implementation date</p>	
PROPOSED CHANGE	
EXPLANATION	
WELDING	
<p>10. Welding AAS (A50420)</p> <ul style="list-style-type: none"> • REMOVE WLD 212 Inert Gas Welding (1-3-2) WLD 112 Basic Welding Processes (1-3-2) All WBL except WBL 110 • ADD WLD 251 Fabrication II (1-6-3) WLD 261 Certification Practices (1-3-2) WLD 231 GTAW (TIG) Pipe(1-6-3) NEW Course WLD 122 GMAW (MIG) Plate/Pipe (1-6-3) NEW Course <p>Fall 2025 Implementation date</p> <p>11. Basic Welding Certificate (C50420B)</p> <ul style="list-style-type: none"> • REMOVE WLD 112, WLD 143, WLD 212 • ADD WLD 121, WLD 131, WLD 141 Same as CCP Pathway <p>Fall 2025 Implementation date</p> <p>12. NEW WELDING CERTIFICATES</p> <ul style="list-style-type: none"> • NEW Intermediate Welding Certificate (C50420A) WLD 115 SMAW (Stick) Plate (2-9-5) WLD 116 SMAW (stick) Plate/Pipe (1-9-4) WLD 131 GTAW (TIG) Plate (2-6-4) WLD 132 GTAW (TIG) Plate/Pipe (1-6-3) 	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • Changes recommended by the Welding Advisory Board and local industry leaders in order to meet current industry needs. • The changes also reduce completion time by one semester. • Guided Pathways aligned. <ul style="list-style-type: none"> • The Basic Welding Certificate and CCP pathways are now aligned. <ul style="list-style-type: none"> • Addition of Certificates that offer student learning outcomes in skills needed according to the Welding Advisory Board and local industry leaders. Each of these are tailored for a specific skill set in the trade and will help students become employable.

- **NEW Welding SMAW Pipe Certificate (C50420S)**
WLD 110 Cutting Processes (1-3-2)
WLD 115 SMAW (Stick) Plate (2-9-5)
WLD 141 Symbols & Specifications (2-2-3)
WLD 116 SMAW (stick) Plate/Pipe (1-9-4)
WLD 215 SMAW (stick) Pipe (1-9-4)
- **NEW Welding Fabrication and Manufacturing Certificate (C50420F)**
WLD 110 Cutting Processes (1-3-2)
WLD 115 SMAW (Stick) Plate (2-9-5)
WLD 116 SMAW (stick) Plate/Pipe (1-9-4)
WLD 122 GMAW (MIG) Plate/Pipe (1-6-3)
NEW Course
WLD 132 GTAW (TIG) Plate/Pipe (1-6-3)
- **NEW Welding STICK Certificate (C50420C)**
WLD 115 SMAW (Stick) Plate (2-9-5)
WLD 116 SMAW (stick) Plate/Pipe (1-9-4)
WLD 215 SMAW (stick) Pipe (1-9-4)
- **NEW Welding Inert Gas TIG Certificate (C50420T)**
WLD 110 Cutting Processes (1-3-2)
WLD 131 GTAW (TIG) Plate (2-6-4)
WLD 141 Symbols & Specifications (2-2-3)
WLD 132 GTAW (TIG) Plate/Pipe (1-6-3)
- **NEW Welding Inert Gas MIG Certificate (C50420M)**
WLD 110 Cutting Processes (1-3-2)
WLD 121 GMAW (MIG) FCAW/Plate (2-6-4)
WLD 141 Symbols & Specifications (2-2-3)
WLD 122 GMAW (MIG) Plate/Pipe (1-6-3)
NEW Course

Fall 2025 Implementation date

13. Welding Inert Gas (C50420I)

- Make inactive

Fall 2025 Implementation date

- With the addition of the above certificates the Inert Gas Certificate is no longer relevant or an asset to students.

<p>17. IT Business Support Certificate and CCP Pathway (C25590B, C25590PB))</p> <ul style="list-style-type: none"> • Make INACTIVE <p>Fall 2025 Implementation date</p> <p>18. IT Windows Certificate (C25590W)</p> <ul style="list-style-type: none"> • Make INACTIVE <p>Fall 2025 Implementation date</p>	<p>Web Development currently has no enrollment..</p> <ul style="list-style-type: none"> • Not being pursued as a “value added” credentials and only a few students select it as a stackable certificate to another degree already being obtained. • At the most recent SACSCOC accreditation review, it became difficult to justify the reasoning behind the existence of so many certificates.
PROPOSED CHANGE	
EXPLANATION	
EDUCATION	
<p>19. Early Childhood Transfer Licensure (A55220L); EC Transfer Non-Licensure (A55220NL)</p> <ul style="list-style-type: none"> • ADD ACA 122 <p>Fall 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • Students on a transfer path can be better prepared through ACA 122 . • Completing ACA 122 within the first semesters of the degree will allow students a better understanding of the transfer process.
PROPOSED CHANGE	
EXPLANATION	
OFFICE ADMINISTRATION	
<p>20. Office Administration (A25370, A25370A):</p> <p>Make inactive until termination</p> <ul style="list-style-type: none"> • Teach-out time frame is 2 years and when made inactive no students will be put into the program. • Make all diplomas, certificates, ccp pathways inactive as well. • Termination notice will be sent to NCCCS <p>Spring 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • Due to continued low enrollment in the Office Administration program the program is being made inactive until termination. • Program teachout will occur 2024-2025.
PROPOSED CHANGE	
EXPLANATION	
UNIVERSITY TRANSFER	
<p>21. Associate in Science (A10400)</p> <ul style="list-style-type: none"> • Remove GIS 111 (no longer offer) <p>Fall 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i> Removing this course from AA and AA does not affect its status to be transferable. The removal of the course eliminates any confusions of students trying to select electives that the college does not offer.</p>

PROPOSED CHANGE	EXPLANATION
WORK BASED LEARNING	
<p>22. WBL 131, 132, 211 will be removed from the following programs, as well as the catalog</p> <ul style="list-style-type: none"> • Accounting • Business Administration • Information Technology • Horticulture • Automotive <p>Fall 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <p>We no longer offer these versions of WBL. As per the rule from SACSCOC, courses that are no longer offered need to be removed from both the catalog and their respective programs.</p>
HEALTH AND PUBLIC SERVICES DIVISION	
PROPOSED CHANGE	EXPLANATION
MEDICAL ASSISTING	
<p>23. Medical Assisting (A45400)</p> <ul style="list-style-type: none"> • Remove CIS 110: Introduction to Computers (2-2-3) • Add OST 148: Medical Insurance & Billing (3-0-3) <p>Fall 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • General Education requirements have been met without the addition of this course. • This course is not relevant to any of our student learning outcomes or accreditation standards. • OST 148 will be added in place of CIS 110 and is in alignment with the standards required by accreditation.
<p>24. Medical Assisting Diploma (D45400)</p> <ul style="list-style-type: none"> • Make the diploma inactive; start the teach-out plan <p>Fall 2025 Implementation date</p>	<ul style="list-style-type: none"> • The diploma was created to attract more students to the program but was not covered by Financial Aid so students still opted for the Associates degree.
PROPOSED CHANGE	EXPLANATION
DENTAL ASSISTING	
<p>25. Dental Assisting (D45240)</p> <ul style="list-style-type: none"> • Remove ACA 122: College Student Success (0-2-1) <p>Fall 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • The College Student Success isn't a relevant course for the Dental Assisting students to take. • The course is not necessary for success in the program. • Guided pathways alignment.

PROPOSED CHANGE	EXPLANATION
BIOTECHNOLOGY	
<p>26. Biotechnology CCP Pathway</p> <ul style="list-style-type: none"> • Add BIO 112: General Biology I (3-3-4) <p>Spring 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • BIO 112 provides additional biology background to aid in CCP student success in Biotechnology. .
PROPOSED CHANGE	EXPLANATION
EMERGENCY MEDICAL SCIENCE	
<p>27. Emergency Medical Science AAS (A45340)</p> <ul style="list-style-type: none"> • REMOVE EMS 140 (Rescue Scene Management) EMS 210 (Advance Patient assessment) • Add BIO 168 to Natural Science Gen Ed Picklist <p>Fall 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • The rationale for the changes to our program are student time of completion and the ability to supply the EMS workforce with entry level Paramedics quicker to meet the shortage in Alamance County. • Advisory board, stakeholders and potential students have shared their hesitation for enrolling in the program due to length. • Also more comparable to area EMS programs. • The information that is taught in the two courses are covered in the other required EMS courses. • Guided pathways alignment.
PROPOSED CHANGE	EXPLANATION
NURSING	
<p>28. Nursing AAS (A45110)</p> <ul style="list-style-type: none"> • Add NUR 214: Nsg Transition Concepts (3-0-3 clinical-4); only to be used in the ADN: LPN to RN concentration track. <p>Spring 2025 Implementation date</p>	<p><i>Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions:</i></p> <ul style="list-style-type: none"> • Allows for the addition of a PN to ADN pathway to meet the critical shortage of RN's in Alamance County and NC.

Motion carried by unanimous vote.

IV. Informational Items

V. Other Business

VI. Adjournment

Having no further business the meeting was adjourned at 11:28 am.



Board of Trustees
Budget and Finance Committee

November 8, 2024 | 9:00 a.m.

Videoconference

Minutes

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

INSTRUCTIONS: To participate in the Zoom videoconference:

- Click on the following URL and follow the prompts:
<https://alamancecc-edu.zoom.us/j/99780231533?pwd=L2ZieGthQ2xZYzJsSXkyaGpjS3lsZz09>
- If you choose not to use Zoom's computer audio, you may call in by phone **305.224.1968** or **309.205.3325** and enter the **Meeting ID:** 997 8023 1533 and **Passcode:** 016935

I. Call to Order

Mr. Glidewell called the meeting to order at 9:05 am

Attendance

Trustees Present:

Mr. Powell Glidewell, Chair

Mr. Ken Walker

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Absent:

Mr. Steve Carter

Also present for the meeting were:

Ms. Elizabeth Thomas, Vice President of Business & Finance

Ms. Ana Fleeman, Executive Administrative Assistant

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

No action items were presented

IV. Informational Items

A. Financial Report for October 2024

Ms. Thomas presented the information on the October 2024 Financial reports shared in the packet. With 33 percent of the fiscal year complete, 32 percent of

the total state budget and 33 percent of the total county budget had been expended.

V. Other Business

The next meeting is scheduled for January 10th at 9:00 a.m.

VI. Adjournment

Having no further business to discuss the meeting adjourned at 9:25 am.

Workforce Analysis (Full-Time)
Occupational Categories

24-Nov

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)	30	25	5	6	24	5	0	0	0	0	25
02 (Business/Finance Opers)	6	5	1	0	6	3	0	0	0	0	3
03 (Comp/Eng/Science)	8	4	4	5	3	3	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	2	0	2	90
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	35	25	10	14	21	8	0	0	0	3	23
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	43	27	16	7	36	5	0	1	0	7	27
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	245	177	68	90	155	36	2	3	0	12	181

New Full Time Employees:

Haley Fox	Executive Administrative Assistant - Workforce Development
Kristi Hussey	Coordinator / Laboratory Instructor
Jeremy Verroi	Operations Coordinator
Samentheo Marcellus	Director of University Transfer

		County
African American	15%	22%
American Indian / Alaska Native	1%	2%
Asian	1%	2%
Hawaaian / Pacific Islander	0%	0%
Hispanic	5%	13%
White	74%	61%
Chose not to Identify	4%	

Workforce Analysis (Full-Time)
Occupational Categories

24-Dec

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)	30	25	5	6	24	5	0	0	0	0	25
02 (Business/Finance Opers)	6	5	1	0	6	3	0	0	0	0	3
03 (Comp/Eng/Science)	9	5	4	5	4	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)	110	83	27	51	59	7	2	2	0	2	93
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	37	26	11	14	23	10	0	0	0	3	23
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	43	27	16	7	36	5	0	1	0	7	27
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	251	181	70	91	160	39	2	3	0	12	184

New Full Time Employees:

Shelley Ewing	Senior Health Advisor
Tammy Saul	Health Programs Advisor
Tess Weber	Accounting Manager
Jacquelyn Dawn Martin	University Transfer Advisor
Mary Brown	Health Programs Advisor
Jennifer Jones	Distance Learning Advisor
Velia Moreno	Nursing Instructor

		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%	



**Buildings & Grounds Committee
January 9, 2025
Action Item: BCOE Third Floor Upfit Project
Designer Approval**

Executive Summary

On November 12, 2024, eight designer proposals were received from architectural design firms. A proposal selection committee was established to include the Information Technology/Artificial Intelligence Department Head, AVP of Student Services, AVP of Corporate Education, Advertising & Graphic Design Department Head, Executive Administrative Assistant Student Learning, Associate VP Administrative Services & Facilities. The committee reviewed and scored the proposals and recommended the top three firms to be interviewed by the Building & Grounds Committee.

On January 9, 2025, the top three design firms participated in interviews and made presentations to the Building & Grounds Committee. The three firms that were invited for interviews were Clark Nexsen, ThoughtCraft Architects and Little Diversified Architectural Consulting. The Buildings and Grounds Committee evaluated and scored each firm with ThoughtCraft and Clark Nexsen tied with the highest average score of 156 points out of a total possible 175 points. Firms were evaluated on their understanding of the project, proposed project team, proposed project management, related project experience, experience working with State Construction as well as experience with the College and proximity and familiarity with Alamance County. After further discussion, although Clark Nexsen shared information showing they were qualified for this project, the Committee determined and unanimously agreed that ThoughtCraft Architects were more closely aligned to a project of this size and provided more relevant information as to how they would approach the design of the project.

<u>DESIGN FIRM</u>	<u>SCORE</u>	<u>RANK</u>
ThoughtCraft	156	1
Clark Nexsen	156	1
Little Diversified	144	2

At the January 9, 2025 meeting, the Building & Grounds Committee recommended ThoughtCraft Architects as the selected design firm for the project. Once approved by the full Board, College Administration will work with the North Carolina State Construction Office to negotiate the design contract with the firm.

Board Action Required

College Administration requests that the Board of Trustees approve ThoughtCraft Architects, PLLC, as the design firm for the BCOE Third Floor Upfit Project.

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.

1. 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. 2. In addition, the College has been awarded a Federal Congressional Grant, administered by HUD, in the amount of \$5,726,000. This will fund the following additional scope/training components. a) streetscape of 6 shed structures, b) mobile classroom unit (900 SF), c) pole shed for vehicle storage (2000 SF), d) vehicle maintenance building with wash bay (1500 SF), e) fuel tank and pump f) live fire shoothouse (3000 SF), g) railroad cars training props. This additional funding will also be used for related sitework required for the above components.

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. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

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

Subtotal "A"

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	10,000.00	991,480.00
20,938,715.00	5,990,170.00	26,928,885.00
536,206.00	171,330.00	707,536.00
1,246,742.00	5,000.00	1,251,742.00
454,021.00		454,021.00
24,157,164.00	6,176,500.00	30,333,664.00
0.00	0.00	0.00
\$24,157,164.00	\$6,176,500.00	\$30,333,664.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriated
- 2. County Bonds
- 3. Federal Funds
- 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
	5,726,000.00	5,726,000.00
18,657,164.00	6,176,500.00	24,833,664.00
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	6,176,500.00	30,333,664.00
0.00	0.00	0.00
\$24,157,164.00	\$6,176,500.00	\$30,333,664.00

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 _____
Title _____
Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1,
Section VIII, 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 _____
Title _____
Date _____



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	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$61,900	\$65,669	\$67,639	\$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	\$48,969	\$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.						

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support



**Buildings & Grounds Committee
January 9, 2025
Action Item: Public Safety Training Center Burn Building
Rejection of Bids**

Executive Summary

On December 10, 2024, four (4) bids were received for the Public Safety Training Center Burn Building, to be built at the Burlington Training Center. The project was advertised for public bids on November 22, 2024.

Bids received are listed below:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt #1</u>	<u>Total Bid</u>
Engineered Construction Company	\$1,215,300	\$85,620	\$1,300,920
Peg Contracting	\$1,226,000	\$30,000	\$1,256,000
Central Builders of Mebane	\$1,230,000	\$15,000	\$1,245,000
Hamlett Associates Inc.	\$1,298,650	\$20,000	\$1,318,650

The overall budget for the project is \$850,000.

As per General Statute and as outlined in the advertisement for bids, the owner reserves the right to reject any or all bids and to waive informalities.

The College has reviewed options for moving this project forward and has determined that reducing the scope of the project, rejecting all bids received and re-advertising for bids is in the best interest of the College.

Board Action Required

College Administration requests that the Board of Trustees reject all bids received on December 10, 2024 for the Public Safety Training Center Burn Building Project and approve re-advertisement for bids.

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

BOND PROJECTS

STATUS SUMMARY

Public Safety Training Center

Green Level Site:

Restroom and shower tile has been installed in the classroom building as the interior work begins to take shape. Window installation is complete along with all ceiling grid. Action Target, the range target system supplier, has mobilized on site. The filter and air handling system installation has begun at the firing range. In the next 30 days, all remaining sidewalks will be poured, ballistic wall tile will be installed in the range and the range baffle infrastructure system will be installed.

For the water/sewer extension, we are currently working with State Construction to get final approval in place as well as finalize the cost of work to be added to Samet's contract. At their November meeting, the County Commissioner's transferred \$450,500 for the water/sewer extension to the College. We are also working with Green Level on the Memorandum of Understanding for ACC to complete this work and eventually transfer ownership and maintenance of the water/sewer extension to the town.

Currently the construction schedule shows a completion date for the administration/classroom building of 2/21/25, the training tower 5/7/25 and the firing range 6/16/25. The construction of the water/sewer extension may impact achieving these completion dates.

Burlington Site:

Four bids for the burn building were received on 12/10/24. Unfortunately, all four bids are over budget with the lowest bid being over budget by \$365,300. The College has reviewed the bids and is reviewing options on how best to move forward with a rebid.

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

State Construction completed their final inspection on 12/18/24 and the College received full occupancy. The spaces are now complete and are in use starting this semester.

CAPITAL PROJECTS

STATUS SUMMARY

Campus Exterior Wayfinding Project

Prior to the holidays, Signature Signs, Inc. was delayed in completing the fabrication of signage. They have communicated that they will complete fabrication in early January and then begin the installation process. We expect the new signage to be completely installed by early February. Work on the interior wayfinding signage project recommendation continues. Based on a recent estimate of project cost, the interior signage will need to be bid out as a separate project.

Veterinary Medical Technology Barn Project

The College has entered into a “programming only” design services contract with Studio 310 (formerly 310 Architecture & Interiors). The design firm wants to collaborate with College stakeholders to better define the scope of the project. They have some concerns about the initial scope and the overall available funding. We expect this programming process with the stakeholders to be complete by the end of February.

Eastbound Interchange Exit 150 Project

Prior to the holidays, the landscaping firm hired by New Leaf installed the new plantings at the exit and the College has signed a maintenance agreement with NCDOT. We look forward to the new look when the warmer weather arrives in a few months.

Level II EV Charging Stations Project

Duke Energy has made the final connections to power. The College IT department is now working to install a cellular modem so that the units can be connected to the Tesla Network. This is needed for charging the usage fees and for usage reporting.

Third Floor Biotechnology COE Upfit Project

Eight designer proposals were received on 11/12/24 and a proposal review committee reviewed and recommended three firms to move forward to the interview process with Building & Grounds. Interviews with these firms will be held on 1/9/25.

Technology Infrastructure Replacement Project

College administration continues to develop the submittal for design/build approval and will submit to State Construction soon. We expect to be granted approval and will post the RFP for design/build services as soon as possible

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

NONE

Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2025					
As of December 31, 2024					
1	<u>County Capital--Carry-forward Unspent Fund Balance</u>	Budget	Actual	Remainder	
a.	Fire Hydrant Repair	14,000	13,694	306	
b.	IT Server Room HVAC			-	Paid with Canon Grant Funds
c.	savings (i.e. unspent allocation) from various projects	45,711	-	45,711	
		59,711	13,694	46,017	
2	<u>County Capital--FY 2025 Allocation</u>	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: (painting)	34,625	52,851	(18,226)	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	10,716	47,284	Approv'd May 2024
e.	B Bldg envelope sealant repair	42,200	42,200	-	Approv'd May 2024
f.	Battery Replacement - Solar Greenhouse	30,744		30,744	Approv'd May 2024
g.	savings (i.e. unspent allocation) from various projects	351,138	-	351,138	
		536,000	105,768	430,232	
3	<u>GLS</u>	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,460,042	19,460,042	-	\$16,510,212 County Bonds \$2,942,881 SCIF ("FY22")+ \$206,949 FF&E
b.	Student Services Center	6,703,500	6,548,011	155,489	\$6,703,500 County Bonds
c.	Public Safety Training Center	30,333,664	13,981,760	16,351,904	\$13,350,218 County Bonds; \$5,306,946 (\$2,000,000 + \$3,306,946) County Capital Reserves and \$5,500,000 State
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	5,088,981	3,432,686	1,656,295	\$3,036,070 County Bonds; \$652,911 (\$500,000 + \$152,911) County Capital Reserves; and \$1,400,000 SCIF FY22
		61,586,187	43,422,499	18,163,688	\$39.6M County bonds, \$5.9M Cty Reserves \$2.942 SCIF, \$5.5M State
4	<u>Non-County Projects (federal, state, local grants)</u>	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	386,406	(5,856)	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		1,500,000	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	245,943	2,296,058	Appr'vd August 2024 NCCCS SCIF
j.	Savings (i.e. Unspent Allocation) from Various Projects	1,622,028	-	1,622,028	State: (SCIF FY22 & FY23 & FY24 & FY25 allocation)
		8,481,788	1,465,468	7,016,320	
	TOTAL CAPITAL PROJECTS	68,644,809	#REF!		
	Funds Available for Future Projects	2,018,877			

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
10/6/2021	Public Safety Training Center Project	Moseley Architects	Design services	\$ 586,716
11/4/2021	Public Safety Training Center Project	Samet Corporation	Pre-Construction Services Agreement	\$ 135,668
1/11/2022	Main, Powell & Gee Buildings - Classroom, Offices, Library Renovation and Childcare Updates Project	Moseley Architects	Design services	\$ 222,475
7/12/2022	Public Safety Training Center Project	ESP Associates, Inc.	Geotechnical services for soil conditions	\$ 29,500
7/12/2022	Public Safety Training Center Project	Withers Ravenel	Additional surveying services	\$ 5,000
11/18/2022	Wayfinding Masterplanning Project	APCO Signs	Master planning and design of new interior and exterior signage and wayfinding	\$ 20,710
1/13/2023	Public Safety Training Center Project	Timmons Group	Environmental permits - Riparian Buffer Permit processing	\$ 6,000
2/3/2023	Public Safety Training Center Project	Timmons Group	Wetland/ Stream delineation and confirmation	\$ 6,800
4/17/2023	Public Safety Training Center Project	Withers Ravenel	Additional topographic and wetland surveying services for permanent fencing	\$ 7,000
5/31/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Hazardous Materials Surevy - Main Building	\$ 2,800
6/1/2023	Main, Powell, Gee - Nursing Expansion/Library Project	Associated Fire Protection, Inc	Fire flow testing	\$ 2,400
6/27/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Asbestos plans and specifications, air monitoring, final reports	\$ 21,625
7/25/2023	Public Safety Training Center Project	Moseley Architects	Design services amendment - commissioning services	\$ 22,340

List of Contracts Signed by President 01.09.2025.xlsx

9/15/2023	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	General contractor for construction project	\$ 3,408,900
10/23/2023	Public Safety Training Center Project	Samet Corporation	Initial GMP Contract	\$ 12,966,867
1/30/2024	Public Safety Training Center Project	Samet Corporation	Amended GMP contract to include (1) bid day reconciliation, (2) Firing Range (alt #1) and (3) Driving Pad Extension (alt #2)	\$ 6,986,801
2/22/2024	Public Safety Training Center Project	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 96,634
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Academic Support Center - Main Building (State Contract)	\$ 103,878
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Nursing expansion - Powell Building (State Contract)	\$ 200,259
5/1/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Library - Gee Building (State Contract)	\$ 475,192
5/14/2024	Public Safety Training Center Project	Moseley Architects	Design services amendment - additional services for redesign, bidding, construction administration and closeout for Class A Burn Building in Burlington, NC	\$ 62,875
6/10/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Main Building Classrooms, Labs, Offices (State Contract)	\$ 714,892

6/7/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Teklinx, Inc	AV equipment for classrooms and labs in Main, Powell and Gee Buildings	\$ 103,715
10/1/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Moseley Architects	Design amendment #1 for additional design required for fire alarm devices, emergency lighting and exit lighting in areas outside of original scope (required by State Construction).	\$ 8,130
12/19/2024	Public Safety Training Center Project	Alfred Williams & Company	Furniture for PSTC classroom building and firing range (State Contract)	\$ 362,821
12/20/2024	Veterinary Medical Tech Inst Barn Project	Studio 310	Design services contract (programming only)	\$ 23,400

ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2024-2025 FINAL BUDGET RESOLUTION

BE IT RESOLVED by the Board of Trustees of Alamance Community College:

Section 1A - The following amounts are hereby appropriated for the operation of the current operations and equipment purchases for operations in the State Current Fund for the fiscal year indicated (starts July 1 and ends June 30):

	Final Budget	Budget Update with Enrollment Growth Allocation	% change
	2023-2024	2024-2025	
Institutional Support			
Executive Management	1,492,558	1,229,394	-17.6%
Administrative and Fiscal Services	1,594,817	1,372,173	-14.0%
General Administration	1,928,396	2,436,865	26.4%
Information Systems (Administrative)	1,518,860	1,566,585	3.1%
Curriculum Instruction			
Curriculum Instruction	14,525,090	15,981,328	10.0%
Continuing Education			
Occupational Education Instruction	1,743,333	1,860,888	6.7%
Occupational Education Support	626,731	1,180,959	88.4%
Basic Skills - Initial Allotment	900,906	976,627	8.4%
Basic Skills - Midyear Allotment	581,876	581,876	0.0%
Adult High School	168,497	28,168	-83.3%
Apprenticeship Programs	420,430	129,142	-69.3%
Small Business Center	167,222	170,747	2.1%
Customized Training	143,344	112,420	-21.6%
Literacy Special Programs	60,554	148,491	145.2%
BioBetter Grant Program	284,323	624,250	119.6%
Academic Support			
Library/Learning Center	564,843	553,629	-2.0%
Curriculum	1,328,349	1,650,933	24.3%
Continuing Education	1,295,991	1,188,609	-8.3%
Student Services			
Student Services	2,503,204	3,243,872	29.6%
Childcare	55,209	55,898	1.2%
Scholarships i.e. Golden Leaf Scholarship/GEER	185,102	67,660	-63.4%
Capital Outlay			
Equipment (includes Perkins & BioBetter Grant)	2,797,188	2,075,698	-25.8%
Books	44,433	48,180	8.4%
Total State Current Fund Appropriation	<u>34,931,256</u>	<u>37,284,392</u>	<u>6.3%</u>

Section 1B - The following amounts are estimated to be available to the State Current Fund for current operations and equipment purchases for the fiscal year indicated (starts July 1 and ends June 30):

	2023-2024	2024-2025	% change
State Board Formula Allotment			
Curriculum	14,799,146	16,079,291	8.7%
Continuing Education	2,157,089	2,534,168	17.5%
Basic Skills - Initial Allotment	1,129,957	911,279	-19.4%
Basic Skills - MidYear Allotment	581,876	581,876	0.0%
Institutional Support	9,713,813	10,660,460	9.7%
Career & Technical Education (Perkins)	317,791	308,280	-3.0%
Small Business Center	167,222	170,747	2.1%
Customized Training	143,343	60,000	-58.1%
Dillingham Center non-recurring Allotment	500,000	35,000	-93.0%
Apprenticeship Expansion	446,722	129,142	-71.1%
High Cost Health Care Program	500,000	400,000	-20.0%
Childcare	55,209	55,898	1.2%
Performance Funding	337,838	308,280	-8.7%
Equipment Flexibility	908,426	941,229	3.6%
BioBetter Grant	1,122,603	1,462,530	0.0%
Additional State Allocations	1,409,266	2,646,212	87.8%
State Fiscal Recovery Funds (Budget Stabilization)	640,955	-	-100.0%
Total Estimated State Current Funds	<u>34,931,256</u>	<u>37,284,392</u>	<u>6.3%</u>

ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2024-2025 FINAL BUDGET RESOLUTION

Section 2A - The following amounts are hereby appropriated and available for the current operations and facility maintenance and repairs of institution in County Current Fund for the fiscal year indicated (starts July 1 and ends June 30):

	2023-2024	2024-2025	% change
Institutional Support			
Current Expenses as College Support Services	610,951	716,457	17.3%
Plant Operation and Maintenance			
Plant Operation	1,506,384	2,198,635	46.0%
Plant Maintenance	1,912,347	1,962,730	2.6%
Capital Outlays for Building & Grounds Repairs			
Maintenance Projects, Carryforward	175,200	59,711	-65.9%
Maintenance Projects, Current	536,000	536,000	0.0%
Total County Current Fund Appropriation	4,740,882	5,473,533	13.4%

Section 2B - The following amounts are estimated to be available within the County Current Fund for current operations and facility maintenance and repairs for the fiscal year indicated (starts July 1 and ends June 30):

	2023-2024	2024-2025	% change
County Appropriation for Current Expense	4,029,682	4,877,822	21.0%
County Appropriation for Capital Outlay	536,000	536,000	0.0%
Reserves from Prior Year Unspent County Appropriations	175,200	59,711	-65.9%
Total Estimated County Current Funds	4,740,882	5,473,533	13.4%

Section 3A - The following amounts are hereby appropriated for the operations in the Institutional Accounting Fund for the fiscal year indicated (starts July 1 and ends June 30):

	2023-2024	2024-2025	% change
Current Unrestricted			
Institutional Support	59,871	65,000	8.6%
Continuing Education	122,000	122,000	0.0%
Current Restricted			
Instruction & Institutional Support	889,403	950,000	6.8%
Student Aid	365,054	494,005	35.3%
Student Support	6,256,596	6,184,538	-1.2%
Proprietary			
Bookstore	100,000	100,000	0.0%
Vending	15,000	15,000	0.0%
Instruction /Support	345,000	235,000	-31.9%
Total Institutional Fund Appropriation	8,152,924	8,165,543	0.2%

Section 3B - The following amounts are estimated to be available to the Institutional Fund for the fiscal year indicated (starts July 1 and ends June 30):

	2023-2024	2024-2025	% change
Institutional Fund Revenues			
Student Fees	135,000	135,000	0.0%
Bookstore Income	100,000	100,000	0.0%
Overhead Receipts	11,000	-	-100.0%
Snack Bar	15,000	15,000	0.0%
Other Patron Fees	382,000	222,000	-41.9%
Interest Earned	12,000	15,000	25.0%
Gifts - (from ACC Foundation)	31,340	50,000	59.5%
Subtotal Non-Grant Resources	686,340	537,000	-21.8%
US Federal Work-Study Program	103,166	100,000	-3.1%
Pell	5,544,539	5,600,000	1.0%
SEOG	99,000	112,000	13.1%
Federal TRIO Student Services	261,888	261,888	0.0%
CARES Student Relief	8,402	-	-100.0%
CARES SIP (PACE Program)	472,538	472,538	0.0%
Community College State Grant	132,117	132,117	0.0%
Other Grants	844,934	950,000	12.4%
Total Estimated Institutional Funds	8,152,924	8,165,543	0.2%

**ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2024-2025 FINAL BUDGET RESOLUTION**

Section 4A - The following amounts are hereby re-appropriated for the continuing capital projects within the Institutional Accounting Fund for the fiscal year indicated (starts July 1 and ends June 30):

	<u>2023-2024</u>	<u>2024-2025</u>
County Bond Projects	42,100,000	42,100,000
State & Federal Capital Projects	5,936,000	5,500,000
State Capital & Infrastructure Funds	7,892,041	7,892,041
Other Grant Projects	1,814,354	1,814,354
Total Institutional Accounting Fund--Capital Appropriations	<u><u>57,742,395</u></u>	<u><u>57,306,395</u></u>

Section 4B - The following amounts are estimated to be available within the Institutional Accounting Fund for continuing capital projects for the fiscal year indicated (starts July 1 and ends June 30):

	<u>2023-2024</u>	<u>2024-2025</u>
County Bond Projects	42,100,000	42,100,000
State & Federal Capital Projects	5,936,000	5,500,000
State Capital & Infrastructure Funds	7,892,041	7,892,041
Other Grant Projects	1,814,354	1,814,354
Total Institutional Accounting Fund--Capital Appropriations	<u><u>57,742,395</u></u>	<u><u>57,306,395</u></u>

Section 5 - The President of the institution is hereby authorized to execute routine transfers from one appropriation to another in the same fund within the limitations set forth by the State Board of Community Colleges. Any such transfer shall be reported to the Board of Trustees at its next regular meeting and entered into its minutes.

Furthermore, the President is hereby authorized to accept funds from the State Department's Industry Services Division for the purpose of providing training for new and expanding industry. Any such funds shall be justified to the Board of Trustees at its next regularly scheduled meeting.

Section 6 - Copies of this Budget Resolution may be sent to the local tax-levying authority and the State Board of Community Colleges.

Adopted by Alamance Community College Board of Trustees on January 13, 2025. Certified, this the 13th day of January, 2025.

Chairman

President

STATE OF NORTH CAROLINA

COUNTY OF ALAMANCE

Sworn and subscribed before me by Julie Scott Emmons, Chairman of the Board of Trustees, and Kenneth Ingle, Secretary to the Board of Trustees, this the 13th day of January 2025.

(Seal)

My Commission Expires:



Budget and Financial Information

For the
Month Ending
December 2024

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

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending August 31, 2024. This report is unadjusted and unaudited, meaning that 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 44% of the state budget with 50% 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 50%. 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 65% 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-Dec-24

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

Exhibit A

<u>Current Expense (State)</u>	<u>Amended Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>Institutional Support</u>					
Executive Management.....	1,229,394	709,745	519,649	58%	1,482,404
Financial Services.....	1,372,173	737,809	634,364	54%	1,552,402
General Administration.....	2,436,865	1,101,467	1,335,398	45%	1,886,914
Information Systems.....	1,566,585	790,018	776,567	50%	1,470,559
<i>Total Institutional Support.....</i>	<i>6,605,017</i>	<i>3,339,039</i>	<i>3,265,978</i>	<i>51%</i>	<i>6,392,279</i>
<u>Curriculum Instruction</u>					
FY20-21 State Stabilization Funds.....	-	-	-	*	640,956
Associate Degree, Diploma & Certificate.....	15,981,328	7,288,730	8,692,598	46%	13,559,800
<i>Total Curriculum Instruction.....</i>	<i>15,981,328</i>	<i>7,288,730</i>	<i>8,692,598</i>	<i>46%</i>	<i>14,200,756</i>
<u>Continuing Education</u>					
Occupational Education Instruction.....	1,860,888	752,975	1,107,913	40%	1,543,561
Occupational Education Support.....	1,180,959	386,456	794,503	33%	611,132
Basic Skills (HSE, ESL, etc.).....	1,586,671	754,804	831,867	48%	1,377,986
Small Business Center (SBC).....	170,747	75,025	95,722	44%	167,222
Customized, Business, & Industry Training.....	112,420	77,923	34,497	69%	131,354
Expansion Apprenticeship Program.....	129,142	57,219	71,923	44%	123,776
Literacy Special Programs.....	148,491	12,207	136,284	8%	57,868
BioBetter Grant Programs.....	624,250	124,397	499,853	20%	233,580
<i>Total Continuing Education.....</i>	<i>5,813,568</i>	<i>2,241,005</i>	<i>3,572,563</i>	<i>39%</i>	<i>4,246,480</i>
<u>Academic Support</u>					
Library/Learning Center.....	553,629	280,832	272,797	51%	549,501
Curriculum Instruction.....	1,650,933	624,120	1,026,813	38%	1,284,585
Continuing Education.....	1,188,609	559,538	629,071	47%	1,475,601
<i>Total Academic Support.....</i>	<i>3,393,171</i>	<i>1,464,490</i>	<i>1,928,681</i>	<i>43%</i>	<i>3,309,687</i>
<u>Student Support</u>					
Student Services.....	3,049,872	1,188,913	1,860,959	39%	2,355,054
IDD Training (Int & Devt Disabilities).....	194,000	37,066	156,934	19%	194,000
Childcare.....	55,898	23,221	32,677	42%	47,331
Scholarships & Awards to Students.....	67,660	29,627	38,033	44%	131,780
<i>Total Student Support.....</i>	<i>3,367,430</i>	<i>1,278,827</i>	<i>2,088,603</i>	<i>38%</i>	<i>2,728,165</i>
<i>Subtotal Current Expense (State).....</i>	<i>35,160,514</i>	<i>15,612,091</i>	<i>19,548,423</i>	<i>44%</i>	<i>30,877,367</i>
<u>Capital Outlay (State)</u>					
Equipment.....	1,237,418	440,148	797,270	36%	386,548
BioBetter Grant Equipment.....	838,280	461,809	376,471	55%	-
Books.....	48,180	13,513	34,667	28%	41,181
<i>Subtotal Capital Outlay (State).....</i>	<i>2,123,878</i>	<i>915,470</i>	<i>1,208,408</i>	<i>43%</i>	<i>427,729</i>
<i>Total Expenditures (State).....</i>	<i>37,284,392</i>	<i>16,527,561</i>	<i>20,756,831</i>	<i>44%</i>	<i>31,305,096</i>

* Unadjusted and Unaudited *

For the Month Ending December 31, 2024

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

<u>Current Expense (County)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>College Support Services</u>	716,457	415,555	300,902	58%	577,070
<i>Total College Support Services.....</i>	716,457	415,555	300,902	58%	577,070
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	3,561,908	1,690,764	1,871,144	47%	2,987,452
Plant Maintenance.....	599,457	339,759	259,698	57%	621,680
<i>Total Plant Operation and Maintenance.....</i>	4,161,365	2,030,523	2,130,842	49%	3,609,132
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	4,877,822	2,446,078	2,431,744	50%	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	76,825	459,175	14%	447,159
<i>Subtotal Capital Outlay (County).....</i>	595,711	119,461	476,250	20%	494,969
<i>Total Expenditures (County).....</i>	5,473,533	2,565,540	2,907,993	47%	4,681,171

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

Exhibit C

<u>Current Expense (Institutional)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
Current Unrestricted					
Institutional Support.....	76,000	140,285	(64,285)	185%	145,030
Curriculum Instruction.....	-	68,799	68,799	*	3,416
Continuing Education.....	122,000	2,403	119,597	2%	74,815
Academic Support.....	-	2,246	(2,246)	*	(3,286)
Student Support.....	-	-	-	*	5,182
<i>Total Current Unrestricted.....</i>	<i>198,000</i>	<i>213,734</i>	<i>121,865</i>	<i>108%</i>	<i>225,157</i>
Current Restricted					
Institutional Support.....	1,011,227	257,621	753,606	25%	265,649
Curriculum Instruction.....	373,913	182,722	191,191	49%	560,887
Continuing Education.....	22,183	-	22,183	0%	25,570
Student Support.....	261,888	143,111	118,777	55%	280,059
CARES (Student, Institutional, SIP).....	8,402	-	8,402	0%	8,651
Student Aid.....	6,516,655	4,256,787	2,259,868	65%	7,624,932
<i>Total Current Restricted.....</i>	<i>8,194,268</i>	<i>4,840,242</i>	<i>3,354,026</i>	<i>59%</i>	<i>8,765,749</i>
Proprietary					
Institutional Support.....	50,000	11,913	38,087	24%	26,087
Curriculum Instruction.....	100,000	19,666	80,334	20%	95,801
Student Support.....	85,000	38,971	46,029	46%	81,641
Bookstore.....	100,000	128,573	(28,573)	129%	15,575
Vending.....	125,000	9,803	115,197	8%	6,366
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>208,926</i>	<i>251,074</i>	<i>45%</i>	<i>225,469</i>
Subtotal Current Expense (Institutional).....	8,852,268	5,262,902	3,726,965	59%	9,216,374
Capital Projects (Institutional)					
	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>		
B&G - Center of Excellence/Parking.....	245,943	245,943	-		
B&G - Student Services Center	155,439	4,639	150,800		
B&G - Public Safety Training Center	15,931,269	8,469,438	7,461,831		
B&G - Main/Powell (Nursing Expansion)	2,794,922	2,061,527	733,395		
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 - Horticulture Technology Storage Bldg.....	8,279				
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	33,099	1,216,901		
B&G - Technology Infrastructure Project.....	1,500,000		1,500,000		
B&G - OSBM SCIF (BCoE)	2,542,000	-	2,542,000		
B&G - NCDEQ EV Grant	79,104	71,322	7,782		
Subtotal Capital Outlay (Institutional).....	25,488,506	11,502,244	13,977,982		
Total Expenditures (Institutional).....	34,340,774	16,765,146	17,575,627		

* Unadjusted and Unaudited *

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

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Unrestricted Programs (Institutional)					
Financial Services	56,000	325,484	43,553	(127,187)	241,851
General Administration	20,000	167,149	86,889	(3,295)	250,743
Curriculum Instruction	-	22,524	68,902	(68,799)	22,626
Occupational Ext. Instruction	25,000	73,349	13,499	(2,403)	84,444
Thigpen Trust	-	108,165	-	(157)	108,008
Community Service	97,000	150,670	35,027	(9,646)	176,051
Small Business Centers	-	-	-	-	-
Library/Learning Center	-	3,286	34	(2,246)	1,075
Esport Program	-	-	-	-	-
Total Unrestricted Programs (Institutional).....	198,000	850,626	247,904	(213,734)	884,797
Restricted Programs (Institutional)					
College Work Study	100,000	42,040	23,681	(75,579)	(9,858)
SEOG	112,000	21,857	(7,847)	(23,234)	(9,223)
Pell Grants	5,800,000	(61,116)	3,382,718	(3,802,161)	(480,559)
SIG	-	-	-	-	-
Community College State Grant	132,117	3,009	218,215	(221,905)	(681)
Targeted Assistance Grant	-	12,005	11,587	-	23,592
Golden LEAF Scholarships	-	(17,337)	-	(4,500)	(21,837)
Less Than Half Time Grant	-	(13,299)	-	-	(13,299)
Scholarships - FELS	-	-	-	-	-
Scholarships	-	102,689	100,010	(1,391)	201,308
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	152,574	39,863	-	192,437
Spec. Fees - CI-Nursing	50,000	3,658	53,920	-	57,578
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	18,163	-	77,012
Spec. Fees - OE-Special Programs	-	13,096	5,511	-	18,607
TECAT State Award.....	750,000	1,823	1,804	-	3,628
FEMA COVID-19 Relief	-	-	-	-	-
CARES Distance Learning.....	-	-	-	-	-
CARES Student Relief	8,402	14,871	-	-	14,871
CARES Institutional Relief	-	(2,863)	-	-	(2,863)
PACE-CARES Strengthening Inst Programs.....	472,538	(9,910)	109,817	(197,332)	(97,424)
Longleaf Commitment	-	(7,077)	-	-	(7,077)
GA-AJOBS (Impact Alamance).....	53,055	1,029	-	(4,643)	(3,614)
GA-NC Space Grant.....	-	-	-	-	-
GA-Governors Crime Commission	-	-	-	(14,732)	(14,732)
GA-Biotech Center Grant	-	-	6,168	(2,021)	4,147
GA-Health and Wellness.....	-	-	11,030	-	11,030
GA-ACE Grant	108,172	8,769	42,046	(33,745)	17,070
GA-NCSU Biotech (5 yr) Grant.....	-	-	17,514	(10,901)	6,614
GA-Career College Grant	-	-	-	-	-
GA-NSF ATE Grant	-	-	-	-	-
GA-Firehouse Public Safety.....	-	-	27,609	-	27,609
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	100,000	-	83,251	(84,266)	(1,015)
CI-FTCC-ACC CCCBC Grant	-	-	-	-	-
CI-NBC2 Grant	-	-	-	-	-
CI-NSF Bioscience-FTCC	15,000	(129)	771	-	642
CI-NSF Geosciences-NCCU	-	-	-	-	-
CI-C-Step Grant	12,500	-	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)	52,776	(51,104)	(10,101)
CI-Technology Grant.....	100,000	-	-	-	-
CI-NC Agventures Grant.....	6,799	-	-	-	-
CI-Cyberskills Training Grant.....	20,000	-	5,000	(16,817)	(11,817)
CI-AJOBS-GCC Grant	42,025	-	8,554	(25,205)	(16,650)
CI-Digital Navigation and Unaudited	-	-	35,000	(6,265)	-
Certification-AJOBS JCPC Grant.....	27,589	-	2,927	(4,196)	(1,269)

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

Exhibit D

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
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	22,183	-	-	-	-
Literacy-Elon Village / Oak Foundation	-	-	-	-	-
SS-Smart Start Grant	-	-	-	-	-
SS-NC Works - Career Coach - Matching	-	-	-	-	(11,182)
SS-Single Stop Grant	-	-	-	-	-
SS-TechHire Grant JSCC Consortium	-	-	-	-	-
SS-East Triad Workforce Grant	-	-	-	-	-
SS-TRIO Student Support Services	261,888	(22,314)	-	(143,111)	(165,426)
Total Restricted Programs (Institutional)	8,194,268	317,672	4,364,458	(4,840,242)	(198,030)
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	3,894	2,849	(683)	6,060
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	50,000	32,285	3,489	(9,795)	25,979
Aux-Bookstore Commissions	100,000	1,518,085	9,606	(128,573)	1,399,118
Aux-Snack Bar Commissions	15,000	48,501	5,721	(9,803)	44,419
Aux-Culinary Food Service	110,000	26,793	1,480	-	28,273
Aux-Traffic Control, Parking, and Safety	-	140,478	51,720	-	192,198
Aux-SGA	85,000	139,585	90,066	(38,971)	190,680
Aux-Technology Fee	-	105,648	68,255	-	173,903
Aux-Child Care	-	22,576	-	-	22,576
Spec. Fees - BLET Uniforms	-	-	-	-	-
Spec. Fees - Animal Care & Management	-	507	-	-	507
Spec. Fees - Cosmetology	100,000	102,636	26,019	(17,322)	111,334
Spec. Fees - Massage Therapy	-	13,715	10,126	-	23,840
Spec. Fees - Automotive Technology	-	(6,339)	30	-	(6,309)
Spec. Fees - Dental Assistant	-	63,791	627	-	64,418
Spec. Fees - Medical Lab Technician	-	-	2,111	-	2,111
Spec. Fees - Occupational Extension	-	192,265	13,351	(2,344)	203,271
Total Proprietary Programs (Institutional)	460,000	2,410,727	285,558	(208,926)	2,487,359
Total Non-Plant Programs (Institutional)	8,852,268	3,579,025	4,897,920	(5,262,902)	3,174,127
Plant Programs (Institutional)					
Building & Grounds-AATC #1738	-	-	-	-	-
Building & Grounds-Backfill Project	-	-	-	-	-
Building & Grounds-Generator Project	-	-	-	-	-
Building & Grounds-Performance Contracting	-	-	-	-	-
Building & Grounds-Horticulture Property	153,800	8,279	-	-	8,279
Building & Grounds-Culinary Renovation	-	-	-	-	-
Building & Grounds-Pre-Backfill Project	-	-	-	-	-
Building & Grounds-Center of Excellence	19,460,042	245,943	199,490	(614,253)	(168,820)
Building & Grounds-Student Services Center	6,703,500	155,439	239,586	(4,639)	390,386
Building & Grounds-Public Safety Training Center	24,157,164	15,931,269	5,593,646	(8,469,438)	13,055,477
Building & Grounds-Elevated Walkway/Settlement Repair	-	-	-	-	-
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	5,088,981	1,131,429	1,145,621	(2,061,527)	215,523
Building & Grounds-Tobacco Trust at "The Farm".....	380,550	27,244	72,090	(33,099)	66,235
Building & Grounds-HVAC IT Server Room Project.....	203,430	203,430	-	(178,000)	25,430
Building & Grounds-HVAC Ventilation Project.....	448,276	448,276	178,000	(438,276)	188,000
Building & Grounds-Exterior Signage -- Wayfinding Project.....	302,600	302,600	-	-	302,600
Building & Grounds- Instructional Barn.....	1,250,000	1,250,000	-	-	1,250,000
Building & Grounds- NC DEQ EV Grant.....	79,104	79,104	-	(71,322)	7,782
Building & Grounds- BioTech Third Floor Uplift.....	2,542,000	2,542,000	-	-	2,542,000
Building & Grounds- Technology Infrastructure Project.....	1,500,000	1,500,000	-	-	1,500,000
Total Plant Programs (Institutional)	62,269,447	23,825,013	7,428,433	(11,870,555)	19,382,891
Total All Programs (Institutional)	176,217,935	64,303,580	85,220,602	97,091,157	(21,116,151)
Agency Programs					
ACC Foundation	-	-	-	-	-
CCU Funds	-	-	-	-	-
Total Agency Programs	-	-	-	-	-
Total All Programs (Institutional)	71,121,715	27,404,038	12,326,353	(17,133,457)	22,557,018

* Unadjusted and Unaudited *



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	02/13/2024	08/26/2024	08/26/2026	
Roslyn Crisp	07/01/2013	06/30/2025	02/27/2024	03/13/2023	03/13/2025	
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	01/12/2024	03/15/2024	03/15/2026	
Powell Glidewell	08/29/2019	06/30/2027	01/15/2024	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	

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





1600 Evans Road, Cary, NC 27513
T 919.677.1396/800.662.8754 F 919.677.1397
ncdental.org

December 18, 2024

Dr. Ken Ingle
President
Alamance Community College
Graham, NC 27253

Dr. Ingle,

On behalf of the North Carolina Dental Society (NCDS) Board of Trustees and the NCDS Foundation Board, we would like to thank you for supporting the Mini-Missions of Mercy clinic on December 7th, 2024, at Alamance Community College. As we continue exploring this new model of patient care at Community Colleges across the State, we are grateful for the wholehearted support demonstrated by you and the highly dedicated team at the Alamance Community College.

We look forward to continuing our work with you and the rest of the team at ACC. We thank you for all that you do to help improve oral health care in North Carolina.

In partnership,

A handwritten signature in blue ink that reads 'Madison Crumley'.

Dr. Madison Crumley
NCDS Foundation President

A handwritten signature in black ink that reads 'Roslyn M. Crisp, DDS, MS'.

Dr. Roslyn Crisp
President, NCDS Board of
Trustees

A handwritten signature in black ink that reads 'Jim Goodman'.

Jim Goodman
NCDS Executive Director
and Chief Executive Officer