



BOARD OF TRUSTEES

Regular Meeting Agenda

June 10, 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 **pp 1-2**

A. Carol McBroom <i>Finance Specialist/Cashier</i>	<i>Andrea Rollins</i>
B. Andrea Edwards ACC Foundation Accounting Specialist	<i>Carolyn Rhode</i>
C. Rodney Reece Dean, Applied Engineering, Agriculture & Skilled Trades	<i>Dr. Lisa Johnson</i>
D. Kimberly Jeffries EMS Continuing Ed. Coordinator	<i>Justin Synder</i>

IV. Minutes

- A. Board of Trustees regular meeting, May 13, 2024 **pp 3-8** *
- B. Building and Ground Committee meeting, May 7th, 2024 **pp 9-23** *
- C. Curriculum Committee meeting, May 7th, 2024 **pp 24-31** *
- D. Budget and Finance Committee meeting, May 10th, 2024 **pp 32-52** *

V. Committee Reports

- A. Personnel Committee Report (*Crisp*)
 - 1. Employment Report for May 2024 **p 53**
 - 2. Climate Survey
- B. Building and Grounds Committee Report (*Sen. Foriest*)
 - 1. Recommendation for Approval:
 - a. Level 2 EV Charging Stations Project **p 54** *
 - b. Design amendment of BCOE **pp 55-72** *
 - c. Rescind Project Funding Approvals for Campus Capital Project Feasibility Study & Gee Building Fire Suppression System **p 73** *
 - 2. Capital project summary report **pp 74-75**
 - 3. Capital project budget update for May 2024 **p 76**

* Requires Board of Trustees Action

4. Capital project amendments/contracts signed by the President **pp 77-80**
 5. Capital project change orders signed by the President **pp 81-82**
- C. Budget and Finance Committee Report (*Glidewell*)
1. Recommendation for Approval
 - a. Fiscal Year 2024-25 Continuing Budget Resolution **pp 83-85** *
 - b. Student Fee Schedule (Local Fees) FY 2024-25 **pp 86-90** *
 - c. Recommendation to revise Policy 2.2.4 Naming Policy **pp 91-94** *
 - d. Recommendation to rename ACC's Student Commons area *
 2. Financial Report for May 2024 **pp 95-101**
- D. Curriculum Committee Report - No report

VI. Other Reports

- A. SGA Report (*Azavia Jones*)
1. Introduction of new SGA President 2024-25
 2. Recognition of service (Dr. Ingle)
- B. Chair's Report (*Williams*)
1. Board Self-Evaluation 2023-24 results **pp 102-155**
 2. Trustee terms expiring June 30, 2024: Butler, Emmons, Gomory
 3. Report of SEI Filing & Ethics Education **p 156**
- C. Staff Affairs Committee Report (*Beth Brehler*)
- D. President's Report (*Ingle*)
1. ACC Commencement, June 14, 2024, Elon University at 7:00 p.m.
 2. Workforce Development Internal Audit Plan Report for Spring 2024 **p 157**
- E. Handouts
- F. Announcements
1. ACC Commencement, Jun 14, 2024, Elon University at 7:00 p.m.
 2. NCACCT Leadership Seminar, September 11-13, 2024, Asheville
 3. ACCT National Leadership Congress, October 23-26, 2024, Seattle
 4. ACCT National Legislative Summit, February 9-12, 2025, Washington DC
 5. NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh

VII. Adjournment

Employee Introductions

Employee Name	Employee Title	Start Date
Andrea Edwards	Senior Finance Specialist	2/1/2024
<p>Degree(s) Certifications: B.S. in Business Administration and an M.B.A, both from Elon University.</p>		
<p>Brief Background: Andrea worked in the ACC Business office for nine years prior to taking over the Senior Finance Specialist position with the ACC Foundation. She has an additional 18 years of experience at Elon University, in a similar position.</p>		
<p>Fun Fact: Andrea made cheerleading at Graham Middle School with the lucky #13 and that has been her favorite # since. Her son, Luke was born on his due date 6/13 and she has an eye for spotting four leaf clovers just walking by... but not as well as her sister who is 13 years younger than her. Andrea has found 154 of them since January '24!</p>		

Employee Name	Employee Title	Start Date
Rodney Reece	Dean of Applied Engineering, Agriculture & Skilled Trades	2/1/2024
<p>Degree(s) Certifications: MBA Gardner-Webb University BSBA Gardner-Webb University AA Forsyth Technical Community College</p>		
<p>Brief Background: Rodney has 13 years in the Community College system. Previous to her current role he served as Dean, Associate Dean, and as a Full-time Supply Chain and Business Instructor.</p>		
<p>Fun Fact: Rodney played professional Table Tennis between the ages of 12-17. He was the number one junior on the Southeast Coast and was sponsored by Butterfly Table Tennis Equipment.</p>		

Employee Introductions

Employee Name	Employee Title	Start Date
Kimberly Jeffries	EMS Continuing Coordinator	2/01/2024
<p>Degree(s) Certifications: M.A. Human Services: Health and Wellness - Liberty University B.A. Public Health Education University of North Carolina-Greensboro A.A.S. Emergency Medical Science- Guilford Technical Community College</p>		
<p>Brief Background: Kimberly has worked in the Community College system since 2006. During her tenure at one institution, she helped to establish the American Heart Association Training center. She served as the Continuing Education Coordinator for 6 years at another institution.</p>		
<p>Fun Fact: Kimberely still holds a paramedic certification and enjoys helping others. Her passion is to help those that are in need and to see others succeed in their goals and dreams. She has one child and she is getting married this October.</p>		

Employee Name	Employee Title	Start Date
Carol McBroom	Finance Specialist/Cashier	1/17/2024
<p>Degree(s) Certifications: Certification in General Office Specialty</p>		
<p>Brief Background: Carol is a native of North Carolina. She was born and raised in Alamance County. Carol has over a decade of banking experience, which makes her a good candidate for the position she holds here at Alamance Community College. In her banking career, she was known for her networking and customer service skills by both customers and management teams alike.</p>		
<p>Fun Fact: In 1824 Carol's 4th grandfather made the first discovery of gold in Rowan County NC. His discovery is what put the little town of Gold Hill NC on the map. She is an outdoor enthusiast. She owns a boat, four-wheeler, a side-by-side, and her first car, which is a 1971 Chevelle SS that she currently still drives.</p>		



BOARD OF TRUSTEES

Regular Meeting Minutes

May 13, 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 May 13, 2024, in the Biotechnology Center of Excellence, Room C-106, on the Carrington-Scott Campus in Graham, NC.

Call to Order

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

Attendance

The following trustees were present:

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

Absent:

- Ms. Julie Emmons, Vice Chair

Guests:

- The Honorable Amy Galey, NC Senator District 25
- The Honorable Dennis Riddell, NC Representative District 64
- The Honorable Stephen Ross, NC Representative District 63
- Ms. Kristy Bailey, reporter, *Alamance News*

Also present for the meeting were:

- Mr. Frank Longest, Board Attorney
- Dr. Connie Wolfe, Executive Vice President
- Dr. Carol Disque, Vice President of Student Success
- Dr. Lisa Johnson, Vice President of Instruction/CAO
- Ms. Carolyn Rhode, Vice President of Institutional Advancement
- Ms. Andrea Rollins, Vice President of Business and Finance/CFO
- Mr. Justin Snyder, Vice President of Workforce Development
- Mr. Thomas Hartman, Associate Vice President of Admin Services and Facilities
- Ms. Valerie Fearrington, Director of Human Resources
- Ms. Sarah Hardin, Director of Public Information and Marketing
- Ms. Jennifer Jones, Director of Information Service and Distance Learning
- Mr. Josef von Jones, Director of Diversity, Equity, and Inclusion
- Ms. Kindra Bradley, Grants Manager
- Ms. Caitlyn Cook, Faculty Affairs Committee Chair
- Ms. Ana Fleeman, Executive Assistant to the President

Quorum

The Board determined that a quorum was present.

Call for Conflicts of Interest

In accordance with North Carolina General Statute 138A, the State Government Ethics Act, General Williams called for conflicts of interest or the appearance of conflicts related to any item included on the meeting agenda. No conflicts of interest or appearances of conflict were noted.

Special Presentation: Student Support Center Grant for Dillingham Center

Senator Galey and Representatives Riddell, and Ross awarded Dr. Ingle and General Williams a \$100,000 grant for student services at Dillingham Center. Dr. Ingle emphasized the center's vital role in ACC's community engagement, expressing gratitude for the support. They highlighted recent legislative allocations, including a one-time award of \$500,000 for multi-campus center (Dillingham Center), \$5.5 million for the Public Safety Training Center, and \$750,000 for a feasibility study for providing advanced manufacturing training for companies along the Carolina Core TCAT. Rep. Ross, familiar with the Dillinghams, commended the college's work. Sen. Galey mentioned discussions on funding NC Propel. Their efforts earned a standing ovation, recognizing their support for ACC in legislative endeavors.

Minutes

Minutes of the Board of Trustees regular meetings of March 11, 2024 and April 12, 2024 were approved as submitted.

Committee Reports

General Williams called for committee reports.

Report of Personnel Committee

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

Report of Building and Grounds Committee

Mr. Gomory informed the Board that the Building and Grounds Committee met on May 7, 2024. He provided an update on current capital improvement projects and called out highlights from the Board packet. Mr. Gomory also took the Board through several action items.

Recommendation for approval: Technology Infrastructure Project

A motion came from the Committee to establish the Technology Infrastructure Project as a new capital project with a total budget of \$1,500,000. The project aims to enhance the college's tech framework. Dr. Ingle assured Mr. Gomory of tandem firewalls and diverse funding for cybersecurity. Compared with other colleges, he anticipates robust protection. The tech upgrade is set for completion by year-end. The motion passed.

Recommendation for approval: Gee Building Controls Replacement Project

A motion came from the Committee to establish the Gee Building Controls Replacement Project as a new capital project with a total budget of \$58,000 funded with County Capital funds and awarding the contract to Hoffman Building Technologies, Inc. The aging HVAC controls in the Gee building cause temperature inconsistencies, leading to financial losses. Replacement promises savings payback within five years and improved energy management. The motion passed.

Recommendation for approval: Biotechnology Center of Excellence Third Floor Program Study Amendment

A motion came from the Committee to revise the approved program study, aiming to assess the estimated costs and scope for converting the third floor of the Biotechnology Center of Excellence into additional classroom space and related facilities for an AI program. Hord Coplan Macht will design the additional scope for \$6,000 from County Capital funds. Bio manufacturing equipment planned for the third floor will relocate to the second floor, enhancing flexibility and utilization. The motion passed.

Recommendation for approval: Minor repair and renovation project approvals

A motion came from the Committee to approve B building envelope sealant removal and solar greenhouse battery repair projects. The motion passed.

Informational Items

Capital project summary report

Mr. Gomory discussed various projects from the capital summary report, mentioning the design update for the Burlington burn tower by the State Construction Office. Mosely architects will handle the timeline. Additional clearing is needed, as explained by Mr. Hartman.

Capital project budget update for April 2024

Mr. Gomory noted last month's meeting approvals in the budget update. Ms. Rollins confirmed budgeting to exhaust available funds.

Capital project amendments/contracts signed by the President

President signed capital project amendments/contracts; all within original scope and budget.

Report of Budget and Finance Committee

Mr. Glidewell informed the Board that the Budget and Finance Committee met on May 10, 2024. He asked Ms. Rollins to present the budget updates for April.

Recommendation for approval: Technology Infrastructure Project

The Committee brought forward a motion to approve the use of \$1.5 million in SCIF funds for the technology infrastructure replacement project. The motion passed.

Recommendation for approval: Financial Auditing Services Contract for FY 2024

The Committee approved S. Preston Douglas & Associates, LLP, for the College's Fiscal Year 2024 audit, despite a higher bid, due to their extensive experience with community colleges. A new CFO will facilitate multi-year contracts later. Financially, the college is spending within limits, with some funds carried forward and increased institutional funds. The motion passed.

Financial Report for April 2024

Report information can be referenced in packet information on page 42-48

Report of Curriculum Committee

Dr. Johnson informed the Board that the Curriculum Committee met on May 7, 2024.

Recommendation for approval of two new programs: Business Administration - Data Analytics Associate in Applied Science and Applied Artificial Intelligence Associate in Applied Science

Dr. Johnson announced two new programs: Business Analytics starting this fall and Artificial Intelligence in spring 2025. These programs add seven courses, align with ACC's strategic priorities, and were recommended by advisory committees. ACC will be the third college to offer AI, supported by resources from Amazon Web Services and Lenovo.

The Committee brought a motion to approve both new programs. Both motions passed.

Other Reports

SGA Report

The Student Government Association report was provided by Azavia Jones. The SGA Executive Board hosted successful events, including an Easter egg hunt, virtual trivia, and a solar eclipse viewing. They attended the N4CSGA spring conference, donated to a food drive, organized a three-on-three basketball tournament, a Resource Fair, a stress relief event, and Spring Fling. Weekly meetings with the SGA advisor facilitated these activities.

Chair's Report

General Williams shared that the Board self-evaluation for 2023-24 will be completed through an online survey. A link to complete the survey will be shared soon via email.

He asked trustees to review the reports for ethics training to ensure their training is up to date.

Faculty Affairs Committee Report

Ms. Cook reported faculty are concluding the academic year. The Committee selected Excellence in Teaching Award winners and worked to improve faculty-administration relations by including Dr. Ingle in meetings. Two members also serve on Dr. Ingle's Vision 20/20 group. Faculty will focus on open, streamlined communication with administration.

President's Report

Dr. Ingle provided updates on the ongoing Climate Survey and introduced Vision 20/20, a feedback group comprising non-leadership college staff.

The inaugural "Coffee with Ken" event drew a significant crowd.

Survey results are imminent and will be shared with the Board.

He thanked Ms. Fleeman for temporarily assuming the role of Executive Assistant to the President and acknowledged Ms. Stephanie Waters for her contributions to the committee and board meeting preparations.

Additionally, he reminded the Board of the upcoming ACC Commencement on June 14 and expressed enthusiasm for the event, noting recent pinning ceremonies held by various programs.

Announcements

General Williams directed the Trustees to review the following announcements and especially noted that the Celebration of Excellence event in May is a heartwarming event, encouraging Board members to attend.

- ACCF Celebration of Excellence, May 16, 2024, Alamance Country Club, 5:30 p.m.
- ACC Commencement, Jun 14, 2024, Elon University at 7:00 p.m.
- NCACCT Leadership Seminar, September 11-13, 2024, Asheville
- ACCT National Leadership Congress, October 23-26, 2024, Seattle
- ACCT National Legislative Summit, February 9-12, 2025, Washington, D.C.
- NCACCT Law-Legislative Seminar, March 19-21, 2025, Raleigh

Mr. Glidewell inquired about the Staff Association's progress. Dr. Ingle reported that the Association has elected officers, conducted initial meetings, and developed a constitution and bylaws.

Handouts

Mr. Carter provided the Board with copies of the NC Association of County Commissioners' County Map Book, which contains a wealth of data.

Adjournment

Having no further business to discuss, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

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



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

INSTRUCTIONS: To participate in the Zoom videoconference:

- Click on the following URL and follow the prompts:
<https://alamancecc-edu.zoom.us/j/94618500774?pwd=bk1EN1FOSzFBY3lPcmhpZW05YnlzZz09>
- 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 : 9:10am

Attendance

Trustees Present:

Mr. Bill Gomory
Mr. Steve Carter
Mr. Pete Glidewell
Senator Tony Foriest
BG(R) Blake Williams
Dr. Kenneth Ingle, President

Also present for the meeting were:

Mr. Thomas Hartman, Associate Vice President Facilities & Administrative Services
Ms. Andrea Rollins, Vice President of Business & Finance
Mr. James Leenhouts, Facilities Manager, Aramark
Dr. Constance Wolfe, Executive Vice President
Ms. Ana Fleeman, Executive Administrative Assistant

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 of interest were identified.

III. Action Items

Trustee Gomory asked Mr. Hartman to present the action items.

A. Technology Infrastructure Project **p 1**

The college urgently needs to upgrade its 15-year-old technology infrastructure, including installing fiber, switches, access points, firewalls, and servers to enhance wireless access, cybersecurity, and online education. Dr. Ingle emphasized the importance of these upgrades for maintaining essential technology functions and ensuring periodic refreshes. The project, requiring a \$1,500,000 budget from State Capital Infrastructure Funds (SCIF), aims to provide long-lasting improvements. Additional agreements to update software and desktop computers are in place, with efforts to secure further support from Lenovo and Amazon.

Trustee Carter motioned
Trustee Glidewell Seconded
Vote was unanimous

B. Level 2 EV Charging Stations Project **p 2**

Mr. Hartman presented the proposal to establish the Level 2 EV Charging Station Project with a \$79,104 budget, funded by an NCDEQ grant. The project includes three Tesla network charging stations, with Pineshore Energy LLC handling installation and a five-year warranty. Duke Power will provide the necessary power. Charging fees will be collected by Tesla and remitted to the college. Despite potential minor maintenance costs, the project aims for net-zero financial impact. Public usage is required by the grant but expected to be low. Concerns about technology quality and public access led to the decision to table the proposal for further review.

Trustee Carter motioned
Trustee Glidewell Seconded
Vote was unanimous

C. Gee Building Controls Replacement Project **p 3**

The VAV boxes in the Gee building are outdated, causing inconsistent airflow and temperature fluctuations. The current controllers prevent effective HVAC management, impacting comfort and cost efficiency. The proposed upgrades will enhance building efficiency and comfort for employees and students. Mr. Hartman explained that the performance contract, linked to past retrofitting projects, won't provide additional funding for this project. However, the replacements will save money and improve air quality. A motion to establish the Gee Building Controls Replacement Project with a \$58,000 budget, funded by County Capital, and awarding the contract to Hoffman Building Technologies, Inc.

Trustee Carter motioned

Trustee Glidewell Seconded
Vote was unanimous

D. Biotechnology Center of Excellence Third Floor Program Study Amendment **p 4**

The College is shifting focus from installing biomanufacturing equipment on the BCOE's third floor to developing AI and Business Analytics programs. The architect will amend the program study to estimate costs and scope for classroom and meeting spaces. Unlike the second floor's lab spaces, the third floor will offer flexible learning environments. The biomanufacturing equipment will be installed on the second floor, so nothing is lost. This project, funded separately from the BCOE bond, will use a \$6,000 County Capital grant for the design fee.

Trustee Glidewell motioned
Trustee Carter Seconded
Vote was unanimous

E. Minor repair and renovation project approvals **p 6**

Mr. Hartman explained that the B building needs envelope sealant removal and repairs due to leaking windows on the west side. A contractor has been selected for the work. Additionally, the solar greenhouse requires battery replacement, which will cost over \$1,000 monthly but will pay for itself in under three years. Mr. Gomory called for a motion to approve both repair projects.

Trustee Carter motioned
Senator Foriest Seconded
Vote was unanimous

IV. Informational Items

A. Capital project summary report **pp 5-6**

Tom Hartman summarized information included in the packet (see page number listed above).

B. Capital project amendments/contracts signed by the President **pp 7-10**

Mr. Hartman explained that the highlighted items in the packet are furniture orders approved by the President to ensure installation before the fall semester. All orders are within the overall project budget (reference packet page number listed above).

C. Capital project budget update for April 2024 **p 11**

Ms. Rollins reviewed the capital project budget, noting no actions were taken and the only changes were April expenditures. Budget categories remained unchanged. Item M shows savings available for new spending, but today's actions exceeded this amount. Dr. Ingle mentioned a request to allocate funds for these capital items will be presented to the Committee next month.

V. Other Business

A. Future meetings schedule

The next Committee meeting will be held on Wed. June 5.

Mr. Gomory asked about the Naming Policy discussion, and Dr. Ingle shared that the group meeting to discuss the policy changes would make a recommendation this week.

VI. Adjournment: 10:08am

Trustee Glidewell motioned
Trustee Gomory Seconded
Meeting ended



Buildings & Grounds Committee
May 7, 2024
Action Item: Technology Infrastructure Project

Executive Summary

The proposed update to our college's technology infrastructure is critical to meet the growing needs of our expanding student body and faculty. With the current system being over 15 years old, including outdated firewall and end-of-life servers, an upgrade is essential for enhanced security and operational efficiency. The planned improvements involve installing new fiber, and updating switches, access points, firewall, and servers, which will significantly increase the reliability and speed of our network. This overhaul will not only provide better wireless access coverage and internet access for students, aiding in their online educational activities, but also equip our Information Services team with advanced tools to better handle cybersecurity threats and maintain campus technology more effectively. Overall, this investment will fortify our technological framework, ensuring it supports our educational mission while adapting to future advancements.

The overall budget for the project is as follows:

Core/Firewall	\$358,399
Wireless	\$119,875
Access layer/switches	\$313,578
Transceivers/Fiber Cables	\$ 6,348
Fiber & copper	<u>\$701,800</u>
Total Project Budget	\$1,500,000

Once approved by the Board of Trustees, the project will be submitted to the State Board for the approval of the use of State Capital Infrastructure Funds in the amount of \$1,500,000.

Action:

College Administration requests establishing the Technology Infrastructure Project as a new capital project with a total budget of \$1,500,000. The project will be funded from State Capital Infrastructure Funds (SCIF).



Buildings & Grounds Committee
May 7, 2024
Action Item: Level 2 EV Charging Stations Project

Executive Summary

The College was recently awarded a grant of \$79,104 through the North Carolina Department of Environmental Quality (NCDEQ). The funding was made possible through the 2023 North Carolina VW Settlement Program. The project will include full installation of three (3) dual station pedestal mount Level 2 charging stations in H parking lot adjacent to the main Gee Building entrance. The stations will be made available to staff, students and the general public. The units will be tied to the Tesla charging network with Tesla collecting the usage fees from users through an online portal through the cellular network and remitting payments back to the College quarterly. Annually, Tesla will invoice the College \$.01 per kwh processed with the College setting the rate per charge.

The College is also requesting approval to contract with Pineshore Energy LLC, a NC state contract vendor, for overall turnkey installation with 5-year warranty on all EV charging equipment.

The overall budget for the project is as follows:

-Dual pedestal mount Tesla universal wall connectors (3 units)	\$36,486
-400Amp 1-Phase 120/208/240 volt exterior panel board with meter	\$22,063
-Outdoor router and control panel- connection to Tesla EV charging network	\$ 2,473
-Level 2 EV supply equipment, trenching, concrete and conduit	\$11,880
-Tax and shipping	<u>\$ 6,202</u>
Total Project Budget	\$79,104

Action Required

College Administration requests establishing the Level 2 EV Charging Station Project as a new capital project with a total budget of \$79,104 funded through the awarded NCDEQ grant and awarding the project contract to Pineshore Energy LLC.



Buildings & Grounds Committee
May 7, 2024
Action Item: Gee Building Controls Replacement Project

Executive Summary

Gee Building is now close to 20 years old and the original HVAC controls that operate the Variable Air Volume (VAV) boxes have reached end of life. In order to properly manage the airflow and temperatures throughout the building, the College is recommending replacing the existing controllers with Alerton VAV-SD digital controls. With the existing controllers, occupants are experiencing multiple temperature fluctuations throughout the building with comfort levels being challenging at times. The old controllers also do not allow our HVAC team to manage the climate of the building nor effectively manage usage for cost savings. New controls will allow improved comfort and operation of the overall HVAC system.

The scope of work includes:

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

Gee first floor	\$23,460
Gee second floor	\$16,680
Gee third floor	\$13,860
Contingency	<u>\$ 4,000</u>
Total project budget:	\$58,000

Action Required

College Administration requests establishing the Gee Building Controls Replacement Project as a new capital project with a total budget of \$58,000 funded with County Capital funds and awarding the contract to Hoffman Building Technologies, Inc.



Buildings & Grounds Committee
May 7, 2024
Action Item: Biotechnology Center of Excellence
Third Floor Program Study - Amended

Executive Summary

The College recently worked with architect Hord Coplan Macht to conduct a program study to determine the rough order of magnitude costs and scope requirements to upfit the third floor of the Biotechnology Center of Excellence for biomanufacturing. College administration is also requesting the architect develop rough order of magnitude costs and scope requirements to upfit the space for classrooms and related needs for operating an AI program. This will require some additional design services from the architect and requires a design amendment of \$6,000 to be added to the original approved contract.

Action Required

College Administration requests approval to amend the previously approved program study to determine the rough order of magnitude costs and scope requirements to upfit the third floor of the Biotechnology Center of Excellence for additional classroom space and related needs for an AI program. This additional scope will be completed by Hord Coplan Macht for design fee of \$6,000 to be funded from County Capital funding.

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

BOND PROJECTS

STATUS SUMMARY

Biotechnology Center of Excellence

Final close out documentation is in process and will be brought to the Board in June.

Student Services Center

Final close out documentation is in process and will be brought to the Board in June.

Public Safety Training Center

Green Level Site:

The project is moving along very well. The most recent construction schedule from Samet shows that we have picked up approximately 30 days with the classroom/administration building finished in late February 2025 and the firing range finishing in early June 2025. The slab for the classroom/administration building has been poured and Samet is now working on foundations and preparing for the slab at the firing range building. Project remains on schedule.

Burlington Site:

We are still in the queue with State Construction to finalize and provide us with the design amendment for this scope of the project. We expect to have this by mid-May and will work with Moseley Architects on the project bid timeline.

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

The Library renovation is close to completion with the Academic Support Center and Nursing expansion in Powell scheduled to complete construction by mid to late June. The other main classroom areas of Main Building show a completion date of late July. Furniture for the first three areas have been ordered and installation is expected in early July. The final phase of the project, the 200 hallway of Main Building, is scheduled for completion late November 2024. All of the other areas will be complete in time for the fall semester.

CAPITAL PROJECTS

STATUS SUMMARY

Bill and Nancy Covington Education Center	The College is currently obtaining multiple quotes for the installation of an animal fence for large animals on the property. This portion should be complete by summer.
Main Server Room HVAC Replacement Project	The unit has been delivered to the College pending installation. Installation is scheduled starting May 13 th to minimize any disruption to classes.
Campus Exterior Wayfinding Project	The College is finalizing the Request for Proposals. We expect to receive bids in late May/early June. We are starting the work for the second project that will be brought to the ACC Board of Trustees at a future date for interior wayfinding signage as well as the addition of the Dillingham Campus.
Veterinary Med Technician Barn Project	The State Board approved SCIF funding for the project at their April 19 th meeting. We are currently developing the Request for Qualifications (RFQ) for design services for the project and hope to have it publically posted in June.
AATC Centralized Welding Exhaust Project	The State Board approved SCIF funding for the project at their April 19 th meeting so the project is now fully funded. Demolition of the existing system and installation of the new centralized system will begin on July 19 th and the installation of the new system should be complete by August 18 th .
Eastbound Interchange Exit 150 Project	Clearing of the site was completed on April 29 th . NCDOT will monitor the growth to see if an initial spraying will be required to reduce growth from returning. We will provide information to the BOT about the landscape design and Phase Two of the project later this fall with planting planned for November/December.

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

ACTION REQUIRED

B Building envelope sealant removal and repairs – windows leaking across multiple rooms at the west elevation of the building	\$42,200
Battery replacement (4) 12 volt 1375 amp hour lead acid batteries for solar greenhouse	\$30,744

Capital Improvement Project Contracts/Amendments Signed by President

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

6/18/2021	EMS Program Relocation Project	HH Architecture	Design amendment #1 for design and detail of new steel lintel	\$ 1,400
7/7/2021	Public Safety Training Center Project	Withers Ravenel	ALTA/NSPS boundary survey, subdivision and recombination of plats, topographic survey services	\$ 48,350
7/15/2021	Biotechnology Center of Excellence and Parking Project	The Christman Company	CM at Risk Preliminary Guaranteed Maximum Price contract	\$ 15,025,942
9/10/2021	Biotechnology Center of Excellence and Parking Project	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 84,630
9/10/2021	Student Services Center	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 59,275
9/27/2021	Student Services Center	Resolute Building Company	General contractor for construction project	\$ 5,603,500
10/6/2021	Public Safety Training Center Project	Moseley Architects	Design services	\$ 586,716
11/4/2021	Public Safety Training Center Project	Samet Corporation	Pre-Construction Services Agreement	\$ 135,668
12/3/2021	Biotechnology Center of Excellence and Parking Project	The Christman Company	CM at Risk Guaranteed Maximum Price contract (true-up)	\$ 16,703,303
1/11/2022	Main, Powell & Gee Buildings - Classroom, Offices, Library Renovation and Childcare Updates Project	Moseley Architects	Design services	\$ 222,475
1/28/2022	Native Prairie Roof Project	FWA Group	Design services	\$ 5,000
2/14/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - exterior ADA ramp & stair	\$ 19,100
2/16/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - early college & dining	\$ 9,450
5/3/2022	Native Prairie Roof Project	Isley Construction	General contractor	\$ 94,368
5/20/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - exterior painting study/design of Horticulture Technology Building	\$ 7,300
7/12/2022	Public Safety Training Center Project	ESP Associates, Inc.	Geotechnical services for soil conditions	\$ 29,500
7/12/2022	Public Safety Training Center Project	Withers Ravenel	Additional surveying services	\$ 5,000

7/19/2022	Biotechnology Center of Excellence and Parking Project	Clark Nexsen, Inc.	Supplemental design services - plan for natural gas generator (from diesel), generator/transformer screen wall redesign, exterior building signage and interior room donor/donor wall signage design	\$ 19,825
11/18/2022	Wayfinding Masterplanning Project	APCO Signs	Master planning and design of new interior and exterior signage and wayfinding	\$ 20,710
1/13/2023	Public Safety Training Center Project	Timmons Group	Environmental permits - Riparian Buffer Permit processing	\$ 6,000
2/3/2023	Public Safety Training Center Project	Timmons Group	Wetland/ Stream delineation and confirmation	\$ 6,800
4/14/2023	Bill & Nancy Covington Education Center Project	RND Architects	General contractor for construction project	\$ 283,000
4/17/2023	Public Safety Training Center Project	Withers Ravenel	Additional topographic and wetland surveying services for permanent fencing	\$ 7,000
5/31/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Hazardous Materials Surevy - Main Building	\$ 2,800
6/1/2023	Main, Powell, Gee - Nursing Expansion/Library Project	Associated Fire Protection, Inc	Fire flow testing	\$ 2,400
6/27/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Asbestos plans and specifications, air monitoring, final reports	\$ 21,625
7/6/2023	Backfill Project	BSA Lifestructures, Inc.	Additional services for extended construction administration	\$ 28,000
7/25/2023	Public Safety Training Center Project	Moseley Architects	Design services amendment - commissioning services	\$ 22,340
9/15/2023	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	General contractor for construction project	\$ 3,408,900
10/23/2023	Public Safety Training Center Project	Samet Corporation	Initial GMP Contract	\$ 12,966,867

1/30/2024	Public Safety Training Center Project	Samet Corporation	Amended GMP contract to include (1) bid day reconciliation, (2) Firing Range (alt #1) and (3) Driving Pad Extension (alt #2)	\$ 6,986,801
2/22/2024	Public Safety Training Center Project	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 96,634
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Academic Support Center - Main Building (State Contract)	\$ 103,878
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Nursing expansion - Powell Building (State Contract)	\$ 200,259
5/1/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Library - Gee Building (State Contract)	\$ 475,192

Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2024					
As of April 30, 2024					
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Various minor repairs and maintenance projects	-	-	-	
b.	Master Backfill--Portion from County	126,994		126,994	
c.	Wayfinding Master Planning Project	10,355	10,355	0	Appr'vd Oct 2022, Add \$710 to budget; Completed.
d.	IT Server Room HVAC	16,430	-	16,430	Appr'vd Oct 2022 (In FY23 Cannon awarded \$187,000 reimb. grant)
e.	DC Downspout Installation	11,500	11,500	-	Appr'vd \$14,000 Jan 2023 , Completed.
f.	savings (i.e. unspent allocation) from various projects	9,921	-	9,921	
		175,200	21,855	153,345	
2	County Capital--FY 2024 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: (painting)	32,973	20,082	12,891	Monthly Aramark painting allotment \$2643
b.	Reserved for Emergency Repair Projects	50,000	-	50,000	Appr'vd Jan 2023
c.	Campus Capital Project Feasibility Study	35,200	-	35,200	Appr'vd Apr 2022
d.	Roofing Preventative Maintenance Year 5	30,000	25,763	4,237	Appr'vd Jun 2023
e.	Esport Renovation	9,699	9,699	(0)	Appr'vd \$9,489 Oct 2022: Completed.
f.	Gee Bldg--Chiller Project	142,734	-	142,734	Appr'vd Feb 2023
g.	Gee Building - Grit Blasting Project	29,352	29,352	0	Appr'vd \$31,334 May/June 2023; Completed.
h.	Gee Bldg--Fire Suppression System	23,000	-	23,000	Appr'vd Feb 2023
i.	Forklift Replacement	45,360	45,360	-	Appr'vd \$45,258 Aug 2023; Completed.
j.	Variable Air Volume Controllers and Boxes Replacement (nd	87,585	22,111	65,474	Appr'vd \$230,000 FY23 via HEERF but spent \$142,415 by deadline
k.	Main Building Chiller Repair	15,356	15,356	0	Appr'vd Jun 2023; Completed.
l.	BCoE Third Floor Feasibility Study	12,000	12,000	-	Appr'vd Sep 2023
m.	Eastbound Interchange Exit 150 Beautification Project	15,743	2,200	13,543	Appr'vd Mar 2024 Phase I only (Phase II may cost another \$24,000)
n.	savings (i.e. unspent allocation) from various projects	6,998	-	6,998	
		536,000	181,923	354,077	
3	Bond Projects (County debt and capital reserves and includes dedicated State SCIF funds)	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,660,042	19,966,857	(306,815)	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)+\$206,949 FF&
b.	Student Services Center	6,703,500	6,211,649	491,851	\$6,703,500 County Bonds
c.	Public Safety Training Center	24,157,164	3,302,972	20,854,192	\$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	890,409	4,198,572	\$3,036,070 County Bonds; \$652,911 (\$500,000 + \$152,911) County Capital Reserves; and \$1,400,000 SCIF FY22
e.	Satellite Location--West (Burlington)	-	-	-	
f.	Satellite Location--East (Mebane)	-	-	-	
		55,609,687	30,371,887	25,237,800	\$39.6M County bonds, \$5.9M Cty Reserves \$2.942 SCIF, \$5.5M Stat
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	Master Backfill--Approved Connect NC Bond Funds	436,816	-	436,816	NC Connect Bonds (Now Available as State SCIF)
b.	HVAC Replacement - IT Server Room	187,000		187,000	Appr'vd Oct 22; Cannon Grant of \$187,000 awarded Jan 2023
c.	Variable Air Volume Controllers and Boxes Replacement	142,415	142,415	-	Appr'vd \$230,000 FY23 via HEERF but spent \$142,415 by deadline
d.	Covington Educaton Center: Utility Upgrades	380,550	353,306	27,244	Appr'vd \$380,550 via Grant: NC Tobacco Trust Fund Commission
e.	Horticulture Technology Storage Building Project	153,800	153,796	4	State: (SCIF FY22) Appr'vd Oct 22
f.	Cosmetology Renovation and New Stations	17,440	18,232	(792)	Cosmetology Live Project Proceeds - Appr'vd Sep 2023
g.	Campus Exterior Wayfinding Project	302,600		302,600	Appr'vd Feb 24 (SCIF)
h.	Veterinary Medical Technician Instructional Barn	1,250,000		1,250,000	Appr'vd Mar 2024 (\$1M Golden LEAF & \$250k SCIF)
i.	AATC Centralized Welding System Project	448,276		448,276	Appr'vd Mar 2024 (\$280,000 Cannon Grant & \$168,276 SCIF)
j.	Savings (i.e. Unspent Allocation) from Various Projects	4,282,878	-	4,282,878	State: (SCIF FY22 & FY23 & FY24 allocation)
		7,601,775	667,749	6,934,026	
	TOTAL CAPITAL PROJECTS	59,622,865	#REF!		
	Funds Available for Future Projects	4,299,797			



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

INSTRUCTIONS: To participate in the Zoom videoconference:

- Click on the following URL and follow the prompts:
<https://alamancecc-edu.zoom.us/j/99432017779?pwd=VkxqMTIPNGM0SEh1U01NWcTRkw2QT09>
- 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 4:03 p.m.

Attendance

Trustees Present:

Ms. Julie Emmons

Mr. Ken Walker

Senator Tony Foriest

Dr. Charles Scott

BG(R) Blake Williams

Also present for the meeting were:

Dr. Ken Ingle

Dr. Lisa Johnson

Mr. Justin Snyder

Ms. Ana Fleeman

Dr. Connie Wolfe

II. Call for Conflicts of Interest

General Williams called for conflicts of interest by reading the following statement:

In accordance with North Carolina General Statute 138A, the State Government Ethics Act, it is the duty of every Alamance Community College Board of Trustees member to avoid both conflicts of interest and appearances of conflict. If any Committee member has any known conflict of interest or appearance of conflict with respect to any matters coming

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

No conflicts of interest were identified.

III. Action Items

Trustee Emmons asked Dr. Johnson to present the action items.

- A. Business Administration- Data Analytics Associate in Applied Science **pp.1-6**
Dr. Johnson shared the Data Analytics Associate in Applied Science program introduces three new courses, supported unanimously by the advisory board. With 1.2% overall employment growth and 19.1% growth in specific NC regions, the program aligns with the college's strategic plan. No NCCCS approval is needed, and it will start in fall 2024, with two courses debuting in spring 2025. Designed for easy completion, it enhances one of the college's largest programs.
- B. Applied Artificial Intelligence Associate in Applied Science **pp.1-6**
Dr. Johnson shared the Applied Artificial Intelligence Associate in Applied Science program introduces four new courses, supported by the advisory board. Launching in spring 2025, it aims to attract alumni and new students. The program will utilize adjunct faculty from Lenovo and Amazon and offer specialized training, such as AI in agribusiness. ACC, the third community college in NC to offer AI, will promote the program with a high-profile event featuring industry experts. Integration with biotechnology is planned.

Trustee Emmons motioned to approve both programs

Ken Walker and Senator Foriest Seconded

Vote was unanimous

IV. Informational Items

Dr. Ingle introduced Ana Fleeman as his interim Executive Assistant until he is able to fill the vacancy

V. Other Business

VI. Adjournment 4:31 p.m.

Trustee Emmons motioned

Ken Walker and Senator Foriest Seconded

Meeting ended

Curriculum Committee

May 6, 2024

**Action Item (1 of 1):
Approval of New Programs**

Summary:

Curriculum Faculty, Department Heads, and Deans proposed the implementation of two new programs to ACC’s Curriculum & Instruction Committee, which has vetted and approved the programs as presented.

1. Business Administration- Data Analytics Associate in Applied Science
2. Applied Artificial Intelligence Associate in Applied Science

The proposed programs are intended to improve student success and completion, prepare work-ready graduates, and increase learning opportunities for students while meeting the demands of local industry partners.

Action:

College Administration respectfully requests approval of the Business Administration- Data Analytics Associate in Applied Science and Applied Artificial Intelligence Associate in Applied Science as outlined in the attached table of changes.

BUSINESS, ARTS, and SCIENCE DIVISION															
PROPOSAL	EXPLANATION														
Business Administration- Data Analytics Associate in Applied Science Program (A25120D)															
<p>1. Add the Business Administration- Data Analytics Associate in Applied Science Program (A25120D)</p> <p>The AAS degree will consist of (3) new course offerings at ACC. All other general education and work based learning courses are currently offered.</p> <p>New Courses to ACC:</p> <ul style="list-style-type: none"> • BAS 120 Intro to Analytics (2-3-5) • CTS 225 Spreadsheet Data Analysis (2-2-3) • BUS 160 Data Analysis/Decision Making (2-2-3) <p>Approved via electronic vote **Fall 2024 Implementation date</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning.</i></p> <p>Implementation of the Business Administration- Data Analytics program will fulfill demand from the county's employers and students.</p> <ul style="list-style-type: none"> • Projected Employment Growth: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Region</th> <th>Projected Employment</th> <th>Employment Growth (10-year)</th> <th>Average Annual Openings</th> </tr> </thead> <tbody> <tr> <td>Greensboro - High Point, NC</td> <td style="text-align: center;">7,020</td> <td style="text-align: center;">1.2%</td> <td style="text-align: center;">559</td> </tr> <tr> <td>Raleigh - Cary, NC</td> <td style="text-align: center;">18,652</td> <td style="text-align: center;">19.1%</td> <td style="text-align: center;">1,564</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • In the digital age, the capacity to analyze vast amounts of data and extract actionable insights is imperative for 			Region	Projected Employment	Employment Growth (10-year)	Average Annual Openings	Greensboro - High Point, NC	7,020	1.2%	559	Raleigh - Cary, NC	18,652	19.1%	1,564
Region	Projected Employment	Employment Growth (10-year)	Average Annual Openings												
Greensboro - High Point, NC	7,020	1.2%	559												
Raleigh - Cary, NC	18,652	19.1%	1,564												

	<p>business success. This new concentration is designed to equip students with the advanced analytical skills needed to thrive in a data-driven business landscape and to provide employers in our region with the talent necessary to lead in competitive markets thereby fulfilling both student career aspirations and regional economic needs.</p> <ul style="list-style-type: none"> ● Businesses across all sectors are increasingly reliant on data to drive strategic decisions, optimize operations, and innovate product offerings. The Data Analytics concentration (3% national program growth) will focus on teaching students practical skills in statistical analysis, predictive analytics, data mining, and the use of leading analytics software tools. <p>Plan: existing faculty to teach currently existing courses and adjunct faculty to create/teach new courses. Program location: BCOE, 3rd floor. Technology is a part of the current technology upgrades.</p> <p>Total AAS Program Hours: 65-66</p> <p>*Parent program already approved by NCCCS, SACSCOC Prospectus not required.</p>
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Applied Artificial Intelligence Associate in Applied Science Program (A25710)

<p>2. Add the Applied Artificial Intelligence Associate in Applied Science Program (A25710)</p> <p>The AAS degree will consist of (3) new course offerings at ACC. All other general education and work based learning courses are currently offered.</p> <p>New Courses to ACC:</p> <ul style="list-style-type: none"> ● CSC 113 Artificial Intelligence Fundamentals (2-2-3) ● CSC 114 Artificial Intelligence I (2-3-3) ● CSC 115 Machine Learning I (2-3-3) <p>Approved via electronic vote **Spring 2025 Implementation date</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning.</i></p> <p>Implementation of the Applied Artificial Intelligence program will create and fulfill demand from the county's employers and students.</p> <ul style="list-style-type: none"> ● As the digital economy expands, the demand for skilled professionals in Artificial Intelligence (AI) continues to grow at a fast rate. ACC, located in the strategic corridor formed by the confluence of I-40 and I-85 in central North Carolina, is ideally positioned to launch a pioneering Associate in Applied Science program in AI. This initiative will cater to the burgeoning needs of local and regional industries, fostering economic development and ensuring our students remain competitive in a rapidly evolving job market. ● Launching an AI degree program will not only elevate ACC's standing as a forward-thinking educational institution but also contribute significantly to local economic development. ● Potential employers include manufacturing and supply chain firms, healthcare providers, financial services companies, e-commerce firms, the automotive industry, and government entities. <p>Plan: existing faculty to teach currently existing courses and adjunct faculty to create/teach new courses. Program location: BCOE, 3rd floor. Technology is a part of the current technology upgrades.</p>
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Total AAS Program Hours: **64-65**

*Program requires NCCCS program approval, SACSCOC Prospectus not required due to percentage of courses not exceeding substantive change notification requirements.

1. Business Administration- Data Analytics Associate in Applied Science Program (A25120D)

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered
BUS 110	Intro to Business	3	3	F, S
BUS 137	Principles of Mgmt	3	3	F
CTI 110	Web, Pg, DB Foundations	4	3	F, S
BUS 115	Business Law I	3	3	F
ENG 111	Writing and Inquiry	3	3	F, S, SS
Semester Total		16	15	

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered
DBA 110	Database Concepts	4	3	F, S
BAS 120 *	Intro to Analytics	5	3	S
MAT 152	Statistical Methods	5	4	F, S, SS
CIS 115	Intro to Prog & Logic	5	3	F, S
HUM 115	Critical Thinking	3	3	F, S, SS
Semester Total		22	16	

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered
ENG 114	Prof Research & Report	3	3	F, S, SS
CIS 110	Intro to Computers	4	3	F, S, SS
Semester Total		7	6	

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered
CSC 113 *	Artificial Intelligence Fundamentals	4	3	F
CSC 121	Python Programming	5	3	F
MKT 120	Principles of Mktg	3	3	F
ACC 120	Prin of Financial Acct	5	4	F, S
CTS 130	Spreadsheets	4	3	F, S
Semester Total		21	16	

Spring 5th Semester

Course	Title	Contact	Credit	Offered
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		Hours	Hours	
CTS 225 *	Spreadsheet Data Analysis	4	3	S
BUS 160 *	Data Analysis/ Decision Making	4	3	S
ECO 251	Prin of Microeconomics	3	3	F, S
Major Elective	Choose from: ACC, BUS, CSC, CTS, DBA, MAT	3-4	3-4	F, S, SS
Semester Total		14-15	12-13	

Degree Total	80-81	65-66	
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Business Admin Requirements	
Data Analytics Concentration Requirements	
Foundations of AI Add-ons	
Necessary Pre-requisite courses or Elective	

* Requires new course development

Advisory Board Notes: ABIT Advisory Board meeting; February 29, 2024; 7:00 PM

Attendees:

Debra McCusker
Taj Asif
Ann Snell
Laura Gaines
Blain Jones
David Horgan
Lisa Johnson

Sonya McCook
Karin Pecaut
Crystal Payne
Kay Corbett
Steven Shelton
Amy Steffen

Agenda/Notes

1. Work-Based Learning Overview/Opportunities for Collaboration

2. Student Clubs & Competitions/Girls Take Over Tech

3. Business Data Analytics Discussion

- S. Shelton: uses DA to get reports, detect trends, pulling spreadsheets, making data useable. Thinks this is an important skill.
- Taj: commented that accounting is trending in this direction; AI is a steppingstone in DA.
- Kay Corbett: Good for their employment profile; AI will play a role; students should at least be able to talk about DA.
- Karin Pecaut: useful tool
- David asked if programming classes are useful in their workplaces. Kay Corbett – said they use specific software for internal audits.

4. General Trends/Key Topic & Knowledge Areas:

- S. Shelton: students must be security-minded; something to consider as a theme in all courses/program areas.
- Kay/Crystal: expressed the importance of students understanding how to comport themselves in a Zoom meeting/participate in a Zoom interview (i.e. backgrounds, camera, lighting)
- Basic Excel functions/pivot tables

2. Applied Artificial Intelligence Associate in Applied Science Program (A25710)

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered
MAT 152	Statistical Methods	5	4	F, S, SS
CTI 110	Web, Pgm, DB Foundations	4	3	F, S
ENG 111	Writing and Inquiry	3	3	F, S, SS
CIS 110	Intro to Computers	4	3	F, S, SS
Semester Total		15	13	

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered
DBA 110	Database Concepts	5	3	F, S
BAS 120 *	Intro to Analytics	5	3	S
CTS 115	Info Sys Business Concepts	3	3	F,S,SS
CIS 115	Intro to Prog & Logic	5	3	F, S
ECO 251	Princ of Microeconomics	3	3	F, S
Semester Total		21	15	

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered
ENG 112 or ENG 114	Writing/Res in the Disciplines Prof Research & Report	3	3	F, S, SS
HUM 115	Critical Thinking	3	3	F,S,SS
Semester Total		6	6	

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered
CSC 113 *	Artificial Intelligence Fundamentals	4	3	F
CSC 121	Python Programming	5	3	F
MAT 171	Pre-calculus Algebra	4	3	F,S
CTS 130	Spreadsheets	4	3	F, S
NOS 120	Linux/Unix Single User	4	3	F,S
Semester Total		21	15	

Spring 5th Semester

Course	Title	Contact	Credit	Offered
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		Hours	Hours	
CTS 225	Spreadsheet Data Analysis	4	3	S
CSC 114 *	Artificial Intelligence I	5	3	S
CSC 115 *	Machine Learning I	5	3	S
DBA 120	Database Programming I	4	3	S
Major Elective	ACC, BUS, CCT, CIS, CSC, MAT, MKT, SEC, WBL	3-5	3-4	F,S,SS
Semester Total		21-23	15-16	
Degree Total		84-86	64-65	

AI Required Course	
AI Technical Core requirements	
Other Major Hours	

* requires new course development



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

I. Call to Order 9:00am

Attendance

Trustees Present:

Ken Walker

Steve Carter

Mark Gordon

Pete Glidewell

Dr. Kenneth Ingle, President

Also present for the meeting were:

Ms. Andrea Rollins, Vice President of Business & Finance

Dr. Constance Wolfe, Executive Vice President

Ms. Ana Fleeman, Executive Administrative Assistant

II. Call for Conflicts of Interest

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

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

No conflicts of interest were identified.

III. Action Items

Mr. Glidewell asked Ms. Rollins to present the first two items for action.

A. Technology Infrastructure Replacement Project 3-1 Form **pp 1-5**

Ms. Rollins stated that ACC is seeking approval for a \$1.5 million SCIF-funded technology infrastructure upgrade, recently approved as a capital project by the Building & Grounds committee. Dr. Ingle highlighted the need to replace the outdated 10-15 year old infrastructure, including servers, routers, and fiber connections, with equipment having a 10-year lifespan. These items are on state contract, and ACC aims for State Board approval in their July meeting.

Trustee Walker motioned
Trustee Gordon Seconded
Vote was unanimous

B. Financial Auditing Services Contract for Fiscal Year Ending June 30, 2024 **pp 6-7**

Ms. Rollins recommended selecting S. Preston Douglas & Associates, LLP for financial auditing services, noting their experience with community colleges and ACC. Despite being the higher bidder, they offer timely audits with adequate staffing. The competing firm lacks comparable experience and staff. The committee discussed cost differences and emphasized value over price. Mr. Walker and Mr. Carter supported choosing the experienced firm, especially with a new CFO joining soon, ensuring continuity and reliability in the audit process.

Trustee Carter motioned
Trustee Walker Seconded
Vote was unanimous

C. Recommendation to revise Policy 2.2.4 Naming Policy **pp 8-11**

Mr. Glidewell reported that the Honorarium Committee reviewed Policy 2.2.4 - Naming Policy, which currently requires a three-year waiting period for naming in recognition of distinguished service. The committee suggested reducing this to six months. Mr. Carter raised concerns about insufficient audit time and proposed 18 months. Mr.

Gordon then suggested a one-year waiting period as a compromise, allowing time for an audit while being shorter than 18 months.

Trustee Carter motioned
Trustee Gordon Seconded
Vote was unanimous

D. Recommendation to rename ACC's Student Commons area

Mr. Glidewell recommended renaming ACC's Student Commons for a recently retired employee, honoring their distinguished service. He requested a motion to approve the renaming after a one-year waiting period, pending full Board approval of the policy change.

Trustee Gordon motioned
Trustee Carter Seconded
Vote was unanimous

IV. Informational Items

Financial Report for April 2024 **pp 12-18**

Ms. Rollins presented the April Financial Report, noting 83% of the budget is expended, aligning with expectations. The fiscal year 2024 budget will be finalized as allocations are received. Outstanding purchase orders are pending, but departments are managing budgets well. She moved \$300,000 in state and one-time funds, ensuring the county budget remains on track. Institutional funds are stable at \$3.4 million, with an expected increase by June 30. Grant reimbursements, including Pell Grant awards, are on schedule.

V. Other Business

Future meetings schedule

VI. Adjournment 9:36 am

Trustee Glidewell motioned
Trustee Carter Seconded
Meeting ended

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT

College	Alamance Community College		
Project Name	TECHNOLOGY INFRASTRUCTURE REPLACEMENT PROJECT	NCCCS Project No.	2861
Campus	1001 Alamance CC - Main Campus	County	Alamance

I. TYPE OF PROJECT:

Infrastructure Repair	

II. DESCRIPTION OF PROJECT:

*For description of an infrastructure repair project, please include scope of work (location, SF, materials) and reason for improvements.

Insert project and amendment description here.

This update to our college's technology infrastructure is critical to meet the growing needs of our expanding student body and faculty. With the current system being over 15 years old, including outdated firewall and end-of-life servers, an upgrade is essential for enhanced security and operational efficiency. The planned improvements involve installing new fiber, and updating switches, access points, firewall, and servers, which will significantly increase the reliability and speed of our network. This overhaul will not only provide better wireless access coverage and internet access for students, aiding in their online educational activities, but also equip our Information Services team with advanced tools to better handle cybersecurity threats and maintain campus technology more effectively. Overall, this investment will fortify our technological framework, ensuring it supports our educational mission while adapting to future advancements. The technology infrastructure replacement will be completed in over 273,000 square feet of facilities on the Main Campus.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in **Capital Improvement Manual**.

This form was prepared by:

Name: Thomas M Hartman

Signature: 

Contact Number: 336-506-4201

Date: 5/7/2024

CPC Signature: 

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)	_____	
2. Demolition (not in III B)	_____	
Subtotal "A"		<u>0.00</u>

B. CONSTRUCTION

1. Design Fee	0.00	
2. Construction.....	708,148.00	
3. Construction Contingency	42,000.00	
4. Other Contracts	749,852.00	
5. Other Fees	_____	
Subtotal "B"		<u>1,500,000.00</u>

C. Other Costs

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

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$1,500,000.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriated	_____	
2. County Bonds	_____	
3. <input type="text"/>	_____	
4. <input type="text"/>	_____	
5. <input type="text"/>	_____	
Subtotal "A"		<u>0.00</u>

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

1. <input type="text"/>	_____	
2. <input type="text"/>	_____	
3. <input type="text"/>	_____	
Subtotal "B"		<u>0.00</u>

*Must be used on same OSBM SCIF Project

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code	<input type="text" value="42120 New SCIF \$400M"/>	1,500,000.00
2. Budget Code	<input type="text"/>	_____
3. Budget Code	<input type="text"/>	_____
4. Budget Code	<input type="text"/>	_____
Subtotal "C"		<u>1,500,000.00</u>

Total Sources of Funds Available (IV A, B, C) 1,500,000.00

D. UNIDENTIFIED FUNDS

1. Unidentified Funds (Do not include on the NCCCS 2-16)	_____	
Subtotal "D"		<u>0.00</u>

Total Sources of Funds Including Unidentified \$1,500,000.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$1,500,000.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated 5/13/2024**.

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

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

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

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

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: 2861
from Alamance Community College and if shown, county funds in the
amount of \$0.00 are available for the planning and construction of this project.

County Manager/Finance Officer Signature _____

Print Name _____

Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1
Section VIII) it is estimated that the college will expend an additional \$0.00
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

County Manager/Finance Officer Signature _____

Print Name _____

Date _____



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

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

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

This, the _____ day of _____ 20__

Signature

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

Date: 3/4/2024 Project Name: TECHNOLOGY INFRASTRUCTURE REPLACEMENT PROJE

College: Alamance Community College Project Completion Date: 2/1/2026

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY26	FY 27	FY 28	FY 29	FY30	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (will populate into Section VI of the 3-1)						\$0

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

RECOMMENDATION FOR FINANCIAL AUDITING SERVICES

BACKGROUND INFORMATION

Pursuant to North Carolina General Statute 115D-58.16, community colleges are required to have a financial audit a minimum of once every two years. Community colleges may use state funds to contract for the financial audit with the North Carolina Office of the State Auditor (State Auditor) or with a certified public accountant licensed in the state of North Carolina. Audit results must be submitted to the State Board of Community Colleges, State Auditor, and North Carolina Office of the State Controller.

Alamance Community College (College, ACC) solicited proposals for a financial audit for the fiscal year ended June 30, 2012, with the option to renew for two additional years. The audit contract was awarded to S. Preston Douglas & Associates, LLP, a licensed certified public accounting firm in North Carolina, for Fiscal Year 2012. In turn, the College renewed the audit contract for two years, Fiscal Year 2014 and Fiscal Year 2016.

ACC solicited proposals for a financial audit again for the fiscal year ended June 30, 2018, with the option to renew for two additional years. The audit contract was awarded to S. Preston Douglas & Associates, LLP for Fiscal Year 2018. In turn, the College renewed the audit contract for two years, Fiscal Year 2020 and Fiscal Year 2022.

FISCAL YEAR 2024 AUDIT SERVICES

Given that the previous audit contract with S. Preston Douglas & Associates (Preston) concluded with the Fiscal Year 2022 audit, the College publicly requested proposals for Fiscal Year 2024 audit services. Pursuant to guidelines established by the State Auditor, the College is required to select the vendor that provides the best overall value, which may not be the least expensive choice. The vendor's reputation and history of providing quality auditing services must also be considered.

Since ACC will be have a change in the CFO position early in Fiscal Year 2025, College Administration agreed that the contract period should be one year to allow the new CFO the opportunity to review future proposals for audit services.

A request for proposal (RFP) was issued on the North Carolina Electronic Vendor Portal (eVP) on April 22, 2024. Proposals were due to the College on May 6, 2024, for a public opening. Two proposals were received from:

- 1) Thompson, Price Scott, Adams & Co., P.A. (TPSA)
- 2) S. Preston Douglas & Associates, LLP (SPD)

EVALUATION AND RECOMMENDATION

The College was required to solicit proposals for auditing services in two parts: 1) a technical proposal and 2) a cost proposal. The technical proposal was required to define the scope of services to be provided under the contract and the auditor’s experience and qualifications to perform the audit. The cost proposal was required to itemize the amount expected to be billed for the audit, describe billing arrangements, and contain a maximum not to exceed amount for the total term of the contract. The technical proposals were to be reviewed prior to the cost proposals.

College administration evaluated the audit services proposals using defined criteria including, but not limited to, the following:

- Vendor’s technical approach
- Vendor’s qualifications and pertinent skills
- Vendor’s experience, especially with community college financial statements audits
- Vendor’s most recent peer review
- Vendor’s reference list
- Review of North Carolina Board of CPA Examiners’ database
- Cost for the audit
- Maximum-not-to-exceed amount for cost

The College evaluated and ranked the two proposals received using the guidelines and criteria presented above. In addition, the College considered the cost component of each proposal.

Rubric	TPSA	SPD
Technical approach	Government Audit Standards	Government Audit Standards
Qualifications	CPA team - 10 years average	CPA team - 10 years average
Experience	No community colleges	7 Community College Audits
Peer Review	Jun-23	Jan-23
References	No Community Colleges (3)	Community Colleges (3)
CPA Examiner's Board	No reported interaction	Reported interaction
Cost	22,000	37,800

Based on the process followed, College Administration recommends S. Preston Douglas & Associates, LLP (SPD), certified public accountants, to perform the financial audit for Fiscal Year 2024.

Action Required

College Administration respectfully requests the Board of Trustees approve S. Preston Douglas & Associates, LLP, certified public accountants, to perform the College’s financial audit for the fiscal year ending June 30, 2024.

* Requires Board of Trustees

Alamance Community College (ACC) seeks to recognize the efforts and contributions of individuals, families, organizations, foundations, or corporations by the naming of buildings, portions of buildings, rooms, and other spaces and features on campus. This policy establishes a uniform and consistent procedure to gain approval and to record these namings.

The primary intent of the naming process is to allow ACC to recognize significant contributions of all kinds by naming physical property, if the donor desires such recognition.

I. PURPOSE

This policy serves as a guideline for the ACC Board of Trustees, the Alamance Community College Foundation (“ACC Foundation”) Board of Directors, other volunteers, and college employees who are involved in the solicitation of donations. It is established to assure consistency, fairness, fitting recognition, and positive value in exchange for the honor of name association with a physical aspect of ACC.

II. RESPONSIBILITY FOR RAISING FUNDS

The ACC Board of Trustees and the ACC President have the responsibility to ensure that the mission of the college is ~~met~~. The mission of Alamance Community College is to provide the educational programs and services of a comprehensive community college that respond to our diverse community needs and empower life-long learners to participate in a global society. To successfully carry out the mission, the ACC President or designee may oversee the solicitation of public and private funds. Such efforts will be coordinated through the Office of Institutional Advancement.

III. NAMING TRIBUTES

Two circumstances may give rise to a naming tribute:

1. Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant positive impact on the college over an extended period of years. Such honor will typically be recommended no less than ~~three years~~ six months following the end of the individual’s service to the College. The ACC President, or a committee appointed by the ACC President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the ACC Board of Trustees, via the Budget and Finance Committee, for approval.
2. Provision of a monetary gift appropriate to the facility or physical aspect being named. (See Giving Levels section.)

IV. DONOR RIGHTS AND RESPONSIBILITIES

Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations, or corporations.

1. Naming recognition should enhance the reputation and prestige of the College and the donor. The ACC Board of Trustees reserves the right to withdraw the privilege of name association should future acts and circumstances warrant.
2. The donor has up to five years to fulfill the naming rights pledge.
3. It is the responsibility of individuals negotiating on behalf of the college to advise potential benefactors that a gift may be recognized by naming, subject to approvals and decisions consistent with this policy.
4. In all cases, a signed agreement with the donor should be sought that details the gift's purpose, payment schedule (where appropriate), acknowledgement and naming opportunities, fund management, and other relevant details.

V. GIVING LEVEL GUIDELINES

- A. Giving levels for the naming of physical property should be established through consultation among the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee, and the ACC President and/or designee. All potential gifts that will result in a naming will be brought to the Budget and Finance Committee of the ACC Board of Trustees by the ACC President or designee and voted on. Naming decisions involving gifts in excess of \$750,000 and those recognizing distinguished service require a vote of the ACC Board of Trustees. Naming decisions involving gifts of \$750,000 or less will be reviewed with the ACC Board of Trustees, but do not require a vote.

B. Buildings

The guidelines below represent naming minimums. In preparation for a specific fundraising initiative or in response to an unsolicited donation offer, the ACC President, or a committee appointed by the ACC President, will make a recommendation as to appropriate naming levels based on past precedents at ACC, comparables from other community colleges and educational institutions, institutional needs, and market conditions. Minimums indicated below may be overridden by a vote of the Building and Grounds Committee of the ACC Trustees and if the donation is over \$750,000, by the full board.

1. New buildings constructed with private funds: A minimum of 50% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.
2. New buildings constructed with public funds: A minimum of 10% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.
3. Existing buildings: Existing unnamed buildings may be named for donors in cases where substantial gifts are made by donors to programs conducted within those buildings or other appropriate purpose. The minimum amount is \$1 million.

4. Major renovations: In cases of major renovations which extend throughout an existing building, the building can be named for the donor provided that the donor's gift covers at least one-half (1/2) of the total cost of the major renovation (including design, construction, and contingency costs). It is not possible to outline specifically what constitute a major renovation, but this is a matter which shall be resolved in each individual case.

C. Spaces Within and Outside Buildings

It is not possible to create a policy that covers the myriad opportunities for naming on a college campus, including, but not limited to, halls, auditoriums, centers, student spaces, lobbies, suites, libraries, breakrooms, labs, classrooms, conference rooms, exterior features such as gardens or fountains, courtyards, plazas, specialized teaching facilities such as a greenhouse or equipment room, or parking facility.

In preparation for a specific fundraising initiative or in response to a donation offer with an unsolicited naming request, the ACC President, or a committee appointed by the ACC President, will make a recommendation as to appropriate naming levels based on past precedents at ACC, comparables from other community colleges and educational institutions, institutional needs, and market conditions. The recommended naming levels for a specific facility will be brought to the Budget and Finance Committee of the ACC Board of Trustees and the ACC Foundation Executive Committee for approval.

- D. When a College Building or other space has been named, it is the intent to continue to use the name so long as the facility remains in use and serves its original function, or as otherwise may be provided for in the written agreement between the parties and as subject to North Carolina statutes that exist now or may exist in the future. For example, the College has the right to propose a duration of a certain number of years for a particular naming opportunity, but that will be specified in the proposal to the donor by way of a memorandum of understanding that will be prepared by the Foundation Office and signed by the donor.
- E. The guidelines will be reviewed periodically by the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee and the ACC President and/or designee. The donor and the ACC President or designee will jointly decide how funds donated are directed, invested, and spent, with the donor having ultimate authority if the gift is within the mission of ACC and the ACC Foundation as established by the ACC Board of Trustees and the ACC Foundation Board of Directors.

VI. OTHER PROVISIONS

- A. Where a building or physical aspect has been named, the college will continue to use the name so long as the building, part, or facility remains in use and serves its original function, unless otherwise stipulated at the time of gift acceptance. If a named facility is destroyed due to forces of nature or when the use of a building, room, or facility is changed such that it must be demolished, substantially renovated, or rebuilt, the Budget and Finance

Committee, following the guidelines provided in the Giving Levels section, may name another comparable room or facility for the original donor or honoree.

- B. The ACC President, in consultation with the donor, the ACC Board of Trustees or the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee and/or other appropriate parties shall make decisions related to naming, including but not limited to the following: public announcements, physical markers and care and maintenance of the physical markers.
- C. Commitments made prior to adoption of this policy shall be honored.

Adopted: April 14, 2014; revised March 27, 2020; revised June 8, 2020

(This policy replaces “Philanthropy at Alamance Community College and Naming Policy” adopted November 13, 2006.)



Budget and Financial Information

For the
Month Ending
April 30, 2024

Alamance Community College -- Budget and Financial Information
For the Month Ending April 30, 2024
Executive Summary

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending April 30, 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 **Budget:** The Apr 2024 Monthly Fiscal Update includes all allotments available to-date. Suggested Budget Amendments of \$387,454 include: State Longevity (\$220,629), Customized Training (\$36,609), Construction Bootcamp (\$25,500), Apprenticeships (71,251), an IDD Training Grant (\$194,000) student awards(net reversions of \$88,246) and Enrollment Growth Reserve (\$132,040). The \$5.5 million (previously budgeted) for a firing range was awarded by the NCCCS in Jan24 and TECAT funds of \$750,000 received in March.
- o Overall: At April 30, 2024, the College's fiscal year is 10 / 12th or 83% complete.
- o **Exhibit A--State Accounting Fund:** The *Current Expense* program is higher than at this same point last year by about **\$352,000 (about 1.4% increase)**. This spending includes a 4% wage increase for full time employees as well as about \$276,000 of non-recurring costs. Overall current expenses are **77.8% expended** when compared to budget. The budget **includes a special allocation of approx. \$640,000** that was awarded in FY21-22 by the State for operations, yet intended to be used as needed until FY 2023-2024. The *Capital Outlay* program is **6% spent**, to date and is substantially budgeted to pay for operations rather than equipment purchases in FY24.
- o **Exhibit B--County Accounting Fund:** After reclassifying \$300,000 of expenditures to State funds, current county expenditures were higher than at this same point last year by almost **\$28,000 (about 0.8% increase)** and are **85% expended** when compared to budget. The *Capital Outlay* program is **29% spent**.
- o **Exhibit C--(NEW) Institutional Accounting Fund:** Current expenses are **(100%) expended** when compared to budget. In this accounting fund, both unspent current expense and unspent capital outlay monies are available to carry forward into next year.
- o **Exhibit D--Institutional Accounting Fund:** Programs are categorized as unrestricted, restricted, proprietary, or plant. Now that FY23 has been closed, the beginning balances of each fund are final. FY24 spending of Institutional funds is \$1,525,000 (80%) more than FY23 primarily due to more student awards.
- o **Negative program balances:** **Planned** negative balances appear in mid-year reports usually as a result of spending first, then receiving reimbursement later, such as with financial aid, grant programs, and capital projects. There are no Institutional funds with unplanned negative balances to report.

Month Ended
30-Apr-24

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

Exhibit A

<u>Current Expense (State)</u>	<u>Amended Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
Institutional Support					
Executive Management.....	1,310,597	1,126,106	184,491	86%	1,069,806
Financial Services.....	1,663,127	1,156,448	506,679	70%	1,417,286
General Administration.....	2,017,043	1,631,544	385,499	81%	1,552,541
Information Systems.....	1,474,559	1,181,555	293,004	80%	1,020,854
<i>Total Institutional Support.....</i>	<i>6,465,326</i>	<i>5,095,653</i>	<i>1,369,673</i>	<i>79%</i>	<i>5,060,487</i>
Curriculum Instruction					
FY20-21 State Stabilization Funds.....	640,956	-	640,956	0%	-
Associate Degree, Diploma & Certificate.....	14,353,753	12,253,812	2,099,941	85%	12,132,624
<i>Total Curriculum Instruction.....</i>	<i>14,994,709</i>	<i>12,253,812</i>	<i>2,740,897</i>	<i>82%</i>	<i>12,132,624</i>
Continuing Education					
Occupational Education Instruction.....	1,556,184	1,253,333	302,851	81%	1,536,948
Occupational Education Support.....	775,831	510,863	264,968	66%	553,439
Basic Skills (HSE, ESL, etc.).....	1,651,279	1,113,302	537,977	67%	961,444
Small Business Center (SBC).....	167,222	130,976	36,246	78%	77,756
Customized, Business, & Industry Training.....	143,141	125,722	17,419	88%	99,700
Expansion Apprenticeship Program.....	420,430	112,765	307,665	27%	43,930
Literacy Special Programs.....	60,554	43,706	16,848	72%	20,678
BioBetter Grant Programs.....	284,323	197,843	86,480	70%	-
<i>Total Continuing Education.....</i>	<i>5,058,964</i>	<i>3,488,512</i>	<i>1,570,452</i>	<i>69%</i>	<i>3,293,895</i>
Academic Support					
Library/Learning Center.....	564,843	454,393	110,450	80%	540,338
Curriculum Instruction.....	1,460,044	1,223,665	236,379	84%	1,454,651
Continuing Education.....	1,331,254	1,072,364	258,890	81%	724,730
<i>Total Academic Support.....</i>	<i>3,356,141</i>	<i>2,750,422</i>	<i>605,719</i>	<i>82%</i>	<i>2,719,719</i>
Student Support					
Student Services.....	2,610,506	1,848,512	761,994	71%	1,831,403
IDD Training (Int & Devt Disabilities).....	194,000	19,128	174,872	10%	-
Childcare.....	55,209	34,881	20,328	63%	18,882
Scholarships & Awards to Students.....	185,102	122,680	62,422	66%	204,493
<i>Total Student Support.....</i>	<i>3,044,817</i>	<i>2,025,202</i>	<i>1,019,615</i>	<i>67%</i>	<i>2,054,778</i>
Subtotal Current Expense (State).....	32,919,957	25,613,601	7,306,356	78%	25,261,503
Capital Outlay (State)					
Equipment.....	145,819	38,171	107,648	26%	367,107
BioBetter Grant Equipment.....	838,280	-	838,280	0%	-
Books.....	44,433	28,536	15,897	64%	32,494
<i>Subtotal Capital Outlay (State).....</i>	<i>1,028,532</i>	<i>66,707</i>	<i>961,825</i>	<i>6%</i>	<i>399,601</i>
Total Expenditures (State).....	33,948,489	25,680,308	8,268,181	76%	25,661,104

For the Month Ending April 30, 2024

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

<u>Current Expense (County)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<i>Total College Support Services.....</i>	610,951	508,262	102,689	83%	567,717
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	2,764,119	2,414,823	349,296	87%	2,293,927
Plant Maintenance.....	654,612	519,758	134,854	79%	553,232
<i>Total Plant Operation and Maintenance.....</i>	3,418,731	2,934,581	484,150	86%	2,847,159
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	4,029,682	3,442,843	586,839	85%	3,414,876
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	175,200	21,855	153,345	12%	208,965
Maintenance Projects, Current.....	536,000	181,922	354,078	34%	87,546
<i>Subtotal Capital Outlay (County).....</i>	711,200	203,777	507,423	29%	296,511
<i>Total Expenditures (County).....</i>	4,740,882	3,646,620	1,094,262	77%	3,711,387

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

Exhibit C

<u>Current Expense (Institutional)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
Current Unrestricted					
Institutional Support.....	54,340	101,222	(46,882)	186%	312,110
Curriculum Instruction.....	-	-	-	*	-
Continuing Education.....	122,000	99,568	22,432	82%	(182,465)
Academic Support.....	-	(3,286)	3,286	*	545
Student Support.....	5,531	5,182	349	94%	
<i>Total Current Unrestricted.....</i>	<i>181,871</i>	<i>202,686</i>	<i>(20,815)</i>	<i>111%</i>	<i>130,190</i>
Current Restricted					
Institutional Support.....	264,393	235,333	29,060	89%	29,010
Curriculum Instruction.....	692,193	475,489	216,704	69%	517,628
Continuing Education.....	72,193	(28,942)	101,135	(40%)	3,430
Student Support.....	261,888	240,500	21,388	92%	192,143
CARES (Student, Institutional, SIP).....	8,402	8,651	(249)	103%	1,517,672
Student Aid.....	6,248,194	6,374,706	(126,512)	102%	6,051,999
<i>Total Current Restricted.....</i>	<i>7,547,263</i>	<i>7,305,738</i>	<i>241,525</i>	<i>97%</i>	<i>8,311,882</i>
Proprietary					
Institutional Support.....	50,000	13,306	36,694	27%	87,722
Curriculum Instruction.....	100,000	80,224	19,776	80%	23,460
Student Support.....	85,000	71,532	13,468	84%	118,692
Bookstore.....	100,000	141,640	(41,640)	142%	88,168
Vending.....	125,000	7,046	117,954	6%	37,584
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>313,748</i>	<i>146,252</i>	<i>68%</i>	<i>355,626</i>
Subtotal Current Expense (Institutional).....	8,189,134	7,822,172	366,962	96%	8,797,698
Capital Projects (Institutional)					
	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>		
B&G - Backfill Project.....	436,816	-	436,816		
B&G - Center of Excellence/Parking.....	19,453,093	524,522	18,928,571		
B&G - Student Services Center	6,703,500	115,807	6,587,693		
B&G - Public Safety Training Center	18,657,164	2,870,170	15,786,994		
B&G - Main/Powell (Nursing Expansion)	5,088,981	652,959	4,436,022		
B&G - Tobacco Trust at "The Farm"	380,550	261,863	118,687		
B&G - HVAC IT Server Room Project.....	203,430	-	203,430		
B&G - HVAC Ventilation Project.....	448,276	-	448,276		
B&G - Exterior Signage -- Wayfinding Project.....	302,600	-	302,600		
B&G - Instructional Barn.....	1,250,000	-	1,250,000		
B&G - OSBM SCIF (BCoE)	2,600,802	6,402	2,594,400		
B&G - Various Projects	303,849	102,710	201,139		
Subtotal Capital Outlay (Institutional).....	55,829,061	4,534,433	51,294,628		
Total Expenditures (Institutional).....	64,018,195	12,356,604	51,661,590		

* Unadjusted and Unaudited *

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

Exhibit D

<u>Programs (Institutional)</u>	<u>Budget</u>	<u>End. Program Balance</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
<u>Unrestricted Programs (Institutional)</u>					
Financial Services	54,340	296,831	105,255	(105,537)	296,549
General Administration	-	(11,544)	105,346	4,326	98,127
Curriculum Instruction	-	12,336	2,054	-	14,390
Occupational Ext. Instruction	25,000	42,106	35,892	(12,853)	65,145
Thigpen Trust	-	85,233	4,631	(11)	89,853
Community Service	97,000	126,048	85,077	(86,714)	124,411
Library/Learning Center	-	-	-	3,286	3,286
Esport Program	5,531	-	5,182	(5,182)	-
<i>Total Unrestricted Programs (Institutional)</i>	181,871	551,010	343,437	(202,686)	691,761
<u>Restricted Programs (Institutional)</u>					
College Work Study	103,166	(948)	102,972	(135,121)	(33,096)
SEOG	99,000	5,752	34,950	(66,350)	(25,648)
Pell Grants	5,544,539	(199,391)	5,748,402	(5,666,727)	(117,715)
Community College State Grant	132,117	(1,722)	249,306	(243,984)	3,600
Targeted Assistance Grant	-	12,005	-	-	12,005
Golden LEAF Scholarships	-	(10,250)	15,063	(16,563)	(11,750)
Less Than Half Time Grant	-	(4,009)	-	(247)	(4,255)
Scholarships	-	4,254	7,139	(5,253)	6,140
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	(7,077)	-	-	(7,077)
Spec. Fees - CI-Nursing	50,000	6,304	57,906	(52,986)	11,224
Spec. Fees - CI-Medical Assistant.....	-	400	-	-	400
Spec. Fees - CI-Dental Assistant	-	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	-	1,646	4,517	364	6,527
Spec. Fees - CI-Automotive Technology	-	84	-	-	84
Spec. Fees - OE-Public Safety	-	-	9,215	50,010	59,225
Spec. Fees - OE-Special Programs	-	-	9,725	3,152	12,877
TECAT State Award.....	-	-	750,000	-	750,000
CARES Student Relief	8,402	(11,120)	34,393	(8,401)	14,871
CARES Institutional Relief	-	-	-	(250)	(250)
PACE-CARES Strengthening Inst Programs.....	472,538	(89,376)	315,535	(375,582)	(149,423)
Longleaf Commitment	-	-	152,574	-	152,574
GA-AJOBS (Impact Alamance).....	53,055	(1,994)	-	(581)	(2,574)
GA-Biotech Center Grant	-	-	2,828	(19,736)	(16,908)
GA-ACE Grant	108,172	(62,232)	126,026	(57,290)	6,504
GA-NCSU Biotech (5 yr) Grant.....	-	-	44,946	(19,922)	25,023
GA-NSF ATE Grant	-	-	-	-	-
GA-NSF WIND Grant	-	(23,293)	23,293	-	-
CI-Gene Haas Foundation	-	211	-	(211)	-
CI-Golden LEAF Equipment Grant	-	(9,699)	9,699	-	0
CI-Golden LEAF Practical Nursing Grant	200,000	-	-	(111,933)	(111,933)
CI-NBC2 Grant	-	-	-	-	-
CI-NSF Bioscience-FTCC	15,000	-	15,000	(13,625)	1,375
CI-C-Step Grant	12,500	(1,928)	12,500	(2,018)	8,553

Financial Aid

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

Exhibit D

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

Programs (Institutional)	Budget	Req. Program	Revenue	Expended	End. Program
		Balance	Amount	Amount	Balance
CI-Telemedicine Grant	-	(538,128)	365,511	(118,870)	(291,487)
CI-AHEC Grant	-	-	-	-	-
CI-AWESM Grant	218,280	(12,373)	177,076	(169,793)	(5,091)
CI-NC Agventures Grant.....	6,799	-	6,799	(3,619)	3,180
CI-Cyberskills Training Grant.....	20,000	-	10,000	-	10,000
CI-AJOBS-GCC Grant	42,025	-	-	(408)	(408)
Certification-AJOBS JCPC Grant.....	27,589	-	5,789	(5,071)	718
REACH Adult Learner Project	-	7,127	-	(1,674)	5,453
CS-Piedmont Voices	-	1,983	-	(1,983)	-
CS-Engineering Camp	-	1,350	-	-	1,350
Steps4Growth Federal Grant	-	-	4,658	-	4,658
Literacy-LTSA Library Grant	22,183	-	22,183	(20,563)	1,620
SS-TRIO Student Support Services	261,888	(26,522)	187,309	(240,500)	(79,713)
Total Restricted Programs (Institutional)	7,497,253	(955,004)	8,505,313	(7,305,738)	244,571
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	1,893	11,003	-	12,896
Aux-Public Information & Marketing	-	4,208	586	(2,034)	2,760
Aux-Graduation	50,000	34,779	14,995	(11,272)	38,502
Aux-Bookstore Commissions	100,000	1,627,074	101,316	(141,640)	1,586,751
Aux-Snack Bar Commissions	15,000	41,426	-	(5,021)	36,406
Aux-Culinary Food Service	110,000	17,921	7,255	(2,026)	23,151
Aux-Traffic Control, Parking, and Safety	-	37,541	90,605	-	128,146
Aux-SGA	85,000	114,713	106,957	(70,689)	150,981
Aux-Technology Fee	-	8,124	85,465	-	93,589
Aux-Child Care	-	22,263	1,317	(842)	22,737
Spec. Fees - Animal Care & Management	-	507	-	-	507
Spec. Fees - Cosmetology	100,000	147,507	45,748	(80,022)	113,234
Spec. Fees - Massage Therapy	-	-	6,779	-	6,779
Spec. Fees - Automotive Technology	-	(145)	1,042	(202)	695
Spec. Fees - Dental Assistant	-	56,568	5,850	-	62,418
Spec. Fees - Occupational Extension	-	176,337	19,623	-	195,960
Total Proprietary Programs (Institutional)	460,000	2,290,716	498,542	(313,748)	2,475,510
Total Non-Plant Programs (Institutional)	8,139,124	1,886,722	9,347,292	(7,822,172)	3,411,842
Plant Programs (Institutional)					
Building & Grounds-Backfill Project	436,816	(356,408)	229,415	-	(126,993)
Building & Grounds-Center of Excellence	22,053,895	193,938	684,107	(530,924)	347,121
Building & Grounds-Student Services Center	8,988,740	(972,220)	422,665	(115,807)	(665,362)
Building & Grounds-Public Safety Training Center	18,657,164	(1,308)	8,327,781	(2,870,170)	5,456,303
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	5,088,981	(28,806)	616,310	(652,959)	(65,455)
Building & Grounds-Tobacco Trust at "The Farm".....	380,550	(79,453)	263,274	(261,863)	(78,042)
Building & Grounds-HVAC IT Server Room Project.....	203,430	-	-	-	-
Building & Grounds-HVAC Ventilation Project.....	448,276	-	-	-	-
Building & Grounds-Exterior Signage -- Wayfinding Project.....	302,600	-	-	-	-
Building & Grounds- Instructional Barn.....	1,250,000	-	-	-	-
Building & Grounds-Various Projects.....	303,849	(51,086)	-	(102,710)	(153,796)
Total Plant Programs (Institutional)	58,114,301	(1,295,345)	10,543,553	(4,534,433)	4,713,776

* Unadjusted and Unaudited *

Workforce Analysis (Full-Time) Occupational Categories

24-May

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)	28	24	4	6	22	4	0	0	0	0	24
02 (Business/Finance Opers)	5	4	1	0	5	3	0	0	0	1	1
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)	114	90	24	50	64	9	2	2	0	2	95
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	29	19	10	12	17	6	0	0	0	3	19
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	43	27	16	6	37	5	0	1	0	7	26
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	243	178	65	87	156	35	2	3	0	13	178

New Full Time Employees:

Justin Pedley	Veterinary Medical Technology Department Head
Stacy Martin	English Language Acquisition Instructor
Fabrizio Vallejos	Executive Assistant to Vice-President of Student Learning
Savannah Arehart (Promotion)	Student Services Assistant - Registrar's Office
David Horgan (Promotion)	Information Technology Instructor
Ana Fleeman (Promotion)	Executive Assistant to the President

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



Buildings & Grounds Committee
June 5, 2024
Action Item: Level 2 EV Charging Stations Project

Executive Summary

The College was recently awarded a grant of \$79,104 through the North Carolina Department of Environmental Quality (NCDEQ). The funding was made possible through the 2023 North Carolina VW Settlement Program. The project will include full installation of three (3) dual station pedestal mount Level 2 charging stations in H parking lot adjacent to the main Gee Building entrance. The stations will be made available to staff, students and the general public. The units will be tied to the Tesla charging network with Tesla collecting the usage fees from users through an online portal through the cellular network and remitting payments back to the College quarterly. Annually, Tesla will invoice the College \$.01 per kwh processed with the College setting the rate per charge.

The College is also requesting approval to contract with Pineshore Energy LLC, a NC state contract vendor, for overall turnkey installation with 5-year warranty on all EV charging equipment.

The overall budget for the project is as follows:

-Dual pedestal mount Tesla universal wall connectors (3 units)	\$36,486
-400Amp 1-Phase 120/208/240 volt exterior panel board with meter	\$22,063
-Outdoor router and control panel- connection to Tesla EV charging network	\$ 2,473
-Level 2 EV supply equipment, trenching, concrete and conduit	\$11,880
-Tax and shipping	<u>\$ 6,202</u>
Total Project Budget	\$79,104

Action Required

College Administration requests establishing the Level 2 EV Charging Station Project as a new capital project with a total budget of \$79,104 funded through the awarded NCDEQ grant and awarding the project contract to Pineshore Energy LLC.



**Buildings & Grounds Committee
June 5, 2024**

Action Item: Biotechnology Center of Excellence Design Amendment

Executive Summary

As part of the design services work completed by Clark Nexsen on the Biotechnology Center of Excellence project, at times there are additional design services required due to owner requested changes or delays in the completion of a project beyond the control of the design firm. This action item details out two amendments to the design contract for Clark Nexsen.

The first design amendment is for various owner requested design changes related to the laboratory during construction. Equipment changes and location changes of equipment required redesign for relocation of casework, addition of electrical, addition of plumbing for water systems and compressed air. The cost for these design changes total \$17,975.

The second design amendment relates to additional construction administration efforts of the designer from January 12, 2023 (original contract end date) to February 16, 2024 due to the project construction delays. The total cost for the additional construction administration of the designer totals \$194,645

Action Required

College Administration requests approval of design amendment #3 for the Biotechnology Center of Excellence project for owner requested laboratory redesign totaling \$17,975 and extended construction administration services totaling \$194,645 for a grand total design amendment change of \$212,620 to be funded out of project contingency.

24 October 2022



Tom Hartman
Director of Administrative Services
Alamance Community College
1247 Jimmie Kerr Road
PO Box 8000
Graham, NC 27253

**RE: Alamance Community College Biotechnology Center of Excellence AND PARKING
Proposal for Additional Services – Owner Requested Laboratory Redesign**

SCO# 19-20619-02

Dear Mr. Hartman:

Clark Nexsen (CN) is pleased to offer the following proposal for providing additional Construction Phase Services for the above referenced project.

SCOPE OF SERVICES

Clark Nexsen's scope of services in association with this Additional Service includes providing construction phase services in connection with laboratory redesign. See a breakdown of the work on the attached document.

EXCLUSIONS

- Scope not specifically enumerated above

COMPENSATION

We propose to incorporate the scope of work highlighted above for the following lump sum fee as an additional service to our current Alamance Community College Biotechnology Center of Excellence and Parking project:

Construction Phase Services: \$ 17,975

TOTAL: \$ 17,975

SCHEDULE

During Construction.

We appreciate the opportunity to provide this Scope of Services and fee proposal. Should you have questions or wish to revise the Scope of Services, please contact us.

Sincerely,

Clark Nexsen

✓

333 Fayetteville Street, Suite 1000
Raleigh, NC 27601
clarknexsen.com

CLARK NEXSEN

Chris Brasier, FAIA, LEED AP
Chief Practice & Culture Officer | Principal
(919) 828 1876
cbrasier@clarknexsen.com



333 Fayetteville Street, Suite 1000
Raleigh, NC 27601
clarknexsen.com



Owner requested laboratory redesign - CRN 017

Discipline	Description of work	Drawings / Specs affected	Hours	Hourly Fee	Discipline Fee
Lab	Q412, Q413, Q414, Q415 <ul style="list-style-type: none"> The "Q" drawings delineate the changes to the lab casework to allow for the under counter placement of OFOI water purification systems. Coordinate final locations of "anniversary faucet" and "Picopure3" faucet in the field with owner and provide countertop holes to accommodate services to these faucets. Provide one grommet (field size/locate with owner) in the filler panel in room 212 to allow for water to be plumbed from the base cabinet, through the removeable back, through the filler panel and over to the UC OFOI Glasswasher. 	Q412 Q413 Q414 Q415	15	\$140	\$2,100
Plumbing	PE203 <ul style="list-style-type: none"> Added water connection and backflow preventer for OFOI DI water system PE204 <ul style="list-style-type: none"> Added water connection and backflow preventer for OFOI DI water system 	PE203 PE204	5	\$210	\$1,050
Electrical	EP401 <ul style="list-style-type: none"> Provided additional NEMA 5-15R GFCI duplex receptacle under sink in Wet Prep/Autoclave EP602 <ul style="list-style-type: none"> Modification to Panel 2LB1 	EP401 EP602	3	\$250	\$750
CA	<ul style="list-style-type: none"> Coordination of design changes in field 	-	4	\$225	\$900
PM	<ul style="list-style-type: none"> Coordination of Add-service 	-	2	\$200	\$400
Total:					\$5,200

Owner requested laboratory redesign - CRN 018

Discipline	Description of work	Drawings / Specs affected	Hours	Hourly Fee	Discipline Fee
Lab	Sheet Q412 <ul style="list-style-type: none"> Added note to "Do not install several wall cabinets and turn over to Owner" in Teaching Lab 216 and Bio-Manufacturing Lab 210 Sheet Q414 <ul style="list-style-type: none"> Bio-Manufacturing Lab 210 and Teaching Lab 216 - OFOI UV goggle cabinet 201 added. General Prep 216A - General Prep 216A plan east wall - OFOI equipment updated/replaced with new selections (205 & 206) by ACC. Bio-Manufacturing Support 208 - OFOI equipment 115 shifted east several inches and 208 & 204 (q=2) added. Sheet Q415 <ul style="list-style-type: none"> Bio-Ag 206 - Added OFOI Precision Plant Growth Chamber 504 	Q412 Q414 Q415	3 + 1	\$140 + \$85	\$505
Electrical	Sheet EP101 <ul style="list-style-type: none"> Added a dedicated receptacle for microwave in Vending RM113. Sheet EP401 <ul style="list-style-type: none"> Added a dedicated receptacle for ice machine in Wet Lab 212. Shifted the UV cabinet receptacle toward the west in Bio/Ag Clean RM204. Sheet EP601 <ul style="list-style-type: none"> Modifications to panel schedule 1R1. Sheet EP602 <ul style="list-style-type: none"> Modifications to panel schedule 2LB1. 	EP101 EP401 EP601 EP602	5	\$250	\$1,250
CA	<ul style="list-style-type: none"> Coordination of design changes in field 	-	4	\$225	\$900
PM	<ul style="list-style-type: none"> Coordination of Add-service 	-	2	\$200	\$400
Total:					\$3,055

Owner requested laboratory redesign - CRN 022

Discipline	Description of work	Drawings / Specs affected	Hours	Hourly Fee	Discipline Fee
Lab	Sheet Q412 <ul style="list-style-type: none"> Relocated casework and returned to owner fixtures in Room 216A. Modified 3 compressed air fixtures in Room 210. Sheet Q413 <ul style="list-style-type: none"> Reinstalled with additional filler panels, casework from Room 216A in Room 204A. Sheet Q414 - for coordination purposes only <ul style="list-style-type: none"> Room 216A - showing new 510 ofoi bsc, removed ofoi laminar flow hood, moved 117 microwave. Room 212 - showing new 509 ofoi icemaker. Room 208 - showing new 512 sanyo low temp. Sheet Q415 - for coordination purposes only <ul style="list-style-type: none"> Room 204A - showing removal of ofoi lab coats/ppe storage. 	Q412 Q413 Q414 Q415	20	\$150	\$3,000
Plumbing	Sheet PE203 and PE300 <ul style="list-style-type: none"> Removed the compressed air and natural gas piping/service fittings. 	PE203 PE300	2	\$210	\$420
Electrical	Sheet EP401: <ul style="list-style-type: none"> Room 204A - Moved receptacle (tied to ckt 2LB3-1) on north wall to the west. Room 208 - Added three (3) 208V receptacles and one (1) 120V duplex receptacles (panel G2 ckts). Room 216A - Moved receptacle (dedicated ckt 2LB1-6) from shaft wall to south wall. Sheet EP601: <ul style="list-style-type: none"> Revised circuits G2-33, -35, -37, -39, -41, -40, and -42 to add circuits in Room 208 described above. Revised circuit 2LB1-6 description only to indicate installed receptacle will be used for Bio Safety Cabinet in Room 216A. Revised circuit 2LB1-32 description only to indicate installed receptacle will be used for the nugget ice maker in Room 212. 	EP401 EP601	12	\$250	\$3,000
CA	<ul style="list-style-type: none"> Coordination of design changes in field 	-	12	\$225	\$2,700
PM	<ul style="list-style-type: none"> Coordination of Add-service and Lab meeting 	-	3	\$200	\$600
Total:					\$9,720

Overall Total: \$17,975

13 March 2024



Tom Hartman
Director of Administrative Services
Alamance Community College
1247 Jimmie Kerr Road
PO Box 8000
Graham, NC 27253

**RE: Alamance Community College Biotechnology Center of Excellence and Parking
Proposal for Additional Services 05 – Construction Administration Services**

SCO# 19-20619-02

Dear Mr. Hartman:

The below represents documentation of additional effort Clark Nexsen administered and expended beyond the Contract Completion date and as such beyond Basic Services. These comprise of services to aid Alamance Community College and The Christman Company in completing the project during the Construction Phase, with documentation including but not limited to:

- Explanation of Additional Services performed (below)
- Summary Report of Labor Detail (attached)
- Labor Detail Report (attached)

Primarily, the documentation provided is in response to the Construction Phase (CA) services extending beyond the contract date (January 12, 2023), due to the contractor not being complete with construction, and due in no part to Clark Nexsen, its services, or its work product.

Additionally, for reference, there have been 2 separate meetings to discuss this proposed Additional Service request:

- First Meeting: August 30, 2023 (Tom Hartman, Chris Brasier, Rob Ritter)
- Second Meeting: December 19, 2023 (Tom Hartman, Chris Brasier, Mike Brooks, Rob Ritter)

Additional Services performed by Clark Nexsen (\$214,470.00):

1. CA efforts between the dates of January 12, 2023 and February 16, 2024 (Date of Punchlist Completion Letter), include but are not limited to the following actions:
 - a. RFI Responses (18)
 - b. Submittal Reviews (8)
 - c. Weekly Site Visits through March 2023 (Travel Time, OAC Meeting and Project Walk-through)
 - d. Remote Parking Lot CA
 - e. Punchlist Visits (Travel Time, OAC Meeting and Project Walk-through)
 - f. Proposed Change Order Review and Approval Coordination
 - g. Change Order Initiation and Coordination
 - h. Tab Report Review
 - i. Archflash



- j. SCO Final Inspection
- k. General Project Coordination
- l. Water Quality Testing Review

Deductions:

- 1. Close-out Phase (\$19,825.00 already invoiced)

Exclusions:

- 1. Additional Services 04 (in addition to this Additional Service request)– Owner Requested Laboratory Redesign (**\$17,975.00**)
 - a. Proposal sent to ACC on October 24, 2022. CN awaiting formal response.
- 2. August 30, 2023 Meeting.
- 3. December 19, 2023 Meeting.
- 4. February 20, 2024 Warranty Walk-through.

Compensation:

The amount below represents additional effort provided by Clark Nexsen beyond basic services.

Construction Administration Services:	\$214,470.00
Deductions:	- \$19,825.00
<hr/>	
Proposal for Additional Services 05 TOTAL:	\$ 194,645.00

Should you have questions, please contact us.

Sincerely,

Clark Nexsen



Chris Brasier, FAIA, LEED AP
 Chief Practice & Culture Officer | Principal
 (919) 828 1876
cbrasier@clarknexsen.com



8522-B Labor Detail

Clark Nexsen, Inc.

Transactions for 1/12/2023 through 2/16/2024

Name	Hours to Date	Hourly Rate	Cost
Freeman, Ruth	25.00	\$ 110.00	\$ 2,750.00
Koonts, Matthew	66.25	\$ 150.00	\$ 9,937.50
Brooks, John	363.00	\$ 225.00	\$ 81,675.00
Harkey, Robert	110.00	\$ 225.00	\$ 24,750.00
Rose, Patrick	66.75	\$ 250.00	\$ 16,687.50
Born, Christopher	26.00	\$ 310.00	\$ 8,060.00
O'Donnell, Brian	60.50	\$ 130.00	\$ 7,865.00
Denmyer, Dylan	8.00	\$ 130.00	\$ 1,040.00
Prisupati, Prasad	53.00	\$ 255.00	\$ 13,515.00
Stingl, William	61.00	\$ 255.00	\$ 15,555.00
Hall, Dane	4.00	\$ 165.00	\$ 660.00
Brandon, Anthony	97.50	\$ 210.00	\$ 20,475.00
Lindensfelser, Christopher	57.50	\$ 200.00	\$ 11,500.00
	<u>998.50</u>		<u>\$ 214,470.00</u>

Labor Detail

Clark Nexsen, Inc.

Transactions for 1/12/2023 through
2/16/2024

	Date	Hours
Project Number: 8522-B ACC - Biotech Ctr Excellence and Parking		
Labor Code Level 1: AD Admin/General		
Freeman, Ruth	1/12/2023	.75
Freeman, Ruth	1/13/2023	.75
Freeman, Ruth	1/17/2023	.75
Freeman, Ruth	1/19/2023	.25
Freeman, Ruth	1/20/2023	.75
Freeman, Ruth	1/23/2023	.25
Freeman, Ruth	1/24/2023	.50
Freeman, Ruth	1/26/2023	.25
Freeman, Ruth	1/27/2023	.25
Freeman, Ruth	1/31/2023	.50
Freeman, Ruth	2/2/2023	.50
Freeman, Ruth	2/3/2023	.25
Freeman, Ruth	2/6/2023	.25
Freeman, Ruth	2/7/2023	.50
Freeman, Ruth	2/13/2023	.50
Freeman, Ruth	2/17/2023	.25
Freeman, Ruth	2/20/2023	.25
Freeman, Ruth	2/21/2023	.50
Freeman, Ruth	2/22/2023	.25
Freeman, Ruth	2/23/2023	.25
Freeman, Ruth	2/24/2023	.25
Freeman, Ruth	2/27/2023	.25
Freeman, Ruth	2/28/2023	1.25
Freeman, Ruth	3/1/2023	.75
Freeman, Ruth	3/2/2023	.25
Freeman, Ruth	3/7/2023	.50
Freeman, Ruth	3/8/2023	.25
Freeman, Ruth	3/9/2023	.25
Freeman, Ruth	3/14/2023	.25
Freeman, Ruth	4/18/2023	.25
Freeman, Ruth	4/19/2023	.25
Freeman, Ruth	4/21/2023	.25
Freeman, Ruth	4/24/2023	.25
Freeman, Ruth	4/25/2023	.25
Freeman, Ruth	5/3/2023	.25
Freeman, Ruth	5/10/2023	.25
Freeman, Ruth	5/11/2023	.25
Freeman, Ruth	6/22/2023	.50
Freeman, Ruth	6/23/2023	.50
Freeman, Ruth	6/26/2023	.25
Freeman, Ruth	6/27/2023	.25
Freeman, Ruth	6/28/2023	.25
Freeman, Ruth	6/29/2023	.25
Freeman, Ruth	7/5/2023	.25
Freeman, Ruth	7/7/2023	.25
Freeman, Ruth	7/10/2023	.25
Freeman, Ruth	7/11/2023	.25
Freeman, Ruth	7/13/2023	.50
Freeman, Ruth	8/9/2023	.25
Freeman, Ruth	8/10/2023	.25
Freeman, Ruth	8/15/2023	.25
Freeman, Ruth	8/21/2023	2.50

Freeman, Ruth	8/22/2023	.50
Freeman, Ruth	8/23/2023	.50
Freeman, Ruth	8/25/2023	.25
Freeman, Ruth	9/6/2023	.25
Freeman, Ruth	9/13/2023	.50
Freeman, Ruth	9/20/2023	.25
Freeman, Ruth	10/5/2023	.25
Freeman, Ruth	10/6/2023	.25
Freeman, Ruth	10/18/2023	.25
Freeman, Ruth	1/16/2024	.25
Freeman, Ruth	1/17/2024	.25
Freeman, Ruth	1/24/2024	.25
		25.00

Labor Code Level 1: AR Architecture

Koonts, Matthew	1/17/2023	2.00
Koonts, Matthew	1/18/2023	8.00
Koonts, Matthew	1/24/2023	.50
Koonts, Matthew	1/25/2023	7.50
Koonts, Matthew	1/26/2023	.75
Koonts, Matthew	2/1/2023	6.00
Koonts, Matthew	2/8/2023	1.00
Koonts, Matthew	2/21/2023	7.50
Koonts, Matthew	2/22/2023	7.00
Koonts, Matthew	2/28/2023	3.00
Koonts, Matthew	3/1/2023	3.00
Koonts, Matthew	3/2/2023	.50
Koonts, Matthew	3/9/2023	3.00
Koonts, Matthew	3/14/2023	4.00
Koonts, Matthew	3/16/2023	3.00
Koonts, Matthew	3/21/2023	1.00
Koonts, Matthew	3/22/2023	1.00
Koonts, Matthew	3/30/2023	1.00
Koonts, Matthew	4/5/2023	2.00
Koonts, Matthew	4/18/2023	.50
Koonts, Matthew	4/27/2023	.50
Koonts, Matthew	8/15/2023	3.50
		66.25

Brooks, John	1/12/2023	2.00
Brooks, John	1/13/2023	1.50
Brooks, John	1/17/2023	.50
Brooks, John	1/18/2023	8.00
Brooks, John	1/19/2023	2.00
Brooks, John	1/20/2023	.50
Brooks, John	1/23/2023	3.00
Brooks, John	1/24/2023	5.50
Brooks, John	1/25/2023	8.00
Brooks, John	1/26/2023	2.50
Brooks, John	1/27/2023	1.00
Brooks, John	1/30/2023	5.50
Brooks, John	1/31/2023	4.00
Brooks, John	2/1/2023	8.00
Brooks, John	2/2/2023	1.00
Brooks, John	2/3/2023	1.00
Brooks, John	2/6/2023	2.50
Brooks, John	2/7/2023	6.00
Brooks, John	2/8/2023	8.00
Brooks, John	2/9/2023	2.50
Brooks, John	2/10/2023	1.50
Brooks, John	2/13/2023	5.50
Brooks, John	2/14/2023	8.00
Brooks, John	2/15/2023	8.50
Brooks, John	2/16/2023	2.50
Brooks, John	2/17/2023	2.00
Brooks, John	2/20/2023	6.00

Brooks, John	2/21/2023	8.00
Brooks, John	2/22/2023	8.00
Brooks, John	2/23/2023	9.00
Brooks, John	2/24/2023	4.00
Brooks, John	2/27/2023	4.50
Brooks, John	2/28/2023	4.00
Brooks, John	3/1/2023	8.00
Brooks, John	3/2/2023	2.50
Brooks, John	3/3/2023	3.50
Brooks, John	3/6/2023	8.50
Brooks, John	3/7/2023	3.50
Brooks, John	3/8/2023	7.00
Brooks, John	3/9/2023	.50
Brooks, John	3/10/2023	2.50
Brooks, John	3/14/2023	.50
Brooks, John	3/15/2023	7.50
Brooks, John	3/16/2023	2.00
Brooks, John	3/17/2023	3.00
Brooks, John	3/20/2023	4.50
Brooks, John	3/21/2023	2.00
Brooks, John	3/22/2023	4.00
Brooks, John	3/23/2023	1.50
Brooks, John	3/24/2023	5.00
Brooks, John	3/27/2023	2.00
Brooks, John	3/28/2023	2.00
Brooks, John	3/29/2023	2.00
Brooks, John	3/30/2023	1.00
Brooks, John	4/3/2023	1.00
Brooks, John	4/4/2023	1.50
Brooks, John	4/5/2023	1.50
Brooks, John	4/6/2023	.50
Brooks, John	4/7/2023	1.00
Brooks, John	4/10/2023	5.00
Brooks, John	4/11/2023	2.00
Brooks, John	4/14/2023	4.00
Brooks, John	4/17/2023	.50
Brooks, John	4/18/2023	.50
Brooks, John	4/20/2023	.50
Brooks, John	4/21/2023	1.50
Brooks, John	4/24/2023	1.00
Brooks, John	4/25/2023	.50
Brooks, John	4/26/2023	2.00
Brooks, John	5/1/2023	.50
Brooks, John	5/2/2023	2.50
Brooks, John	5/4/2023	1.50
Brooks, John	5/10/2023	1.00
Brooks, John	5/11/2023	2.00
Brooks, John	5/12/2023	2.00
Brooks, John	5/15/2023	3.00
Brooks, John	5/18/2023	1.00
Brooks, John	5/19/2023	4.00
Brooks, John	5/22/2023	.50
Brooks, John	5/23/2023	.50
Brooks, John	5/24/2023	.50
Brooks, John	5/25/2023	.50
Brooks, John	5/31/2023	1.00
Brooks, John	6/1/2023	.50
Brooks, John	6/2/2023	2.00
Brooks, John	6/7/2023	1.50
Brooks, John	6/12/2023	1.00
Brooks, John	6/13/2023	1.00
Brooks, John	6/14/2023	1.00
Brooks, John	6/16/2023	.50
Brooks, John	6/19/2023	1.50

Brooks, John	6/20/2023	2.00
Brooks, John	6/21/2023	2.00
Brooks, John	6/27/2023	3.00
Brooks, John	6/28/2023	1.50
Brooks, John	6/29/2023	.50
Brooks, John	7/5/2023	3.00
Brooks, John	7/7/2023	3.00
Brooks, John	7/10/2023	2.50
Brooks, John	7/11/2023	1.00
Brooks, John	7/12/2023	.50
Brooks, John	7/13/2023	.50
Brooks, John	7/14/2023	.50
Brooks, John	7/18/2023	1.00
Brooks, John	7/21/2023	1.00
Brooks, John	7/25/2023	.50
Brooks, John	7/26/2023	.50
Brooks, John	8/1/2023	.50
Brooks, John	8/4/2023	.50
Brooks, John	8/7/2023	.50
Brooks, John	8/17/2023	.50
Brooks, John	8/18/2023	.50
Brooks, John	8/21/2023	.50
Brooks, John	8/28/2023	1.00
Brooks, John	8/29/2023	1.00
Brooks, John	8/30/2023	.50
Brooks, John	9/12/2023	4.50
Brooks, John	9/13/2023	4.50
Brooks, John	9/14/2023	.50
Brooks, John	9/15/2023	1.00
Brooks, John	9/18/2023	2.50
Brooks, John	9/19/2023	4.50
Brooks, John	9/20/2023	4.00
Brooks, John	9/22/2023	.50
Brooks, John	10/2/2023	2.00
Brooks, John	10/3/2023	5.00
Brooks, John	10/4/2023	1.50
Brooks, John	10/6/2023	.50
Brooks, John	10/9/2023	2.00
Brooks, John	10/10/2023	6.50
Brooks, John	10/11/2023	7.00
Brooks, John	10/16/2023	.50
Brooks, John	10/17/2023	.50
Brooks, John	10/18/2023	1.00
Brooks, John	10/23/2023	.50
Brooks, John	10/30/2023	.50
Brooks, John	11/15/2023	.50
Brooks, John	11/20/2023	.50
Brooks, John	11/21/2023	.50
Brooks, John	11/29/2023	1.00
Brooks, John	11/30/2023	.50
Brooks, John	12/11/2023	6.50
Brooks, John	12/12/2023	.50
Brooks, John	12/19/2023	4.00
Brooks, John	12/20/2023	1.00
		363.00
Harkey, Robert	1/12/2023	2.00
Harkey, Robert	1/13/2023	1.00
Harkey, Robert	1/15/2023	1.50
Harkey, Robert	1/17/2023	1.00
Harkey, Robert	1/18/2023	3.00
Harkey, Robert	1/19/2023	1.50
Harkey, Robert	1/23/2023	.50
Harkey, Robert	1/24/2023	2.00
Harkey, Robert	1/25/2023	2.00

Harkey, Robert	1/26/2023	1.50
Harkey, Robert	1/27/2023	2.00
Harkey, Robert	1/30/2023	2.00
Harkey, Robert	1/31/2023	1.50
Harkey, Robert	2/1/2023	7.00
Harkey, Robert	2/2/2023	.50
Harkey, Robert	2/3/2023	1.00
Harkey, Robert	2/6/2023	2.00
Harkey, Robert	2/7/2023	2.00
Harkey, Robert	2/8/2023	6.50
Harkey, Robert	2/9/2023	2.50
Harkey, Robert	2/10/2023	1.00
Harkey, Robert	2/13/2023	3.00
Harkey, Robert	2/14/2023	3.00
Harkey, Robert	2/15/2023	2.50
Harkey, Robert	2/16/2023	2.50
Harkey, Robert	2/17/2023	1.00
Harkey, Robert	2/20/2023	1.50
Harkey, Robert	2/21/2023	5.50
Harkey, Robert	2/22/2023	2.00
Harkey, Robert	2/23/2023	.50
Harkey, Robert	2/24/2023	.50
Harkey, Robert	2/27/2023	2.00
Harkey, Robert	2/28/2023	.50
Harkey, Robert	3/1/2023	6.00
Harkey, Robert	3/2/2023	3.00
Harkey, Robert	3/3/2023	1.50
Harkey, Robert	3/7/2023	2.00
Harkey, Robert	3/8/2023	3.50
Harkey, Robert	3/9/2023	1.00
Harkey, Robert	3/14/2023	.50
Harkey, Robert	3/15/2023	1.50
Harkey, Robert	3/16/2023	5.00
Harkey, Robert	3/17/2023	1.00
Harkey, Robert	3/20/2023	.50
Harkey, Robert	4/5/2023	.50
Harkey, Robert	4/14/2023	.50
Harkey, Robert	4/17/2023	.50
Harkey, Robert	4/18/2023	.50
Harkey, Robert	4/20/2023	.50
Harkey, Robert	4/21/2023	.50
Harkey, Robert	4/24/2023	1.50
Harkey, Robert	5/18/2023	1.50
Harkey, Robert	5/26/2023	.50
Harkey, Robert	5/30/2023	.50
Harkey, Robert	6/20/2023	.50
Harkey, Robert	6/29/2023	.50
Harkey, Robert	7/3/2023	2.00
Harkey, Robert	7/7/2023	2.00
Harkey, Robert	7/13/2023	.50
Harkey, Robert	8/15/2023	.50
Harkey, Robert	9/8/2023	.50
Harkey, Robert	9/13/2023	1.00
Harkey, Robert	1/19/2024	1.00
Harkey, Robert	1/22/2024	.50
		110.00

Labor Code Level 1: EL Electrical

Rose, Patrick	1/17/2023	.50
Rose, Patrick	1/18/2023	5.75
Rose, Patrick	1/30/2023	.50
Rose, Patrick	1/31/2023	.75
Rose, Patrick	2/1/2023	7.00
Rose, Patrick	2/6/2023	.25
Rose, Patrick	2/7/2023	1.50

Rose, Patrick	2/10/2023	.50
Rose, Patrick	2/13/2023	.75
Rose, Patrick	2/16/2023	.50
Rose, Patrick	2/20/2023	.25
Rose, Patrick	2/22/2023	3.50
Rose, Patrick	2/23/2023	7.75
Rose, Patrick	2/24/2023	.75
Rose, Patrick	2/28/2023	3.00
Rose, Patrick	3/3/2023	2.25
Rose, Patrick	3/6/2023	2.50
Rose, Patrick	3/8/2023	5.50
Rose, Patrick	3/10/2023	.75
Rose, Patrick	3/15/2023	.75
Rose, Patrick	3/16/2023	.50
Rose, Patrick	3/20/2023	.75
Rose, Patrick	3/22/2023	.50
Rose, Patrick	3/28/2023	1.00
Rose, Patrick	4/3/2023	.75
Rose, Patrick	4/24/2023	.25
Rose, Patrick	4/26/2023	.25
Rose, Patrick	5/10/2023	.50
Rose, Patrick	5/11/2023	.75
Rose, Patrick	6/26/2023	.25
Rose, Patrick	7/7/2023	.75
Rose, Patrick	7/13/2023	.75
Rose, Patrick	8/24/2023	2.00
Rose, Patrick	8/25/2023	3.25
Rose, Patrick	9/11/2023	2.50
Rose, Patrick	9/14/2023	.50
Rose, Patrick	10/9/2023	4.25
Rose, Patrick	1/16/2024	.75
Rose, Patrick	1/17/2024	1.00
Rose, Patrick	1/23/2024	.50
		66.75

Labor Code Level 1: FP Fire Protection

Born, Christopher	1/24/2023	.50
Born, Christopher	1/27/2023	.25
Born, Christopher	1/29/2023	.50
Born, Christopher	2/3/2023	.50
Born, Christopher	2/20/2023	.50
Born, Christopher	2/22/2023	4.50
Born, Christopher	2/23/2023	10.00
Born, Christopher	2/24/2023	2.00
Born, Christopher	2/28/2023	.50
Born, Christopher	3/1/2023	.75
Born, Christopher	3/2/2023	.50
Born, Christopher	3/3/2023	.50
Born, Christopher	3/6/2023	.50
Born, Christopher	3/7/2023	.25
Born, Christopher	3/8/2023	1.00
Born, Christopher	3/9/2023	1.00
Born, Christopher	3/21/2023	.50
Born, Christopher	3/27/2023	.50
Born, Christopher	3/30/2023	.25
Born, Christopher	6/28/2023	.50
Born, Christopher	7/21/2023	.50
		26.00
O'Donnell, Brian	1/12/2023	.25
O'Donnell, Brian	1/18/2023	4.50
O'Donnell, Brian	1/19/2023	.25
O'Donnell, Brian	1/23/2023	.25
O'Donnell, Brian	1/24/2023	.50
O'Donnell, Brian	1/25/2023	4.25
O'Donnell, Brian	1/30/2023	.25

O'Donnell, Brian	2/1/2023	3.00
O'Donnell, Brian	2/3/2023	3.25
O'Donnell, Brian	2/6/2023	2.00
O'Donnell, Brian	2/7/2023	3.00
O'Donnell, Brian	2/8/2023	5.25
O'Donnell, Brian	2/9/2023	.75
O'Donnell, Brian	2/13/2023	.25
O'Donnell, Brian	2/15/2023	.75
O'Donnell, Brian	2/20/2023	.50
O'Donnell, Brian	2/22/2023	.50
O'Donnell, Brian	2/23/2023	8.00
O'Donnell, Brian	2/27/2023	.75
O'Donnell, Brian	3/2/2023	.25
O'Donnell, Brian	3/3/2023	1.75
O'Donnell, Brian	3/6/2023	5.00
O'Donnell, Brian	3/24/2023	5.75
O'Donnell, Brian	3/28/2023	.75
O'Donnell, Brian	3/30/2023	2.50
O'Donnell, Brian	5/11/2023	.50
O'Donnell, Brian	5/12/2023	2.00
O'Donnell, Brian	6/16/2023	.25
O'Donnell, Brian	6/19/2023	1.25
O'Donnell, Brian	7/6/2023	.50
O'Donnell, Brian	8/24/2023	.50
O'Donnell, Brian	10/13/2023	.50
O'Donnell, Brian	1/17/2024	.25
O'Donnell, Brian	1/29/2024	.50

60.50

Denmyer, Dylan	1/27/2023	8.00
		8.00

Labor Code Level 1: ME Mechanical

Pisupati, Prasad	2/13/2023	1.00
Pisupati, Prasad	2/22/2023	2.00
Pisupati, Prasad	2/23/2023	8.00
Pisupati, Prasad	2/24/2023	1.00
Pisupati, Prasad	2/27/2023	1.00
Pisupati, Prasad	2/28/2023	.50
Pisupati, Prasad	3/1/2023	1.00
Pisupati, Prasad	3/2/2023	1.00
Pisupati, Prasad	3/3/2023	1.00
Pisupati, Prasad	3/6/2023	.50
Pisupati, Prasad	3/10/2023	1.00
Pisupati, Prasad	3/13/2023	1.00
Pisupati, Prasad	4/21/2023	1.00
Pisupati, Prasad	4/24/2023	1.00
Pisupati, Prasad	4/27/2023	1.00
Pisupati, Prasad	4/28/2023	2.00
Pisupati, Prasad	5/5/2023	2.00
Pisupati, Prasad	5/8/2023	1.00
Pisupati, Prasad	7/11/2023	2.00
Pisupati, Prasad	7/13/2023	1.00
Pisupati, Prasad	7/25/2023	1.00
Pisupati, Prasad	8/21/2023	1.00
Pisupati, Prasad	8/22/2023	1.00
Pisupati, Prasad	9/11/2023	3.00
Pisupati, Prasad	9/12/2023	2.00
Pisupati, Prasad	9/13/2023	2.00
Pisupati, Prasad	9/15/2023	1.00
Pisupati, Prasad	9/19/2023	1.00
Pisupati, Prasad	9/20/2023	1.00

Pisupati, Prasad	10/16/2023	2.00
Pisupati, Prasad	10/18/2023	3.00
Pisupati, Prasad	1/11/2024	1.00
Pisupati, Prasad	1/12/2024	1.00
Pisupati, Prasad	1/16/2024	2.00
Pisupati, Prasad	1/18/2024	1.00
		53.00
Stingl, William	1/18/2023	2.00
Stingl, William	1/23/2023	1.00
Stingl, William	1/25/2023	3.00
Stingl, William	2/2/2023	4.00
Stingl, William	2/3/2023	6.00
Stingl, William	2/7/2023	1.00
Stingl, William	2/8/2023	2.00
Stingl, William	2/9/2023	1.00
Stingl, William	2/10/2023	1.00
Stingl, William	2/13/2023	1.00
Stingl, William	2/15/2023	5.00
Stingl, William	2/20/2023	2.00
Stingl, William	2/21/2023	2.00
Stingl, William	2/27/2023	1.00
Stingl, William	3/2/2023	1.00
Stingl, William	3/3/2023	4.00
Stingl, William	3/6/2023	1.00
Stingl, William	3/8/2023	1.00
Stingl, William	3/22/2023	2.00
Stingl, William	3/27/2023	1.00
Stingl, William	4/4/2023	1.00
Stingl, William	4/13/2023	1.00
Stingl, William	4/19/2023	1.00
Stingl, William	5/2/2023	2.00
Stingl, William	5/5/2023	1.00
Stingl, William	5/11/2023	1.00
Stingl, William	5/15/2023	1.00
Stingl, William	6/9/2023	1.00
Stingl, William	7/10/2023	1.00
Stingl, William	7/13/2023	1.00
Stingl, William	7/31/2023	1.00
Stingl, William	8/1/2023	1.00
Stingl, William	8/24/2023	1.00
Stingl, William	9/15/2023	1.00
Stingl, William	10/6/2023	1.00
Stingl, William	10/10/2023	1.00
Stingl, William	10/12/2023	2.00
		61.00
Hall, Dane	9/14/2023	3.00
Hall, Dane	10/6/2023	1.00
		4.00

Labor Code Level 1: PL Plumbing

Brandon, Anthony	1/12/2023	1.50
Brandon, Anthony	1/13/2023	1.00
Brandon, Anthony	1/17/2023	1.00
Brandon, Anthony	1/20/2023	.50
Brandon, Anthony	1/24/2023	.50
Brandon, Anthony	1/25/2023	9.00
Brandon, Anthony	1/26/2023	1.00
Brandon, Anthony	1/27/2023	.50
Brandon, Anthony	1/31/2023	1.50
Brandon, Anthony	2/1/2023	1.00
Brandon, Anthony	2/6/2023	1.00
Brandon, Anthony	2/7/2023	.50
Brandon, Anthony	2/8/2023	10.50
Brandon, Anthony	2/9/2023	.50
Brandon, Anthony	2/13/2023	1.00

Brandon, Anthony	2/14/2023	1.00
Brandon, Anthony	2/15/2023	1.00
Brandon, Anthony	2/16/2023	2.00
Brandon, Anthony	2/17/2023	1.00
Brandon, Anthony	2/20/2023	2.00
Brandon, Anthony	2/21/2023	1.00
Brandon, Anthony	2/23/2023	12.00
Brandon, Anthony	2/24/2023	1.50
Brandon, Anthony	2/27/2023	.50
Brandon, Anthony	2/28/2023	2.00
Brandon, Anthony	3/1/2023	2.00
Brandon, Anthony	3/2/2023	1.00
Brandon, Anthony	3/3/2023	2.00
Brandon, Anthony	3/7/2023	2.00
Brandon, Anthony	3/8/2023	1.00
Brandon, Anthony	3/9/2023	9.00
Brandon, Anthony	3/10/2023	2.00
Brandon, Anthony	3/14/2023	.50
Brandon, Anthony	3/20/2023	1.00
Brandon, Anthony	3/22/2023	1.00
Brandon, Anthony	3/30/2023	.50
Brandon, Anthony	4/4/2023	.50
Brandon, Anthony	4/6/2023	.50
Brandon, Anthony	4/7/2023	1.00
Brandon, Anthony	4/8/2023	.50
Brandon, Anthony	4/10/2023	2.00
Brandon, Anthony	4/11/2023	1.50
Brandon, Anthony	4/13/2023	.50
Brandon, Anthony	4/19/2023	.50
Brandon, Anthony	4/21/2023	.50
Brandon, Anthony	5/1/2023	.50
Brandon, Anthony	5/4/2023	1.00
Brandon, Anthony	6/20/2023	.50
Brandon, Anthony	6/27/2023	.50
Brandon, Anthony	6/28/2023	1.00
Brandon, Anthony	7/10/2023	.50
Brandon, Anthony	7/11/2023	2.00
Brandon, Anthony	7/17/2023	.50
Brandon, Anthony	8/10/2023	2.00
Brandon, Anthony	8/11/2023	1.00
Brandon, Anthony	8/21/2023	.50
Brandon, Anthony	9/14/2023	2.00
Brandon, Anthony	10/3/2023	.50
Brandon, Anthony	10/9/2023	.50
		97.50

Labor Code Level 1: PM Project Management

Lindenfelser, Christopher	1/24/2023	.50
Lindenfelser, Christopher	1/26/2023	.50
Lindenfelser, Christopher	2/8/2023	1.00
Lindenfelser, Christopher	2/14/2023	8.00
Lindenfelser, Christopher	2/16/2023	1.00
Lindenfelser, Christopher	2/22/2023	1.00
Lindenfelser, Christopher	2/27/2023	.50
Lindenfelser, Christopher	3/2/2023	1.00
Lindenfelser, Christopher	3/6/2023	1.00
Lindenfelser, Christopher	3/8/2023	1.00
Lindenfelser, Christopher	3/27/2023	.50
Lindenfelser, Christopher	4/17/2023	.50
Lindenfelser, Christopher	5/10/2023	1.00
Lindenfelser, Christopher	6/20/2023	1.00
Lindenfelser, Christopher	7/11/2023	2.00
Lindenfelser, Christopher	7/28/2023	1.00
Lindenfelser, Christopher	7/31/2023	1.00
Lindenfelser, Christopher	8/1/2023	1.00

Lindenfelser, Christopher	8/3/2023	.50
Lindenfelser, Christopher	8/7/2023	1.00
Lindenfelser, Christopher	8/14/2023	.50
Lindenfelser, Christopher	9/1/2023	1.00
Lindenfelser, Christopher	9/11/2023	2.00
Lindenfelser, Christopher	9/12/2023	1.00
Lindenfelser, Christopher	9/13/2023	1.00
Lindenfelser, Christopher	9/14/2023	1.00
Lindenfelser, Christopher	9/15/2023	1.00
Lindenfelser, Christopher	10/9/2023	4.00
Lindenfelser, Christopher	10/10/2023	2.50
Lindenfelser, Christopher	10/11/2023	3.00
Lindenfelser, Christopher	10/12/2023	1.00
Lindenfelser, Christopher	10/25/2023	.50
Lindenfelser, Christopher	11/17/2023	2.00
Lindenfelser, Christopher	12/1/2023	.50
Lindenfelser, Christopher	12/6/2023	1.00
Lindenfelser, Christopher	12/8/2023	1.00
Lindenfelser, Christopher	12/15/2023	1.00
Lindenfelser, Christopher	12/20/2023	1.00
Lindenfelser, Christopher	1/5/2024	.50
Lindenfelser, Christopher	1/16/2024	.50
Lindenfelser, Christopher	1/23/2024	1.00
Lindenfelser, Christopher	1/30/2024	.50
Lindenfelser, Christopher	2/1/2024	.50
Lindenfelser, Christopher	2/15/2024	1.00
Lindenfelser, Christopher	2/16/2024	2.00
Lindenfelser, Christopher	3/20/2023	1.00
Lindenfelser, Christopher	3/22/2023	.50
		57.50

Total Hours 998.50



**Buildings & Grounds Committee
June 5, 2024**

Action Item: Rescind Project Funding Approvals for Campus Capital Project Feasibility Study & Gee Building Fire Suppression System

Executive Summary

Two projects approved and funded by the Board are no longer feasible or required to complete.

1. Campus Capital Project Feasibility Study (\$35,200) – approved by the Board of trustees in April 2022, the intent of the project was to determine the best use of SCIF funding for the upgrades and modernization of Main Campus spaces. Since that time, the use of SCIF funding has been identified for use to supplement the College's current County Bond projects, to add facilities for new programs (Vet Tech and AI) and to improve IT infrastructure campus-wide. There is no longer a need to invest the funds into an additional study at this time.
2. Gee Building – Fire Suppression System (\$23,000) - approved by the Board in February 2021, the intent was to add a fire suppression system in the storage area for the Scott Collection. Unfortunately, when requoted in 2022, prices skyrocketed and the manufacturer (Ansol Equipment) more than doubled their price. Labor costs also increased significantly with the last price quote from Johnson Controls being close to \$50,000. This project is no longer feasible until an appropriate funding source is determined.

Action Required

College Administration requests the Board of Trustees rescind the project and funding approvals for the Campus Capital Project Feasibility Study totaling \$35,200 and the Gee Building – Fire Suppression System totaling \$23,000.

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

BOND PROJECTS

STATUS SUMMARY

Biotechnology Center of Excellence

Final close out documentation is in process and will be brought to the Board in new fiscal year.

Student Services Center

Final close out documentation is in process and will be brought to the Board in new fiscal year.

Public Safety Training Center

Green Level Site:

Construction continues to move along very well and the project remains on schedule. We expect steel to arrive on-site in the next few weeks for the classroom/administration building with installation in early July. In the next 30 days, the sanitary line and storm drain will be installed, fine grading for the parking area will begin, installation of permanent fencing will begin and the slab will be poured for the firing range.

Burlington Site:

The design amendment has been developed and approved for Moseley to begin work on the documents for bidding and construction. The current schedule shows bids due for the project mid-August with site work and installation of the tower complete by May/June 2025 in line with the completion of the firing range on the Green Level site.

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

The Library renovation is complete with the exception of storefront installation for the study rooms and conference room. The Academic Support Center and Nursing expansion in Powell has slowed a bit, but still shows completion by mid-June. The other main classroom areas of Main Building show a completion date of early July. Furniture for the first three areas have been ordered and installation is expected in mid to late July. The final phase of the project, the 200 hallway of Main Building, is scheduled for completion late November 2024. All of the other areas will be complete in time for the fall semester.

CAPITAL PROJECTS

STATUS SUMMARY

Bill and Nancy Covington Education Center

The College is struggling to obtain multiple quotes for the installation of an animal fence for large animals on the property. We currently have obtained one quote and have found a new vendor to possibly provide a second quote. This piece of the project may better align with the Veterinary Med Technician Barn Project timeline. .

Main Server Room HVAC Replacement Project

The unit is installed and operational. This project is complete.

Campus Exterior Wayfinding Project

The process for the Request for Proposals has taken a little longer than initially planned. The RFP was posted on May 23rd with proposals due July 23rd. We expect to bring a recommendation to the Board at the August meeting. We are starting the work for the second project that will be brought to the ACC Board of Trustees at a future date for interior wayfinding signage as well as the addition of the Dillingham Campus.

Veterinary Med Technician Barn Project

We are currently developing the Request for Qualifications (RFQ) for design services for the project and hope to have it publically posted in June.

AATC Centralized Welding Exhaust Project

The project is scheduled with demolition of the existing system and installation of the new centralized system will begin on July 19th and the installation of the new system should be complete by August 18th.

Eastbound Interchange Exit 150 Project

We will provide information to the BOT about the landscape design and Phase Two of the project later this fall with planting planned for November/December.

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

NONE

Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2024					
As of May 31, 2024					
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Master Backfill--Portion from County	126,994		126,994	
b.	Wayfinding Master Planning Project	10,355	10,355	0	Appr'vd Oct 2022, Add \$710 to budget; Completed.
c.	IT Server Room HVAC	16,430	-	16,430	Appr'vd Oct 2022 (In FY23 Cannon awarded \$187,000 reimb. grant)
d.	DC Downspout Installation	11,500	11,500	-	Appr'vd \$14,000 Jan 2023, Completed.
e.	Esport Renovation	9,699	9,699	-	Appr'vd \$9,489 Oct 2022; Completed.
f.	savings (i.e. unspent allocation) from various projects	222	-	222	
		175,200	31,554	143,646	
2	County Capital--FY 2024 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: (painting)	32,973	20,082	12,891	Monthly Aramark painting allotment \$2643
b.	Reserved for Emergency Repair Projects	-	-	-	Appr'vd \$50,000 Jan 2023
c.	Campus Capital Project Feasibility Study	-	-	-	Appr'vd \$35,200 Apr 2022; Removed Jun 2024
d.	Roofing Preventative Maintenance Year 5	30,000	25,763	4,237	Appr'vd Jun 2023
e.	Gee Bldg-Chiller Project	142,734	142,734	0	Appr'vd Feb 2023
f.	Gee Building - Grit Blasting Project	29,352	29,352	0	Appr'vd \$31,334 May/June 2023; Completed.
g.	Gee Bldg-Fire Suppression System	-	-	-	Appr'vd \$23,000 Feb 2023; Removed Jun 2024
h.	Forklift Replacement	45,360	45,360	-	Appr'vd \$45,258 Aug 2023; Completed.
i.	Variable Air Volume Controllers and Boxes Replacement (nd)	22,111	22,111	-	Completed
j.	Main Building Chiller Repair	15,356	15,356	0	Appr'vd Jun 2023; Completed.
k.	BCoE Third Floor Feasibility Study	18,000	12,000	6,000	Appr'vd \$12k Sep 2023 and \$6k May 2024
l.	Eastbound Interchange Exit 150 Beautification Project	15,743	6,450	9,293	Appr'vd Mar 2024 Phase I only (Phase II may cost another \$24,000)
m.	Gee Building Controls Replacement Project	58,000		58,000	Appr'vd May 2024
n.	B Bldg envelope sealant repair	42,200		42,200	Appr'vd May 2024
o.	Battery Replacement - Solar Greenhouse	30,744		30,744	Appr'vd May 2024
q.	savings (i.e. unspent allocation) from various projects	53,427	-	53,427	Negative Balance indicates use of FY25 funds
		536,000	319,207	216,793	
3	Bond Projects (County debt and capital reserves and includes dedicated State SCIF funds)	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,660,042	19,852,822	(192,780)	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)+\$206,949 FF&
b.	Student Services Center	6,703,500	6,216,288	487,212	\$6,703,500 County Bonds
c.	Public Safety Training Center	24,157,164	4,560,410	19,596,754	\$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	1,932,917	3,156,064	\$3,036,070 County Bonds; \$652,911 (\$500,000 + \$152,911) County Capital Reserves; and \$1,400,000 SCIF FY22
e.	Satellite Location-West (Burlington)	-	-	-	
f.	Satellite Location-East (Mebane)	-	-	-	
		55,609,687	32,562,437	23,047,250	\$39.6M County bonds, \$5.9M Cty Reserves \$2.942 SCIF, \$5.5M Stat
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	Master Backfill--Approved Connect NC Bond Funds	436,816	-	436,816	NC Connect Bonds (Now Available as State SCIF)
b.	HVAC Replacement - IT Server Room	187,000	-	187,000	Appr'vd Oct 22: Cannon Grant of \$187,000 awarded Jan 2023
c.	Variable Air Volume Controllers and Boxes Replacement	142,415	142,415	-	Appr'vd \$230,000 FY23 via HEERF but spent \$142,415 by deadline
d.	Covington Education Center: Utility Upgrades	347,354	320,110	27,244	Appr'vd \$380,550 with \$347,354 via Grant: NC Tobacco Trust Fund Commission and \$33,196 of SCIF \$1.5M project
e.	Horticulture Technology Storage Building Project	153,800	153,796	4	State: (SCIF FY22) Appr'vd Oct 22
f.	Cosmetology Renovation and New Stations	17,440	18,232	(792)	Cosmetology Live Project Proceeds - Appr'vd Sep 2023
g.	Campus Exterior Wayfinding Project	302,600		302,600	Appr'vd Feb 24 (SCIF)
h.	Veterinary Medical Technician Instructional Barn	1,250,000		1,250,000	Appr'vd Mar 2024 (\$1M Golden LEAF & \$250k SCIF)
i.	AATC Centralized Welding System Project	448,276		448,276	Appr'vd Mar 2024 (\$280,000 Cannon Grant & \$168,276 SCIF)
j.	Technology Infrastructure Project	1,500,000		1,500,000	Appr'vd May 2024
k.	Savings (i.e. Unspent Allocation) from Various Projects	2,782,878	-	2,782,878	State: (SCIF FY22 & FY23 & FY24 allocation)
		7,568,579	634,553	6,934,026	
	TOTAL CAPITAL PROJECTS	61,052,939			
	Funds Available for Future Projects	2,836,527			

Capital Improvement Project Contracts/Amendments Signed by President				
Date	Project	Vendor	Description	Amount
3/17/2020	Biotechnology Center of Excellence and Parking Project	Clark Nexsen, Inc.	Advanced planning portion of design fee for the Biotechnology Center of Excellence and Parking Project. This agreement covers the period up to the construction documents phase of the project.	\$ 924,885
5/4/2020	CulinaryExpansion/Renovation Project	MHAWorks, Inc.	Additional Services Contract to add services from a structural engineering firm.	\$ 7,100
5/20/2020	Backfill Project	BSA Lifestructures, Inc.	Amendment No. 1 to Backfill Project design agreement: For additional services in connection with providing Structural Engineering services (\$6,500) and Food Service - Snack Bar & Kitchen Revisions (\$15,470), the lump sum fee is hereby increased by \$21,970 to a new total of\$546,970.	\$ 21,970
7/16/2020	AHU #5 Project	Dewberry Engineers Inc.	To provide mechanical and electrical engineering design services, bidding support, construction administration services, and close out services for the Air Handling Unit #5 project.	\$ 33,500
8/7/2020	Student Services Center	FWA Group, PA	To provide programming and sector planning design services for the Student Services Center Project.	\$ 39,400
9/24/2020	Biotechnology Center of Excellence and Parking Project	Clark Nexsen, Inc.	To provide acoustical and technology/AV design consulting services for Biotechnology Center of Excellence and Parking Project	\$ 45,800
10/15/2020	2018 County Bond Projects	CBRE Heery	To provide project management services for all county bond projects	\$ 499,566
10/15/2020	Student Services Center	FWA Group, PA	To provide basic design services (through construction docuemnts) for Student Services Center Project	\$ 277,755
11/4/2020	Native Prairie Project	Isley Construction	General Contractor contract for consruction project	\$ 65,912
11/4/2020	Culinary Expansion Project	H.M. Kern Corporation	General Contractor contract for consruction project	\$ 813,050
11/10/2020	AHU #5 Replacement Project	Comfort Systems USA (Mid Atlantic) LLC	General Contractor contract for consruction project	\$ 185,978
2/17/2021	EMS Program Relocation Project	HH Architecture	Design services	\$ 35,600
5/11/2021	EMS Program Relocation Project	Bobbitt Construction, Inc.	General contractor for construction project	\$ 285,162
5/13/2021	CulinaryExpansion/Renovation Project	MHAWorks, Inc.	Additional Services Contract to add design services for in-ground grease trap installation and corridor finishes and lighting design	\$ 6,500
6/18/2021	EMS Program Relocation Project	HH Architecture	Design amendment #1 for design and detail of new steel lintel	\$ 1,400

7/7/2021	Public Safety Training Center Project	Withers Ravenel	ALTA/NSPS boundary survey, subdivision and recombination of plats, topographic survey services	\$ 48,350
7/15/2021	Biotechnology Center of Excellence and Parking Project	The Christman Company	CM at Risk Preliminary Guaranteed Maximum Price contract	\$ 15,025,942
9/10/2021	Biotechnology Center of Excellence and Parking Project	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 84,630
9/10/2021	Student Services Center	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 59,275
9/27/2021	Student Services Center	Resolute Building Company	General contractor for construction project	\$ 5,603,500
10/6/2021	Public Safety Training Center Project	Moseley Architects	Design services	\$ 586,716
11/4/2021	Public Safety Training Center Project	Samet Corporation	Pre-Construction Services Agreement	\$ 135,668
12/3/2021	Biotechnology Center of Excellence and Parking Project	The Christman Company	CM at Risk Guaranteed Maximum Price contract (true-up)	\$ 16,703,303
1/11/2022	Main, Powell & Gee Buildings - Classroom, Offices, Library Renovation and Childcare Updates Project	Moseley Architects	Design services	\$ 222,475
1/28/2022	Native Prairie Roof Project	FWA Group	Design services	\$ 5,000
2/14/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - exterior ADA ramp & stair	\$ 19,100
2/16/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - early college & dining	\$ 9,450
5/3/2022	Native Prairie Roof Project	Isley Construction	General contractor	\$ 94,368
5/20/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - exterior painting study/design of Horticulture Technology Building	\$ 7,300
7/12/2022	Public Safety Training Center Project	ESP Associates, Inc.	Geotechnical services for soil conditions	\$ 29,500
7/12/2022	Public Safety Training Center Project	Withers Ravenel	Additional surveying services	\$ 5,000
7/19/2022	Biotechnology Center of Excellence and Parking Project	Clark Nexsen, Inc.	Supplemental design services - plan for natural gas generator (from diesel), generator/transformer screen wall redesign, exterior building signage and interior room donor/donor wall signage design	\$ 19,825

11/18/2022	Wayfinding Masterplanning Project	APCO Signs	Master planning and design of new interior and exterior signage and wayfinding	\$ 20,710
1/13/2023	Public Safety Training Center Project	Timmons Group	Environmental permits - Riparian Buffer Permit processing	\$ 6,000
2/3/2023	Public Safety Training Center Project	Timmons Group	Wetland/ Stream delineation and confirmation	\$ 6,800
4/14/2023	Bill & Nancy Covington Education Center Project	RND Architects	General contractor for construction project	\$ 283,000
4/17/2023	Public Safety Training Center Project	Withers Ravenel	Additional topographic and wetland surveying services for permanent fencing	\$ 7,000
5/31/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Hazardous Materials Surevy - Main Building	\$ 2,800
6/1/2023	Main, Powell, Gee - Nursing Expansion/Library Project	Associated Fire Protection, Inc	Fire flow testing	\$ 2,400
6/27/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Asbestos plans and specifications, air monitoring, final reports	\$ 21,625
7/6/2023	Backfill Project	BSA Lifestructures, Inc.	Additional services for extended construction administration	\$ 28,000
7/25/2023	Public Safety Training Center Project	Moseley Architects	Design services amendment - commissioning services	\$ 22,340
9/15/2023	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	General contractor for construction project	\$ 3,408,900
10/23/2023	Public Safety Training Center Project	Samet Corporation	Initial GMP Contract	\$ 12,966,867
1/30/2024	Public Safety Training Center Project	Samet Corporation	Amended GMP contract to include (1) bid day reconciliation, (2) Firing Range (alt #1) and (3) Driving Pad Extension (alt #2)	\$ 6,986,801
2/22/2024	Public Safety Training Center Project	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 96,634

4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Academic Support Center - Main Building (State Contract)	\$ 103,878
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Nursing expansion - Powell Building (State Contract)	\$ 200,259
5/1/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Library - Gee Building (State Contract)	\$ 475,192
5/14/2024	Public Safety Training Center Project	Moseley Architects	Design services amendment - additional services for redesign, bidding, construction administration and closeout for Class A Burn Building in Burlington, NC	\$ 62,875

Capital Improvement Project Change Orders Signed by President				
Date	Project	Vendor	Description	Amount
7/27/2022	Biotechnology Center of Excellence	The Christman Company	Changes related to asphalt work at main drive entrance, adding conduit for Owner desired exterior camera and other Owner requested electrical items, add of rated floors in two mechanical chases and adding more waterproofing at metal panels	\$ 38,998.00
9/16/2022	Biotechnology Center of Excellence	The Christman Company	Changes for work associated with the Generator/transformer enclosure located west of the building. It is for the CMU walls, concrete slab and steel gates. The enclosure was originally an Add Alternate but was not accepted by the College. Later in the project, there was a desire by the College to put an enclosure back in the project.	\$ 93,397.00
1/31/2023	Biotechnology Center of Excellence	The Christman Company	Unforeseen supply chain issues impacted the project schedule. Also, unforeseen site conditions have greatly impacted completion of site work. Substantial completion date revised from 1/11/23 to 2/24/23.	\$ -
3/10/2023	Biotechnology Center of Excellence	The Christman Company	Revisions to gypsum board column wraps to enclose plumbing piping and electrical work associated with the elevator pit, electrical work for heat tape circuits and for changing the power for the folding partition, changes to ceiling tiles and additional asphalt work near the transformer.	\$ 26,169.00
4/12/2023	Biotechnology Center of Excellence	The Christman Company	Electrical work for door controllers (card readers), additional concrete required in front of the gates at the Generator/Transformer enclosure and at the gas meter, add GFCI breakers at the cup sinks in Bio-Manufacturing Lab 210 per comment by City of Graham Inspector, install a 2" PRV on the main water line to campus on the downhill side of the main backflow device to reduce pressure to the existing buildings and divert more pressure to the COE.	\$ 14,002.00
5/21/2023	Biotechnology Center of Excellence	The Christman Company	Metal angle added along some of the exterior wall to close off the joint between the wall and the edge of the concrete floor slab and circuit for the Cold Room needed to be upsized.	\$ 9,315.00
7/10/2023	Biotechnology Center of Excellence	The Christman Company	Relocation of the ADA push pad on the automatic doors at main entry and connection of the entry automatic vestibule doors to the emergency generator.	\$ 4,378.00
1/27/2022	Student Services Center	Resolute Building Company	Credit for canopy finish change	\$ (6,525.75)
3/15/2022	Student Services Center	Resolute Building Company	Change to roller shades vs blinds	\$ 6,730.50

3/28/2022	Student Services Center	Resolute Building Company	Credit for duct bank work	\$ (3,839.68)
10/6/2022	Student Services Center	Resolute Building Company	Credit for conduit to generator, credit for revision to rear stairs, earthwork allowance credit, changes to electrical and final keying	\$ (41,342.23)
12/8/2022	Student Services Center	Resolute Building Company	Owner requested additional electrical and data drops, additional curbs and bollards for safety, changes to elevator, landscape additions.	\$ 70,686.78
3/14/2023	Student Services Center	Resolute Building Company	The existing paved area needed to be milled down to meet the as built conditions at the front of the building in the drop off area and door 113A was reversed to an electrical room and panic hardware was requested.	\$ 14,435.21
5/31/2023	Student Services Center	Resolute Building Company	Additional egress signs required by Fire Marshall, various lighting and electrical adds as required by City, repair to underground data line when Duke Power installed the underground service to the generator, additional exterior curbing, addition of new electrical feed to parking lot light. Also \$5,000 credit to Owner for returned unused allowances.	\$ 13,395.62
5/9/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Additional demolition and asbestos abatement at Main Building work areas A, B, C, D, E, F.	\$ 54,353.26

ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2023-2024 CONTINUING BUDGET RESOLUTION

TO EXPIRE UPON ADOPTION OF A FINAL 2024-2025 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):

	Near-Final Budget Fiscal Year	Proposed Continuing Resolution	% change
	2023-2024	2024-2025	
Institutional Support			
Executive Management	1,492,558	1,547,657	3.7%
Administrative and Fiscal Services	1,594,817	1,699,905	6.6%
General Administration	1,928,396	2,033,897	5.5%
Information Systems (Administrative)	1,518,860	1,554,846	2.4%
Curriculum Instruction			
Curriculum Instruction	14,525,090	15,291,983	5.3%
Continuing Education			
Occupational Education Instruction	1,743,333	1,998,399	14.6%
Occupational Education Support	626,731	725,695	15.8%
Basic Skills - Initial Allotment	1,482,782	1,442,171	-2.7%
Adult High School	168,497	28,168	-83.3%
Apprenticeship Programs	420,430	280,000	-33.4%
Small Business Center	167,222	167,222	0.0%
Customized Training	143,344	60,000	-58.1%
Literacy Special Programs	60,554	-	-100.0%
BioBetter Grant Program	284,323	149,122	-47.6%
Academic Support			
Library/Learning Center	564,843	603,591	6.9%
Curriculum	1,328,349	1,522,334	14.6%
Continuing Education	1,295,991	1,352,923	4.4%
Student Services			
Student Services	2,429,750	2,559,807	5.4%
Childcare	55,209	56,092	1.6%
Scholarships i.e. Golden Leaf Scholarship/GEER	185,102	-	-100.0%
Capital Outlay			
Equipment (includes Perkins & BioBetter Grant)	1,888,078	1,364,904	-27.7%
Books	44,433	45,162	1.6%
Total State Current Fund Appropriation	<u>34,530,568</u>	<u>35,065,754</u>	<u>1.5%</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	14,522,293	15,679,023	8.0%
Continuing Education	1,966,659	2,470,700	25.6%
Basic Skills - Initial Allotment	1,129,957	910,811	-19.4%
Basic Skills - MidYear Allotment	581,876	581,876	0.0%
Institutional Support	9,713,813	10,455,323	7.6%
Career & Technical Education (Perkins)	317,791	280,387	-11.8%
Small Business Center	167,222	167,222	0.0%
Customized Training	143,343	60,000	-58.1%
Dillingham Center non-recurring Allotment	500,000	-	-100.0%
Apprenticeship Expansion	446,722	280,000	-37.3%
High Cost Health Care Program	500,000	342,000	-31.6%
Childcare	55,209	56,092	1.6%
Performance Funding	337,838	281,439	-16.7%
Equipment Flexibility	908,426	931,324	2.5%
BioBetter Grant	1,122,603	449,122	0.0%
Additional State Allocations	893,985	897,604	0.4%
State Fiscal Recovery Funds (Budget Stabilization)	640,955	640,955	0.0%
Total Estimated State Current Funds	<u>33,948,692</u>	<u>34,483,878</u>	<u>1.6%</u>

ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2023-2024 CONTINUING 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	-	-100.0%
Maintenance Projects, Current	536,000	536,000	0.0%
Total County Current Fund Appropriation	4,740,882	5,413,822	12.4%

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	-	-100.0%
Total Estimated County Current Funds	4,740,882	5,413,822	12.4%

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 2023-2024 CONTINUING 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>57,742,395</u>	<u>57,306,395</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>57,742,395</u>	<u>57,306,395</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 June 10, 2024. Certified, this the 10th day of June, 2024.

Chairman

President

STATE OF NORTH CAROLINA

COUNTY OF ALAMANCE

Sworn and subscribed before me by General Blake Williams, Chairman of the Board of Trustees, and Kenneth Ingle, Secretary to the Board of Trustees, this the 10th day of June 2024.

(Seal)

My Commission Expires:

Student Fee Schedule (Local Fees) FY 2024-25

Purpose

Annually, the Board of Trustees may review and approve updates to local fees for Alamance Community College. Attached, for approval, is a recommended local fee schedule to be effective July 1, 2024.

Management Recommendations

- A. College administration recommends increasing the following local fees to match State Board of Community Colleges Code (SBCCC) maximum fee limits charged to students:
1. **Student Activity Fee:** Increase to \$35 per academic term (currently \$24)
 2. **Instructional Technology Fee (Curriculum):** Increase to \$2.25 per credit hour, \$27 maximum per academic term (currently \$1.50 per credit hour)
 3. **Instructional Technology Fee (Workforce Dev):** Increase to \$5 per course (currently \$3 per course)
- B. College administration recommends no change in rate for the following local fees charged to students:
1. **College Access, Parking, & Security (CAPS) Fee:** Currently \$18 maximum per academic term
 2. **Required Specific Fees:** The following fee schedules are set based on the cost of providing the required course materials to students at the lowest possible cost.

Background Information

Per 1E SBCCC 100.1(b), a Local Fee is: "A fee charged to a student for a good or service provided by the college other than instruction." To be a local fee, the fee must be charged to the student by ACC and ACC must, in turn, directly provide a good or service to the student.

Additionally, per 1E SBCCC 200.1(a), "Colleges are authorized to charge self-supporting and local fees established by their boards of trustees consistent with this chapter." ACC has a policy for determining and using self-supporting course fees; therefore, this proposal focuses on local fees charged to students.

Use of Local Fees

1. Student Activity Fees: The College would utilize these fees to provide enhanced student experiences through social activities, such as student clubs, organizations, leadership training, and service-oriented opportunities, as well as continued support of the Student Government Association (SGA). Student activity fees would also be used to support student ID cards, group events, and (if possible) administrative tasks.
2. Instructional Technology Fees: The College would utilize Instructional Technology fees as follows:
 - a. To acquire, install, and maintain up-to-date and emerging technologies to enhance student-learning outcomes (such as previous purchases for smartboards/whiteboards);
 - b. To provide equitable access to technology resources; and,
 - c. To help ensure, ultimately, that ACC graduates are competitive in the technologically sophisticated workplace. All hardware, software, databases, and other capital equipment procured with these revenues are to support student-learning experiences.
3. College Access, Parking, & Security (CAPS) Fees: The College would utilize CAPS fees as follows:
 - a. To supplement campus public safety officer funding, including training and vehicles;
 - b. To supplement funding for improvements to parking facilities and transportation vehicles; and/or
 - c. For Clery Act compliance coordination.
4. Required Specific Fees: The College would utilize Required Specific Fees to support other required academic costs for consumable goods or services that are specifically required for a course.
5. Other Fees: The College would utilize Other Fees to support costs of goods or services provided by the College that are not required for a course or enrollment.

Action Requested

Management requests approval of the following Student Fee Schedule (Local Fees) for Fiscal Year 2024-25, to include the proposed rate increase for the Student Activity Fee, Instructional Technology Fee (Curriculum), and Instructional Technology Fee (Workforce Dev.).

Local Fees FY 2024-25

Fee Number	Division/Area	Fee Title	Amount	Unit
FCO2024-06-A	College	Returned Check Fee	\$31.00	Per Returned Check
FCO2024-06-B	College	TouchNet Payment Setup Fee	\$25.00	One-time Fee
FCO2024-06-C	College	TouchNet Late Fee	\$30.00	One-time Fee
FCR1979-03-A	College	Graduation Fee	\$ 25.00	Per Graduation
FCR1979-03-B	College	Additional Copy of Credential Fee	\$ 6.00	Per Copy
FCR1968-02-A	Curriculum	Student Activity Fee	\$ 35.00	Per Academic Term (\$35 for =>12 credit hours; \$23.50 for =>6 credit hours; \$11.50 for <6 credit hours.
FCR2022-04-A	Curriculum	Curriculum Instructional Technology Fee	\$ 27.00	Per Academic Term (\$2.25 per credit hour up to maximum cap of \$27. Full-time students taking =>12 credit hours will be charged \$27.)
FCR2022-04-B	Curriculum	College Access, Parking, & Security (CAPS) Fee	\$ 7.50	Per Academic Term
FCR2024-06-A	Curriculum	Student Accident Insurance	\$ 1.00	Per Academic Term
FCR2024-06-UU	Curriculum	Credit by Exam	\$ 25.00	Per Exam
FCR1976-05-A	Curriculum	Allied Health Programs Malpractice Insurance	\$ 16.00	Per Term
FCR2008-01-A	Curriculum	Automotive Systems Technology Uniform Fee	\$ 22.00	Per Program
FCR2024-06-AA	Curriculum	Consumables \$125 COS 126 BB	\$ 125.00	Per Course
FCR2024-06-B	Curriculum	NAS Fee for background check and drug screen Nurse Aide-NAS 101	\$ 65.00	Per Course
FCR2024-06-BB	Curriculum	Consumables EMS 130	\$ 105.00	Per Course
FCR2024-06-C	Curriculum	BTC lab consumables Biotechnology BTC 181	\$ 100.00	Per Course
FCR2024-06-CC	Curriculum	Consumables EMS 260	\$ 260.00	Per Course
FCR2024-06-D	Curriculum	BTC lab consumables Biotechnology BTC 275	\$ 100.00	Per Course
FCR2024-06-DD	Curriculum	Consumables EMS 110	\$ 20.00	Per Course
FCR2024-06-E	Curriculum	BTC lab consumables Biotechnology BTC 281	\$ 100.00	Per Course
FCR2024-06-EE	Curriculum	Consumables EMS 285	\$ 22.00	Per Course
FCR2024-06-F	Curriculum	BTC lab consumables Biotechnology BTC 285	\$ 100.00	Per Course
FCR2024-06-FF	Curriculum	Consumables MED 140	\$ 130.00	Per Course
FCR2024-06-G	Curriculum	BTC lab consumables Biotechnology BTC 286	\$ 100.00	Per Course
FCR2024-06-GG	Curriculum	Consumables MED 150	\$ 70.00	Per Course
FCR2024-06-H	Curriculum	BTC lab consumables Biotechnology BTC 287	\$ 100.00	Per Course
FCR2024-06-HH	Curriculum	Consumables and certification review and exam MED 240	\$ 50.00	Per Course
FCR2024-06-I	Curriculum	Nursing kit Nursing NUR 111	\$ 175.00	Per Course
FCR2024-06-II	Curriculum	Consumables and certification review and exam MED 272	\$ 195.00	Per Course
FCR2024-06-J	Curriculum	Nursing kit Nursing NUR 101	\$ 175.00	Per Course
FCR2024-06-JJ	Curriculum	Masks, eyewear, gowns DEN 101 BB UNC	\$ 102.00	Per Course
FCR2024-06-K	Curriculum	COS kit \$630, consumables \$70 Cosmetology-COS 112	\$ 700.00	Per Course
FCR2024-06-KK	Curriculum	Radiology badge \$120 and phosphorus plate rental \$30 DEN 112 UNC	\$ 145.00	Per Course
FCR2024-06-L	Curriculum	Consumables COS 114	\$ 70.00	Per Course
FCR2024-06-LL	Curriculum	Dentoform rental and extra teeth, masks, eyewear, gowns DEN 102 AB Evening	\$ 50.00	Per Course

Local Fees FY 2024-25

Fee Number	Division/Area	Fee Title	Amount	Unit
FCR2024-06-M	Curriculum	Consumables COS 116	\$ 70.00	Per Course
FCR2024-06-MM	Curriculum	Dentoform rental and extra teeth, masks, eyewear, gowns DEN 101	\$ 102.00	Per Course
FCR2024-06-N	Curriculum	Consumables COS 118	\$ 70.00	Per Course
FCR2024-06-NN	Curriculum	Dentoform rental and extra teeth, masks, eyewear, gowns DEN 101BB	\$ 102.00	Per Course
FCR2024-06-O	Curriculum	Consumables COS 223	\$ 70.00	Per Course
FCR2024-06-OO	Curriculum	Impression material kit DEN 102 AB Day	\$ 60.00	Per Course
FCR2024-06-P	Curriculum	Consumables COS 112 AB	\$ 35.00	Per Course
FCR2024-06-PP	Curriculum	Radiology badge \$120 and phosphorus plate rental \$30 DEN 112 AB	\$ 145.00	Per Course
FCR2024-06-Q	Curriculum	Consumables COS 112 BB	\$ 35.00	Per Course
FCR2024-06-QQ	Curriculum	Impression material kit DEN 102 UNC	\$ 110.00	Per Course
FCR2024-06-R	Curriculum	Consumables COS 114 AB	\$ 35.00	Per Course
FCR2024-06-RR	Curriculum	Radiology badge \$120 and phosphorus plate rental \$30 DEN 112	\$ 145.00	Per Course
FCR2024-06-S	Curriculum	Consumables COS 114 BB	\$ 35.00	Per Course
FCR2024-06-SS	Curriculum	Biology Lab Supplies	\$ 20.00	Per Course
FCR2024-06-T	Curriculum	Consumables COS 116 AB	\$ 35.00	Per Course
FCR2024-06-TT	Curriculum	Chemistry Lab Supplies	\$ 20.00	Per Course
FCR2024-06-U	Curriculum	Consumables COS 116 BB	\$ 35.00	Per Course
FCR2024-06-UU	Curriculum	Textbook Printing Cost Medical Laboratory Technology MLT 126	\$80.00	Per Course Not to exceed amount
FCR2024-06-V	Curriculum	Consumables COS 118 AB	\$ 35.00	Per Course
FCR2024-06-W	Curriculum	Consumables COS 118 BB	\$ 35.00	Per Course
FCR2024-06-X	Curriculum	Esthetic kit \$147, consumables \$125 COS 120 AB	\$ 272.00	Per Course
FCR2024-06-Y	Curriculum	Consumables COS 120 BB	\$ 125.00	Per Course
FCR2024-06-Z	Curriculum	Consumables COS 126 AB	\$ 125.00	Per Course
FCE2022-04-A	Workforce Development	WFD Instructional Technology Fee (FITCE)	\$ 5.00	Per Course
FCE1999-06-A	Workforce Development	Parking & Maintenance Fee	\$ 3.00	Per Course
FCE2024-06-A	Workforce Development	Student Accident Insurance	\$ 0.55	Per Course
FCE2002-01-E	Workforce Development	Emergency Medical Services Liability Insurance Fee (EMS 3029, EMS 3030, EMS 3031, EMS 3044, EMS 3045)	\$ 16.00	Per Term
FCE2005-03-A	Workforce Development	Cosmetology Kits Fee	\$ 558.00	Per Program
FCE2005-03-B	Workforce Development	Cosmetology Classes Liability Insurance Fee	\$ 16.00	Per Term
FCE2005-03-C	Workforce Development	Licensure/Certification/Certificate Fee: CPR through American Heart Association	\$ 8.00	Per Program
FCE2005-03-D	Workforce Development	Licensure/Certification/Certificate Fee: ACLS Through American Heart Association	\$ 11.00	Per Program
FCE2005-03-E	Workforce Development	Licensure/Certification/Certificate Fee: PALS Through American Heart Association	\$ 11.00	Per Program
FCE2005-03-L	Workforce Development	Personal Protective Equipment (one-way CPR mask)	\$ 7.00	Per Program
FCE2006-04-A	Workforce Development	COS 3101 Manicurist Textbooks Fee	\$ 330.00	Per Course
FCE2006-04-D	Workforce Development	GED Test Fee	\$ 26.00	Per Test

Local Fees FY 2024-25

Fee Number	Division/Area	Fee Title	Amount	Unit
FCE2007-03-A	Workforce Development	ICS 300 Textbook Fee	\$ 13.00	Per Course
FCE2007-03-B	Workforce Development	ICS 400 Textbook Fee	\$ 8.00	Per Course
FCE2007-11-B	Workforce Development	Pre-Hospital Trauma Life Support (PHTLS) Certification Fee	\$ 15.00	Per Program
FCE2007-11-C	Workforce Development	Advanced Medical Life Support (AMLS) Certification Fee	\$ 15.00	Per Program
FCE2008-08-A	Workforce Development	IV Starter Kit Fee for IV Therapy Continuing Education	\$ 10.00	Per Course
FCE2009-06-A	Workforce Development	Pottery Classes Supply Fee	\$ 35.00	Per Course
FCE2010-05-C	Workforce Development	Black Belt Sections 1 and 2 Certification Textbook Fee	\$ 300.00	Per Program - Sections 1 & 2
FCE2024-06-B	Workforce Development	HiSET Test Fee	\$ 15.00	Per Test
FCE2024-06-C	Workforce Development	Massage Therapy Student Supply Fee	\$ 100.00	Per Program
FCE2024-06-D	Workforce Development	BioWork Student Supply Fee	\$ 50.00	Per Program
FCE2024-06-E	Workforce Development	Phlebotomy Student Supply Fee	\$ 50.00	Per Program
FCE2024-06-F	Workforce Development	Esthetician Student Supply Fee	\$ 50.00	Per Program
FCE2024-06-G	Workforce Development	Yellow Belt Printing Fee	\$ 30.00	Per Course
FCE2024-06-H	Workforce Development	Green Belt Printing Fee	\$ 250.00	Per Course
FCE2024-06-I	Workforce Development	Project Management Textbook	\$ 70.00	Per Course
FCE2024-06-J	Workforce Development	Project Management Exam Prep Material Fee	\$ 25.00	Per Term
FCE2024-06-K	Workforce Development	Excel I Material Fee	\$ 28.00	Per Course
FCE2024-06-L	Workforce Development	Excel II Material Fee	\$ 25.00	Per Course
FCE2024-06-M	Workforce Development	Excel III Material Fee	\$ 35.00	Per Course
FCE2024-06-N	Workforce Development	First Aid/AED/CPR Material and Card Fee	\$ 28.00	Per Term
FCE2024-06-O	Workforce Development	DMV - 3129 Auto Safety/Emissions Duplicated Textbook Fee	\$ 7.00	Per Program
FCE2024-06-P	Workforce Development	AHR - 3131 HVACR-ELLS	\$ 75.00	Per Program
FCE2024-06-Q	Workforce Development	CAR-3112 Construction Boot Camp	\$ 100.00	Per Program
FCE2024-06-R	Workforce Development	Commercial Driver's License CDL-A	\$ 3,250.00	Per Program This amount is the total charge for CDL-A training that is passed directly to our partner Best Trucking Academy
FCE2024-06-S	Workforce Development	Commercial Driver's License CDL-B	\$ 2,000.00	Per Program This amount is the total charge for CDL-A training that is passed directly to our partner Best Trucking Academy
FCE2024-06-T	Workforce Development	AKC Dog Grooming Credential Prep Course - Mannequin Dog Heads Fee	\$ 160.00	Per Program
FCE2024-06-U	Workforce Development	AKC Dog Grooming Credential Prep Course-Learning Management System Use	\$ 500.00	Per Program
FCE2024-06-V	Workforce Development	Woodworking Facility Fee	\$ 30.00	Per Course

Alamance Community College (ACC) seeks to recognize the efforts and contributions of individuals, families, organizations, foundations, or corporations by the naming of buildings, portions of buildings, rooms, and other spaces and features on campus. This policy establishes a uniform and consistent procedure to gain approval and to record these namings.

The primary intent of the naming process is to allow ACC to recognize significant contributions of all kinds by naming physical property, if the donor desires such recognition.

I. PURPOSE

This policy serves as a guideline for the ACC Board of Trustees, the Alamance Community College Foundation (“ACC Foundation”) Board of Directors, other volunteers, and college employees who are involved in the solicitation of donations. It is established to assure consistency, fairness, fitting recognition, and positive value in exchange for the honor of name association with a physical aspect of ACC.

II. RESPONSIBILITY FOR RAISING FUNDS

The ACC Board of Trustees and the ACC President have the responsibility to ensure that the mission of the college is met. The mission of Alamance Community College is to provide the educational programs and services of a comprehensive community college that respond to our diverse community needs and empower life-long learners to participate in a global society. To successfully carry out the mission, the ACC President or designee may oversee the solicitation of public and private funds. Such efforts will be coordinated through the Office of Institutional Advancement.

III. NAMING TRIBUTES

Two circumstances may give rise to a naming tribute:

1. Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant positive impact on the college over an extended period of years. Such honor will typically be recommended no less than ~~three years~~ one year following the end of the individual’s service to the College. The ACC President, or a committee appointed by the ACC President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the ACC Board of Trustees, via the Budget and Finance Committee, for approval.
2. Provision of a monetary gift appropriate to the facility or physical aspect being named. (See Giving Levels section.)

IV. DONOR RIGHTS AND RESPONSIBILITIES

Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations, or corporations.

1. Naming recognition should enhance the reputation and prestige of the College and the donor. The ACC Board of Trustees reserves the right to withdraw the privilege of name association should future acts and circumstances warrant.
2. The donor has up to five years to fulfill the naming rights pledge.
3. It is the responsibility of individuals negotiating on behalf of the college to advise potential benefactors that a gift may be recognized by naming, subject to approvals and decisions consistent with this policy.
4. In all cases, a signed agreement with the donor should be sought that details the gift's purpose, payment schedule (where appropriate), acknowledgement and naming opportunities, fund management, and other relevant details.

V. GIVING LEVEL GUIDELINES

- A. Giving levels for the naming of physical property should be established through consultation among the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee, and the ACC President and/or designee. All potential gifts that will result in a naming will be brought to the Budget and Finance Committee of the ACC Board of Trustees by the ACC President or designee and voted on. Naming decisions involving gifts in excess of \$750,000 and those recognizing distinguished service require a vote of the ACC Board of Trustees. Naming decisions involving gifts of \$750,000 or less will be reviewed with the ACC Board of Trustees, but do not require a vote.

B. Buildings

The guidelines below represent naming minimums. In preparation for a specific fundraising initiative or in response to an unsolicited donation offer, the ACC President, or a committee appointed by the ACC President, will make a recommendation as to appropriate naming levels based on past precedents at ACC, comparables from other community colleges and educational institutions, institutional needs, and market conditions. Minimums indicated below may be overridden by a vote of the Building and Grounds Committee of the ACC Trustees and if the donation is over \$750,000, by the full board.

1. New buildings constructed with private funds: A minimum of 50% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.
2. New buildings constructed with public funds: A minimum of 10% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.
3. Existing buildings: Existing unnamed buildings may be named for donors in cases where substantial gifts are made by donors to programs conducted within those buildings or other appropriate purpose. The minimum amount is \$1 million.

4. Major renovations: In cases of major renovations which extend throughout an existing building, the building can be named for the donor provided that the donor's gift covers at least one-half (1/2) of the total cost of the major renovation (including design, construction, and contingency costs). It is not possible to outline specifically what constitute a major renovation, but this is a matter which shall be resolved in each individual case.

C. Spaces Within and Outside Buildings

It is not possible to create a policy that covers the myriad opportunities for naming on a college campus, including, but not limited to, halls, auditoriums, centers, student spaces, lobbies, suites, libraries, breakrooms, labs, classrooms, conference rooms, exterior features such as gardens or fountains, courtyards, plazas, specialized teaching facilities such as a greenhouse or equipment room, or parking facility.

In preparation for a specific fundraising initiative or in response to a donation offer with an unsolicited naming request, the ACC President, or a committee appointed by the ACC President, will make a recommendation as to appropriate naming levels based on past precedents at ACC, comparables from other community colleges and educational institutions, institutional needs, and market conditions. The recommended naming levels for a specific facility will be brought to the Budget and Finance Committee of the ACC Board of Trustees and the ACC Foundation Executive Committee for approval.

- D. When a College Building or other space has been named, it is the intent to continue to use the name so long as the facility remains in use and serves its original function, or as otherwise may be provided for in the written agreement between the parties and as subject to North Carolina statutes that exist now or may exist in the future. For example, the College has the right to propose a duration of a certain number of years for a particular naming opportunity, but that will be specified in the proposal to the donor by way of a memorandum of understanding that will be prepared by the Foundation Office and signed by the donor.
- E. The guidelines will be reviewed periodically by the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee and the ACC President and/or designee. The donor and the ACC President or designee will jointly decide how funds donated are directed, invested, and spent, with the donor having ultimate authority if the gift is within the mission of ACC and the ACC Foundation as established by the ACC Board of Trustees and the ACC Foundation Board of Directors.

VI. OTHER PROVISIONS

- A. Where a building or physical aspect has been named, the college will continue to use the name so long as the building, part, or facility remains in use and serves its original function, unless otherwise stipulated at the time of gift acceptance. If a named facility is destroyed due to forces of nature or when the use of a building, room, or facility is changed such that it must be demolished, substantially renovated, or rebuilt, the Budget and Finance

Committee, following the guidelines provided in the Giving Levels section, may name another comparable room or facility for the original donor or honoree.

- B. The ACC President, in consultation with the donor, the ACC Board of Trustees or the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee and/or other appropriate parties shall make decisions related to naming, including but not limited to the following: public announcements, physical markers and care and maintenance of the physical markers.
- C. Commitments made prior to adoption of this policy shall be honored.

Adopted: April 14, 2014; revised March 27, 2020; revised June 8, 2020

(This policy replaces “Philanthropy at Alamance Community College and Naming Policy” adopted November 13, 2006.)



Budget and Financial Information

For the
Month Ending
May 31, 2024

Alamance Community College -- Budget and Financial Information
For the Month Ending May 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 May 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 **Budget:** The May 2024 Monthly Fiscal Update includes all allotments available to-date. Suggested Budget Amendments of \$387,454 include: State Longevity (\$220,629), Customized Training (\$36,609), Construction Bootcamp (\$25,500), Apprenticeships (71,251), an IDD Training Grant (\$194,000) student awards(net reversions of \$88,246) and Enrollment Growth Reserve (\$132,040). The \$5.5 million (previously budgeted) for a firing range was awarded by the NCCCS in Jan24 and TECAT funds of \$750,000 received in March.
- o Overall: At May 31, 2024, the College's fiscal year is 11 / 12th or 92% complete.
- o **Exhibit A--State Accounting Fund:** The *Current Expense* program is higher than at this same point last year by about **\$19,000 (about 0.01% increase)**. This spending includes a 4% wage increase for full time employees as well as about \$276,000 of non-recurring costs. Overall current expenses are **88% expended** when compared to budget. The budget **includes a special allocation of approx. \$640,000** that was awarded in FY21-22 by the State for operations, yet intended to be used as needed until Dec. 2024. The *Capital Outlay* program is **6% spent**, to date and is likely to carry forward to purchase equipment in FY25.
- o **Exhibit B--County Accounting Fund:** After reclassifying \$300,000 of expenditures to State funds, current county expenditures were higher than at this same point last year by almost **\$398,000 (about 11.4% increase)** and are **96% expended** when compared to budget. The *Capital Outlay* program is **49% spent**.
- o **Exhibit C--(NEW) Institutional Accounting Fund:** Current expenses are **(100%) expended** when compared to budget. In this accounting fund, both unspent current expense and unspent capital outlay monies are available to carry forward into next year.
- o **Exhibit D--Institutional Accounting Fund:** Programs are categorized as unrestricted, restricted, proprietary, or plant. Now that FY23 has been closed, the beginning balances of each fund are final. FY24 spending of Institutional funds is \$1,477,000 (78%) more than FY23 primarily due to more student awards.
- o **Negative program balances:** **Planned** negative balances appear in mid-year 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-May-24

Alamance Community College -- Budget and Financial Information
 For the Month Ending May 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>
Institutional Support					
Executive Management.....	1,492,558	1,369,327	123,231	92%	1,165,361
Financial Services.....	1,594,817	1,192,132	402,685	75%	1,512,680
General Administration.....	1,928,396	1,768,121	160,275	92%	1,673,092
Information Systems.....	1,518,860	1,335,435	183,425	88%	1,086,045
<i>Total Institutional Support.....</i>	<i>6,534,631</i>	<i>5,665,014</i>	<i>869,617</i>	<i>87%</i>	<i>5,437,178</i>
Curriculum Instruction					
FY20-21 State Stabilization Funds.....	640,956	-	640,956	0%	814,385
Associate Degree, Diploma & Certificate.....	13,884,134	13,559,800	324,334	98%	12,977,538
<i>Total Curriculum Instruction.....</i>	<i>14,525,090</i>	<i>13,559,800</i>	<i>965,290</i>	<i>93%</i>	<i>13,791,923</i>
Continuing Education					
Occupational Education Instruction.....	1,743,333	1,425,033	318,300	82%	1,759,497
Occupational Education Support.....	625,831	559,659	66,172	89%	573,373
Basic Skills (HSE, ESL, etc.).....	1,651,279	1,249,714	401,565	76%	1,072,392
Small Business Center (SBC).....	167,222	141,729	25,493	85%	149,387
Customized, Business, & Industry Training.....	143,344	129,042	14,302	90%	139,648
Expansion Apprenticeship Program.....	420,430	121,108	299,322	29%	60,756
Literacy Special Programs.....	60,554	47,330	13,224	78%	26,679
BioBetter Grant Programs.....	284,323	219,484	64,839	77%	-
<i>Total Continuing Education.....</i>	<i>5,096,316</i>	<i>3,893,099</i>	<i>1,203,217</i>	<i>76%</i>	<i>3,781,732</i>
Academic Support					
Library/Learning Center.....	564,843	504,843	60,000	89%	561,565
Curriculum Instruction.....	1,328,349	1,200,679	127,670	90%	1,585,727
Continuing Education.....	1,304,764	1,221,518	83,246	94%	788,882
<i>Total Academic Support.....</i>	<i>3,197,956</i>	<i>2,927,040</i>	<i>270,916</i>	<i>92%</i>	<i>2,936,174</i>
Student Support					
Student Services.....	2,227,877	2,041,007	186,870	92%	2,011,696
IDD Training (Int & Devt Disabilities).....	194,000	30,954	163,046	16%	-
Childcare.....	55,209	41,739	13,470	76%	30,377
Scholarships & Awards to Students.....	185,102	124,812	60,290	67%	275,394
<i>Total Student Support.....</i>	<i>2,662,188</i>	<i>2,238,511</i>	<i>423,677</i>	<i>84%</i>	<i>2,317,467</i>
Subtotal Current Expense (State).....	32,016,181	28,283,464	3,732,717	88%	28,264,474
Capital Outlay (State)					
Equipment.....	1,049,798	82,067	967,731	8%	367,107
BioBetter Grant Equipment.....	838,280	-	838,280	0%	-
Books.....	44,433	41,238	3,195	93%	32,494
<i>Subtotal Capital Outlay (State).....</i>	<i>1,932,511</i>	<i>123,305</i>	<i>1,809,206</i>	<i>6%</i>	<i>399,601</i>
Total Expenditures (State).....	33,948,692	28,406,769	5,541,923	84%	28,664,075

For the Month Ending May 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>	610,951	545,116	65,835	89%	604,692
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	2,764,119	2,776,065	(11,946)	100%	2,278,059
Plant Maintenance.....	654,612	565,673	88,939	86%	606,251
<i>Total Plant Operation and Maintenance.....</i>	<i>3,418,731</i>	<i>3,341,738</i>	<i>76,993</i>	<i>98%</i>	<i>2,884,310</i>
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	<i>4,029,682</i>	<i>3,886,854</i>	<i>142,828</i>	<i>96%</i>	<i>3,489,002</i>
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	175,200	31,554	143,646	18%	208,965
Maintenance Projects, Current.....	536,000	319,207	216,793	60%	250,264
<i>Subtotal Capital Outlay (County).....</i>	<i>711,200</i>	<i>350,761</i>	<i>360,439</i>	<i>49%</i>	<i>459,229</i>
<i>Total Expenditures (County).....</i>	<i>4,740,882</i>	<i>4,237,615</i>	<i>503,267</i>	<i>89%</i>	<i>3,948,231</i>

Alamance Community College -- Budget and Financial Information
For the Month Ending May 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.....	54,340	83,732	(29,392)	154%	328,078
Curriculum Instruction.....	-	-	-	*	-
Continuing Education.....	122,000	106,682	15,318	87%	(235,009)
Academic Support.....	-	(3,286)	3,286	*	86
Student Support.....	5,531	5,182	349	94%	
<i>Total Current Unrestricted.....</i>	<i>181,871</i>	<i>192,309</i>	<i>(10,438)</i>	<i>106%</i>	<i>93,155</i>
Current Restricted					
Institutional Support.....	264,393	251,343	13,050	95%	243,195
Curriculum Instruction.....	692,193	558,452	133,741	81%	537,160
Continuing Education.....	22,183	25,570	(3,387)	115%	3,812
Student Support.....	261,888	260,900	988	100%	204,556
CARES (Student, Institutional, SIP).....	8,402	8,651	(249)	103%	1,519,672
Student Aid.....	6,248,194	6,533,983	(285,789)	105%	6,054,857
<i>Total Current Restricted.....</i>	<i>7,497,253</i>	<i>7,638,900</i>	<i>(141,647)</i>	<i>102%</i>	<i>8,563,252</i>
Proprietary					
Institutional Support.....	50,000	17,955	32,045	36%	130,105
Curriculum Instruction.....	100,000	100,475	(475)	100%	26,742
Student Support.....	85,000	75,617	9,383	89%	118,914
Bookstore.....	100,000	142,940	(42,940)	143%	790,247
Vending.....	125,000	7,046	117,954	6%	39,872
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>344,033</i>	<i>115,967</i>	<i>75%</i>	<i>1,105,880</i>
Subtotal Current Expense (Institutional).....	8,139,124	8,175,242	(36,118)	100%	9,762,287
Capital Projects (Institutional)					
	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>		
B&G - Backfill Project.....	436,816	-	436,816		
B&G - Center of Excellence/Parking.....	19,453,093	609,899	18,843,194		
B&G - Student Services Center	6,703,500	120,446	6,583,054		
B&G - Public Safety Training Center	18,657,164	3,916,641	14,740,523		
B&G - Main/Powell (Nursing Expansion)	5,088,981	1,618,814	3,470,167		
B&G - Tobacco Trust at "The Farm"	380,550	261,863	118,687		
B&G - HVAC IT Server Room Project.....	203,430	-	203,430		
B&G - HVAC Ventilation Project.....	448,276	-	448,276		
B&G - Exterior Signage -- Wayfinding Project.....	302,600	-	302,600		
B&G - Instructional Barn.....	1,250,000	-	1,250,000		
B&G - OSBM SCIF (BCoE)	2,600,802	6,402	2,594,400		
B&G - Various Projects	303,849	102,710	201,139		
Subtotal Capital Outlay (Institutional).....	55,829,061	6,636,774	49,192,287		
Total Expenditures (Institutional).....	63,968,185	14,812,016	49,156,169		

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information

Exhibit D

For the Month Ending May 31, 2024

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

<u>Programs (Institutional)</u>	<u>Budget</u>	<u>Ending Balances</u> <u>Beq. Program</u> <u>Balance</u>	<u>Revenue</u> <u>Amount</u>	<u>Expended</u> <u>Amount</u>	<u>End. Program</u> <u>Balance</u>
Unrestricted Programs (Institutional)					
Financial Services	54,340	296,831	121,227	(87,581)	330,478
General Administration	-	(11,544)	111,368	3,860	103,683
Curriculum Instruction	-	12,336	5,644	-	17,980
Occupational Ext. Instruction	25,000	42,106	38,120	(12,938)	67,288
Thigpen Trust	-	85,233	4,631	(11)	89,853
Community Service	97,000	126,048	102,005	(93,744)	134,310
Library/Learning Center	-	-	-	3,286	3,286
Esport Program	5,531	-	5,182	(5,182)	-
<i>Total Unrestricted Programs (Institutional).....</i>	<i>181,871</i>	<i>551,010</i>	<i>388,178</i>	<i>(192,309)</i>	<i>746,879</i>
Restricted Programs (Institutional)					
College Work Study	103,166	(948)	145,672	(151,714)	(6,990)
SEOG	99,000	5,752	134,956	(113,000)	27,707
Pell Grants	5,544,539	(199,391)	5,811,471	(5,658,798)	(46,718)
Community College State Grant	132,117	(1,722)	249,306	(244,247)	3,337
Targeted Assistance Grant	-	12,005	-	-	12,005
Golden LEAF Scholarships	-	(10,250)	16,063	(17,063)	(11,250)
Less Than Half Time Grant	-	(4,009)	-	(2,907)	(6,915)
Scholarships	-	4,254	7,139	(8,034)	3,359
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	(7,077)	-	-	(7,077)
Spec. Fees - CI-Nursing	50,000	6,304	58,930	(75,119)	(9,885)
Spec. Fees - CI-Medical Assistant.....	-	400	-	-	400
Spec. Fees - CI-Dental Assistant	-	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	-	1,646	4,270	364	6,280
Spec. Fees - CI-Automotive Technology	-	84	-	-	84
Spec. Fees - OE-Public Safety	-	9,215	51,114	-	60,329
Spec. Fees - OE-Special Programs	-	9,725	3,341	-	13,066
TECAT State Award.....	-	-	750,000	-	750,000
CARES Student Relief	8,402	(11,120)	34,393	(8,401)	14,871
CARES Institutional Relief	-	-	-	(250)	(250)
PACE-CARES Strengthening Inst Programs.....	472,538	(89,376)	492,719	(488,029)	(84,686)
Longleaf Commitment	-	-	152,574	-	152,574
GA-AJOBS (Impact Alamance).....	53,055	(1,994)	-	(581)	(2,574)
GA-Biotech Center Grant	-	-	2,828	(20,198)	(17,370)
GA-ACE Grant	108,172	(62,232)	126,026	(58,928)	4,866
GA-NCSU Biotech (5 yr) Grant.....	-	-	46,767	(19,922)	26,845
GA-NSF WIND Grant	-	(23,293)	23,293	-	-
CI-Gene Haas Foundation	-	211	-	(211)	-
CI-Golden LEAF Equipment Grant	-	(9,699)	9,699	-	0
CI-Golden LEAF Practical Nursing Grant	200,000	-	-	(125,531)	(125,531)
CI-NSF Bioscience-FTCC	15,000	-	15,000	(13,625)	1,375
CI-C-Step Grant	12,500	(1,928)	12,500	(15,024)	(4,453)
CI-Telemedicine Grant	-	(538,128)	365,511	(118,870)	(291,487)
CI-AWESM Grant	218,280	(12,373)	177,076	(198,500)	(33,797)
CI-Technology Grant.....	100,000	-	-	-	-
CI-NC Aventures Grant.....	6,799	-	6,799	(3,619)	3,180

Financial Aid

* Unadjusted and Unaudited *

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

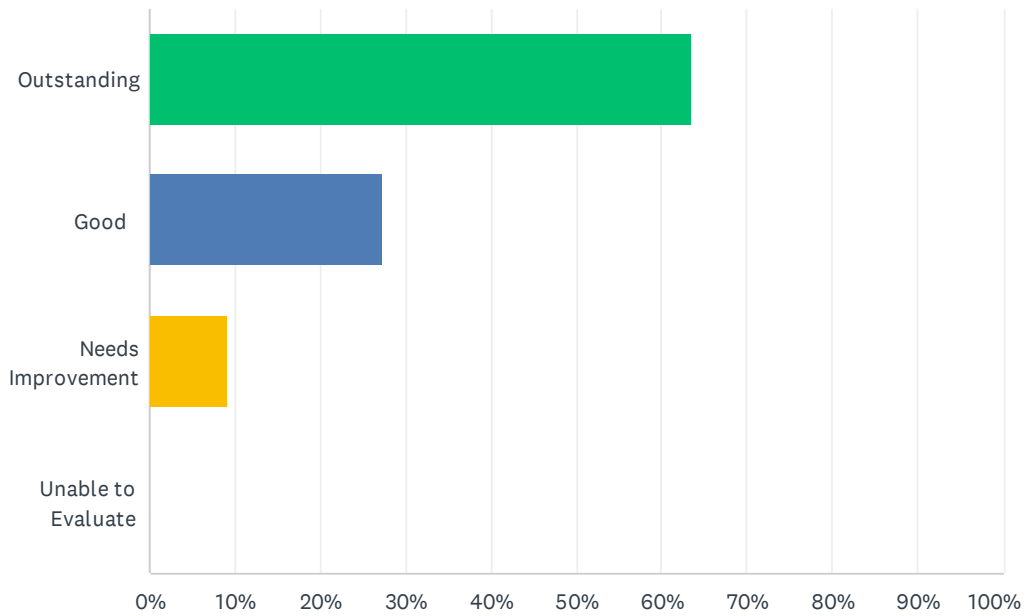
Exhibit D

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

Programs (Institutional)	Budget	End. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
CI-Cyberskills Training Grant.....	20,000	-	10,000	-	10,000
CI-AJOBS-GCC Grant	42,025	-	-	(3,038)	(3,038)
Certification-AJOBS JCPC Grant.....	27,589	-	5,789	(5,279)	510
REACH Adult Learner Project	-	7,127	-	(1,674)	5,453
CS-Piedmont Voices	-	1,983	-	(1,983)	-
CS-Engineering Camp	-	1,350	-	(1,350)	-
Steps4Growth Federal Grant	-	-	4,658	-	4,658
Literacy-LTSA Library Grant	22,183	-	22,183	(20,563)	1,620
SS-NC Works - Career Coach - Matching	-	-	-	-	(11,182)
SS-TRIO Student Support Services	261,888	(26,522)	240,142	(260,900)	(47,280)
Total Restricted Programs (Institutional)	7,497,253	(936,064)	8,980,216	(7,636,995)	395,976
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	1,893	11,763	-	13,655
Aux-Public Information & Marketing	-	4,208	586	1,516	6,310
Aux-Graduation	50,000	34,779	16,887	(19,470)	32,195
Aux-Bookstore Commissions	100,000	1,627,074	101,316	(142,940)	1,585,451
Aux-Snack Bar Commissions	15,000	41,426	-	(5,021)	36,406
Aux-Culinary Food Service	110,000	17,921	7,255	(2,026)	23,151
Aux-Traffic Control, Parking, and Safety	-	37,541	96,990	-	134,531
Aux-SGA	85,000	114,713	114,214	(74,775)	154,152
Aux-Technology Fee	-	8,124	90,267	-	98,391
Aux-Child Care	-	22,263	1,317	(842)	22,737
Spec. Fees - Animal Care & Management	-	507	-	-	507
Spec. Fees - Cosmetology	100,000	147,507	47,598	(100,272)	94,833
Spec. Fees - Massage Therapy	-	-	8,120	-	8,120
Spec. Fees - Automotive Technology	-	(145)	1,057	(202)	710
Spec. Fees - Dental Assistant	-	56,568	6,185	-	62,753
Spec. Fees - Occupational Extension	-	176,337	22,110	-	198,447
Total Proprietary Programs (Institutional)	460,000	2,290,716	525,665	(344,033)	2,472,348
Total Non-Plant Programs (Institutional)	8,139,124	1,905,662	9,894,059	(8,173,337)	3,615,202
Plant Programs (Institutional)					
Building & Grounds-Backfill Project	436,816	(356,408)	229,415	-	(126,993)
Building & Grounds-Center of Excellence	22,053,895	193,938	710,765	(616,301)	288,403
Building & Grounds-Student Services Center	8,988,740	(972,220)	422,665	(120,446)	(670,002)
Building & Grounds-Public Safety Training Center	18,657,164	(1,308)	8,370,170	(3,916,641)	4,452,222
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	5,088,981	(28,806)	1,035,631	(1,618,814)	(611,989)
Building & Grounds-Tobacco Trust at "The Farm".....	380,550	(79,453)	263,274	(261,863)	(78,042)
Building & Grounds-HVAC IT Server Room Project.....	203,430	-	-	-	-
Building & Grounds-HVAC Ventilation Project.....	448,276	-	-	-	-
Building & Grounds-Exterior Signage -- Wayfinding Project.....	302,600	-	-	-	-
Building & Grounds- Instructional Barn.....	1,250,000	-	-	-	-
Building & Grounds-Various Projects.....	303,849	(51,086)	-	(102,710)	(153,796)
Total Plant Programs (Institutional)	58,114,301	(1,295,345)	11,031,920	(6,636,774)	3,099,802

Q1 The Board operates as a unit.

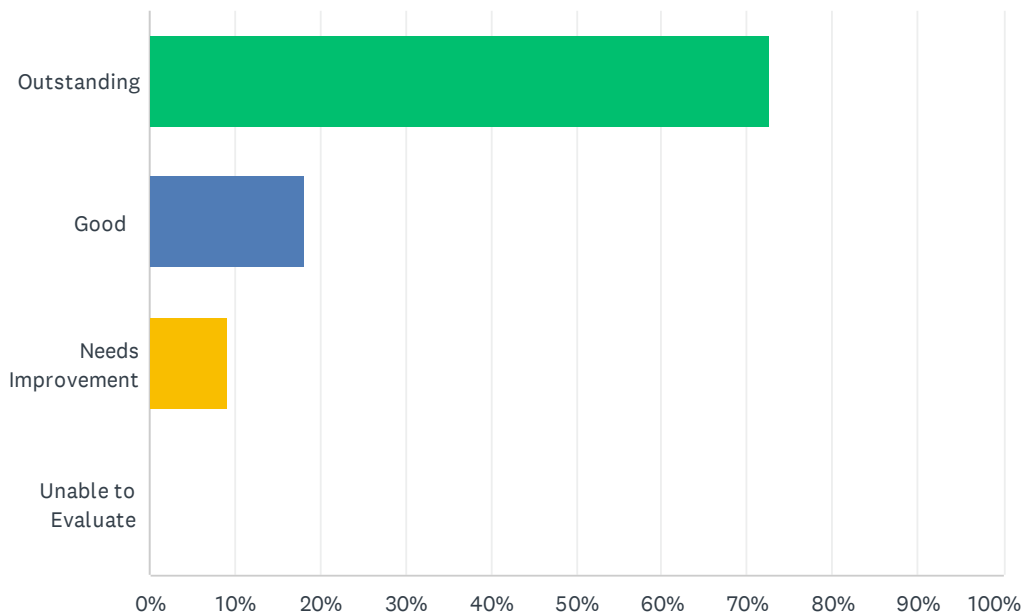
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	63.64% 7
Good	27.27% 3
Needs Improvement	9.09% 1
Unable to Evaluate	0.00% 0
TOTAL	11

Q2 Board members make decisions after thorough discussion and exploration of many perspectives.

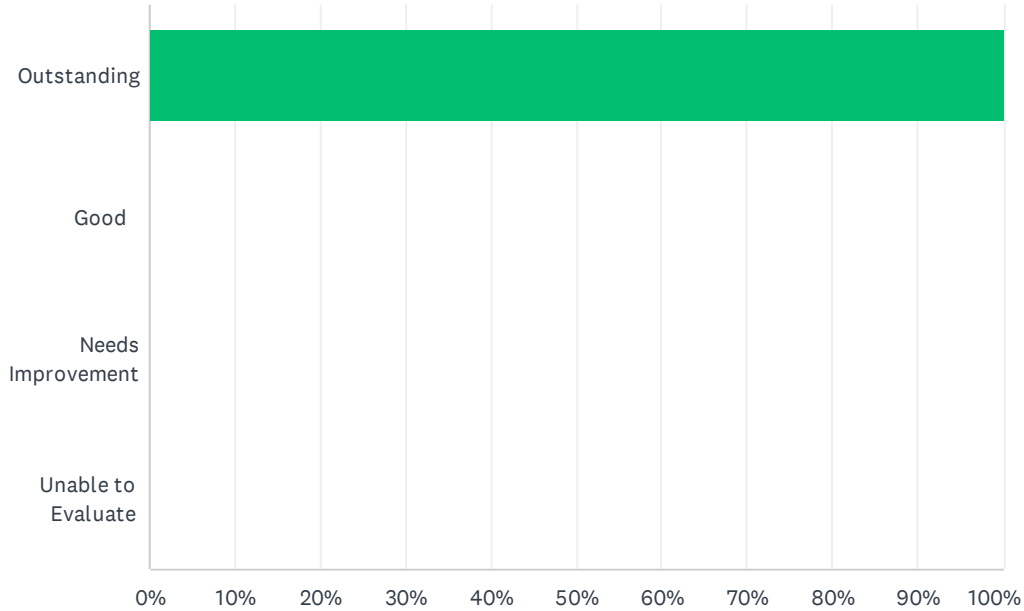
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	18.18%	2
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11

Q3 Board members are free of any contractual, employment, personal, or familial financial interest in the institution.

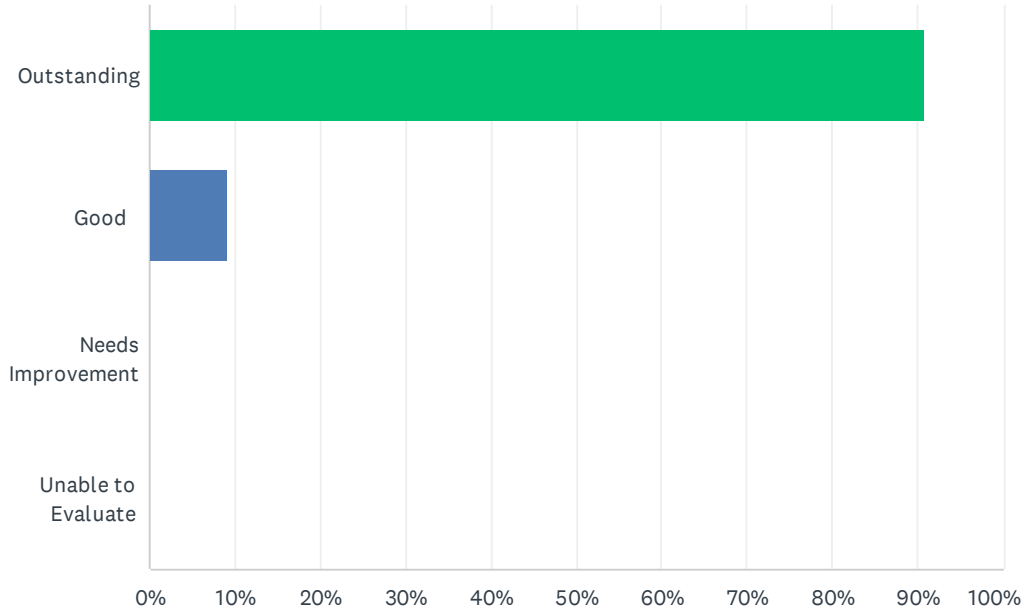
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	100.00%	11
Good	0.00%	0
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q4 The Board is educated and addresses potential conflict of interests for its members.

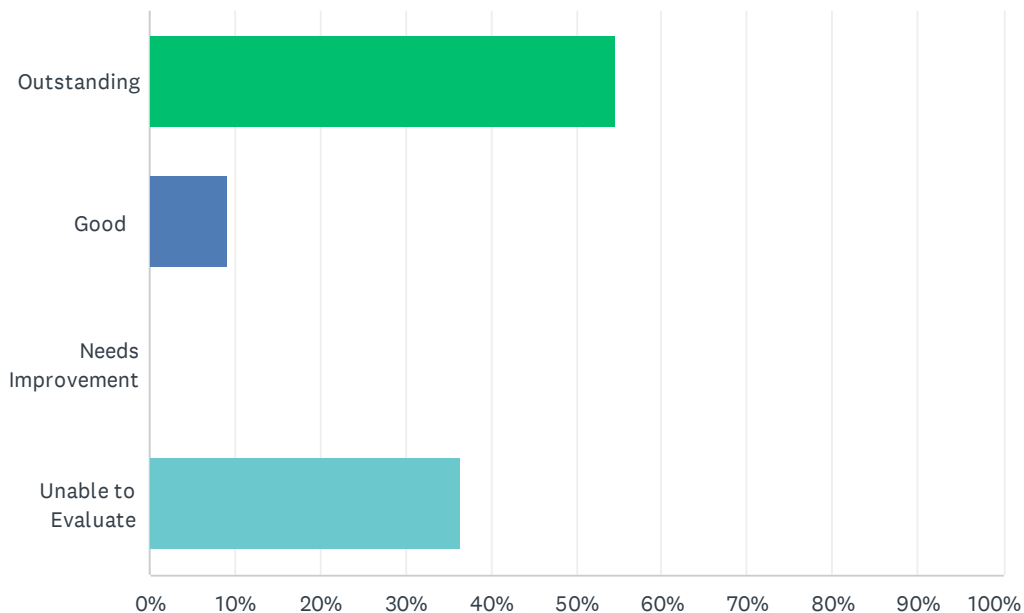
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	90.91%	10
Good	9.09%	1
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q5 The Board has appropriate and fair processes for the dismissal of a board member.

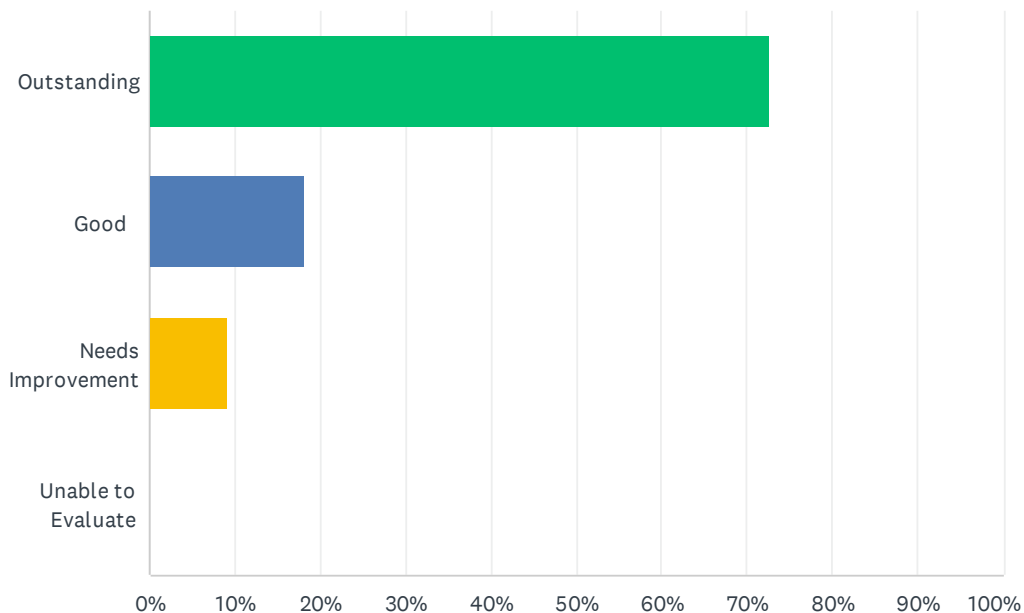
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	54.55%	6
Good	9.09%	1
Needs Improvement	0.00%	0
Unable to Evaluate	36.36%	4
TOTAL		11

Q6 Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.

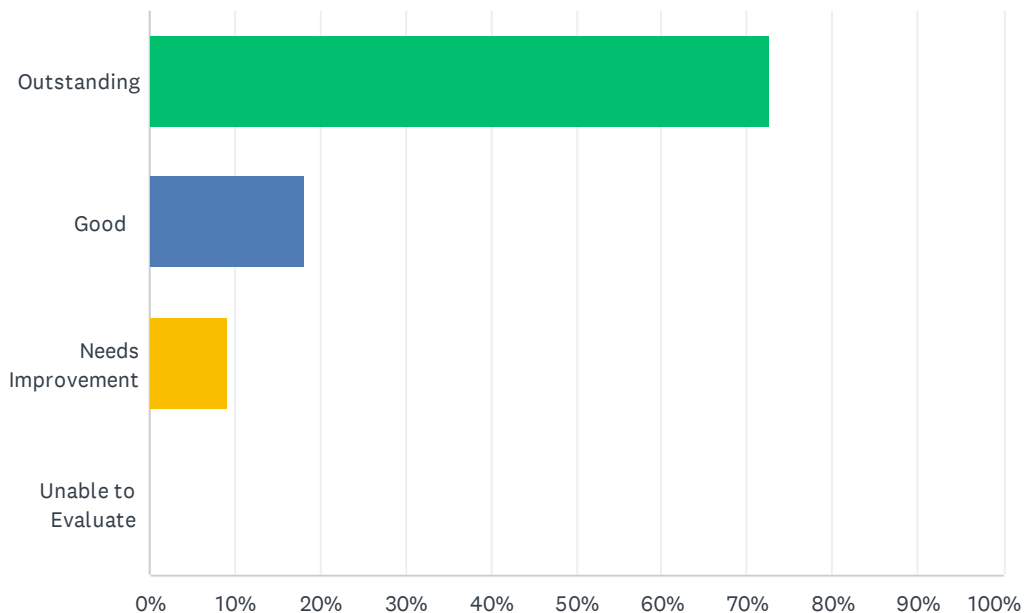
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	18.18%	2
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11

Q7 Meeting agenda items contain sufficient background information and recommendations for the Board.

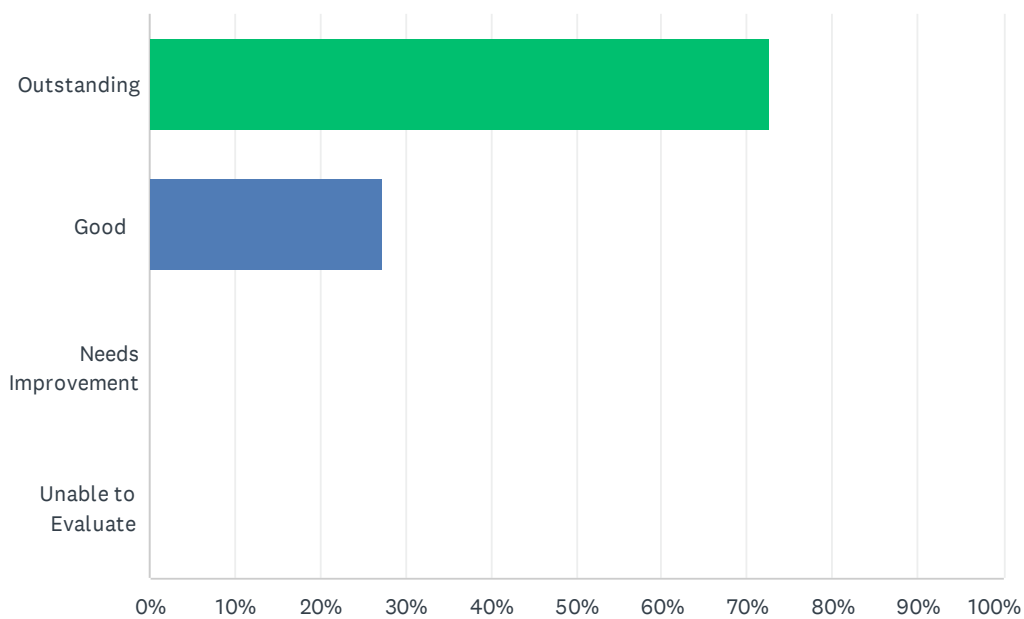
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	18.18%	2
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11

Q8 Board committees effectively assist the Board to do its work.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	72.73% 8
Good	27.27% 3
Needs Improvement	0.00% 0
Unable to Evaluate	0.00% 0
TOTAL	11

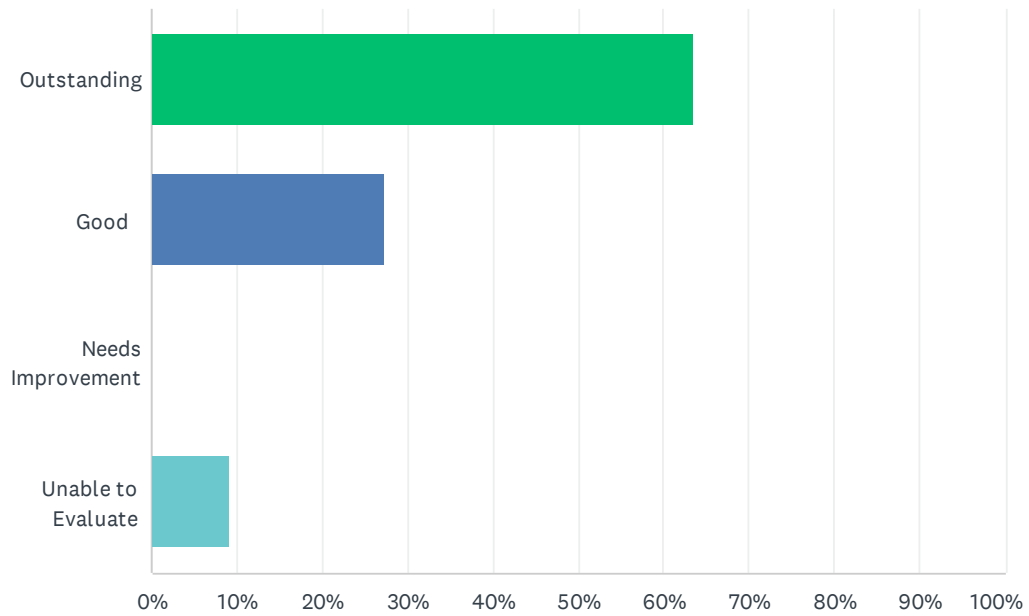
Q9 Comments

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	There could be time during the meeting for exploration of ideas of interest, rather than just cover the agenda.	6/6/2024 2:41 PM
2	The work of committees make the Board meeting much more efficient. Board Member often make comments on issue under consideration. Decisions aren't made until all member wishing to give input are heard.	6/3/2024 6:53 AM
3	I'm proud of how our Board works together and particularly, how we were publicly recognized for our transparency and professionalism in the President search process.	5/28/2024 1:06 PM

Q10 The Board focuses on policy rather than administration.

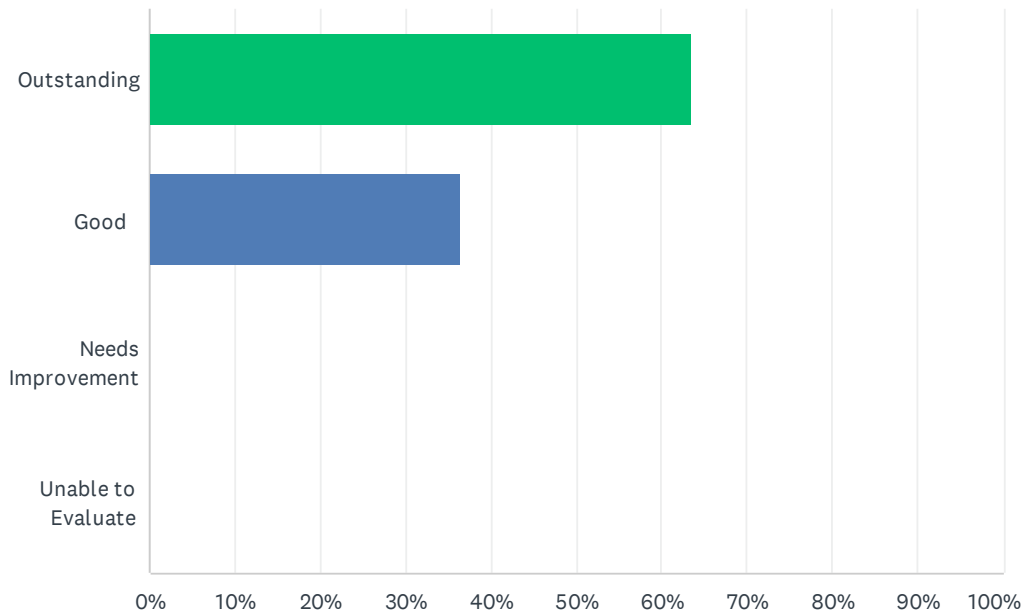
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	63.64% 7
Good	27.27% 3
Needs Improvement	0.00% 0
Unable to Evaluate	9.09% 1
TOTAL	11

Q11 The Board is appropriately involved in defining the vision, mission and goals.

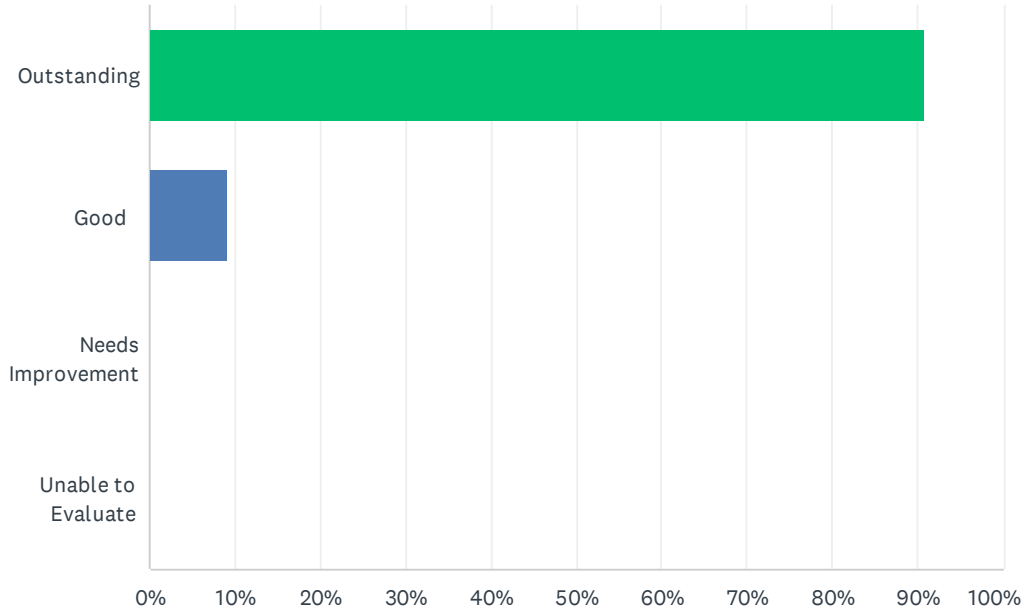
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	63.64%	7
Good	36.36%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q12 The Board bases its decisions in terms of what is best for students and the community.

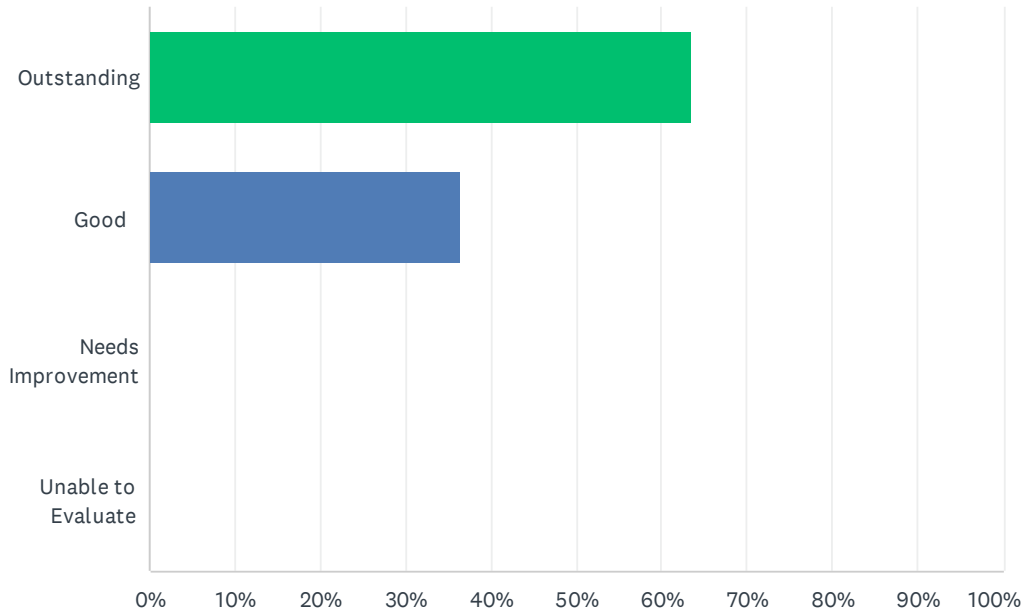
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	90.91%	10
Good	9.09%	1
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q13 The Board maintains a future-oriented, visionary focus in Board discussions.

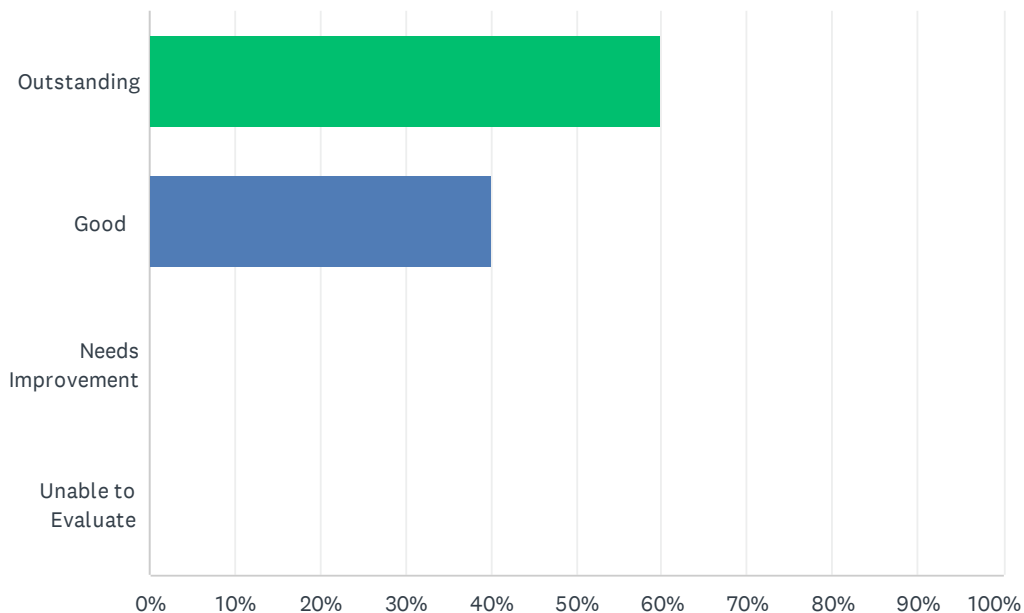
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	63.64%	7
Good	36.36%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q14 The Board is familiar with the general strategic and master plans of the institution.

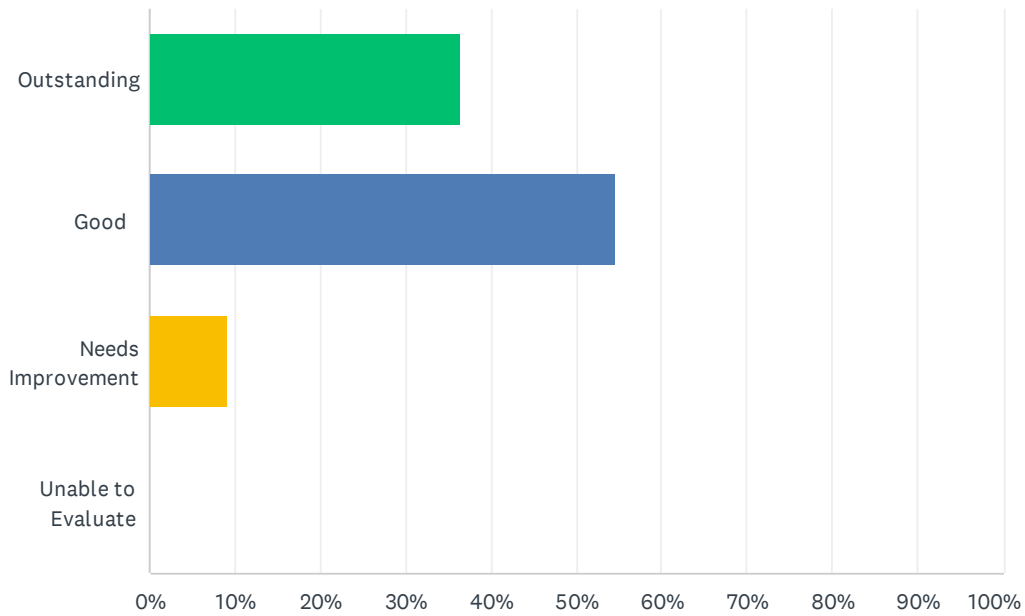
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	60.00%	6
Good	40.00%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q15 The Board periodically reviews and evaluates its policies.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	36.36% 4
Good	54.55% 6
Needs Improvement	9.09% 1
Unable to Evaluate	0.00% 0
TOTAL	11

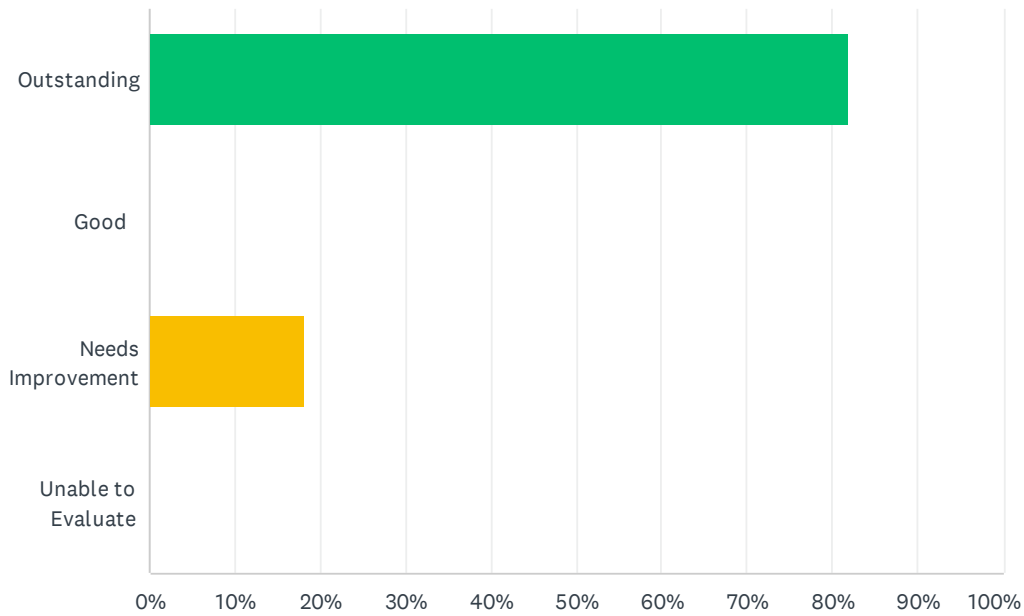
Q16 Comments

Answered: 0 Skipped: 11

#	RESPONSES	DATE
	There are no responses.	

Q17 The Board effectively represents the interests of the community.

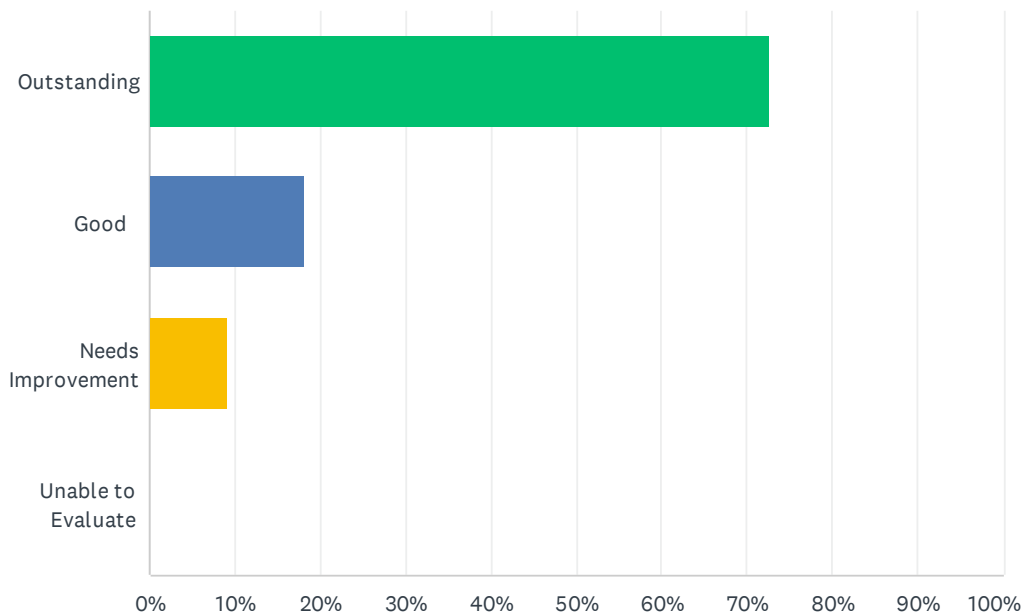
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	81.82% 9
Good	0.00% 0
Needs Improvement	18.18% 2
Unable to Evaluate	0.00% 0
TOTAL	11

Q18 The Board is knowledgeable about community and regional needs and expectations.

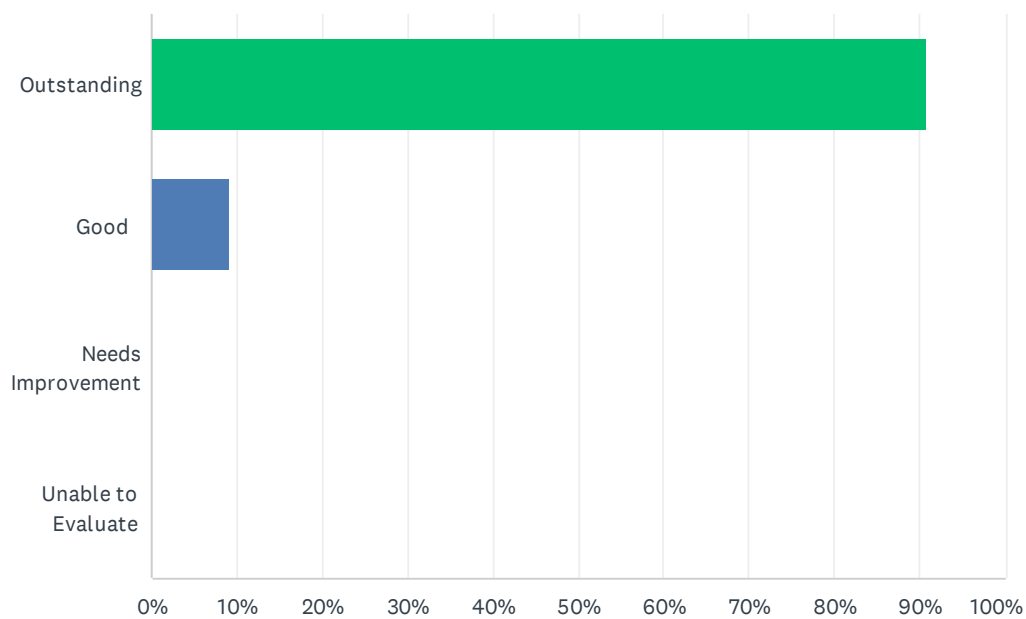
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	18.18%	2
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11

Q19 Board members maintain good relationships with community leaders.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	90.91%	10
Good	9.09%	1
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

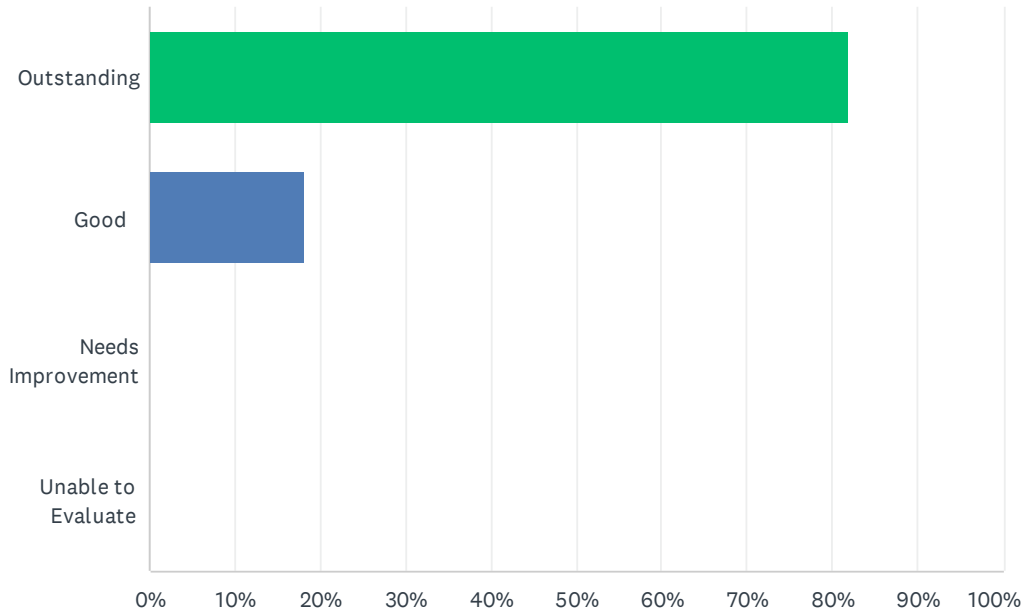
Q20 Comments

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	While I feel we are try and represent the entire community, there is always more work to be done in the area of offering additional access to economically and socially challenged parts of that community.	6/3/2024 6:57 AM
2	We have excellent relationships in the community, and some of us could be physically present at even more events if invited.	5/28/2024 1:08 PM
3	WE do very well in this catgagory	5/27/2024 11:40 PM

Q21 A climate of mutual trust and respect exists between the Board and President.

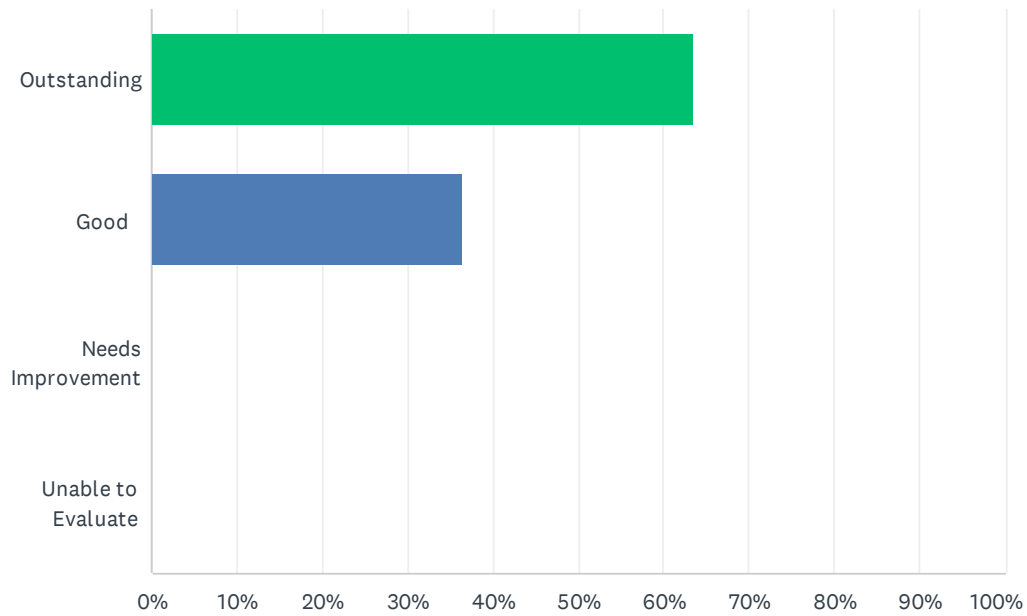
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	81.82%	9
Good	18.18%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q22 The Board sets clear expectations for the President.

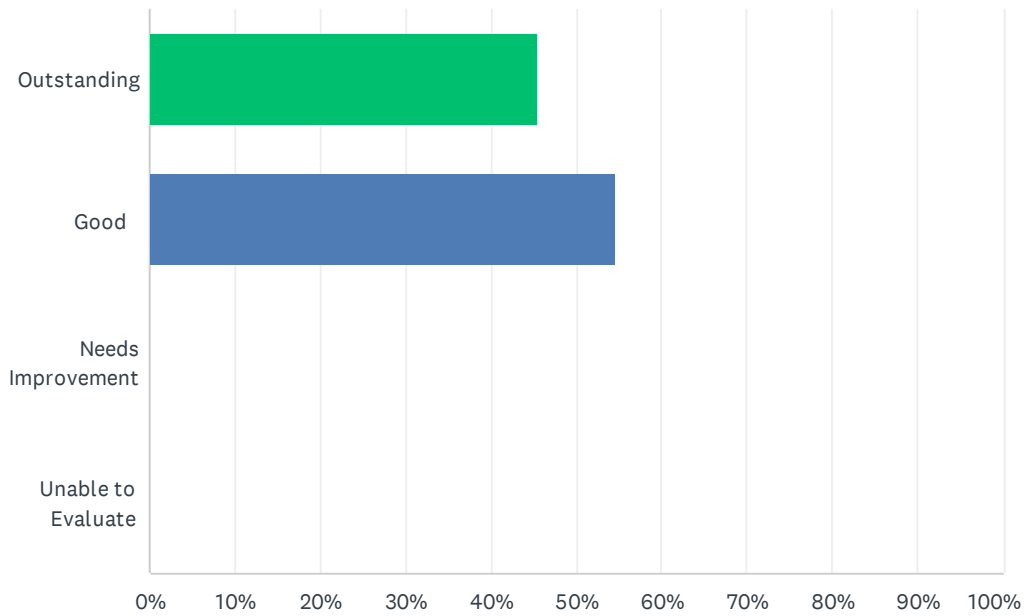
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	63.64% 7
Good	36.36% 4
Needs Improvement	0.00% 0
Unable to Evaluate	0.00% 0
TOTAL	11

Q23 The Board effectively evaluates the President.

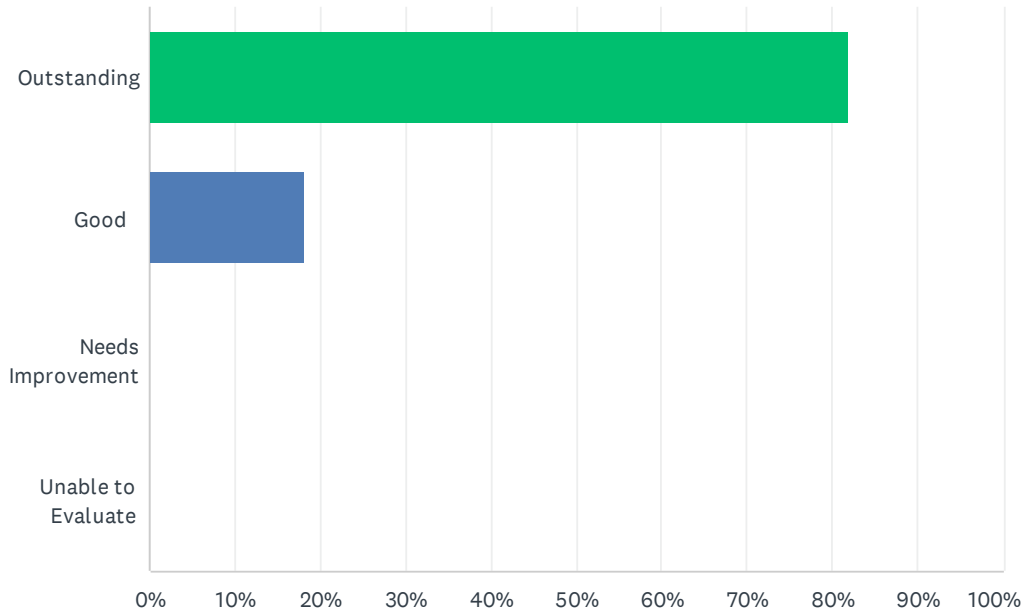
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	45.45% 5
Good	54.55% 6
Needs Improvement	0.00% 0
Unable to Evaluate	0.00% 0
TOTAL	11

Q24 The Board clearly delegates the administration of the college to the President.

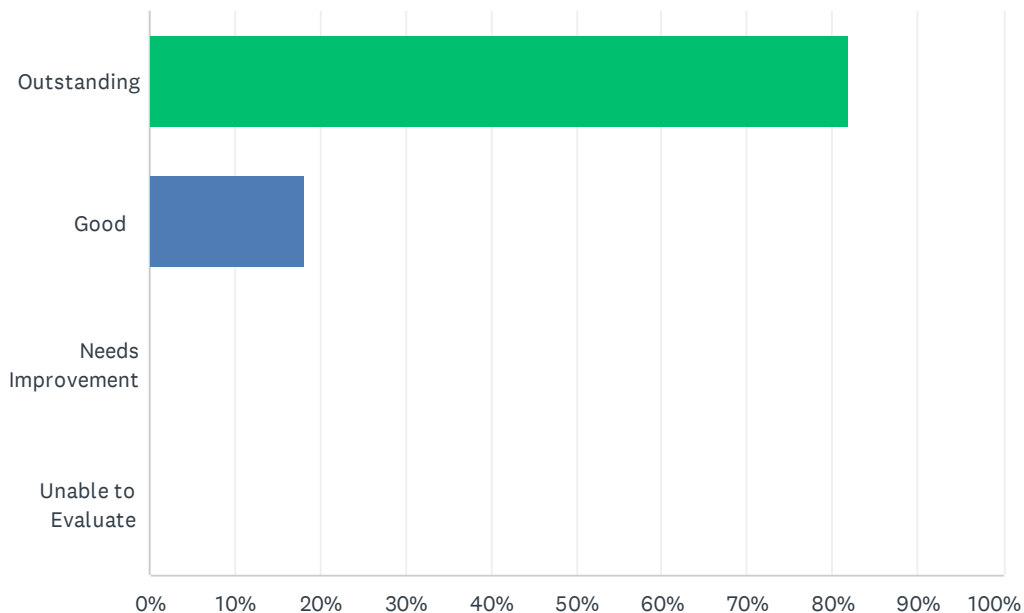
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	81.82%	9
Good	18.18%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q25 The Board and President work cooperatively to maintain a broad perspective.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	81.82%	9
Good	18.18%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

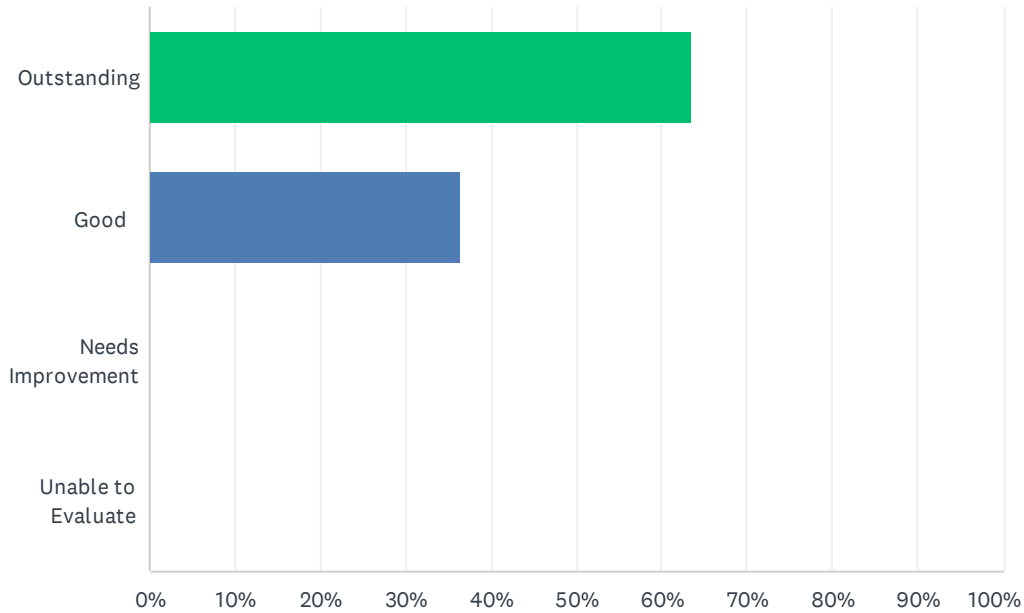
Q26 Comments

Answered: 1 Skipped: 10

#	RESPONSES	DATE
1	With the add of the climate survey, we will be in a better position to full evaluate the President. I am not sure what goals and objectives have been set for the current President.	6/3/2024 6:59 AM

Q27 The Board is knowledgeable about the educational programs and services of the college.

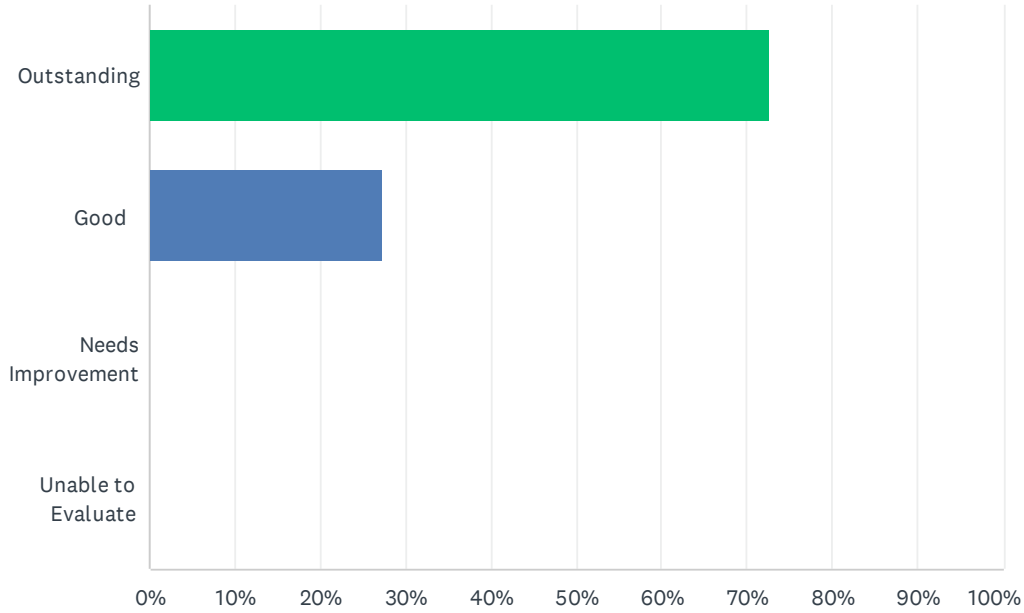
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	63.64%	7
Good	36.36%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q28 The Board understands the fiscal condition of the organization and the budget, including institutional funds.

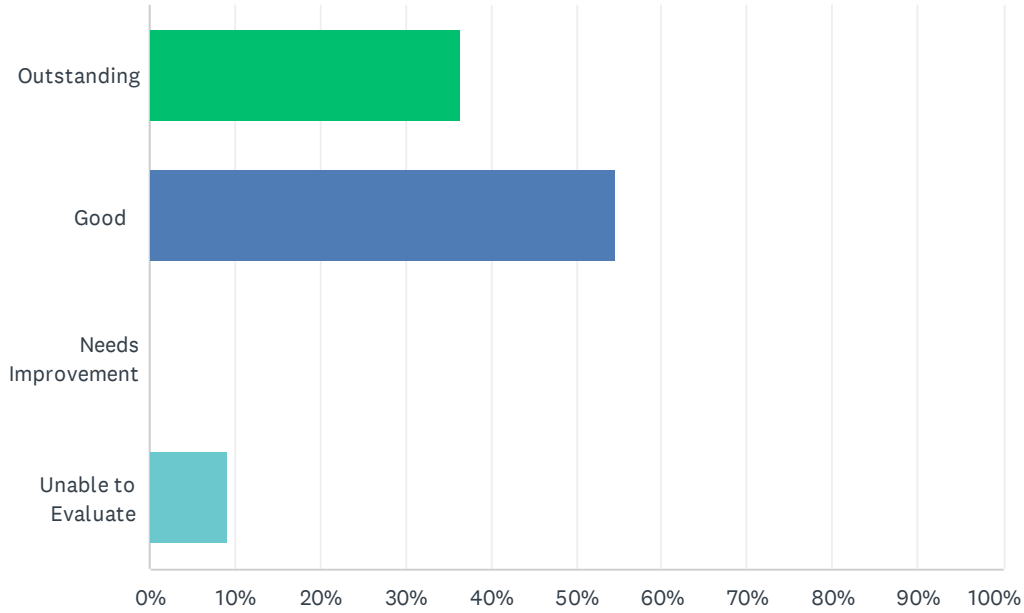
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	27.27%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q29 The Board has policies that require fair employee due process and grievance procedures.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	36.36%	4
Good	54.55%	6
Needs Improvement	0.00%	0
Unable to Evaluate	9.09%	1
TOTAL		11

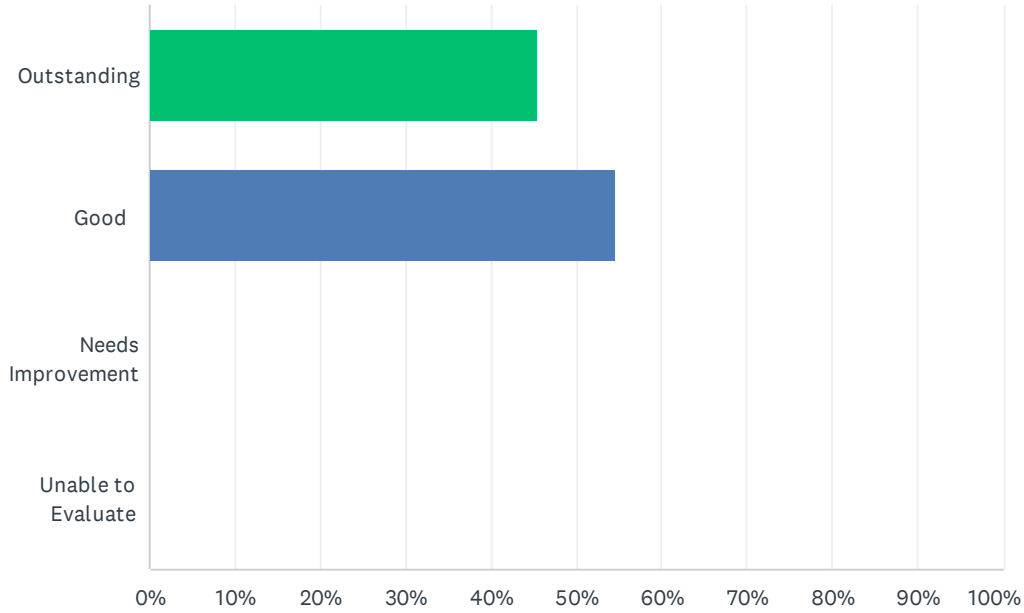
Q30 Comments

Answered: 0 Skipped: 11

#	RESPONSES	DATE
	There are no responses.	

Q31 The Board monitors the effectiveness of the college in fulfilling the mission.

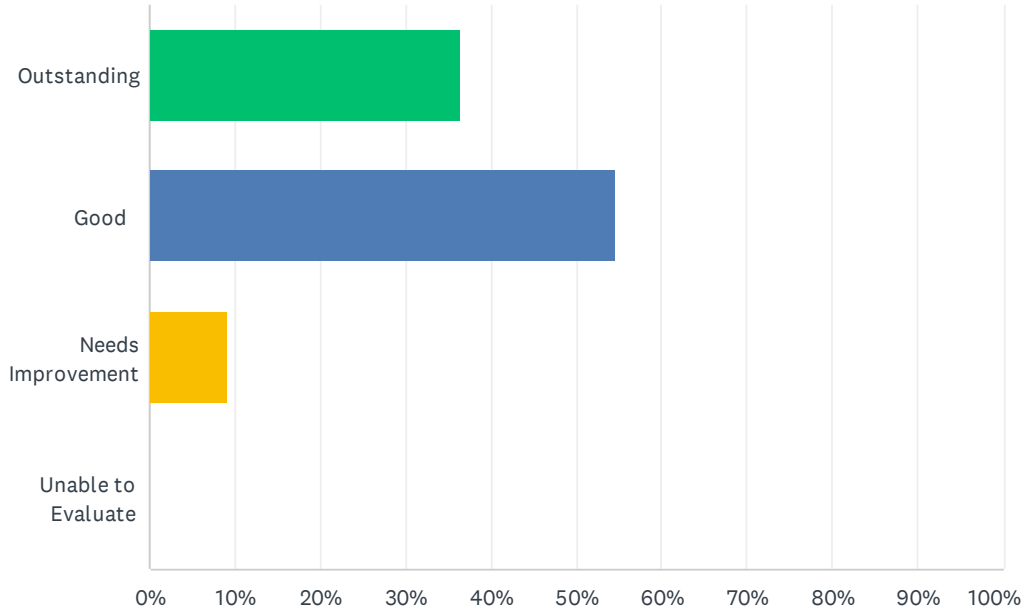
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	45.45%	5
Good	54.55%	6
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q32 The Board adequately monitors the impact the college has on the community.

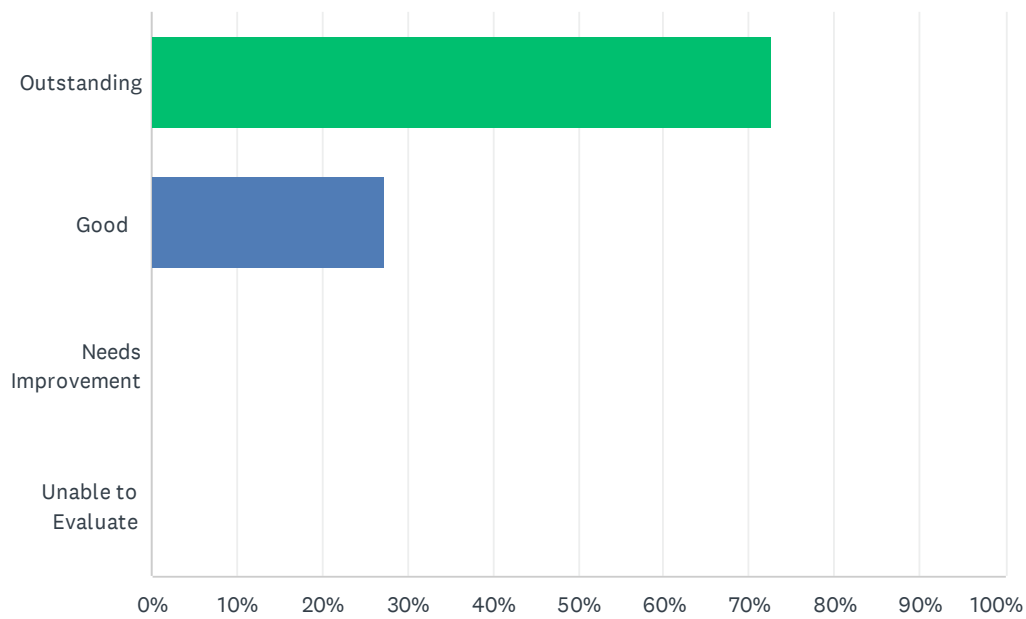
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	36.36%	4
Good	54.55%	6
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11

Q33 The Board understands the financial audit and its recommendations.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	27.27%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

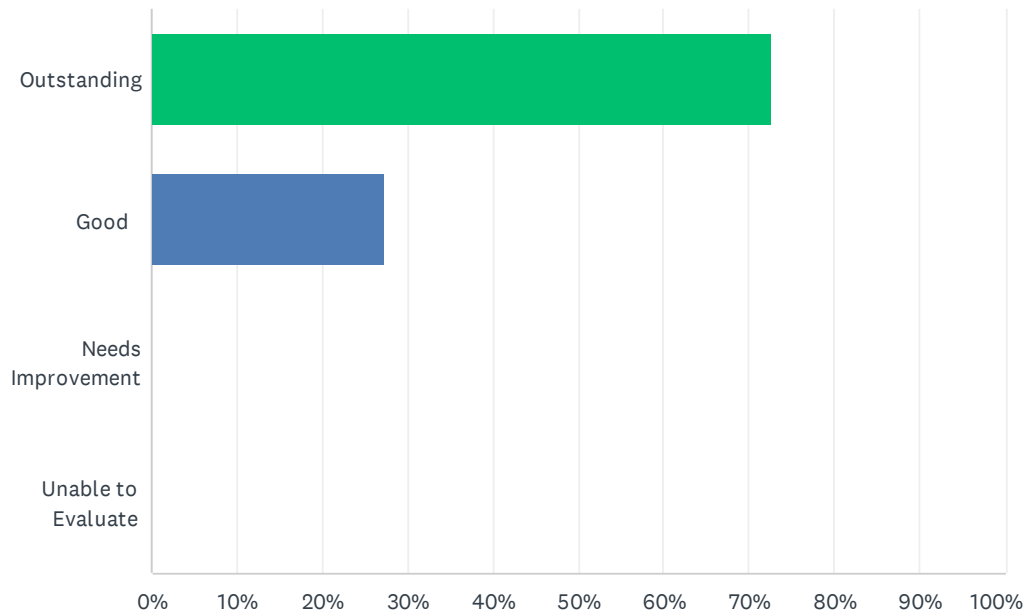
Q34 Comments

Answered: 1 Skipped: 10

#	RESPONSES	DATE
1	I am hopeful that with the modernization of our data collection capabilities we will be in a better position to objectively monitor our success and impact.	6/3/2024 7:01 AM

Q35 The Board has a clear description of Board roles and responsibilities.

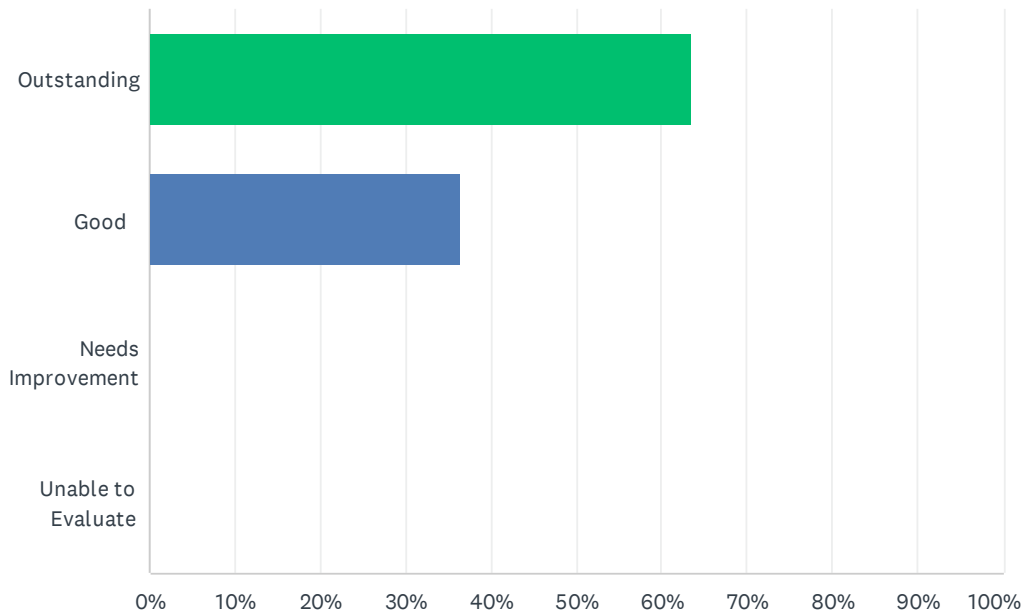
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	72.73% 8
Good	27.27% 3
Needs Improvement	0.00% 0
Unable to Evaluate	0.00% 0
TOTAL	11

Q36 Board members are prepared for Board meetings.

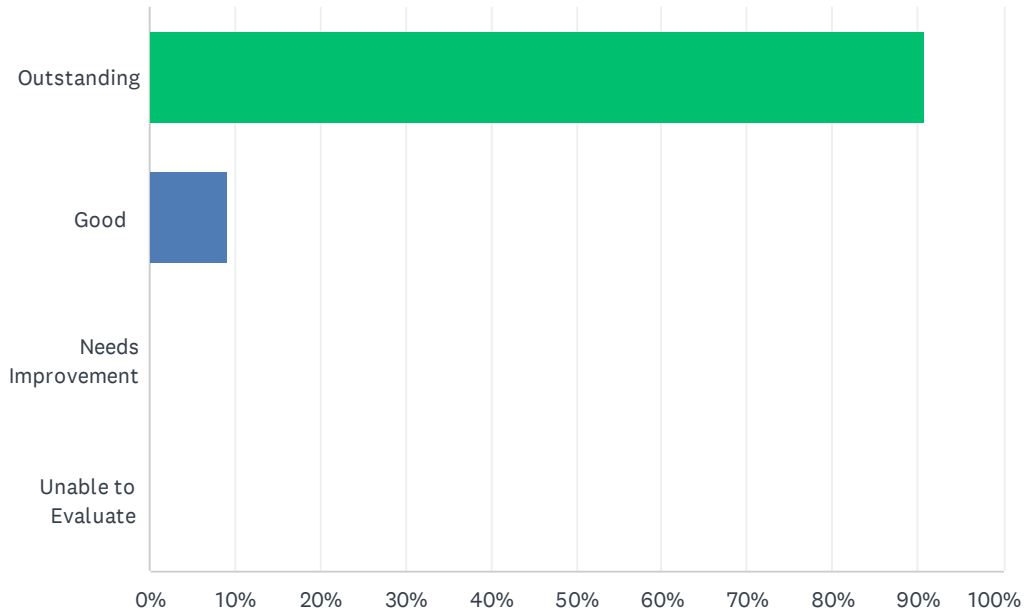
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	63.64% 7
Good	36.36% 4
Needs Improvement	0.00% 0
Unable to Evaluate	0.00% 0
TOTAL	11

Q37 Once a decision is made, Board members cease debate and uphold the decision of the Board.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	90.91%	10
Good	9.09%	1
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

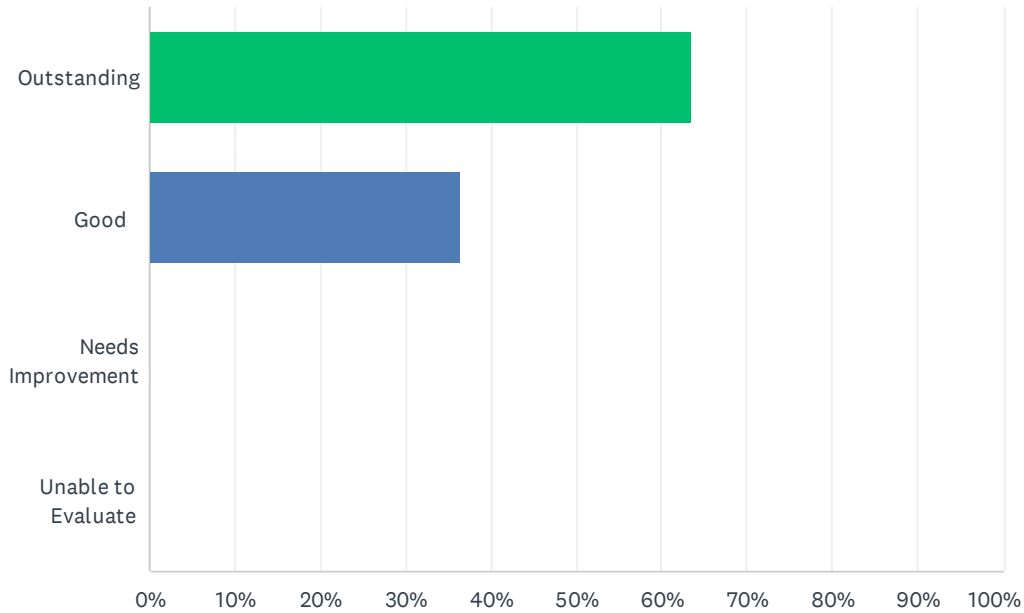
Q38 Comments

Answered: 1 Skipped: 10

#	RESPONSES	DATE
1	I have never seen an instance of a Board Member contradicting a Board decision after the fact.	6/3/2024 7:02 AM

Q39 Board members are knowledgeable about the college's history, mission, vision, and values.

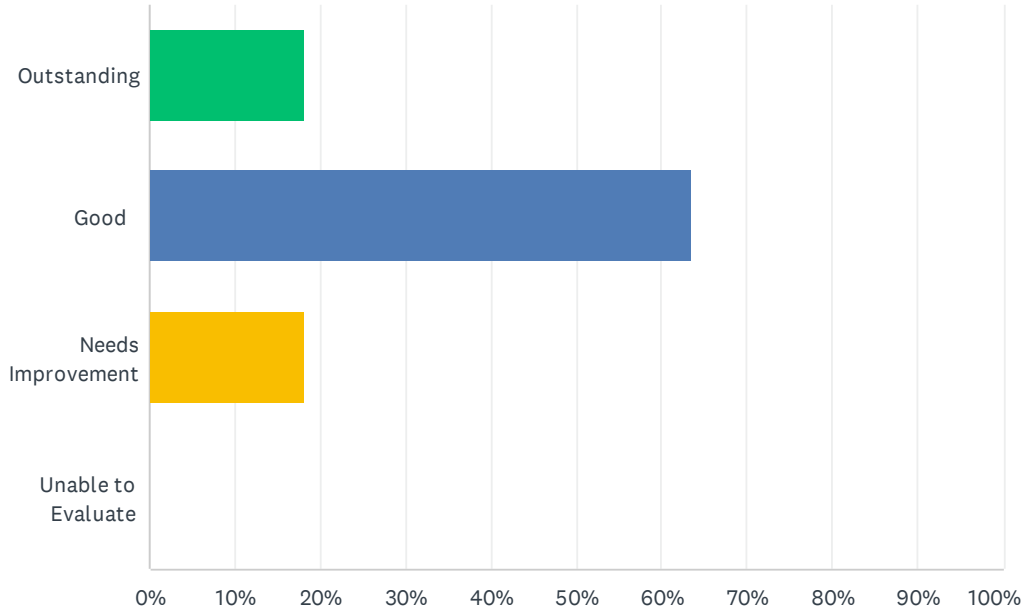
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	63.64%	7
Good	36.36%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q40 The Board helps educate the local community about community college needs and issues.

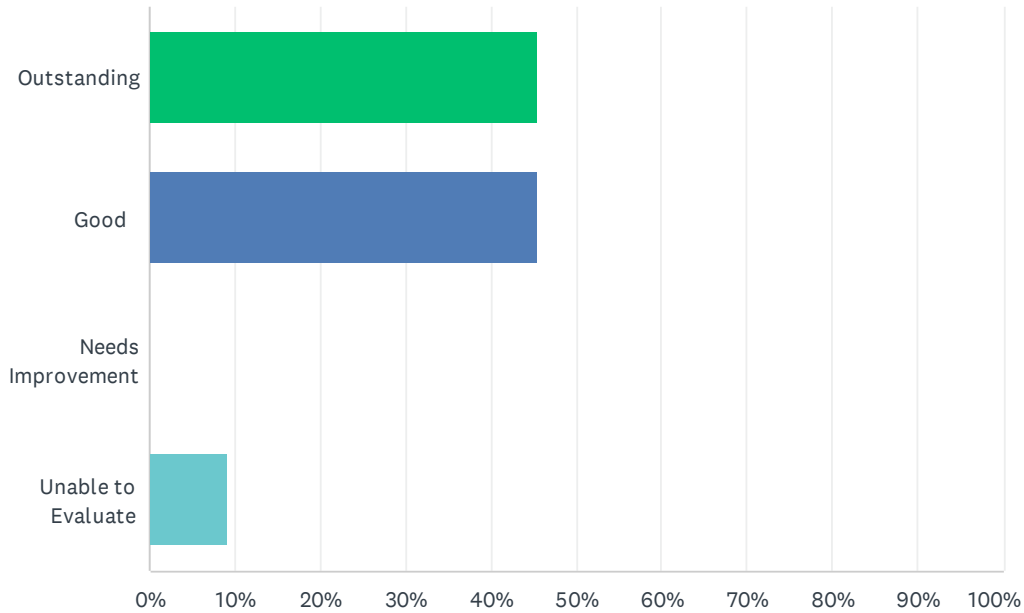
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	18.18%	2
Good	63.64%	7
Needs Improvement	18.18%	2
Unable to Evaluate	0.00%	0
TOTAL		11

Q41 The Board protects the college from undue influence by external persons or bodies.

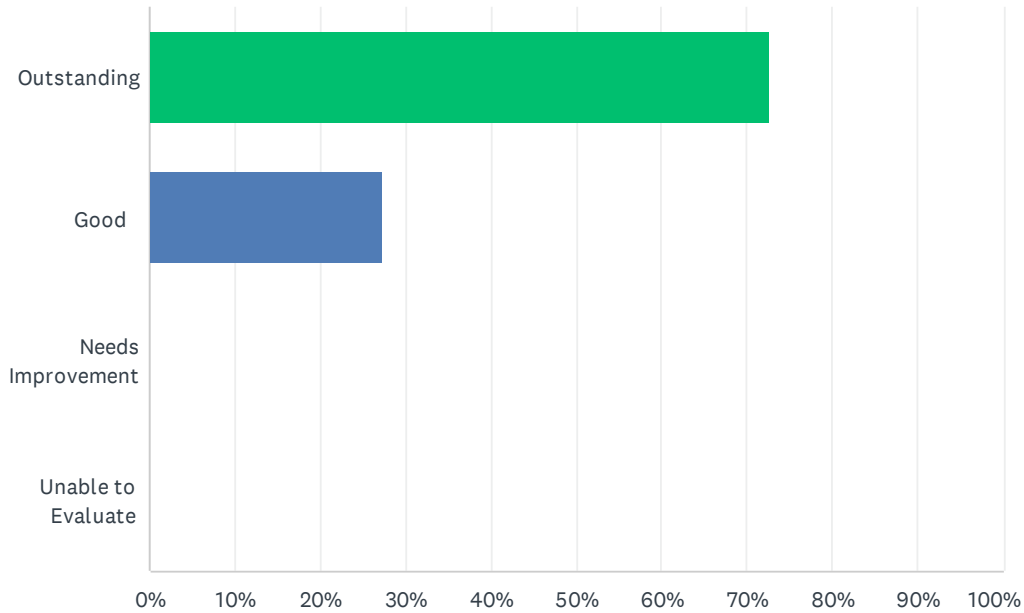
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	45.45%	5
Good	45.45%	5
Needs Improvement	0.00%	0
Unable to Evaluate	9.09%	1
TOTAL		11

Q42 The Board actively supports the college's foundation and fundraising efforts.

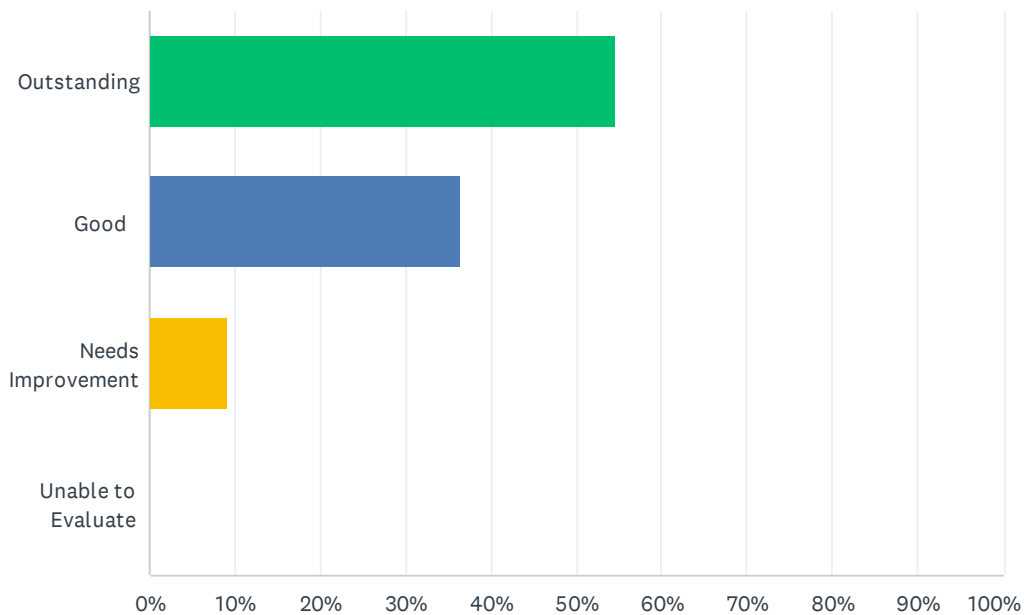
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	27.27%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q43 The Board supports the state and national community college trustee associations.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	54.55%	6
Good	36.36%	4
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11

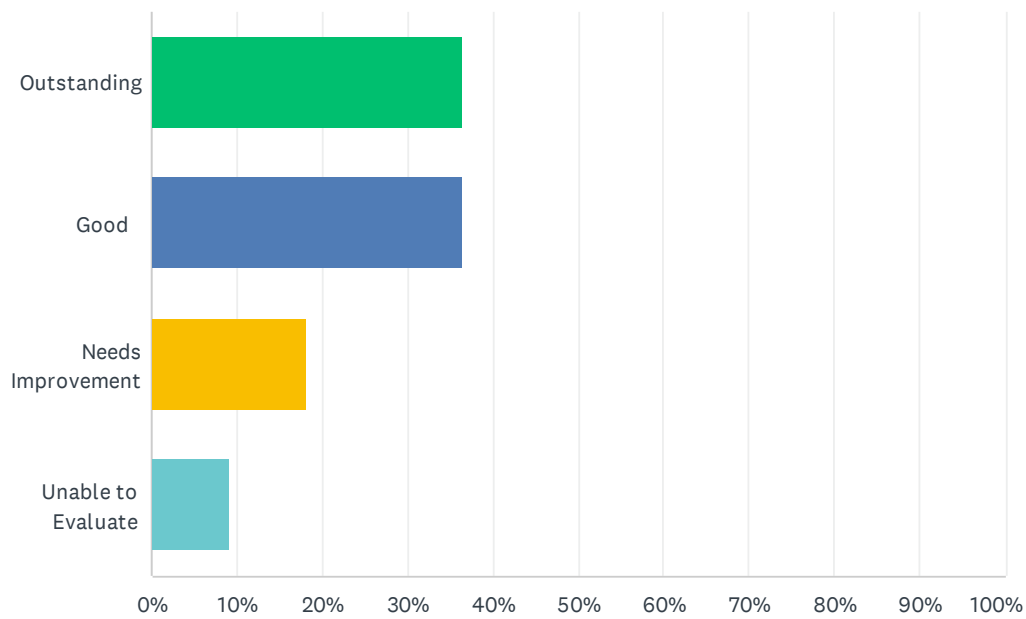
Q44 Comments

Answered: 1 Skipped: 10

#	RESPONSES	DATE
1	We could do even more education in the community regarding the work of ACC.	5/28/2024 1:10 PM

Q45 New members receive an orientation to the Board and the institution.

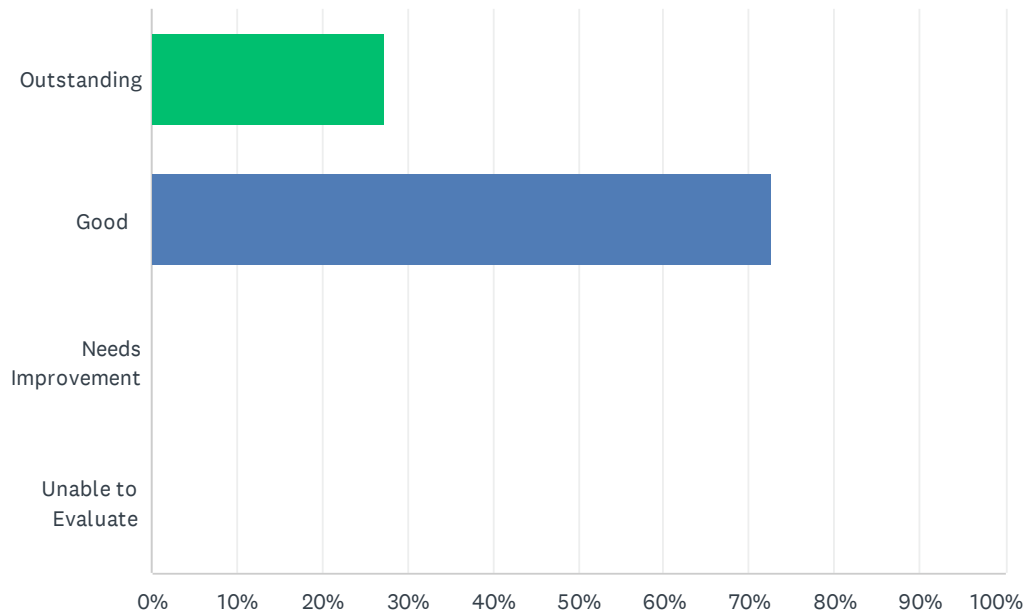
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	36.36% 4
Good	36.36% 4
Needs Improvement	18.18% 2
Unable to Evaluate	9.09% 1
TOTAL	11

Q46 The Board has an ongoing program of Board development.

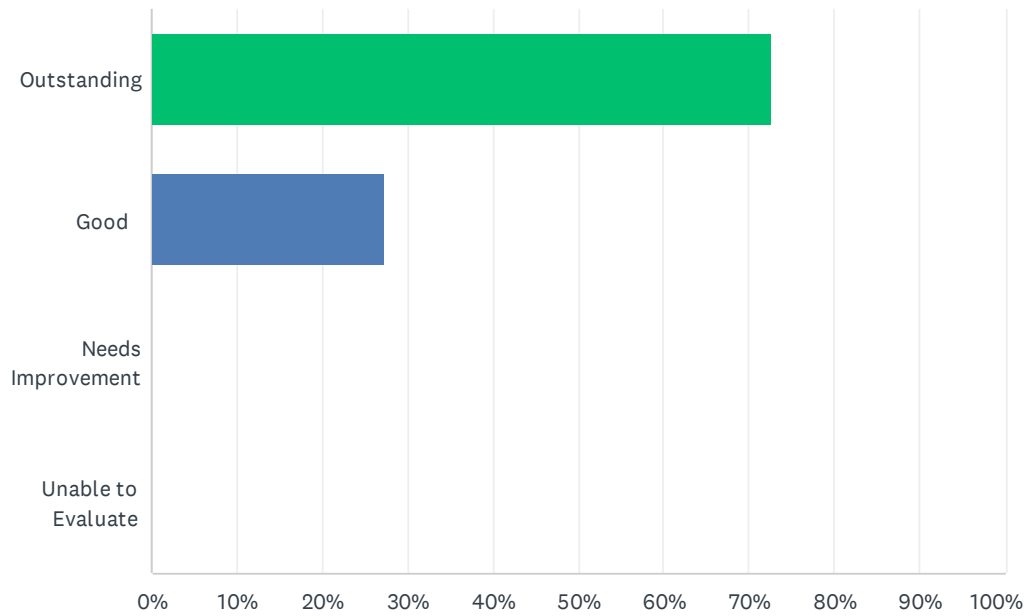
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	27.27% 3
Good	72.73% 8
Needs Improvement	0.00% 0
Unable to Evaluate	0.00% 0
TOTAL	11

Q47 The Board periodically evaluates itself.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	27.27%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q48 Comments

Answered: 0 Skipped: 11

#	RESPONSES	DATE
	There are no responses.	

Q49 What are the major accomplishments of the Board in the past year?

Answered: 10 Skipped: 1

#	RESPONSES	DATE
1	Hiring a new president, supporting the college in its accreditation process and supporting the administration with the governmental funding sources.	6/6/2024 2:53 PM
2	Opening the Biotech Center of Excellence. The hiring of a new President. Securing additional funding for the Public Safety Training Center.	6/3/2024 7:12 AM
3	The collaboration to hire a new President	5/31/2024 2:13 PM
4	Electing a new president, transitioning into a new environment following Covid, seeing new programs and opportunities for students becoming a reality	5/31/2024 12:01 PM
5	1. Hiring a new President 2. Completion of the two new projects and moving forward on a third. 3. A successful completion of our peer assessment.	5/31/2024 11:05 AM
6	Hired new President	5/31/2024 10:57 AM
7	The board has worked together very well. Working through bond issues, the selection of a new president and the attainment of high accreditation ratings were highlights.	5/29/2024 11:12 AM
8	Our major accomplishment is the search for and hiring of a new President. This was done with professionalism and transparency, from beginning to end. It required a significant investment of time, especially from search committee members, and showed our collective dedication to making the right decision.	5/28/2024 1:17 PM
9	Opening and execution of COE and student services and kickoff for PSTC in Greenelevel.	5/27/2024 11:59 PM
10	hiring a new president	5/25/2024 1:14 PM

Q50 What are areas in which the Board could improve?

Answered: 10 Skipped: 1

#	RESPONSES	DATE
1	Training new members, attending state and federal association meetings, targeted discussion of how to measure success.	6/6/2024 2:53 PM
2	Receiving and acting on real time data to evaluate different areas of performance related to student success. Making sure current offerings match the employment needs of our communities. Marketing various programs that are gateways to success but are under enrolled.	6/3/2024 7:12 AM
3	Better understanding the workforce development needs of the community.	5/31/2024 2:13 PM
4	Relationships with business and industry as well as communicating opportunities to middle and high school students	5/31/2024 12:01 PM
5	None	5/31/2024 11:05 AM
6	Unity	5/31/2024 10:57 AM
7	Maintaining a high level of commitment and generosity towards the college has to be a working goal.	5/29/2024 11:12 AM
8	I think we should continue a renewed focus on making sure that we have our "finger on the pulse" of staff/faculty morale on campus. We can solicit input from a variety of stakeholders without getting in the weeds.	5/28/2024 1:17 PM
9	Better board member attendance and full commitment to our mission	5/27/2024 11:59 PM
10	orientation of new members and re-educating old members	5/25/2024 1:14 PM

Q51 As a trustee, I am most pleased about:

Answered: 10 Skipped: 1

#	RESPONSES	DATE
1	The breadth of experience on the board, the good fortune of being in a growing area, our ability to shift gears to make a difference.	6/6/2024 2:53 PM
2	Very happy with the selection of our new President. The Board continues to make decisions based on student success. The Board is embracing the movement to better data. The institution of a climate survey. Our continued excellent relationship with our legislative representatives and the leadership our our community in general.	6/3/2024 7:12 AM
3	A new vision from a new president that will be centered around community needs.	5/31/2024 2:13 PM
4	The election of our new president, already seeing improvements in opportunities for our students and communication and growth with the faculty and staff	5/31/2024 12:01 PM
5	Our totally cooperative relationship as a board, focused on the college and the community.	5/31/2024 11:05 AM
6	Innovation	5/31/2024 10:57 AM
7	The board's ability to work together as a unit is most impressive.	5/29/2024 11:12 AM
8	Genuine respect between Board members, even if we sometimes disagree on something, we handle it in a professional and collaborative manner.	5/28/2024 1:17 PM
9	Meeting the needs of Alamance county thru targeted Curriculum for great job opportunities for our community and its future.	5/27/2024 11:59 PM
10	our new president	5/25/2024 1:14 PM

Q52 As a trustee, I have concerns about:

Answered: 9 Skipped: 2

#	RESPONSES	DATE
1	\$\$\$\$\$\$\$. Being able to pay our faculty and staff to attract the best talent.	6/6/2024 2:53 PM
2	The future employment needs of our community currently are significantly higher than output of the College. Additional marketing and continuing to fine tune our offerings based on data are keys to closing that gap.	6/3/2024 7:12 AM
3	Becoming to "institutionalized" and less about providing educational tools for those making career changes, trying to enhance their careers, or those seeking a trade.	5/31/2024 2:13 PM
4	Getting adequate financial support from the County Budget process	5/31/2024 12:01 PM
5	None	5/31/2024 11:05 AM
6	misalignment with market opportunities	5/31/2024 10:57 AM
7	There are concerns about how the national political divide will effect the college and its students going forward.	5/29/2024 11:12 AM
8	No concerns about how our board operates and functions.	5/27/2024 11:59 PM
9	The new system of Board position appointments leading to undue intrusion of politics into the Board	5/25/2024 1:14 PM

Q53 As a trustee, I would like to see the following changes in how the Board operates:

Answered: 9 Skipped: 2

#	RESPONSES	DATE
1	More targeted discussion concerning how best to support the efforts of the college	6/6/2024 2:53 PM
2	I believe the Board operated in an effective manner.	6/3/2024 7:12 AM
3	I would like to see us spend a little time (quarterly) on discussing the community, how we can support community needs, and to find ways to promote the college.	5/31/2024 2:13 PM
4	More opportunities to interact with our community	5/31/2024 12:01 PM
5	None	5/31/2024 11:05 AM
6	unified culture	5/31/2024 10:57 AM
7	The board operates very effectively now without major changes needed.	5/29/2024 11:12 AM
8	I'm ok with how the board function together right now. A very good mix of team players who support and back each other and still recognizing the challenges we can overcome for our community.	5/27/2024 11:59 PM
9	no change	5/25/2024 1:14 PM

Q54 Additional Comments:

Answered: 2 Skipped: 9

#	RESPONSES	DATE
1	None	5/31/2024 11:05 AM
2	0	5/25/2024 1:14 PM

Report of SEI Filing and Ethics Education Status

Name	Appointment Start Date	Appointment End Date	Last SEI Received Date	Last Education Received Date	Next Education Due Date
Anthony Foriest	9/25/2017	6/30/2025	2/1/2024	3/15/2024	3/15/2026
Steven Carter	7/1/2021	6/30/2025	1/16/2024	5/10/2023	5/10/2025
Mark Gordon	1/18/2022	6/30/2026	5/3/2024	7/8/2022	7/8/2024
Sylvia Munoz	7/20/2022	6/30/2026	4/7/2024	8/7/2022	8/7/2024
Julie Emmons	8/7/2020	6/30/2024	4/4/2024	8/29/2022	8/29/2024
Roslyn Crisp	7/1/2013	6/30/2025	2/27/2024	3/13/2023	3/13/2025
Ken Walker	7/3/2023	6/30/2027	1/15/2024	9/1/2023	9/1/2025
Blake Williams	7/1/2015	6/30/2027	1/15/2024	9/1/2023	9/1/2025
William Gomory	7/1/2012	6/30/2024	1/12/2024	3/15/2024	3/15/2026
Charles Scott	7/1/2018	6/30/2026	2/5/2024	3/30/2023	3/30/2025
James Butler	11/24/2020	6/3/2024	2/13/2024	4/12/2023	4/12/2025
Powell Glidewell	8/29/2019	6/30/2027	1/15/2024	12/15/2021	12/15/2025

See <https://ethics.nc.gov/education/webinar-public-servants-and-ethics-liaisons> to register for the ethics training webinar.

June 4th 2024

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

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

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

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

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

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

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

Continuing Education Division				
	Total Classes:	Total Classes Eligible for Official IAP Visitation:		
	Number on-campus classes	Required to visit	Number visited	Percentage Visited
Visitation by the Basic Skills Supervisors	37	At least 25%=10 Classes	32	86 %
	Number off-campus classes	Required to visit	Number visited	percentage
	14	At least 50% = 7 Classes	11	79%
Visitation by the Occupational Extension Supervisors	Number on-campus classes	Required to visit	Number visited	Percentage Visited
	69	At least 25% = 18 Classes	62	90 %
	Number off-campus classes	Required to visit	Number visited	percentage
Visitations by the Senior Continuing Education Administrator	72	At least 50% = 36 Classes	41	57 %
	Number off-campus classes	Required to visit	Number visited	Percentage Visited
	86	At least 10% = 9 Classes	18	21%