



## BOARD OF TRUSTEES

### Regular Meeting Agenda

May 12, 2025 | 6:00 p.m.

Wallace W. Gee Building

Room G222

1247 Jimmie Kerr Road | Graham, NC

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#### I. Call to Order

#### II. Call for Conflicts of Interest

#### III. New Employee Announcements (Dr. Ingle)

- A. November 2024 - April 2025 **pp 1-6**

#### IV. Employee Recognitions (Dr. Ingle)

- A. Jerry Hackney- 2025 Full-time Instructor of the Year
- B. Travis Handy- 2025 Adjunct Instructor of the Year
- C. Amy Morrison Depue - 2025 Workforce and Economic Development Instructor of the Year
- D. Darsell Hadley- 2025 Full-time Staff Member of the Year
- E. Susan Turner- 2025 Part-time Staff Member of the Year

#### V. Minutes (Vice Chair Walker)

- A. Board of Trustees regular meeting, April 4, 2025 \* **pp 7-12**
- B. Board of Trustees Planning Session meeting, April 4, 2025 **pp 13-16**
- C. Building and Grounds Committee meeting, April 2, 2025 **pp 17-19**

#### VI. Committee Reports

##### A. Personnel Committee Report (Dr. Crisp)

- 1. 2025 Holiday Calendar \* **p 20**
- 2. Employment report for April 2025 **p 21**
- 3. Organizational Update

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

- 1. Recommendation for approval
  - a. Revision to Policy 2.2.5 Capital Improvement Projects to address rejection of bids \* **pp 22-23**
  - b. NCWorks MOU approval\* **pp 24-27**
  - c. Public Safety Training Center: Rejection of bids for the site work\* **p 28**
  - d. Veterinary Medical Technology Instructional Barn Project Designer Approval - Amended\* **p 29**



2. Capital project summary report **pp 30-37**
3. Capital project budget update for April 2025 **p 38**
4. Capital Project change orders signed by the president **pp 39-40**
5. Capital project amendments/contracts signed by the President **pp 41-42**

**C. Budget and Finance Committee Report** (Mr. Glidewell)

1. Financial report for April 2025 **pp 43-49**

**VII. Other Reports**

**A. SGA Report** (Ms. Hooten)

**B. Chair's Report** (Vice Chair Walker)

1. Recommendation for approval
  - a. SGA President ex officio, non-voting role on Board of Trustees\*
2. Proposed amendments to Board of Trustees Constitution and Bylaws provided as information **pp 50-87**
3. Updated Board of Trustees Committee List **pp 88-89**
4. Board of Trustees Self-Evaluation 2024-25 summary report **pp 90-143**
5. Report of ethics education **p 144**

**C. Faculty Affairs Report** (Ms. Ann Snell)

**D. President's Report** (Dr. Ingle)

1. Career College students' job shadowing event at the Dream Center **pp 145-148**
2. FY 2024-25 Compliance Review Final Report (Summer 2023, Fall 2023, Spring 2024) **pp 149-152**
3. Organizational update

**E. Handouts**

**F. Announcements** (Vice Chair Walker)

1. ACC Commencement, June 13, 2025, Elon University, 7:00 p.m.
2. Celebration of Excellence, May 15, 2025, Alamance Country Club
3. Public Safety Training Center Ribbon Cutting Ceremony, July 24, 2025, Green Level, 3:30 pm
4. 2025 NCACCT Leadership Seminar, September 10-12, 2025, Grandover Resort, Greensboro

**VIII. Adjournment**



# ALAMANCE COMMUNITY COLLEGE

NEW EMPLOYEE UPDATES



## NOVEMBER 2024

- **HALEY FOX, EXECUTIVE ADMINISTRATIVE ASSISTANT WORKFORCE DEVELOPMENT, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



- **KRISTY HUSSEY, DENTAL ASSISTING CLINICAL COORDINATOR / LABORATORY INSTRUCTOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**

## NOVEMBER 2024

- **JEREMY VERROI, OPERATIONS COORDINATOR, OPERATIONS DIVISION**



- **SAMANTHO MARCELLUS, DIRECTOR OF UNIVERSITY TRANSFER ADVISING, STUDENT EXPERIENCE DIVISION**



## DECEMBER 2024

- **SHELLEY EWING, SENIOR HEALTH PROGRAMS ADVISOR, STUDENT EXPERIENCE DIVISION**



- **TAMMY SAUL, HEALTH PROGRAMS ADVISOR, STUDENT EXPERIENCE DIVISION**





## DECEMBER 2024

- TESS WEBER, ACCOUNTING MANAGER, OPERATIONS DIVISION



- JACQUELYN DAWN MARTIN, UNIVERSITY TRANSFER ADVISOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION



## DECEMBER 2024

- MARY BROWN, HEALTH PROGRAMS ADVISOR, STUDENT EXPERIENCE DIVISION



- JENNIFER JONES, DISTANCE LEARNING DIRECTOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION



## DECEMBER 2024

- VELIA MORENO, NURSING INSTRUCTOR (9 MONTH), STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION



## JANUARY 2025

- TONYA GUDAC, ANIMAL CARE INSTRUCTOR (12 MONTH), STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION



- CYNTHIA WORTH, CAREER & COLLEGE PROMISE PROFESSIONAL ADVISOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION





## JANUARY 2025

- **BRIAN WARD, INFORMATION TECHNOLOGY INSTRUCTOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



- **JORDAN CRAWFORD, LEAD INSTRUCTOR – EMS WORKFORCE DEVELOPMENT, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



## JANUARY 2025

- **CHRISTOPHER SWINTON, ACCOUNTING AND BUSINESS ADMINISTRATION DEPARTMENT HEAD, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



- **SARA HECKLER, ENGLISH AND COMMUNICATIONS DEPARTMENT HEAD, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



## JANUARY 2025

- **ANN SNELL, BUSINESS ADMINISTRATION INSTRUCTOR (9 MONTH), STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



- **AMY HOOKER, REGISTRAR OFFICE ASSISTANT, STUDENT EXPERIENCE DIVISION**



## JANUARY 2025

- **JACLYN BROOKE YEATTS, NURSING INSTRUCTOR (9 MONTH), STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



- **ABRIA HERRING, UNIVERSITY TRANSFER ADVISOR, STUDENT EXPERIENCE DIVISION**





## JANUARY 2025

- **BOBBIE MATTHEWS, MLT INSTRUCTOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



- **TAMATHA FULLERWINDER, ABE & HS EQUIVALENCE COORDINATOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



## JANUARY 2025

- **CHRISTOPHER WALLER, HS FIRE ACADEMY – LEAD INSTRUCTOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**

- **PATRICK BURNETT, PC SUPPORT SPECIALIST, OPERATIONS DIVISION**

## JANUARY 2025

- **MARCELLE MALONE, IS SYSTEMS & SUPPORT ADMINISTRATOR, OPERATIONS DIVISION**



- **CARRIE RUSSELL, CAREER PATHWAY AND TRANSITION COORDINATOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



## JANUARY 2025



- **CLAUDIA VESTAL, HUMANITIES DEPARTMENT HEAD, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION**



## JANUARY 2025

- ELIZABETH ROSE WEBSTER, DIRECTOR OF RESEARCH AND INSTITUTIONAL EFFECTIVENESS, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION



- DYLAN CRAIG, PC SUPPORT SPECIALIST, OPERATIONS DIVISION

## JANUARY 2025

- FABRIZIO VALLEJOS, INTERIM CURRICULUM COORDINATOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION



## FEBRUARY 2025



- JANET BYRD, 12 MONTH NURSE AIDE INSTRUCTOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION

## MARCH 2025

- JASON MAYER, CHIEF INFORMATION OFFICER, OPERATIONS DIVISION



- MATTHEW BANKO, ASSOCIATE VP ADMINISTRATIVE AND FISCAL SERVICES, OPERATIONS DIVISION





## MARCH 2025

- JOSHUA BYRD, LEAD INSTRUCTOR – HIGH SCHOOL FIRE ACADEMY, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION



- JAMES CHRISTOPHER DAVID, PACE SUCCESS COACH, STUDENT EXPERIENCE DIVISION

## April 2025

- FRED KEITH, GRANTS MANAGER, OPERATIONS DIVISION



## APRIL 2025

- ROBERT EVERETT, SHIPPING AND RECEIVING CLERK / FIXED ASSET COORDINATOR, OPERATIONS DIVISION



- HANNA GIROUX, SENIOR ADMINISTRATIVE ASSISTANT (BLET), STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION



## APRIL 2025

- RICHARD OELFKE, CAREER & COLLEGE PROMISE PROFESSIONAL ADVISOR, STUDENT LEARNING AND WORKFORCE DEVELOPMENT DIVISION



- LISA HUFFMAN, EXECUTIVE ASSISTANT TO THE PRESIDENT, PRESIDENT'S OFFICE







## **BOARD OF TRUSTEES**

### **Regular Meeting Minutes**

April 4, 2025 | 12:35 p.m.  
Alamance Country Club  
Alamance Ballroom  
3007 N. Fairway Drive | Burlington, NC

A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on April 4, 2025, at the Alamance Country Club, in the Alamance Ballroom, to coincide with the Annual Board of Trustees Planning Session.

### **Call to Order**

Ms. Emmons called the meeting to order at 12:45 p.m. and welcomed everyone to the meeting.

### **Attendance**

The following trustees were present:

- Ms. Julie Scott Emmons, Chair
- Mr. James Butler
- Mr. Steven Carter
- Dr. Roslyn Crisp (via video conference)
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Ms. Tammy Karnes
- Ms. Sylvia Muñoz
- Mr. Ken Walker
- Dr. Ken Ingle, President & Secretary to the Board of Trustees

Absent:

- Senator Anthony Foriest
- BG(R) Blake Williams
- Azalea Hooten, Student Trustee

Guests:

- Mr. Rick Kiernan, Principal, Convergent Nonprofit Solutions

Also present for the meeting were:

- Ms. Ana Fleeman, Executive Assistant and Board Liaison
- Ms. Carolyn Rhode, Vice President of Institutional Advancement
- Ms. Elizabeth Thomas, Vice President of Business and Finance/CFO
- Mr. Justin Snyder, Vice President of Workforce & Economic Development
- Dr. Carol Disque, Vice President of Student Services
- Mr. Frank Longest, Board Attorney



- Ms. Elizabeth Brehler, Associate Vice President of Student Services
- Mr. Matthew Banko, Associate Vice President of Administrative and Fiscal Services
- Ms. Sarah Hardin, Associate Vice President of Communications & Public Affairs
- Mr. Jason Mayer, Chief Information Officer & Associate Vice President of Information Services.
- Ms. Bettina Akukwe, Associate Vice President of Corporate Education
- Ms. Elizabeth “Rose” Webster, Director of Institutional Effectiveness.

## **Quorum**

The Board determined that a quorum was present.

## **Call for Conflicts of Interest**

Chair Emmons called for conflicts by reading the following statement:

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

No conflicts of interest or appearances of conflict were noted.

## **Employee Introductions**

No employees were introduced

## **Minutes**

Chair Emmons called for a motion to approve the minutes of the Board of Trustees' regular meeting held on March 10, 2025. Mr. Walker moved, and Mr. Carter seconded to approve the minutes as submitted. The minutes were unanimously approved.

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

- Building and Grounds Committee meeting, March 5, 2025
- Personnel Committee meeting, March 5, 2025
- Budget and Finance Committee meeting, March 7th, 2025

## **Committee Reports**

Chair Emmons called for committee reports.



## **Report of Personnel Committee**

Dr. Crisp shared one informational item.

### Employment report for March 2025

Dr. Crisp presented demographic data on college occupations as of March 25. The college employs 249 individuals, with 74% aged 40+ and 63% identifying as female. Management and postsecondary teaching represent the largest occupational groups. The majority identify as White (73%), with African-Americans comprising 16%, and other racial/ethnic groups minimally represented.

## **Report of Building and Grounds Committee**

Mr. Gomory shared that the Building and Grounds committee met on April 2, 2025. He presented one action item and two informational items.

### Public Safety Training Center burn building and site work contracts awards\*

Mr. Gomory reported on contract awards for the Public Safety Training Center Burn Building and site work. Adem Construction, LLC was awarded the Burn Building contract for \$712,000 as the lowest, most responsive, and responsible bidder. Central Builders Inc. of Mebane was awarded the site work contract for \$140,000. The combined budget of \$850,000 is funded by County bonds. Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the Public Safety Training Center burn building and site work contracts awards as presented. Motion carried by unanimous vote.

### Capital project summary report

Mr. Gomory reported on bond and capital projects. The Public Safety Training Center at Green Level has permanent power, allowing interior finishes and landscaping to progress. Completion of the administration building and firing range is expected by June 25. At the Burlington site, Adem Construction was the lowest bidder. Capital projects include the Campus Exterior Wayfinding Project in the utility marking phase, Veterinary Medical Technology Barn Project in schematic design, and the Third Floor Biotechnology COE Upfit Project with design options expected in April. The Tech Infrastructure Replacement Project is being refined, and a Facilities Master Plan meeting is scheduled.

### Capital project budget update for March 2025

Ms. Elizabeth Thomas presented the budget update provided in the packet.

## **Report of Budget and Finance Committee**

Mr. Glidewell reported that the Budget and Finance committee did not meet in March. He presented one informational item.

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\* Requires Board of Trustees Action



### Financial report for February 2025

Ms. Thomas presented the information on the March 2025 financial report shared in the packet. With 75 percent of the fiscal year complete, 66 percent of the total state budget and 73 percent of the total county budget had been expended.

## **Other Reports**

### **SGA Report**

No Report was presented.

### **Chair's Report**

Chair Emmons shared the following informational items.

Chair Emmons reminded the Board that the following Trustee terms will expire on June 30, 2025:

- Senator Tony Foriest (Governor appointment, now General Assembly)
- Dr. Roslyn Crisp (Board of Education appointment, now General Assembly)
- Mr. Steve Carter (Board of Commissioners appointment)

Chair Emmons noted the Statement of Economic Interest (SEI) filings are due by April 15, 2025. She also directed the board to the ethics education report in the packet.

### **Staff Association Committee Report**

Ms. Brehler announced that elections for the Staff Association executive board for 2025-26 will take place in May 2025, with positions open for Vice-Chair and Secretary/Treasurer. Sarah Barham, the current Chair-Elect, will assume the Chair role in August. The professional development and outreach subcommittee continues to collaborate with ACC's CDL to plan training opportunities for the upcoming academic year. Julia Wright from the Distance Learning Department was recognized as the March Staff Member of the Month.

### **President's Report**

Dr. Ingle reminded the Board of the following upcoming events:

- Public Safety Training Center Ribbon Cutting Ceremony is July 24, 2025, 3:00 pm
- The Gatewood Atrium Ribbon Cutting will be held May 12, 2025, at 3:30 pm.

### Sound Fiscal Management Practices Report from the NCCCS

Dr. Ingle reported that Alamance Community College met all fiscal management benchmarks for the 2024 calendar year. The college had no unexpended state funds, submitted the annual survey of fees on time with no negative balance, and met budget allocation requirements. All required submissions, including internal controls certification, cash management certification, and the ACFR package, were



completed on time. Additionally, the most recent financial audit and compliance review reported no findings, confirming the college's adherence to state fiscal management practices.

#### Update- 2025 Reinhartsen Run 5K held March 15, 2025

Dr. Ingle shared an update on the success of the 5k event, highlighting the positive turnout and community involvement. The Nursing Club offered coffee and donuts, while the Animal Care Club provided dog microchipping. Dr. Ingle emphasized the event's purpose of honoring Steven Reinhartsen, whose legacy supports ACC students through the Reinhartsen Memorial Fund. Special recognition was given to the Reinhartsen Family, sponsors, volunteers, and participants for their contributions. Sponsors included the ACC Student Government Association, Geico, Sports Endeavors, Willie Saul and Son Plumbing, Carolina Supply, and Card My Yard.

#### Update- Community College Day at the Legislature/NCACCT Law-Legislative Seminar held March 19-21, 2025

Dr. Ingle shared that he, the Trustees, a few staff members, and the Executive Board of the Student Government Association attended Community College Day. During the event, they had the opportunity to meet with Senator Galey, Stephen Ross, and Dennis Riddell. The SGA and students present were able to speak directly with state delegates and discuss the needs of Alamance Community College. Community College Day also coincided with the North Carolina Association of Community College Trustees (NCACCT) event.

#### NCMPR Award (bronze award)

Dr. Ingle presented that Alamance Community College won the Bronze award at the 2024 Paragon Awards, a prestigious national competition hosted by the National Council for Marketing and Public Relations (NCMPR). The Paragon Awards recognize excellence in design and communication at community and technical colleges. Alamance Community College stood out among nearly 1,570 submissions from 205 colleges across the U.S. and Canada, earning recognition in one of 47 categories. The competition was highly competitive, showcasing exceptional creativity and originality from colleges of all sizes. This achievement highlights the college's outstanding marketing and PR efforts.

### **Announcements**

Chair Emmons directed the trustees to review the following announcements.

- The Gatewood Atrium Ribbon Cutting will be held May 12, 2025, tentatively at 3:30 pm.
- ACC Commencement, June 13, 2025, Elon University, 7:00 p.m.

### **Handouts**



N/A

### **Adjournment**

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting. A motion was made by Mr. Glidewell and seconded by Mr. Gomory. The meeting adjourned at 1:13 p.m.

Respectfully submitted,

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





## **BOARD OF TRUSTEES**

### **Annual Planning Session**

### **Meeting Minutes**

April 4, 2025 | 8:00 a.m.  
Alamance Country Club  
Alamance Ballroom  
3007 N. Fairway Drive | Burlington, NC

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The Annual Planning Session of the Alamance Community College (ACC) Board of Trustees (Board) was held on April 4, 2025, at the Alamance Country Club, in the Alamance Ballroom. It coincided with the Board of Trustees' Regular meeting.

### **Call to Order**

Ms. Emmons called the meeting to order at 8:35 a.m. and welcomed everyone to the meeting.

### **Attendance**

The following trustees were present:

- Ms. Julie Scott Emmons, Chair
- Mr. James Butler
- Mr. Steven Carter
- Dr. Roslyn Crisp (12:45 p.m.- adjournment)
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Ms. Tammy Karnes
- Ms. Sylvia Muñoz
- Mr. Ken Walker
- BG(R) Blake Williams (8:00 a.m.- 11:30 a.m)
- Dr. Ken Ingle, President & Secretary to the Board of Trustees

Absent:

- Senator Anthony Foriest
- Azalea Hooten, Student Trustee

Guests:

- Ms. Stephanie Norris, Associate Director of Community College Initiative and Senior Research Analyst, Federal Reserve Bank of Richmond
- Mr. Rick Kiernan, Principal, Convergent Nonprofit Solutions

Also present for the meeting were:

- Ms. Ana Fleeman, Executive Assistant and Board Liaison
- Ms. Carolyn Rhode, Vice President of Institutional Advancement



- Ms. Elizabeth Thomas, Vice President of Business and Finance/CFO
- Mr. Justin Snyder, Vice President of Workforce & Economic Development
- Dr. Carol Disque, Vice President of Student Services
- Mr. Frank Longest, Board Attorney
- Ms. Elizabeth Brehler, Associate Vice President of Student Services
- Mr. Matthew Banko, Associate Vice President of Administrative and Fiscal Services
- Ms. Sarah Hardin, Associate Vice President of Communications & Public Affairs
- Mr. Jason Mayer, Chief Information Officer & Associate Vice President of Information Services.
- Ms. Bettina Akukwe, Associate Vice President of Corporate Education
- Ms. Elizabeth “Rose” Webster, Director of Institutional Effectiveness.

## **Quorum**

The Board determined that a quorum was present.

## **Call for Conflicts of Interest**

Chair Emmons called for conflicts by reading the following statement:

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

No conflicts of interest or appearances of conflict were noted.

## **Opening Remarks**

Dr. Ingle gave a quick review of the agenda and gave a special thank you to our guest speakers. He welcomed Ms. Stephanie Norris, Associate Director of Community College Initiative and Senior Research Analyst of the Federal Reserve Bank of Richmond. She will present on the 2024 Survey of Community College Outcomes: Analysis of Data Specific to ACC & Relevant Trends. He also welcomed Mr. Rick Kiernan, Principal of Convergent Nonprofit Solutions. He will present on Market Needs and Feasibility Analysis.

Dr. Ingle provided updates on several key initiatives. A Campus Climate Survey was conducted as part of ongoing institutional efforts. He highlighted progress under Vision 20/20 and engagement opportunities such as Coffee with Ken and various campus community events. He shared updates on organizational streamlining,



including budget and financial management improvements, as well as the classification study. He also addressed technology upgrades and modernization efforts. Regarding funding and growth, he discussed plans for multicampus expansion, enrollment growth strategies, and the impact of the NC Boost initiative.

### **2024 Survey of Community College Outcomes: Analysis of Data Specific to ACC & Relevant Trends**

Ms. Norris presented the role of their organization in strengthening regional economies through research, data analysis, and community engagement. They focus on regional data, applied research, and initiatives like the Small Town and Rural Program. As labor markets evolve, understanding demographic shifts and engaging young people, especially those underrepresented in higher education, are crucial. Future jobs will require higher education and skills, with a significant rise in demand for post-secondary education by 2031. The organization emphasizes the importance of aligning education, skills, and jobs to ensure better economic outcomes. While community college graduation rates are often lower than four-year institutions, they argue such comparisons miss critical factors like diverse student paths. The Richmond Fed offers data-driven insights to guide decisions on workforce development, focusing on non-partisan, research-based contributions to the public good. They advocate for tailored metrics and data to align resources and improve workforce training.

### **Reimagining Student Success: Modernizing Advising, Support Services, and Student Engagement**

In Dr. Wolfe's absence, Sarah Hardin, Elizabeth Brehler, and Rose Webster presented a vision for reimagining student success at Alamance Community College, focusing on modernizing advising, support services, and student engagement. Key priorities include providing holistic support, leveraging technology for 24/7 online services, and using data-driven interventions to support at-risk students. The college aims to foster a welcoming and supportive environment for diverse populations, with career counseling, mentorships, and job placements aligned with workforce needs. New initiatives include the NC BOOST program, improved student orientation, and a revamped front desk experience. The goal is to achieve 75% fall-to-fall retention and 52% three-year completion by 2030.

### **Building Tomorrow's Workforce: Program Innovation and Future-Ready Strategies to Support our Community**

Mr. Snyder highlighted the institution's strong academic foundation and commitment to aligning with regional workforce needs through career-focused programs. Key initiatives include expanding transfer pathways with four-year institutions, emphasizing student success, and maintaining resources amid



fluctuating enrollments. The institution is balancing traditional and non-traditional learning models and ensuring equitable access to emerging technologies. Upcoming program launches include the Veterinary Medical Technology program in Fall 2025, and the Fall 2024 launch of a Business Data Analytics concentration. Partnerships like Alamance Scholars and ASPIRE are expanding, and new programs in fields like AI, dental hygiene, and health sciences are in development. Workforce preparation is enhanced through certifications in areas such as HVAC, phlebotomy, and heavy equipment operation. Collaboration with local industries and external partnerships is increasing, especially in healthcare, technology, and skilled trades, with an emphasis on career exploration, workforce training, and data-driven student success strategies.

### **Market Needs and Feasibility Analysis**

Mr. Kiernan presented a two-phase Workforce Training Plan for Alamance Community College, facilitated by Convergent Nonprofit Solutions. Phase 1 focuses on a needs assessment and workforce analysis, engaging internal stakeholders and regional employers to identify strengths, gaps, and expansion opportunities. Deliverables include internal and workforce needs assessment reports and a gap analysis. Phase 2 aims to build industry support and develop a fundraising strategy, including industry forums and identifying funding sources. Expected outcomes include a clear understanding of ACC's workforce needs and engaged stakeholders to support workforce expansion initiatives.

### **Shaping the Future of Alamance Community College**

Dr. Ingle presented the vision for shaping the future of Alamance Community College, focusing on Year 1 achievements and plans for continued growth. Key initiatives include launching AI, Data Analytics, and expanded healthcare programs, enhancing economic development with the relocation of the Small Business Center, and supporting students through professional advising and the Parent Promise. A strategic goal is to align with community workforce needs, emphasizing adult learners, diverse student populations, and modernizing college operations. The vision includes clear pathways for student success, employer engagement, and fostering a culture of education-driven economic mobility and prosperity for Alamance County.

### **Adjournment**

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting. A motion was made by Mr. Carter and seconded by Mr. Gomory. The meeting adjourned at 3:30 p.m.





**Board of Trustees**  
**Building and Grounds Committee**

April 2, 2025 | 9:00 a.m.

Videoconference

Minutes

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

**INSTRUCTIONS:** To participate in the Zoom videoconference:

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

**I. Call to Order**

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

**Attendance**

Trustees Present:

Mr. Bill Gomory, Chair

Mr. Steve Carter

Mr. Pete Glidewell

Dr. Kenneth Ingle, Secretary to the Board of Trustees

**Also present for the meeting were:**

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

Ms. Elizabeth Thomas, Vice President of Business & Finance

Ms. Ana Fleeman, Board Liaison

**II. Call for Conflicts of Interest**

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

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

No conflicts were identified

**III. Action Items**

A. Public Safety Training Center burn building and site work contracts awards

Mr. Hartman presented contract awards for the Public Safety Training Center Burn Building and site work. Three bids were received for the Burn Building



on March 11, 2025, following a re-advertisement on February 25, 2025. The bids were from Adem Construction, LLC (\$712,000), Central Builders of Mebane (\$819,000), and PEG Contracting, Inc. (\$910,000). The College recommended awarding the contract to Adem Construction, LLC, the lowest, most responsive, and responsible bidder. Additionally, on April 1, 2025, four bids were received for the site work package, advertised on March 17, 2025. The bids were from Central Builders Inc. of Mebane (\$140,000), McQueen Construction, Inc. (\$195,000), Hamlett Associates, Inc. (\$215,000), and Adem Construction, LLC (\$240,000). The College recommended awarding the contract to Central Builders Inc. of Mebane as the lowest, most responsive, and responsible bidder. The overall budget for both the structure and site work is \$850,000, funded through County bonds. The Board is requested to approve contracts with Adem Construction, LLC for the Burn Building and Central Builders Inc. of Mebane for the site work. Mr. Gomory called for a motion to approve the burn building contract with Adem Construction, LLC for \$712,000.00. Mr. Glidewell moved and Mr. Carter seconded to approve the contract as presented. Mr. Gomory called for a motion to approve the site work contract with Central Builders Inc. of Mebane for \$140,000.00. Mr. Carter moved, and Mr. Glidewell seconded the motion to approve the contract as presented.

#### **IV. Informational Items**

##### **A. Capital project summary report**

Mr. Hartman presented the following information:

**Bond Projects:** The Public Safety Training Center at the Green Level site has received permanent power from Duke Energy as of March 25, allowing for interior finishes and landscaping to progress. Water and sewer line installations are set to begin, with the administration/classroom building and firing range expected to be completed by June 25, 2025. At the Burlington site, bids for the project were received on March 11, with Adem Construction identified as the lowest bidder. Site work bids were scheduled for April 1.

**Capital Projects:** The Campus Exterior Wayfinding Project is in the utility marking phase, with sign installation to follow. The Veterinary Medical Technology Barn Project is in the schematic design phase with ongoing stakeholder meetings. The Third Floor Biotechnology COE Upfit Project held its kick-off meeting on March 12, with schematic design options expected by early April and a state submission by the end of May. Bidding is planned for December, with construction starting in January 2026. The Tech Infrastructure Replacement Project is being refined for state approval following the appointment of a new CIO. Lastly, the Facilities Master Plan Revision meeting is set for April 3 to discuss various plan options.

##### **B. Capital project budget update for March 2025**

Ms. Thomas shared the highlighted numbers in the packet.



**V. Other Business**

The next meeting of the Building and Grounds Committee will be May 7, 2025, at 9:00 am

**VI. Adjournment**

Having no further business to discuss, the meeting adjourned at 9:27 a.m.



# ACC Holiday Schedule

<b>Date</b>	<b>Holiday</b>	<b>Number of Days</b>
Wednesday, January 01, 2025	New Years Day	1
Monday, January 20, 2025	MLK Birthday	1
Friday, April 18, 2025	Good Friday	1
Monday, May 26, 2025	Memorial Day	1
Friday, July 04, 2025	Independence Day	1
Monday, September 01, 2025	Labor Day	1
November 27 - 28, 2025	Thanksgiving	2
December 24 - 29, 2025	Christmas	4
December 30 - 31, 2025	Remote Days	2



# Workforce Analysis (Full-Time) Occupational Categories

25-Apr

Occupation	Count	Age 40+ (Total)	Under Age 40 (Total)	Males (Total)	Females (Total)	African-American (Total)	American Indian/ Alaska Native (Total)	Asian (Total)	Hawaiian/ Pacific Islander (Total)	Hispanic (Total)	White (Total)
01 (Management Occupations)	29	26	3	7	22	5	0	0	0	0	24
02 (Business/Finance Opers)	6	5	1	0	6	3	0	0	0	0	3
03 (Comp/Eng/Science)	9	5	4	6	3	4	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	12	7	5	6	6	6	0	0	0	0	5
05 (Postsecondary Teachers)	107	81	26	50	57	7	2	1	0	2	91
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	40	27	13	16	24	11	0	0	0	3	25
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	42	29	13	6	36	4	1	1	0	7	26
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>249</b>	<b>183</b>	<b>66</b>	<b>94</b>	<b>155</b>	<b>40</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>12</b>	<b>181</b>

## New Full Time Employees:

Hanna Giroux	Senior Administrative Assistant (BLET)
Richard Oelfke	Career & College Promise Professional Advisor
Lisa Huffman	Executive Administrative Assistant to the President

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



**ADMINISTRATIVE  
CAPITAL IMPROVEMENT  
PROJECTS**

**POLICY 2.2.5**

The Government Accounting Standards Board (GASB) defines capital assets to include land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

North Carolina Community College System practice typically limits Capital Improvement Projects to efforts to obtain, construct, or improve the land, easements, buildings, grounds, and facilities of a college, excluding routine maintenance. The President shall provide a process to identify and execute necessary capital improvements for Alamance Community College and will designate a Capital Projects Coordinator as required by the North Carolina Community College System Administration.

The Capital Projects Coordinator will review with the Building and Grounds Committee all proposed Capital Improvement Projects having estimated costs exceeding \$50,000. The Building and Grounds Committee and the Capital Projects Coordinator will determine whether full Board approval is necessary to proceed. Projects utilizing State funds and projects exceeding \$500,000 require approval from the State Board of Community Colleges. The President has the authority to approve budgeted capital improvement projects having estimated costs equal to or less than \$50,000. The College will follow all state and local policies, regulations, and procedures applicable to capital improvement projects approved by the President. A report will be provided to the appropriate Board of Trustees committee and to the full Board of projects approved by the President at the next regularly scheduled meeting.

For projects requiring full Board of Trustees approval and/or State Board of Community Colleges approval, associated plans, motions, minutes, and forms shall be reviewed jointly by the Building and Grounds Committee and the Capital Projects Coordinator. This review should be evidenced in writing. Only after this joint review will project approval be sought.

The President shall ensure that the College has a proposal request and contract award process in place for Capital Improvement Projects that complies with appropriate laws and regulations. The Capital Projects Coordinator will consult with the Building and Grounds Committee and the President on the awarding of any related contracts exceeding \$50,000. All contracts and change orders for projects exceeding \$50,000 shall be reviewed and signed by the President, provided:

1. The capital improvement project was authorized, established, and funded by the Board of Trustees; and the Board (and/or a Committee thereof) participated in the selection of the service provider;



2. There is ongoing consultation between the Board of Trustees Chair, appropriate Committee Chair, and President; and,
3. There is a written report back to the Board of Trustees regarding all actions taken at the next regularly scheduled Board of Trustees meeting.

### **Bid Rejection Authority for Capital Improvement Projects**

The authority to reject bids shall follow the same thresholds and processes as those required for awarding contracts. In accordance with G.S. 143-129(a), the rejection of formal construction or repair bids for projects exceeding \$500,000 must be approved by the Board of Trustees and may not be delegated. For construction or repair contracts within the informal bidding range as defined in N.C.G.S. 143-129(a), the Board of Trustees delegates the authority to reject bids to the President.

The **Senior** Vice President of ~~Business and Finance/CFO~~ **Operations** shall direct the preparation of a quarterly detailed accounting of all Capital Improvement Projects, including current month and cumulative revenues and expenditures, and a monthly reconciliation of the total project budget from inception to date, including all approved change orders. This quarterly accounting of Capital Improvement Projects shall be delivered to the President, Chair of the Building and Grounds Committee, and Chair of the Board of Trustees.

Adopted: April 8, 2013; revised April 13, 2015; revised January 9, 2023; revised May 12, 2025

(This policy replaces "Construction Funds Policy," adopted February 9, 1998.)



**Goodwill Industries of Northwest NC, and  
Alamance Community College  
Memorandum of Understanding**

Goodwill Industries of Northwest NC (“GIN”), as Tenant, and Alamance Community College (“ACC”), as Owner, enter this Memorandum of Understanding, whereby Owner will rent administrative and academic space, use of electrical and internet connections, use of maintenance and technical support, nonexclusive use of facilities area for staff and visitors, provide a liaison employed by ACC to serve as a point of contact between the Tenant and Owner for the purpose of providing a one-stop career services delivery system for NCWorks to serve ACC’s students and stakeholders.

Tenant will establish an office in the area described in attached Exhibit “A” (the “Space”), which area is located on ACC’s main campus at 1247 Jimmie Kerr Road, Graham, North Carolina.

**Timeline**

This memorandum of Understanding, upon execution by all parties, will begin July 1, 2025, and will continue through June 30, 2026 (the “Initial Term”).

**Staffing**

Tenant will supply all staff needed to support its purpose and arrange for partner agencies as needed.

Owner’s designated contact employee will serve as liaison. Such liaison’s role will be to serve as the primary on-site point of contact for any communications between the Tenant designated staff member and Owner. The parties will endeavor to use written communications, including emails, between them.

**Space Requirements**

Tenant will be provided with the office space to be occupied by NCWorks and its partners, which is located at the main campus of Alamance Community College, as more particularly described in attached Exhibit “A”. The Space will house computers, copier/printer, and space to meet with clients, including any Space upfits and furniture configuration as coordinated through the Goodwill Industries of Northwest NC.



**Use of Equipment**

Owner will provide access to printers and IT support for Tenant's supplied equipment, maintenance for facility area, customary custodial service and furniture currently in place.

**Hours of Operation**

8:00 a.m. to 5:00 p.m. Monday through Friday with alternative summer schedule, subject to mutual adjustment between the parties.

**Rent**

Rent is payable in advance and due on the first of each month in the amount of \$1,700 per month. This will cover Space, utilities, IT support, maintenance support, and furniture. Tenant will keep equipment located within the Space during Term updated/services and will replace equipment as needed.

**Liability**

Tenant will remain responsible for losses, damages or claims for any and all injuries to persons and/or property arising from Tenant's, or its partner agencies, or its invitees' use of the Space and/or arising from any harm caused by negligence or intentional harm caused by their own employees or agents. Nothing in this section or proposal as a whole shall be constructed to waive any defense of sovereign immunity which might otherwise be available. Nothing in this section shall limit the rights of either Tenant from bringing or defending claims or actions to the use or occupancy of the Space or the access area thereto.

**MOU Review and Termination**

The terms of this MOU shall commence and shall be reviewed at the end of each academic year (July 1<sup>st</sup> to June 30<sup>th</sup>) to ensure that the terms remain mutually beneficial to both parties, serving their respective missions and visions. After the Initial Term, the MOU shall continue month to month. Either party may terminate at any time by giving the other party not less than 60 days written notice of such termination.

**Insurance**

Tenant shall maintain general liability, bodily injury and property damage, and workers' compensation insurance coverage in amounts satisfactory to ACC at all times. Such insurance policies shall name ACC as an additional insured.

**General Conditions**

Tenant agrees to surrender and deliver to the Owner the Space, equipment, and



furniture in as good condition as the beginning of the Initial Term, excluding reasonable wear and tear. The Tenant shall not use the Space and/or equipment, furniture, printers, computers, and supplies in any manner that will constitute waste, nuisance, or unreasonable annoyance to other occupants of the building and the common premises for access thereto. Tenant will make a good faith effort to conserve energy and water consumption during the Term.

Tenant will provide such necessary safeguards to ensure that the Space and equipment, furniture, printers, computers, and supplies remain locked when not in use by either Tenant or ACC.

In the event of any legal action concerning this agreement, the losing party shall pay to the prevailing party reasonable actual incurred attorney fees and court costs to be fixed by the court wherein such judgment shall be entered.

This Agreement, its validity, construction, and effect shall be governed by the laws of the State of North Carolina. Venue for any action between the parties shall be Alamance County, North Carolina.

This document constitutes the sole agreement between both parties and cannot be altered without the written consent of both parties. Any oral representations made are not valid or binding for either party.

By signing, both parties agree to approve and enter this MOU in accordance with the terms contained within this document.

Tenant:

Owner:

**Goodwill Industries of Northwest NC**

**Alamance Community College**

By:\_\_\_\_\_

By:\_\_\_\_\_

Its Authorized Officer/Agent

Julie Scott Emmons, Board of  
Trustees Chairperson

Name:\_\_\_\_\_

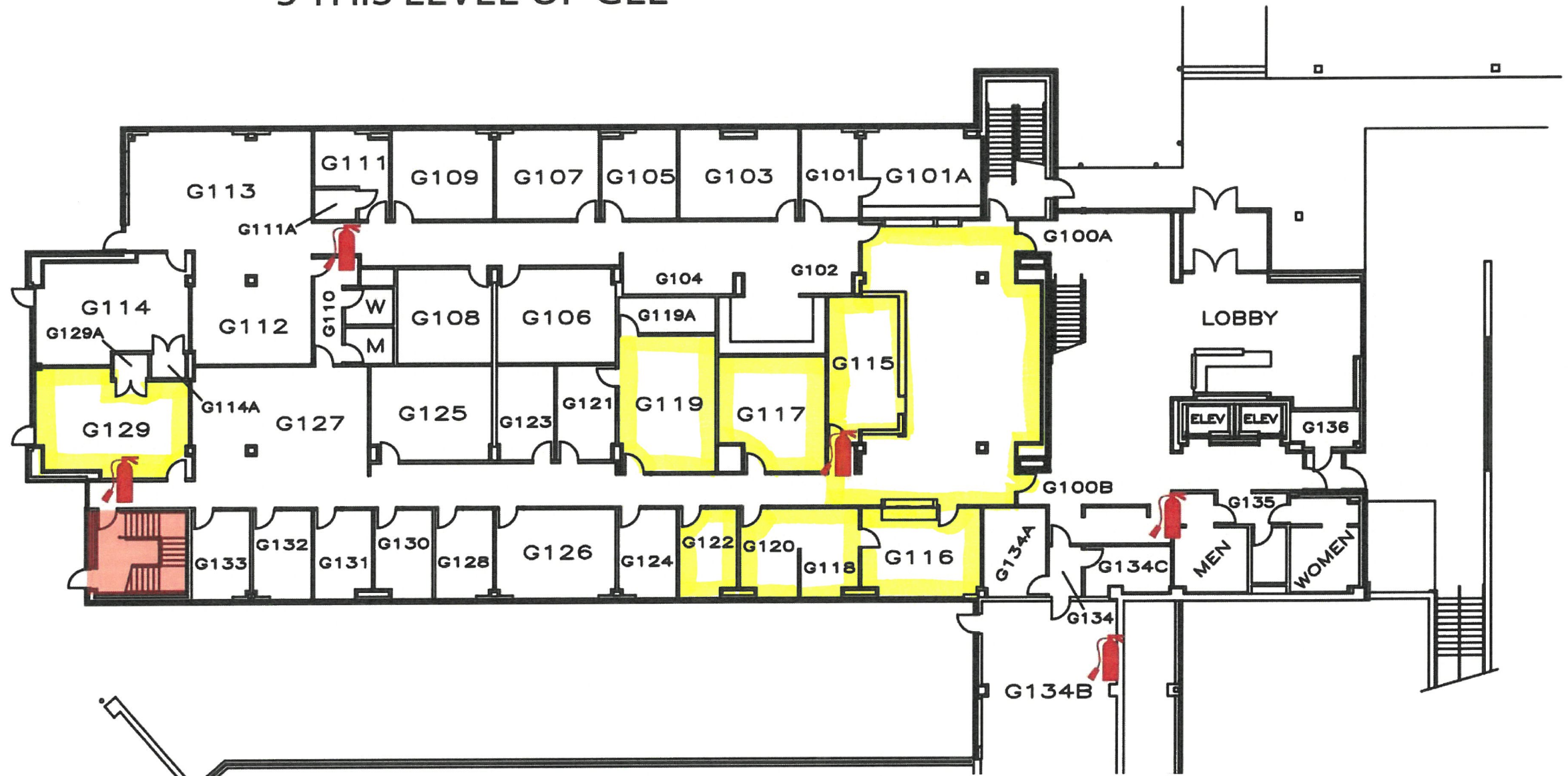
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Date:\_\_\_\_\_



## 5 THIS LEVEL OF GEE



G115 (Lobby)  
 G116, G118, G120, G122 (Office Spaces)  
 G119 (Shared Testing Lab)

G117 (Shared Drop-In Workspaces)  
 G129 (Shared Conference/Breakroom)





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**Buildings & Grounds Committee  
May 7, 2025  
Action Item: Public Safety Training Center Burn Building  
Sitework Package  
Rejection of Bids**

**Executive Summary**

On April 1, 2025, four (4) bids were received for the Public Safety Training Center Burn Building Sitework package, to be built at the Burlington Training Center.

Bids received are listed below:

<b><u>Contractor</u></b>	<b><u>Base Bid</u></b>
Adem Construction	\$240,000
McQueen Construction	\$195,000
Central Builders of Mebane	\$140,000
Hamlett Associates Inc.	\$215,000

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

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

Due to a bidding irregularity regarding the bid proposal form utilized, all bids received must be rejected and the project will be re-advertised.

**Board Action Required**

**College Administration requests that the Board of Trustees reject all bids received on April 1, 2025 for the Public Safety Training Center Burn Building Sitework Package and approve re-advertisement for bids.**



**Buildings & Grounds Committee**

**May 7, 2025**

**Action Item: Veterinary Medical Technology Instructional Barn Project  
Designer Approval - Amended**

**Executive Summary**

At the October 2024 Board of Trustees meeting, a design contract for this project was recommended with Studio 310 architects. A “programmatic design contract only” was awarded to the designer on 12/20/24 and that contract has now been fully completed. After working through the preliminary programmatic design phase with Studio 310, College administration has determined that it would be in the best interest of the College to change design firms and instead contract with Hobbs Architects for the remaining design phases. Unfortunately, throughout the programmatic work with Studio 310, the College and the designer were not able to ever reach agreement on the scope of the project that could be constructed within the funding available.

Hobbs Architects completed the designer interview process last fall. Their scores are as follows:

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

Once approved by the full Board, College Administration will work with the North Carolina State Construction Office to negotiate the full design contract with the firm.

**Board Action Required**

**College Administration requests that the Board of Trustees rescind the approval of Studio 310 as the design firm for the Veterinary Medical Technology Instructional Barn Project.**

**College Administration requests that the Board of Trustees approve Hobbs Architects as the design firm for the Veterinary Medical Technology Instructional Barn Project.**



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

**BOND PROJECTS**

**STATUS SUMMARY**

**Public Safety Training Center**

**Green Level Site:**

Remaining sidewalks have been poured as well as foundations for pavilion. Final topsoil spreading has started. Water and sewer lines have been installed. Connection to utility and install of pump station still to be completed. In the classroom building, flooring finishes are underway as well as casework and lockers. Cameras and door card readers installed. In firing range, wiring for PA system installed, panels and transformer mounted.

The completion date for the classroom/administration building has improved to 6/9/25 and the firing range completion remains at 6/25/25. Training tower completion is scheduled for 5/27/25.

**Burlington Site:**

On 4/24/25, the low bidder on the burn tower, Adem Construction, requested to withdraw their bid. Per state bidding laws, a bidder may withdraw their bid after 30 days have passed from the bid date. Our next option is to go to the next lowest bidder (Central Builders of Mebane) and see if they will honor their bid amount.

Site work bids were received and opened on 4/1/25, but due to a bidding irregularity (the bidding document used by the designer was for an "informal bid process" vs a "formal bid process"). The sitework package will need to be re-bid.



## **CAPITAL PROJECTS**

## **STATUS SUMMARY**

### **Campus Exterior Wayfinding Project**

Signage installation has started.

### **Veterinary Medical Technology Barn Project**

After completing the initial programmatic design work on the project with design firm Studio 310, College administration has determined that it would be in the best interest of the College to request approval to contract with Hobbs Architects for the remaining design phases. Unfortunately, College administration and the Studio 310 team could not reach agreement on the scope that could be built within the funding available for the project. A new request will be brought to the Board of Trustees to award Hobbs Architects with the design contract for the project.

### **Third Floor Biotechnology COE Upfit Project**

Multiple meetings with the stakeholder committee have occurred over the past month. The design team provided schematic drawings for the space and will now move into the design development phase. The design team is on track to make their first design submission to State Construction at the end of May. The schedule shows construction bidding in December and construction commencing in January 2026.

### **Tech Infrastructure Replacement Project**

Work continues in refining the written construction scope so that the project can be submitted to State Construction for design/build approvals.

### **Facilities Master Plan Revision**

A meeting was held with the Executive Leadership Team in early April where the pros and cons of various master plan options were discussed. The design team is finalizing the masterplan options and will present their findings in late May/early June.

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

NONE



# Building & Grounds Committee Board of Trustees

## Public Safety Training Center Updates

May 7, 2025

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# Public Safety Training Center - Classroom Bldg

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# Public Safety Training Center - Classroom Bldg

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# Public Safety Training Center - Classroom Bldg

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# Public Safety Training Center - Pavilion/Fencing

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# Public Safety Training Center - Training Tower/Firing Range

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<b>Buildings and Grounds Committee Meeting</b>					
<b>Capital Project Budget Plan For Fiscal Year 2025</b>					
<b>As of March 31, 2025</b>					
<b>1</b>	<b>County Capital--Carry-forward Unspent Fund Balance</b>	<b>Budget</b>	<b>Actual</b>	<b>Remainder</b>	
a.	Fire Hydrant Repair	14,000	13,694	306	
b.	savings (i.e. unspent allocation) from various projects	45,711	37,779	7,932	
		59,711	51,473	8,238	
<b>2</b>	<b>County Capital--FY 2025 Allocation</b>	<b>Budget</b>	<b>Actual</b>	<b>Remainder</b>	
a.	Various Campus Renovations & Repairs: (painting)	74,724	45,663	29,061	Monthly Aramark painting allotment \$2643
b.	Roofing Preventative Maintenance Year 5	10,000		10,000	Approv'd Aug 2024
c.	Eastbound Interchange Exit 150 Beautification Project	3,293		3,293	Appr'vd Mar 2024 Phase I only (Phase II may cost another \$24,000)
d.	Gee Building Controls Replacement Project	58,000	50,585	7,415	Approv'd May 2024
e.	B Bldg envelope sealant repair	42,200	42,200	-	Approv'd May 2024
f.	Battery Replacement - Solar Greenhouse	30,744	31,349	(605)	Approv'd May 2024
g.	Culinary Replacement HVAC	45,796	45,712	84	Approv'd Sept 2024
h.	DDC Controls AHU Culinary Kitchen	10,478	9,815	663	Approv'd Sept 2024
i.	Facilities Master Plan	35,000	31,600	3,400	Approv'd Oct 2024
j.	Cashier Office Door	10,303	10,303	0	
k.	DC Kitchenette Remodel	32,304	32,304		
l.	savings (i.e. unspent allocation) from various projects	183,158	-	183,158	
		536,000	299,530	236,470	
<b>3</b>	<b>GLS</b>	<b>Budget</b>	<b>Total Expended</b>	<b>Remainder</b>	
a.	Biotechnology Center of Excellence and Parking	19,460,043	19,460,043	-	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)+\$206,949 FF&E
b.	Student Services Center	6,703,500	6,703,500	-	\$6,703,500 County Bonds
c.	Public Safety Training Center	24,607,664	18,946,863	5,660,801	\$13,350,218 County Bonds; \$5,306,946 (\$2,000,000 + \$3,306,946+450,500) County Capital Reserves and \$5,500,000 OSBM SCIF
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	5,088,981	4,972,919	116,062	\$3,036,070 County Bonds; \$652,911 (\$500,000 + \$152,911) County Capital Reserves; and \$1,400,000 SCIF FY22
		55,860,188	50,083,325	5,776,863	\$39.6M County bonds, \$5.9M Cty Reserves \$2.942 SCIF, \$5.5M State
<b>4</b>	<b>Non-County Projects (federal, state, local grants)</b>	<b>Budget</b>	<b>Total Expended</b>	<b>Remainder</b>	
a.	HVAC Replacement - IT Server Room	203,430	178,000	25,430	Appr'vd Oct 22; Cannon Grant of \$187,000 awarded Jan 2023
b.	Covington Education Center: Utility Upgrades	380,550	374,366	6,184	Appr'vd \$380,550 with \$347,354 via Grant: NC Tobacco Trust Fund Commission and \$33,196 of SCIF \$1.25M project
c.	Horticulture Technology Storage Building Project	153,800	145,522	8,278	State: (SCIF FY22) Appr'vd Oct 22
d.	Campus Exterior Wayfinding Project	302,600		302,600	Appr'vd Feb 24 (SCIF)
e.	Veterinary Medical Technician Instructional Barn	1,250,000		1,250,000	Appr'vd Mar 2024 (\$1M Golden LEAF & \$250k SCIF)
f.	AATC Centralized Welding System Project	448,276	438,276	10,000	Appr'vd Mar 2024 (\$280,000 Cannon Grant & \$168,276 SCIF)
g.	Technology Infrastructure Project	1,500,000	808,650	691,350	Appr'vd May 2024 NCCCS SCIF
h.	NCDEQ EV Grant	79,104	79,104	(0)	Appr'vd June 2024
i.	BioTech Center Third Floor Uplift	2,542,000	28,549	2,513,451	Appr'vd August 2024 NCCCS SCIF
j.	Savings (i.e. Unspent Allocation) from Various Projects	1,622,028	-	1,622,028	State: (SCIF FY22 & FY23 & FY24 & FY25 allocation)
		8,481,788	2,052,468	6,429,320	
	<b>TOTAL CAPITAL PROJECTS</b>	<b>63,086,790</b>	<b>#REF!</b>		
	<b>Funds Available for Future Projects</b>	<b>1,850,897</b>			



## Capital Improvement Project Change Orders Signed by President

Date	Project	Vendor	Description	Amount
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
3/17/2025	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Delete Area A scope of work (Childcare) in its entirety, additional floor covering in Area B classrooms after abatement not shown on original ECS reports, additional floor covering in area E classrooms 326 and 331 after abatement not shown on original ECS reports.	\$ (163,940.90)
3/20/2025	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Additional electrical work related to existing field conditions, relocate electrical and data related to updated furniture and equipment layouts.	\$ 71,338.54
3/28/2025	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Changes to flooring (medical grade), additional accent wall painting, remove existing gas pipes in Powell, add counter tops for SIM lab, credit for existing walls to remain, add IT data closet/IDF, credit for door re-keying, credit for moisture vapor treatment not used.	\$ 87,692.74
7/3/2024	Public Safety Training Center	Samet Corporation	Provide electrical & mechanical changes resulting from County review comments for permit approval. Provide erosion control resulting from DEQ & DOT permit review comments. Provide civil utilities changes resulting from Duke Energy existing overhead power poles. Provide electrical power for grinder pump that is part of County water & sewer project.	\$ 10,982.00
2/4/2025	Public Safety Training Center	Samet Corporation	Provide window shades in lieu of horizontal blinds, provide and install site lighting and controls for driving pad, credit for roof coping substitution. Provide Elevate roof coping with MRS rapid Lock Fascia.	\$ 73,106.90
2/12/2025	Public Safety Training Center	Samet Corporation	Provide power and lighting for Training Tower, upgrade to traditional intercom system at Firing Range in lieu of contract headset intercom system, credit to reconfigure and relocate firing range safety ceiling three (3) feet behind firing line to allow overhead mechanical & electrical clearance and access, provide electrical power data changes	\$ 34,562.38
2/25/2025	Public Safety Training Center	Samet Corporation	Provide asphalt paving in lieu of gravel at Firing Range and Pavilion parking areas	\$ 94,460.00



3/28/2025	Public Safety Training Center	Samet Corporation	Outside Utilities-water & sewer project; includes all cost associated with the installation of underground water & sewer lines & pump station	\$ 450,000.00
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## Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
10/6/2021	Public Safety Training Center Project	Moseley Architects	Design services	\$ 586,716
11/4/2021	Public Safety Training Center Project	Samet Corporation	Pre-Construction Services Agreement	\$ 135,668
1/11/2022	Main, Powell & Gee Buildings - Classroom, Offices, Library Renovation and Childcare Updates Project	Moseley Architects	Design services	\$ 222,475
7/12/2022	Public Safety Training Center Project	ESP Associates, Inc.	Geotechnical services for soil conditions	\$ 29,500
7/12/2022	Public Safety Training Center Project	Withers Ravenel	Additional surveying services	\$ 5,000
11/18/2022	Wayfinding Masterplanning Project	APCO Signs	Master planning and design of new interior and exterior signage and wayfinding	\$ 20,710
1/13/2023	Public Safety Training Center Project	Timmons Group	Environmental permits - Riparian Buffer Permit processing	\$ 6,000
2/3/2023	Public Safety Training Center Project	Timmons Group	Wetland/ Stream delineation and confirmation	\$ 6,800
4/17/2023	Public Safety Training Center Project	Withers Ravenel	Additional topographic and wetland surveying services for permanent fencing	\$ 7,000
5/31/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Hazardous Materials Surevy - Main Building	\$ 2,800
6/1/2023	Main, Powell, Gee - Nursing Expansion/Library Project	Associated Fire Protection, Inc	Fire flow testing	\$ 2,400
6/27/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Asbestos plans and specifications, air monitoring, final reports	\$ 21,625
7/25/2023	Public Safety Training Center Project	Moseley Architects	Design services amendment - commissioning services	\$ 22,340
9/15/2023	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	General contractor for construction project	\$ 3,408,900
10/23/2023	Public Safety Training Center Project	Samet Corporation	Initial GMP Contract	\$ 12,966,867
1/30/2024	Public Safety Training Center Project	Samet Corporation	Amended GMP contract to include (1) bid day reconciliation, (2) Firing Range (alt #1) and (3) Driving Pad Extension (alt #2)	\$ 6,986,801
2/22/2024	Public Safety Training Center Project	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 96,634
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Academic Support Center - Main Building (State Contract)	\$ 103,878
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Nursing expansion - Powell Building (State Contract)	\$ 200,259
5/1/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Library - Gee Building (State Contract)	\$ 475,192



5/14/2024	Public Safety Training Center Project	Moseley Architects	Design services amendment - additional services for redesign, bidding, construction administration and closeout for Class A Burn Building in Burlington, NC	\$ 62,875
6/10/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Main Building Classrooms, Labs, Offices (State Contract)	\$ 714,892
6/7/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Teklinx, Inc	AV equipment for classrooms and labs in Main, Powell and Gee Buildings	\$ 103,715
10/1/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Moseley Architects	Design amendment #1 for additional design required for fire alarm devices, emergency lighting and exit lighting in areas outside of original scope (required by State Construction).	\$ 8,130
12/19/2024	Public Safety Training Center Project	Alfred Williams & Company	Furniture for PSTC classroom building and firing range (State Contract)	\$ 362,821
12/20/2024	Veterinary Medical Tech Inst Barn Project	Studio 310	Design services contract (programming only)	\$ 23,400
3/5/2025	BCOE - Third Floor Upfit Project	Thoughtcraft Architects, PLLC	Design services contract	\$ 220,900
4/29/2025	Public Safety Training Center Project	Moseley Architects	Design Amendment for providing construction administration services for water and sewer utilities (Timmons civil)	\$ 19,800





## **Budget and Financial Information**

For the  
Month Ending  
**April 2025**



Alamance Community College -- Budget and Financial Information  
For the Month Ending April 30, 2025  
Executive Summary

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending April 30, 2025. This report is unadjusted and unaudited, meaning that inconsistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

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

Report highlights include:

- o The college budget is strong with enrollment growth funds and a county budget increase. Additional fees also support the college should any unexpected expenses occur.
- o Exhibit A--State Accounting Fund: The college has spent 74% of the state budget with 83.33% of the year completed. The non-categorical expenditures of the college equal 70%, leaving an additional 4% available to spend during the next two months. The college is in a good financial position for 2024-25.
- o Exhibit B—County Accounting Fund: The county budget general expenses are at 82%. The college budget is on track for a balanced county budget in 24-25.
- o Exhibit C—(NEW) Institutional Accounting Fund: Institutional support is overextended due to timing of reimbursements from the Foundation. The budget for Student Aid is due to the increase in FTE this year. We are at 126% of budget. It is due to increases in FTE and student aid provided. Bookstore expenses exceed budget due to some furniture purchases for the Main/Powell/Gee project.
- o Exhibit D—Institutional Accounting Fund: Negative accounts are reimbursement related.
- o Negative program balances: **Planned** negative balances appear in reports usually as a result of spending first, then receiving reimbursement later, such as with financial aid, grant programs, and capital projects. There are no Institutional funds with unplanned negative balances to report.

April 2025



Alamance Community College -- Budget and Financial Information  
For the Month Ending April 30, 2025  
State Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit A

<u>Current Expense (State)</u>	<u>Amended Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>Institutional Support</u>					
Executive Management.....	1,247,986	1,046,550	201,436	84%	1,482,404
Financial Services.....	1,374,679	1,107,198	267,481	81%	1,552,402
General Administration.....	2,489,591	2,102,387	387,204	84%	1,886,914
Information Systems.....	1,566,585	1,350,252	216,333	86%	1,470,559
<i>Total Institutional Support.....</i>	<i>6,678,841</i>	<i>5,606,388</i>	<i>1,072,453</i>	<i>84%</i>	<i>6,392,279</i>
<u>Curriculum Instruction</u>					
FY20-21 State Stabilization Funds.....	-	-	-	*	640,956
Associate Degree, Diploma & Certificate.....	16,428,776	12,452,973	3,975,803	76%	13,559,800
<i>Total Curriculum Instruction.....</i>	<i>16,428,776</i>	<i>12,452,973</i>	<i>3,975,803</i>	<i>76%</i>	<i>14,200,756</i>
<u>Continuing Education</u>					
Occupational Education Instruction.....	1,960,888	1,376,706	584,182	70%	1,543,561
Occupational Education Support.....	1,205,259	821,930	383,329	68%	611,132
Basic Skills (HSE, ESL, etc.).....	1,586,671	1,274,609	312,062	80%	1,377,986
Small Business Center (SBC).....	170,747	119,179	51,568	70%	167,222
Customized, Business, & Industry Training.....	172,193	162,144	10,049	94%	131,354
Expansion Apprenticeship Program.....	244,832	59,558	185,274	24%	123,776
Literacy Special Programs.....	148,491	56,013	92,478	38%	57,868
BioBetter Grant Programs.....	929,486	304,682	624,804	33%	233,580
<i>Total Continuing Education.....</i>	<i>6,418,567</i>	<i>4,174,821</i>	<i>2,243,746</i>	<i>65%</i>	<i>4,246,480</i>
<u>Academic Support</u>					
Library/Learning Center.....	561,015	466,161	94,854	83%	549,501
Curriculum Instruction.....	1,656,135	1,078,546	577,589	65%	1,284,585
Continuing Education.....	1,190,481	912,218	278,263	77%	1,475,601
<i>Total Academic Support.....</i>	<i>3,407,631</i>	<i>2,456,926</i>	<i>950,705</i>	<i>72%</i>	<i>3,309,687</i>
<u>Student Support</u>					
Student Services.....	3,094,632	2,231,499	863,133	72%	2,355,054
IDD Training (Int & Devt Disabilities).....	194,000	67,015	126,985	35%	194,000
Childcare.....	55,898	44,892	11,006	80%	47,331
Scholarships & Awards to Students.....	67,660	28,528	39,132	42%	131,780
<i>Total Student Support.....</i>	<i>3,412,190</i>	<i>2,371,934</i>	<i>1,040,256</i>	<i>70%</i>	<i>2,728,165</i>
<b><i>Subtotal Current Expense (State).....</i></b>	<b><i>36,346,005</i></b>	<b><i>27,063,043</i></b>	<b><i>9,282,962</i></b>	<b><i>74%</i></b>	<b><i>30,877,367</i></b>
<u>Capital Outlay (State)</u>					
Equipment.....	1,233,091	912,803	320,288	74%	386,548
BioBetter Grant Equipment.....	838,280	509,097	329,183	61%	-
Books.....	48,180	27,271	20,909	57%	41,181
<i>Subtotal Capital Outlay (State).....</i>	<i>2,119,551</i>	<i>1,449,172</i>	<i>670,379</i>	<i>68%</i>	<i>427,729</i>
<b><i>Total Expenditures (State).....</i></b>	<b><i>38,465,556</i></b>	<b><i>28,512,215</i></b>	<b><i>9,953,341</i></b>	<b><i>74%</i></b>	<b><i>31,305,096</i></b>

\* Unadjusted and Unaudited \*

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Alamance Community College -- Budget and Financial Information

Exhibit B

For the Month Ending April 30, 2025

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

<u>Current Expense (County)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>College Support Services</u>	716,457	562,279	154,178	78%	577,070
<i>Total College Support Services.....</i>	716,457	562,279	154,178	78%	577,070
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	3,561,908	2,732,607	829,301	77%	2,987,452
Plant Maintenance.....	599,457	722,182	(122,725)	120%	621,680
<i>Total Plant Operation and Maintenance.....</i>	4,161,365	3,454,789	706,576	83%	3,609,132
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<b><i>Subtotal Current Expense (County).....</i></b>	<b>4,877,822</b>	<b>4,017,067</b>	<b>860,755</b>	<b>82%</b>	<b>4,186,202</b>
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	59,711	51,472	8,239	86%	47,810
Maintenance Projects, Current.....	536,000	299,531	236,469	56%	447,159
<b><i>Subtotal Capital Outlay (County).....</i></b>	<b>595,711</b>	<b>351,003</b>	<b>244,708</b>	<b>59%</b>	<b>494,969</b>
<b><i>Total Expenditures (County).....</i></b>	<b>5,473,533</b>	<b>4,368,070</b>	<b>1,105,463</b>	<b>80%</b>	<b>4,681,171</b>



**Alamance Community College -- Budget and Financial Information**  
**For the Month Ending April 30, 2025**  
**Institutional Accounting Fund Year-to-Date Activity Report (Compared to Budget)**

Exhibit C

<u>Current Expense (Institutional)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>Current Unrestricted</u>					
Institutional Support.....	76,000	6,641	69,359	9%	145,030
Curriculum Instruction.....	-	70,992	70,992	*	3,416
Continuing Education.....	122,000	10,296	111,704	8%	74,815
Academic Support.....	-	2,246	(2,246)	*	(3,286)
Student Support.....	-	-	-	*	5,182
<i>Total Current Unrestricted.....</i>	<i>198,000</i>	<i>90,175</i>	<i>249,810</i>	<i>46%</i>	<i>225,157</i>
<u>Current Restricted</u>					
Institutional Support.....	1,011,227	213,071	798,156	21%	265,649
Curriculum Instruction.....	373,913	368,976	4,937	99%	560,887
Continuing Education.....	22,183	60,373	(38,190)	272%	25,570
Student Support.....	261,888	267,944	(6,056)	102%	280,059
CARES (Student, Institutional, SIP).....	8,402	-	8,402	0%	8,651
Student Aid.....	6,516,655	8,155,888	(1,639,233)	125%	7,624,932
<i>Total Current Restricted.....</i>	<i>8,194,268</i>	<i>9,066,252</i>	<i>(871,984)</i>	<i>111%</i>	<i>8,765,749</i>
<u>Proprietary</u>					
Institutional Support.....	50,000	35,303	14,697	71%	26,087
April 2025.....	100,000	30,706	69,294	31%	95,801
Student Support.....	85,000	71,303	13,697	84%	81,641
Bookstore.....	100,000	455,967	(355,967)	456%	15,575
Vending.....	125,000	10,353	114,647	8%	6,366
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>603,632</i>	<i>(143,632)</i>	<i>131%</i>	<i>225,469</i>
<b><i>Subtotal Current Expense (Institutional).....</i></b>	<b><i>8,852,268</i></b>	<b><i>9,760,058</i></b>	<b><i>(765,806)</i></b>	<b><i>110%</i></b>	<b><i>9,216,374</i></b>
<u>Capital Projects (Institutional)</u>					
	<u>Current Year Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>		
B&G - Public Safety Training Center	15,931,269	13,687,839	2,243,430		
B&G - Main/Powell (Nursing Expansion)	2,908,023	2,791,961	116,062		
B&G - Tobacco Trust at "The Farm"	132,434	-	132,434		
B&G - HVAC IT Server Room Project.....	203,430	178,000	25,430		
B&G - HVAC Ventilation Project.....	448,276	438,276	10,000		
B&G - Exterior Signage -- Wayfinding Project.....	302,600	-	302,600		
B&G - Instructional Barn.....	1,250,000	21,060	1,228,940		
B&G - Technology Infrastructure Project.....	1,500,000	808,650	691,350		
B&G - OSBM SCIF (BCoE)	2,542,000	28,549	2,513,451		
B&G - NCDEQ EV Grant	79,104	79,104	(0)		
<b><i>Subtotal Capital Outlay (Institutional).....</i></b>	<b><i>25,297,136</i></b>	<b><i>18,033,439</i></b>	<b><i>7,263,697</i></b>		
<b><i>Total Expenditures (Institutional).....</i></b>	<b><i>34,149,404</i></b>	<b><i>27,793,497</i></b>	<b><i>6,355,907</i></b>		

\* Unadjusted and Unaudited \*



Alamance Community College -- Budget and Financial Information  
For the Month Ending April 30, 2025  
Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

Programs (Institutional)	Budget	Revenue Amount	Expended Amount	End. Program Balance
<b>Unrestricted Programs (Institutional)</b>				
Financial Services .....	56,000	68,481	26,967	420,933
General Administration .....	20,000	119,601	(17,826)	268,924
Curriculum Instruction .....	-	113,691	(70,992)	65,223
Occupational Ext. Instruction .....	25,000	40,801	(10,296)	103,853
Thigpen Trust .....	-	4,397	(37,123)	75,438
Community Service .....	97,000	68,586	21,341	240,597
Small Business Centers .....	-	-	-	-
Library/Learning Center .....	-	34	(2,246)	1,075
Esport Program .....	-	-	-	-
<b>Total Unrestricted Programs (Institutional).....</b>	<b>198,000</b>	<b>415,591</b>	<b>(90,175)</b>	<b>1,176,043</b>
		-	-	(600.00)
<b>Restricted Programs (Institutional)</b>				
College Work Study .....	100,000	116,286	(130,212)	28,114
SEOG .....	112,000	(7,847)	(53,505)	(39,494)
Pell Grants .....	5,800,000	7,272,784	(7,279,557)	(67,889)
SIG .....	-	-	-	-
Community College State Grant .....	132,117	432,485	(435,421)	73
Targeted Assistance Grant .....	-	24,014	-	36,019
Golden LEAF Scholarships .....	-	-	(22,500)	(39,837)
Less Than Half Time Grant .....	-	-	-	(13,299)
Scholarships - FELS .....	-	-	-	-
Scholarships .....	-	110,460	(2,509)	210,639
Education Lottery Financial Aid .....	-	-	-	1,451
Scholarships - GEER .....	-	72,908	-	225,482
Spec. Fees - CI-Nursing .....	50,000	102,530	(73,965)	32,223
Spec. Fees - CI-Medical Assistant.....	-	-	-	400
Spec. Fees - CI-Dental Assistant .....	-	-	-	2,488
Spec. Fees - CI-Cosmetology .....	-	-	-	6,280
Spec. Fees - CI-Automotive Technology .....	-	-	-	84
Spec. Fees - OE-Public Safety .....	-	37,877	-	96,727
Spec. Fees - OE-Special Programs .....	-	9,082	-	22,178
				-
TECAT State Award.....	750,000	1,804	-	3,628
FEMA COVID-19 Relief .....	-	-	-	-
CARES Distance Learning.....	-	-	-	-
CARES Student Relief .....	8,402	-	-	14,871
CARES Institutional Relief .....	-	-	-	(2,863)
PACE-CARES Strengthening Inst Programs.....	472,538	272,067	(346,232)	(84,075)
Longleaf Commitment .....	-	-	-	(7,077)
GA-AJOBS (Impact Alamance).....	53,055	-	(12,115)	(11,086)
GA-NC Space Grant.....	-	-	-	-
GA-Governors Crime Commission .....	-	-	(1,503)	(1,503)
GA-Biotech Center Grant .....	-	1,122	(2,349)	(1,227)
GA-Health and Wellness.....	-	11,030	-	11,030
GA-ACE Grant .....	108,172	55,091	(46,591)	17,268
GA-NCSU Biotech (5 yr) Grant.....	-	29,684	(15,503)	14,181
GA-Career College Grant .....	-	-	-	-
GA-NSF ATE Grant .....	-	-	-	-
GA-Firehouse Public Safety.....	-	27,609	(29,472)	(1,864)
GA-NSF WIND Grant .....	-	-	-	-
GA-IS Technology Grant.....	-	100,000	-	100,000
GA-Next CC Acc Grant.....	-	-	(4,798)	202
CI-Gene Haas Foundation .....	-	-	-	-
CI-BioLink .....	-	-	-	-
CI-Golden LEAF Equipment Grant .....	-	-	-	-
CI-Golden LEAF Practical Nursing Grant .....	100,000	83,251	(142,680)	(59,429)
CI-FTCC-ACC CCCBC Grant .....	-	-	-	-
CI-NBC2 Grant .....	-	-	-	-
CI-NSF Bioscience-FTCC .....	15,000	771	-	642
CI-NSF Geosciences-NCCU .....	-	-	-	-
CI-C-Step Grant .....	12,500	12,500	(1,591)	10,909
CI-Telemedicine Grant .....	-	-	-	-
CI-AHEC Grant .....	-	-	-	-
CI-Wired Machine Grant .....	-	-	-	-
CI-Stem Cell Grant .....	-	-	-	-

Unadjusted and Unaudited



Alamance Community College -- Budget and Financial Information  
For the Month Ending April 30, 2025  
Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

<u>Programs (Institutional)</u>	<u>Budget</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
CI-Gear Up Grant .....	-	-	-	-
CI-AWESM Grant .....	-	85,061	(75,188)	(1,901)
CI-Technology Grant.....	100,000	-	-	-
CI-NC Agventures Grant.....	6,799	-	-	-
CI-Cyberskills Training Grant.....	20,000	10,000	(16,817)	(6,817)
CI-AJOBS-GCC Grant .....	42,025	45,666	(51,989)	(6,323)
CI- Digital Navigator Grant.....	-	35,000	(18,349)	-
Certification-AJOBS JCPC Grant.....	27,589	2,927	(6,746)	(3,819)
OE-UAW Ford Grant .....	-	-	-	-
Literacy-Scale Grant.....	-	-	-	-
REACH Adult Learner Project .....	-	-	-	5,453
Literacy-Minority Male Mentoring Grant .....	-	-	-	-
CS-Piedmont Voices .....	-	-	-	-
CS-Engineering Camp .....	-	-	-	-
Steps4Growth Federal Grant .....	-	34,655	(60,373)	(19,654)
Literacy-LTSA Library Grant .....	22,183	-	-	-
Literacy-Elon Village / Oak Foundation .....	-	-	-	-
SS-Smart Start Grant .....	-	-	-	-
SS-NC Works - Career Coach - Matching .....	-	-	-	(11,182)
SS-Single Stop Grant .....	-	-	-	-
SS-TechHire Grant JSCC Consortium .....	-	-	-	-
SS-Non-profit Vote.....	-	-	(581)	(581)
SS-TRIO Student Support Services .....	261,888	168,045	(235,707)	(89,976)
<b>Total Restricted Programs (Institutional) .....</b>	<b>8,194,268</b>	<b>9,146,862</b>	<b>(9,066,253)</b>	<b>370,448</b>
<u>Proprietary Programs (Institutional)</u>				
*GA-Duplicating Center (aka Print Center)* .....	-	21,090	(683)	24,302
Aux-Public Information & Marketing .....	-	243	(3,631)	2,921
Aux-Medical/Childcare Flexible Spending Plan .....	-	-	-	-
Aux-Student Fees Reserve (Security/SGA) .....	-	-	-	-
Aux-Graduation .....	50,000	15,872	(30,989)	17,168
Aux-Bookstore Commissions .....	100,000	9,606	(455,967)	1,071,723
Aux-Snack Bar Commissions .....	15,000	7,424	(10,353)	45,572
Aux-Culinary Food Service .....	110,000	7,015	-	33,808
Aux-Traffic Control, Parking, and Safety .....	-	88,227	-	228,705
Aux-SGA .....	85,000	153,012	(71,303)	221,295
Aux-Technology Fee .....	-	117,331	-	222,979
*Aux-Child Care* .....	-	841	-	23,417
Spec. Fees - BLET Uniforms .....	-	-	-	-
Spec. Fees - Animal Care & Management .....	-	-	-	507
Spec. Fees - Cosmetology .....	100,000	48,028	(25,362)	125,302
Spec. Fees - Massage Therapy .....	-	13,357	-	27,071
*Spec. Fees - Automotive Technology* .....	-	786	-	(5,554)
Spec. Fees - Dental Assistant .....	-	3,031	-	66,822
Spec. Fees - Medical Lab Technician .....	-	5,104	-	5,104
Spec. Fees - Occupational Extension .....	-	18,940	(5,344)	205,861
<b>Total Proprietary Programs (Institutional) .....</b>	<b>460,000</b>	<b>509,906</b>	<b>(603,631)</b>	<b>2,317,002</b>
<b>Total Non-Plant Programs (Institutional) .....</b>	<b>8,852,268</b>	<b>10,072,359</b>	<b>(9,760,059)</b>	<b>3,863,493</b>
<u>Plant Programs (Institutional)</u>				
Building & Grounds-Public Safety Training Center .....	24,157,164	-	(13,687,839)	(5,660,801)
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	5,088,981	-	(2,791,961)	116,062
Building & Grounds-Tobacco Trust at "The Farm".....	380,550	-	-	132,434
Building & Grounds-HVAC IT Server Room Project.....	203,430	178,000	(178,000)	25,430
Building & Grounds-HVAC Ventilation Project.....	448,276	-	(438,276)	10,000
Building & Grounds-Exterior Signage -- Wayfinding Project.....	302,600	-	-	302,600
Building & Grounds- Instructional Barn.....	1,250,000	-	(21,060)	1,228,940
Building & Grounds- NC DEQ EV Grant.....	79,104	-	(79,104)	(0)
Building & Grounds- BioTech Third Floor Uplift.....	2,542,000	-	(28,549)	2,513,451
Building & Grounds- Technology Infrastructure Project.....	1,500,000	-	(808,650)	691,350
<b>Total Plant Programs (Institutional) .....</b>	<b>62,269,447</b>	<b>178,000</b>	<b>(18,033,439)</b>	<b>(640,534)</b>

\* Unadjusted and Unaudited \*



## **RATIFICATION**

The Alamance Community College Board of Trustees hereby adopts and incorporates the following publications, as amended, as part of the Board of Trustees policy:

- Alamance Community College Employee Policies and Procedures Manual
- Alamance Community College Student Handbook
- Alamance Community College General Catalog

Amendment of these policies by the Board of Trustees shall be deemed an Amendment of this Policy Manual by the Board of Trustees.

The Board of Trustees further acknowledges that it is bound by the following Laws and Regulations, as amended, and that any Amendments to these shall be deemed ratified and made a part hereof:

- North Carolina General Statutes (NCGS), Chapter 115D
- State Board of Community Colleges Code
- NCCCS Public Records Retention and Disposition Schedule

Rules, regulations, procedures, requirements, and other entries contained within these publications are considered by the Board of Trustees as college policy and will be enforced as such.

Revised by the Board of Trustees – November 12, 2012



**VISION, MISSION STATEMENT, AND VALUES  
OF  
ALAMANCE COMMUNITY COLLEGE**

**VISION**

From access to success: Transforming lives and the communities we serve.

**MISSION STATEMENT**

The College provides comprehensive educational programs and services to advance our diverse population and empower lifelong learners to succeed as global citizens.

**VALUES**

- Access
- Inclusion
- Collaboration
- Innovation
- Excellence
- Integrity
- Success

Source: Adopted by the Board of Trustees January 13, 2014.

Amended: Board of Trustees minutes, March 16, 2018



**CONSTITUTION OF THE BOARD OF TRUSTEES  
ALAMANCE COMMUNITY COLLEGE**

**ARTICLE I**

**NAME**

The official title of this organization shall be The Trustees of Alamance Community College and shall be the official corporate name of the institution. For the purpose of the Constitution, By-Laws, and routine usage the name Board of Trustees may be used.

**ARTICLE II**

**PURPOSE AND OBJECTIVES**

**SECTION 1:** The purpose of the Board of Trustees shall be to govern Alamance Community College within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina. Further, the purpose of the Board of Trustees shall be to assure that adequate and competent administration is provided for the efficient operation of Alamance Community College and that the objectives of the Board of Trustees are fulfilled.

**SECTION 2:** The objectives of the Board of Trustees, acting through Alamance Community College shall be:

1. To provide to the people of North Carolina, and more specifically, to the people of Alamance County an educational institution which is sensitive to and responsive to the educational needs of the community.
2. To be continually alert to recognize the changes in our dynamic society and be prepared to adjust to changing needs.
3. To be mindful that education and welfare of the student are the fundamental objective(s) of the College.
4. To provide an educational environment, which will encourage and promote social and cultural awareness in student body as well as providing for strictly academic and vocational needs.



5. To encourage all eligible students regardless of race, sex, religion, age, national origin, or handicap to make maximum use of Alamance Community College.
6. To insure that Alamance Community College is to be dedicated to strengthening the moral fibers of the State and Community.
7. To provide to the personnel of Alamance Community College leadership and academic freedom, which will nurture, inspire, and stimulate the development of skills, competencies and understandings necessary to the full realization of an effective institution devoted to the dissemination of knowledge.
8. To require responsible judgment on the part of the personnel in the exercise of their duties and in the use of their academic freedom.

### **ARTICLE III**

#### **MEMBERSHIP AND RESPONSIBILITIES**

**SECTION 1:** The membership of the Board of Trustees shall be in accord with Article 2, Section 115D-12 and Section 115D-13 of Chapter 115D of the General Statutes of North Carolina.

**SECTION 2:** The responsibilities of the Board of Trustees shall be in accord with Article 2, Section 115D-14 and 115D-20 of Chapter 115D of the General Statutes of North Carolina.

**SECTION 3:** A member of the Board of Trustees may be removed from the Board in accord with Article 2, Section 115D-19 (a) and (b) of Chapter 115D of the General Statutes of North Carolina.

### **ARTICLE IV**

#### **OFFICERS**

**SECTION 1:** The officers of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of Chapter 115D of the General Statutes of North Carolina.



**SECTION 2:** The Board of Trustees, on its own discretion, may elect a Treasurer from its membership. The office of Secretary and Treasurer may be combined if the holder of the combined office is a qualified member of the Board.

**SECTION 3:** The President or Chief Administrative Officer of Alamance Community College shall be the Executive Officer of the Board of Trustees

## **ARTICLE V**

### **MEETINGS**

**SECTION 1:** The regular meetings of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of Chapter 115D of the General Statutes of North Carolina. The regular meetings of the Board of Trustees shall normally be held at Alamance Community College on the second (2nd) Monday of each month except July and December of each year at a time convenient to the Board.

**SECTION 2:** The Chairman of the Board of Trustees or the Chief Administrative Officer may call such special meetings as are required to conduct the business of Alamance Community College.

**SECTION 3:** The Chairman of the Board of Trustees may delegate the authority for calling special meetings of the Board of Trustees. A record of such delegation shall be made in the minutes of a regular meeting of the Board.

**SECTION 4:** The definition of “regular” and “special” meetings of the Board shall be delineated in the By-Laws of the Board of Trustees of Alamance Community College.

## **ARTICLE VI**

### **FISVAL MANAGEMENT**

**SECTION 1:** The Board of Trustees shall be responsible for and shall approve all budgets for the financial operation of Alamance Community College.

**SECTION 2:** The Board may audit or cause to be audited the financial records and operations of Alamance Community College at a time of its own choosing without prior notification to administrative personnel of Alamance Community College.



## **ARTICLE VII**

### **POWERS AND DUTIES OF THE BOARD OF TRUSTEES**

**SECTION 1:** The powers and duties of the Board of Trustees shall be in accord with Article 2, Section 115D-20 of Chapter 115D of the General Statutes of North Carolina.

**SECTION 2:** Other powers, duties and responsibilities of the Board of Trustees shall be as prescribed in the By-Laws of the Board of Trustees.

## **ARTICLE VIII**

### **AMENDEMENTS**

**SECTION 1:** Any member of the Board of Trustees may propose amendments to the constitution by presentation of the amendment(s) at a regular meeting of the Board.

**SECTION 2:** The secretary of the Board shall transmit, in writing, the proposed amendment(s) to each member of the Board at least sixty (60) days prior to a regular Board meeting. The secretary also shall cause the proposed amendment(s) to be on the Agenda of the next regular Board meeting.

**SECTION 3:** Proposed amendments are adopted when approved by an affirmative vote of at least nine (9) members of the Board of Trustees.



## **ARTICLE IX**

### **IMPLEMENTATION**

**SECTION 1:** The Constitution shall be in force and effect after its adoption by affirmative vote of at least nine (9) members of the Board of Trustees provided that each member of the Board shall have been given notice of the meeting for adoption of the constitution and a copy of the proposed constitution at least fifteen (15) days prior to the date of such meeting.

Source:

Board Action: Board Minutes, September 7, 1967, Page 110-111

Amended: Board Minutes, August 6, 1970, Page 192

Amended: Board Minutes, May 12, 1980, Page 523

Amended: Board Minutes, September 8, 1980, Page 531

Amended: Board Minutes, January 12, 1981, Page 542

Amended: Board Minutes, March 12, 1990, Page 827



**BY-LAWS OF THE BOARD OF TRUSTEES  
ALAMANCE COMMUNITY COLLEGE**

**ARTICLE 1**

**DUTIES OF THE OFFICERS**

**SECTION 1: The Chairman shall:**

- a. Preside at all meetings of the Board and the Executive Committee.
- b. Appoint all committees.
- c. Serve as an ex officio voting member of all committees except the Executive Committee.
- d. Exercise the deciding vote in case of tie votes.
- e. Execute all contracts and other documents by the authority of and in the name of the Board of Trustees.
- f. Perform other such duties as may be deemed necessary or otherwise provided by the Constitution and By-Laws.

**SECTION 2: The Vice Chairman shall:**

- a. Preside at all meetings of the Board of Trustees and the Executive Committee in absence of the Chairman.
- b. Serve as a member of the Executive Committee.
- c. Assume the powers and authority of the Chairman in the absence or disability of the Chairman.
- c. Perform such other duties as may be assigned or delegated to him/her by the Chairman or the Board of Trustees.



**SECTION 3: The Secretary shall:**

- a. Keep an accurate record of the proceedings of the Board.
- b. Have custody of the Corporate Seal of the Board, affix it to official documents, attest same by his signature.
- c. Have custody of all official records and documents of the Board.
- d. Prepare and maintain an indexed compilation of all By-Laws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Board of Trustees Policy Manual of Alamance Community College.
- e. Issue notice of all meetings of the Board to members of the Board and to the President of the College.

**SECTION 4: The Chief Administrative Officer shall:**

- a. Be an ex officio member of the Executive Committee.
- b. Perform these duties as delegated or assigned by the Board of Trustees and/or by the Chairman

**ARTICLE II**

**MEMBERSHIP**

**SECTION 1:** Membership on the Board of Trustees shall obligate the individual member to a sincere and active interest in the governing and furtherance of Alamance Community College. Also, members of the Board of Trustees are expected to work toward carrying out the spirit as well as the letter of the Purpose and Objectives as called out in the Constitution.

**SECTION 2:** A Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A Board of Trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session sponsored by the



North Carolina Association of Community College Trustees (NCACCT). The Board of Trustees shall notify the appropriate appointing authority of any vacancy. (Reference Article 2, Section 115D-19 (a) and (b) of Chapter 115D of the General Statutes of North Carolina.)

**SECTION 3:** Vacancies which occur in the membership of the Board of Trustees, for whatever the cause, shall be reported to the agency having the authority for appointment of replacement within 60 days after the date on which the vacancy occurs. The Secretary of the Board shall make this report with a request for the appointment of a replacement.

### **ARTICLE III**

#### **COMMITTEES**

**SECTION 1:** The chairman shall appoint the members of all Committees except the Executive Committee. The Committee appointments shall be made a matter of record in the minutes of the Board of Trustees meeting at which the appointments are made or announced.

**SECTION 2:** The Board of Trustees may, through the Chairman, establish such standing committees or ad hoc committees as are deemed necessary to secure and protect the welfare of Alamance Community College.

**SECTION 3:** The Chairman of the Board of Trustees, the Vice Chairman of the Board, and one other Board member approved by the Chairman shall constitute the Executive Committee. The President of the College shall be an ex officio member of the Executive Committee without voting privileges. The Executive Committee, during the intervals between meetings of the Board, shall have and exercise all powers, privileges, and prerogatives of the Board to act on emergency business or other matters delegated to it by the Board, and authority to expend funds not to exceed the sum of \$50,000 in the exercise of its authority herein granted in emergency matters until otherwise amended by the Board. The Executive Committee may and should act in an advisory capacity to the Board in such matters. Minutes of all Executive Committee meetings shall be recorded and shall be reported to the Board of Trustees. The Executive Committee shall not have authority to dissolve, merge or consolidate the institution, sell, lease, exchange all or a substantially large part of the property of the institution, designate any committees, fill vacancies on the Board or on any committees, amend or repeal the By-Laws, amend or repeal any resolution of the Board which by its terms shall not be amendable or repealable, or to otherwise act in any matters committing the corporate entity of the Board.

**SECTION 4:** Committees authorized by the Board of Trustees to act on matters referred to them shall report to the Board, in writing, within a reasonable time, the action taken. The action of the



committee shall be final. The report of the committee shall become a part of the recorded proceedings of the Board. If, for reason of inaction, changed circumstances, or other abiding reasons, the Board deems it advisable to rescind and withdraw the delegation of authority, it may do so by majority vote of the Board at a regular or special meeting of the Board of Trustees.

**SECTION 5:** Annually the Chairman of the Board shall appoint a nominating committee to submit to the Board of Trustees a slate of officers. The committee shall be appointed at the May meeting of the Board. The slate of candidates shall be presented to the members of the Board at the regular meeting of the Board in June. Additional nominations may be made from the floor.

## **ARTICLE IV**

### **ELECTIONS**

**SECTION 1:** Officers of the Board of Trustees shall be elected annually at the regular meeting of the Board in June and shall assume office on July 1.

**SECTION 2:** A Board member shall be elected to office when a majority of members present cast their ballot for him/her.

**SECTION 3:** When a vacancy occurs in the office of Chairman, the Vice Chairman shall succeed to that office and become Chairman for the remainder of the term.

**SECTION 4:** When a vacancy occurs in the office of Vice Chairman, the office shall be filled at the next regular or special meeting of the Board by nominations from the floor and by a majority of votes of the members present. The Vice Chairman so elected shall serve until the next regular election.

## **ARTICLE V**

### **MEETINGS**

**SECTION 1:** The regular meetings of the Board of Trustees shall normally be held at Alamance Community College on the second (2nd) Monday of each month, except July and December of each year, at a time convenient to the Board. The Chairman or the President of the College may, however, for good and sufficient reason, change the date and/or place of the regular meeting. Notification of the meetings of the Board shall designate whether the meeting is a “regular” or “special” meeting of the Board of Trustees.



**SECTION 2:** The Board of Trustees shall meet at a time convenient to the Board on the second Monday of each month except July and December. Other meetings may be called by the Chairman of the Board or the Chief Administrative Officer of the College. Members and officers of the Board of Trustees and the Chief Administrative Officer of the College shall be notified in writing by the Secretary of the Board of the date, time, and place of all meetings at least seventy-two (72) hours in advance of the time of the meeting. The meeting notice shall designate the character of the meeting (regular or special) and shall specify the purpose of the meeting if it is designated a special meeting. An agenda will normally be included in the meeting notice.

**SECTION 3:** Quorum - A majority of the number of Trustees elected at the time of the meeting shall constitute a "quorum" for the transaction of business at any meeting of the Board of Trustees (regular or special).

**SECTION 4:** Manner of Acting - The act of the majority of the Board of Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees upon an affirmative vote of the majority, by vote of Trustees present at the meeting plus by a qualified vote of a Trustee attending remotely pursuant to these Bylaws.

**SECTION 5:** Attendance at Meeting by Telephone or Other Electronic or Digital Media

- a. Any one or more members of the Board of Trustees may remotely participate in a meeting of the Board of Trustees by means of telephonic communications or other similar communications device which allows all persons participating in the meeting to hear the remote participant and the remote participant to be identified as a named Trustee and to be able to hear the Chairperson and the general discussion as to the items on the meeting's agenda.
- b. Upon identification, such Trustee's remote attendance shall be deemed being "present" for purposes of determining a quorum at a meeting and for such remote attending Trustee to be counted "present" at the meeting.
- c. A remote Trustee may participate in meeting discussions and deliberations and he/she may express the Trustee's opinion; provided the public and other Trustees attending the meeting can hear the Trustee participating remotely and the Trustee(s) can hear the proceedings and discussions on the referenced agenda for the meeting. Each remote Trustee is entitled to vote on the action item(s) announced by the Chairperson and each such Trustee attending remotely shall announce his/her vote by conference telephone call or other media means to be heard by the other Trustees and the public attending the meeting in compliance with N.C.G.S. §143.318.13(a) and (c), as amended.



Revised by the Board of Trustees: Sections 3, 4 and 5 added – September 12, 2016

## **ARTICLE VI**

### **ORDER OF BUSINESS**

**SECTION 1:** Seven (7) members of the Board of Trustees in actual attendance at meetings shall constitute a quorum for transaction of the business of the Board. To transact the business of the Board, simple majority of those present and voting shall be required, except as noted under Section 3.

**SECTION 2:** No business shall be transacted without a quorum present.

**SECTION 3:** A majority vote of all members of the Board of Trustees [seven (7) affirmative votes] shall be required for:

- a. Determination of policy for the College
- b. Making rules and regulations affecting the College or the Board of Trustees
- d. The election of a President of the College d. Involvement of the corporate body of the Board of Trustees.

**SECTION 4:** The Chairman shall vote in the case of a tie vote and in such instances where his/her presence is counted for a quorum and/or a Board majority vote is required.

**SECTION 5:** Roberts' Rules of Order shall govern in the conduct of all meetings of the Board of Trustees and all meetings of the Executive Committee.

**SECTION 6:** The business to be transacted at any "special" meeting of the Board shall be confined to such matters as have been specified in the notification to members of that special meeting.

**SECTION 7:** The regular business at meetings of the Board shall follow the approximate order of:

- I. Call to Order
- II. Call for Conflicts of Interest



- III. Minutes
- IV. Introduction of New Personnel
- V. Special Presentation
- VI. Committee Reports
  - A. Report of Personnel
    - 1. Employment reports
    - 2. Other business
  - B. Report of Building and Grounds
    - 1. Capital project approvals
    - 2. Other business
  - C. Report of Finance
    - 1. Reports
    - 2. Other business
  - D. Report of Curriculum
- VII. Other Subjects
  - A. SGA Reports
  - B. Chairman's Report
  - C. Faculty Affairs Report
  - D. President's Report
  - E. Handouts
  - F. Other Business
- VIII. Adjournment

Revised by the Board of Trustees – November 12, 2012



## **SECTION 8: Agenda**

The Chairman of the Board of Trustees, with the assistance of the President and Executive Committee, will develop the agenda for each meeting of the Board of Trustees. All Board members will be advised of the tentative agenda prior to each Board meeting and invited to make any further recommendations for the agenda.

Recommendations for the agenda from the public at large should be received no later than seven days prior to the scheduled meeting.

Admission of agenda items contrary to this policy such as requests of the faculty/staff or general public from the floor, will be subject to the discretion of the Chairman dependent upon considerations such as time limitations, number of speakers, or subject matter.

## **ARTICLE VII**

### **POWERS, DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

**SECTION 1:** The Board of Trustees shall have and shall exercise those powers and duties as prescribed by Article VII, Section 2 of the Constitution.

**SECTION 2:** The Board of Trustees shall:

- a. Establish and disestablish programs and courses of instruction offered and conducted by Alamance Community College. Authority for such actions may be delegated to the Chief Administrative Officer of the College subject to the approval of the Board of Trustees.
- b. Approve and adopt current expense and capital outlay budgets; recommend approved budgets to the proper agency; make such changes in the budgets as are permissible under the rules and regulations of the agency involved.
- c. Periodically review the fiscal operations of Alamance Community College in each and all budget areas and shall review all other financial activity.
- d. Have the responsibility for approval of the planning, operation and fiscal policy of such activities as the Student Bookstore, Snack Bar, Student Funds, etc.



e. Adopt and record such rules, regulations and directives as may be deemed necessary to insure consistent and equitable administration of the College.

f. Exercise, at all times, its control of the College through the President.

### **SECTION 3: Appeals**

An appropriate committee of the Board of Trustees shall hear appeals from personnel in the College, including students and applicants for admission to the College, provided that the appeals are made in accord with the appellate provisions in the ACC Employee Policies and Procedures Manual or ACC Student Handbook.

Revised by the Board of Trustees – November 12, 2012

## **ARTICLE VIII**

### **ADMINISTRATION OF ALAMANCE COMMUNITY COLLEGE**

**SECTION 1:** The President of Alamance Community College shall:

- a. Be qualified, by training, experience, habits and philosophy to develop and maintain a comprehensive technical community college of high quality in accordance with state law, State Board of Community Colleges regulations and policies, and sound educational theory and practice.
- b. Attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired.
- c. Be responsible for all administrative and managerial aspects of the development and operation of the College.
- d. Submit recommended policies to the Board when requested to do so or when he/she deems it necessary.
- e. Recommend all educational programs and curricular programs which he/she deems to be in the best interest of the citizens of Alamance County and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the



requirements of the Statutes or regulations and policies of the State Board of Community Colleges.

f. Appoint lay advisory committees for particular programs of the College where needed.

g. Advise the Board of Trustees of planning, construction, and modification needs for physical facilities.

h. Advise the Board on the financial and budgetary needs of the College and recommend the items to be included in the current expense budget and the capital outlay budget.

i. Establish and submit to the Board of Trustees for approval all tuition and fees to be charged to the students which are not set and/or approved by the General Assembly.

j. Have full authority and responsibility for the operation of the College under the policies and rules and regulations of the Board and the State Board of Community Colleges within the budgets approved by the Board.

k. In accord with Article 2, Section 20, Chapter 115D of the General Statutes of North Carolina, the President shall be granted authority to employ full-time professional, administrative, and instructional personnel and all other institutional personnel.

l. Have the initiative in shaping and maintaining the educational policies of and the character of the College and he/she shall recommend changes to be made in the programs and services to be provided.

m. Make an annual report to the Board of Trustees on the development and operation of the College, with both immediate and long-range recommendations.

n. Discharge all other functions, which the Board may delegate to him/her.

**SECTION 2:** Power to deal with individual or organized groups shall be vested in the President of the College who shall render his/her decision to such individuals or such organized groups in the name of the Board of Trustees. Any individual or organized group who desires to appeal the President's decision shall follow the appellate provisions in the ACC Employee Policies and Procedures Manual or ACC Student Handbook.

Revised by the Board of Trustees – November 12, 2012



**SECTION 3:** The President shall establish and administer the administrative and functional organizational structure of the College.

**SECTION 4:** The Executive Vice President of the College, in the event of the President's serious disability, death, resignation, dismissal, or prolonged absence from this post for any other reason, shall serve as Acting President until the Board has elected a temporary or permanent President.

Source: Board Action: Board Minutes, October 10, 2005, Pages 1584-1585

## **ARTICLE IX**

### **FISCAL YEAR**

**SECTION 1:** The fiscal year of Alamance Community College shall be from July 1 to June 30.

## **ARTICLE X**

### **AMENDMENTS AND ADOPTIONS**

**SECTION 1:** Amendments to the By-Laws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least eight (8) members of the Board of Trustees at a regular monthly meeting.

**SECTION 2:** Adoption of the By-Laws shall be by affirmative vote of at least nine (9) members of the Board of Trustees at a regular meeting, provided that each member has received notice at least fifteen (15) days prior to the meeting and that each member has received a copy of the Constitution and By-Laws at least fifteen (15) days prior to the regular monthly meeting.

Source: Board Action: Board Minutes, September 7, 1967, Pages 110-111  
Amended: Board Minutes, August 6, 1970, Page 192  
Amended: Board Minutes, May 12, 1980, Page 523  
Amended: Board Minutes, September 8, 1980, Page 531  
Amended: Board Minutes, January 12, 1981, Page 542  
Amended: Board Minutes, March 12, 1990, Page 827  
Amended: Board Minutes, October 10, 2005, Pages 1584-1585



## **BUDGET AND FINANCE COMMITTEE**

The duties of the Budget and Finance Committee shall include the following:

1. Consistent with Article VI. Sections 1 & 2 of the Board of Trustees' Constitution and North Carolina General Statutes 115D- 31 thru 58.16 (Article 3), the Budget and Finance Committee shall recommend to the Board of Trustees such fiscal policies for federal, state, county and institutional funds as necessary for the financial operations of the College.
2. Upon receipt of the President's recommended annual budget for the expenditure of federal, state, county and institutional funds, and consistent with General Statute 115D- 54, the Committee shall conduct an examination of and make such recommendations and modifications to the budget requests to the Board it deems appropriate for current operations and capital outlay purposes for the ensuing fiscal period. The Committee shall also recommend to the Board the establishment of tuition and fees, not inconsistent with actions of the General Assembly and State Board Code.
3. Following adoption of the annual current expense and capital budgets by the Board, the Committee shall receive from the President requests and recommendations for modifications thereto that exceed delegated authority (see also Budget Transfers - State Funds; Institutional Funds Policy). The Committee will subsequently make such recommendations to the Board for consideration that it deems appropriate. Further, upon recommendation of the President, the Committee shall recommend to the Board the transfer of County funds within flexibilities or restrictions established by the tax-levying authority. Reports on the expenditure of funds approved in the budget, by fund source, shall be prepared on a monthly basis and reported to the Board at Board meetings.
4. Upon recommendation by the President, the Committee shall consider and recommend to the Board such modifications of reports, policies and procedures in such areas as budgeting, accounting, fiscal reporting and procurement as are necessary for the operation of the College.
5. The Committee shall serve a fiduciary responsibility on behalf of the Board. This responsibility includes recommending policies, procedures, and actions related to the receipt and disposition of any monetary bequests, gifts, grants, securities or properties; the investment of any surplus or restricted monies; and the management of trust and non-trust funds. Such actions shall be consistent with General Statutes 115D- 20(5) (Funds Management) and 58.6 (Investment of Idle Cash). The Committee shall also serve as the Investment Committee of the Board, and report as appropriate results of their work.



6. Along with the President, the Committee shall represent the Board before the North Carolina General Assembly, the State Board of Community Colleges, the Alamance County Commissioners and other funding authorities in advocating for funding for the current expense and capital outlay needs of the College. The Committee shall report its advocacy efforts and results to the Board as appropriate.
7. Upon recommendation of the President, to designate the official depository of the College for County and Institutional Funds.
8. Consistent with General Statute 115D-58.10 (Surety Bonds), and on behalf of the Board of Trustees, the Committee shall insure that employees of the College who draw or approve checks and/or handle state, county or institutional funds be bonded for the protection of such funds or property.
9. Consistent with General Statutes 115D-58.16 (Audits) and policies and procedures established by the Office of State Auditor, the Committee shall cause an audit of state, county and institutional funds to be conducted and reported. The Committee shall examine such audits and report the findings thereof to the Board, along with any necessary actions to remedy deficiencies identified in any audit.
10. The Committee shall recommend to the Board the use of lease purchase or installment purchase contracts to acquire equipment, consistent with General Statute 115D-58.15
11. To perform such other functions and carry out such other duties and responsibilities as the Board may assign

Revised: Board Minutes, November 12, 2012

Revised: Board Minutes, April 13, 2015



## **BUILDING AND GROUNDS COMMITTEE**

The duties of the Building and Grounds Committee shall include the following:

1. At least once every five (5) years, conduct an assessment of all property locations owned by Alamance Community College (College). The assessment shall include the condition of all facilities and grounds, any recommended improvements thereto, and a determination of need for additional facilities or new campus locations. The assessment shall be reported to the Board of Trustees (Board) in the form of a "Campus Facilities & Master Plan."
2. After consultation with the President, and consistent with North Carolina General Statutes and the State Board of Community College (SBCC) Code, recommend to the Board establishment of necessary capital improvement projects and activities.
3. Provide oversight of approved capital improvement projects and activities by receiving and evaluating periodic progress and financial reports from the President or designee(s), representing the best interests of the College.
4. In accordance with policies and procedures established by the State Construction Office, the SBCC, and good procurement practice, recommend to the Board professional service providers with specialized expertise (architects, engineers, consultants, builders) in construction and/or renovation, for the purpose of awarding contracts.
5. Upon consultation with the President or designee(s), periodically evaluate and recommend to the Board contracted programs, services or activities that provide for the operations and/or maintenance of facilities and properties owned by the College.
6. Recommend to the Board the purchase of adequate amounts of insurance coverage for buildings, contents, vehicles, liabilities and risks, and other requirements. The insurance coverage will be reported to the Board annually. At least every three years a formal evaluation shall be made by the President and the Committee using good procurement practice.
7. Recommend to the Board the purchase of any land, easement, or right-of-way which shall be necessary for the proper operation of the institution. Upon Board approval, these actions shall be reported by the President to the SBCC.
8. To perform such other functions and activities as the Board may assign from time-to-time. This may include but is not limited to facility risk assessments, analysis of service



provider contracts, exploration of new properties, and other work. The Committee may consult with the President or designee(s) in the scope of this work.

Revised: Board Minutes, April 13, 2015



## **CURRICULUM COMMITTEE**

The duties of the Curriculum Committee shall include the following:

1. To approve all curricula and make recommendations concerning such curricula to the Board.
  - a. Preview for recommendation to the full Board of Trustees for approval:
    1. Recommendations of new curriculums.
    2. Recommendations to eliminate curriculums.
    3. Recommend major curriculum alterations which alter graduate requirements (e.g., eliminates second year of programs, adds an option to existing curriculum, etc.).
    4. Review curriculum studies, evaluations, projections, and status reports.
2. Perform such other functions, regular and special, as the Board may authorize.

Revised: Board Minutes, January 12, 2015



## **PERSONNEL COMMITTEE**

The duties of the Personnel Committee shall include the following:

1. To periodically receive and review all personnel placements submitted as approved by the President for informational reports to the Board of Trustees. The Committee's Chairperson will cause to be made introductions of designated individuals recently hired to the Board of Trustees at regular Board of Trustees' meetings upon request of the President.
2. To review, upon request of the President or Board of Trustees, the compensation and benefits made available to employees of the College and make any periodic recommendations to the Board of Trustees for changes.
3. Upon request of the President to give counsel on any issue or complaint that may arise from the implementation of College personnel policies and compensation.
4. Upon request of the President or Chairperson of the Board of Trustees to sit in joint session with the Budget and Finance Committee on any matters involving the termination of personnel, or reduction in either contract hours or compensation rate, or reduction in offered benefit programs paid by the College for reasons of financial exigency.
5. To periodically review with the advice of the President and be responsible for recommending new or revised personnel policies to the Board of Trustees.
6. Upon request of the Chairperson of the Board of Trustees to review and make a recommendation for action, if any, to the Board of Trustees relating to any personnel grievance appealed to the Board of Trustees after a determination rendered by the President.
7. To perform such other functions, regular and special, as the Board of Trustees may authorize.

Revised: Board Minutes, October 10, 2005

Revised: Board Minutes, April 13, 2015



#### **a. RATIFICATION**

The Board of Trustees acknowledges that it is bound by the following Laws and Regulations, as amended, and that any Amendments to these shall be deemed ratified and made a part hereof:

- North Carolina General Statutes (NCGS), Chapter 115D
- State Board of Community Colleges Code
- NCCCS Public Records Retention and Disposition Schedule

Rules, regulations, procedures, requirements, and other entries contained within these publications are considered by the Board of Trustees as college policy and will be enforced as such. Additionally, the Board of Trustees shall adopt and amend, as necessary, Alamance Community College's local policies.

### **BYLAWS OF THE BOARD OF TRUSTEES**

#### **ALAMANCE COMMUNITY COLLEGE**

##### **ARTICLE I**

###### **NAME**

The official title of this organization shall be The Trustees of Alamance Community College and shall be the official corporate name of the institution. For the purpose of the Bylaws, and routine usage the name Board of Trustees may be used.

##### **ARTICLE II**

###### **PURPOSE AND OBJECTIVES**

SECTION 1: The purpose of the Board of Trustees shall be to govern Alamance Community College within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina. Further, the purpose of the Board of Trustees shall be to assure that adequate and competent administration is provided for the efficient operation of Alamance Community College (the "College") and that the objectives of the Board of Trustees are fulfilled.



SECTION 2: The objectives of the Board of Trustees shall be:

- a. To provide to the people of North Carolina, and more specifically, to the people of Alamance County an educational institution which is sensitive to and responsive to the educational needs of the community.
- b. To recognize the changes in our dynamic society and be prepared to adjust to changing needs.
- c. To be mindful that education and welfare of the student are the fundamental objective(s) of the College.
- d. To provide an educational environment, which will encourage and promote social and cultural awareness in the student body as well as providing for strictly academic and vocational needs.
- e. To provide a welcoming educational environment for all eligible students regardless of race, color, national origin, sex, gender, sexual orientation, religion, age, creed, or disability.
- f. To provide to the personnel of the College leadership and academic freedom, which will nurture, inspire, and stimulate the development of skills, competencies, and understandings necessary to the full realization of an effective institution devoted to the dissemination of knowledge.
- g. To require reasonable judgment on the part of the personnel in the exercise of their duties and in the use of their academic freedom.

**ARTICLE III**

**MEMBERSHIP AND RESPONSIBILITIES**

SECTION 1: The membership of the Board of Trustees shall be in accord with Article 2, Section 115D-12 and Section 115D-13 of the General Statutes of North Carolina. The president of the College's Student Government Association shall serve as an ex-officio, non-voting member of the Board of Trustees and shall be entitled to attend all open meetings of the Board. The Student Government Association president is not permitted to attend a closed session meeting of the Board unless otherwise approved by a majority vote of the Board.

SECTION 2 The responsibilities of the Board of Trustees shall be in accord with Article 2, Section 115D-14 and 115D-20 of the General Statutes of North Carolina. Membership on the Board of Trustees shall obligate the individual member to a sincere and active interest in the governing and furtherance of the College.



SECTION 3: A member of the Board of Trustees may be removed from the Board in accordance with Section 115D-19 of the General Statutes of North Carolina. The Board of Trustees may adopt policy to implement the provisions of state law regarding the removal of a Trustee.

SECTION 4: The Board of Trustees may declare vacant, by majority vote of the full Board, the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. The Board of Trustees may also declare vacant, by majority vote of the full Board, the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session.

SECTION 5: Vacancies occurring in a seat appointed by the General Assembly shall be filled as provided in G.S. 120-122. Vacancies occurring in a seat elected by a board of county commissioners, or its lawful designee, shall be filled for the remainder of the unexpired term in the manner in which regular selections are made.

## **ARTICLE IV**

### **OFFICERS**

SECTION 1: The officers of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of the General Statutes of North Carolina.

SECTION 2: The Board of Trustees, on its own discretion, may elect a Treasurer from its membership. The office of Secretary and Treasurer may be combined if the holder of the combined office is a qualified member of the Board.

SECTION 3: The President, as appointed by the Board of Trustees shall be the chief executive officer of the College.

SECTION 4: Elections. Officers of the Board of Trustees shall be elected annually, by a majority of members present, at the first regular meeting held on or after July 1. The Chairperson shall not serve for more than two consecutive one-year terms.

SECTION 5: Officer Vacancies. When a vacancy occurs in the office of the Chair, the Vice Chairperson shall become the Chairperson for the remainder of the term provided the Vice Chairperson has served as Vice Chairperson for at least one year. If the Vice Chairperson has less than one year of experience in that role, the Vice Chairperson shall serve as Interim Chairperson until such time that the Board elects a Chairperson to fill the remainder of the term. The Nominating Committee will be convened to recommend a Chairperson to replace the Interim Chairperson. Upon replacement of the Interim Chairperson, the Interim Chairperson will resume the role of Vice Chairperson for the remainder of the term. When a vacancy occurs in the office of Vice Chairperson, Secretary, or Treasurer, the Nominating Committee will be convened to recommend an



appointment. The Board shall elect the officer to fill the vacated role. The officer will serve for the remainder of the term.

SECTION 6: Duties of the Chair. The Chairperson shall:

- a. Preside at all meetings of the Board and the Executive Committee.
- b. Appoint all committees of the Board of Trustees with the exception of the Nominating Committee.
- c. Execute all contracts and other documents by the authority of and in the name of the Board of Trustees.
- d. Perform other such duties as provided by the Bylaws, or as authorized by the Board of Trustees, G.S. 115D, and the State Board of Community Colleges Code.

SECTION 7: Duties of the Vice Chair. The Vice Chairperson shall:

- a. Preside at all meetings of the Board of Trustees and the Executive Committee in absence of the Chairperson.
- b. Serve as a member of the Executive Committee.
- c. Assume the powers and authority of the Chairperson in the absence or disability of the Chairperson.
- d. Perform such other duties as may be assigned or delegated by the Chairperson or the Board of Trustees.

SECTION 8: Duties of the Secretary. The Secretary shall:

- a. Keep an accurate record of the proceedings of the Board.
- b. Have custody of the Corporate Seal of the Board, affix it to official documents, and attest to the same by his/her signature.
- c. Have custody of all official records and documents of the Board, which may be maintained at the College.
- d. Prepare and maintain an indexed compilation of all Bylaws and amendments thereto.
- e. Issue notice of all meetings of the Board to members of the Board and to the public.



## **ARTICLE V**

### **MEETINGS**

SECTION 1: The regular meetings of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of the General Statutes of North Carolina. The Board of Trustees shall approve a schedule of regular meetings each year, which are generally scheduled on the second (2<sup>nd</sup>) Monday of each month except July and December of each year. The Chairperson or the President of the College may, however, for good and sufficient reason, change the date and/or place of the regular meeting. Notification of the meetings of the Board shall designate whether the meeting is a “regular” or “special” meeting of the Board of Trustees.

Trustees have authority only during official Board meetings. Individual trustees shall act for the Board only upon specific authorization or by direction of the Board of Trustees.

SECTION 2: The Chairperson of the Board of Trustees, the President, or any five (5) members of the Board of Trustees may call such special meetings as are required to conduct the business of Alamance Community College.

SECTION 3: Special and Emergency Meetings.

- a. Special Meetings. Members of the Board of Trustees and the President of the College shall be notified in writing by the Secretary of the Board, or their designee, of the date, time, and place of all special meetings at least forty-eight (48) hours in advance of the time of the meeting. The meeting notice shall specify the purpose of the meeting. An agenda will normally be included in the meeting notice. The business transacted at any special meeting of the Board shall be confined to such matters as have been specified in the notification to the Board of Trustees and the public.
- b. Emergency Meetings. If the need arises to hold an emergency meeting, as allowed by state law, the members and officers of the Board of Trustees and the President of the College shall be notified as soon as practical. The meeting notice shall specify the purpose of the meeting.

SECTION 4: Quorum.

- a. A majority of the number of Trustees appointed at the time of the meeting shall constitute a "quorum" for the transaction of business at any meeting of the Board of Trustees.
- b. No business shall be transacted without a quorum present.
- c. Unless otherwise required by law, these bylaws, or College policy, all resolutions or motions coming before the Board of Trustees require an affirmative vote of the



majority of members present at the meeting, in which a quorum has been established.

- d. A majority vote of all members of the Board of Trustees is required for:
  - i. Adopting policies and regulations affecting the College or the Board of Trustees.
  - ii. The nomination, election, and reelection of the College President.

SECTION 5: Agenda. The President, in consultation with the Chairperson of the Board of Trustees, will develop the agenda for each meeting of the Board of Trustees. All Board members will be advised of the agenda prior to each Board meeting.

SECTION 6: Order Of Business.

- a. Roberts' Rules of Order, newly revised, shall govern the procedure of the Board of Trustees meetings and all committee meetings. However, nonconformity with Roberts' Rules of Order shall not nullify any Board of Trustee decision.
- b. Regular meetings of the Board of Trustees shall follow the following approximate order:
  - I. Call to Order
  - II. Call for Conflicts of Interest
  - III. Minutes
  - IV. Special Presentations
  - V. Committee Reports
    - A. Personnel Committee Report
      - 1. Employment reports
      - 2. Other business
    - B. Building and Grounds Committee Report
      - 1. Capital project approvals
      - 2. Other business
    - C. Budget and Finance Committee Reports
      - 1. Reports
      - 2. Other business
    - D. Curriculum Committee Report
  - VI. Other Subjects
    - A. SGA Report
    - B. Chairperson's Report
    - C. Faculty Affairs Committee Report/Staff Association Report
    - D. President's Report
    - E. Handouts
    - F. Announcements
  - VII. Adjournment



SECTION 7: Participation Via Electronic Means. All regular and special meetings will be conducted in person and members should strive to attend all meetings in person. Trustees may attend meetings via electronic means upon approval of the Chairperson.

## **ARTICLE VI**

### **FISCAL MANAGEMENT**

SECTION 1: The Board of Trustees shall be responsible for and shall approve all budgets for the financial operation of the College.

SECTION 2: The Board may audit or cause to be audited the financial records and operations of the College at a time of its choosing without prior notification to administrative personnel of the College.

## **ARTICLE VIII**

### **COMMITTEES**

SECTION 1: The Chairperson shall appoint the members of all Committees except the Executive Committee and the Nominating Committee. The Committee appointments shall be made a matter of record in the minutes of the Board of Trustees meeting at which the appointments are made or announced.

SECTION 2: The Board of Trustees may, through the Chairperson, establish such standing committees or ad hoc committees as are deemed necessary by the Board of Trustees. The following standing committees are established through these by-laws:

- a. Personnel Committee
- b. Building and Grounds Committee
- c. Budget and Finance Committee
- d. Curriculum and Student Engagement Committee

SECTION 3: The Chairperson of the Board of Trustees, the Vice Chairperson of the Board, and one other Board member approved by the Chairperson shall constitute the Executive Committee. Traditionally, the Past Chairperson has served as the third trustee on the Executive Committee. The Executive Committee, during the intervals between meetings of the Board, shall have and exercise all powers, privileges, and prerogatives of the Board to act on emergency business or other matters delegated to it by the Board, and authority to expend funds not to exceed an amount set forth by the Board of Trustees in policy. The Executive Committee may and should act in an advisory capacity to the Board in such matters. Minutes of all Executive Committee meetings shall be recorded and shall be reported to the Board of Trustees. The Executive Committee shall not have authority to dissolve, merge or consolidate the institution, sell, lease, exchange all or a substantially large part of the property of the institution,



designate any committees, fill vacancies on the Board or on any committees, amend or repeal the Bylaws, amend or repeal any resolution of the Board which by its terms shall not be amendable or repeal-able, or to otherwise act in any matters committing the corporate entity of the Board except as authorized by the Board of Trustees.

SECTION 4: Committees authorized by the Board of Trustees to act on matters referred to them shall report to the Board, in writing, within a reasonable time, the action taken. The report of the committee shall become a part of the recorded proceedings of the Board. If, for reason of inaction, changed circumstances, or other abiding reasons, the Board deems it advisable to rescind the action or the delegation of authority, it may do so by majority vote of the Board at a regular or special meeting of the Board of Trustees.

SECTION 5: The Nominating Committee. The Nominating Committee shall comprise the Chairperson of each standing committee, excluding the Executive Committee, and one at-large member nominated by the Board Chairperson and voted on by the Board at-large. The Nominating Committee shall choose its own chairperson. Any member of the Nominating Committee may call the initial meeting of the committee; and, the first order of business at the initial meeting will be to elect a chairperson for the Nominating Committee.

## **ARTICLE VII**

### **POWERS, DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

SECTION 1: The powers and duties of the Board of Trustees shall be in accord with Article 2, Section 115D-20 of the General Statutes of North Carolina.

SECTION 2: The Board of Trustees shall:

- a. Establish and disestablish programs and courses of instruction offered and conducted by the College. Authority for such actions may be delegated to the President of the College subject to the approval of the Board of Trustees.
- b. Elect a president of the College for such term and under such conditions as the Board of Trustees may fix, such election, and re-election, of the President is subject to the approval of the State Board of Community Colleges.
- c. Approve and adopt current expense and capital outlay budgets; recommend approved budgets to the proper agency; make such changes in the budgets as are permissible under the rules and regulations of the agency involved.
- d. Periodically review the fiscal operations of the College in each and all budget areas and shall review all other financial activity.



- e. Adopt and record such policies, as may be deemed necessary to ensure consistent and equitable administration of the College.
- f. Exercise, at all times, its control of the College through the President.
- g. Establish nonprofit corporations to support the College. The President, with approval of the Board, may assign employees to assist with the establishment and operation of such corporation and make available to the corporation office space, equipment, supplies and other related resources; provided the sole purpose of the corporation is to support the institution.
- h. Purchase any land, easement, or right-of way which shall be necessary for the proper operation of the College, when such site has been approved by the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Chapter 40A of the General Statutes. For the purpose of condemnation, determination by the Board as to the location and amount of land to be taken and the necessity thereof shall be conclusive.
- i. Establish and disestablish programs of instruction within the College.

## **ARTICLE VIII**

### **ADMINISTRATION OF THE COLLEGE**

#### **SECTION 1: The President of Alamance Community College shall:**

- a. Be qualified, by training, experience, habits and philosophy to develop and maintain a comprehensive community college of high quality in accordance with state law, State Board of Community Colleges regulations and policies, and sound educational theory and practice.
- b. Attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired.
- c. Perform the duties required by law and as delegated or assigned by the Board of Trustees.
- d. Be responsible for all administrative and managerial aspects of the development and operation of the College, subject to the rules and regulations of the Board and of the State Board of Community Colleges and within the budgets approved by the Board. The President shall have authority to elect or employ all personnel of the College, subject to the standards established by the Board and the State Board of Community Colleges.



- e. Submit recommended policies to the Board when requested to do so or when the President deems it necessary.
- f. Recommend all educational programs and curricular programs which the President deems to be in the best interest of the citizens of Alamance County and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or regulations and policies of the State Board of Community Colleges.
- g. Appoint lay advisory committees for particular programs of the College where needed.
- h. Advise the Board of Trustees of planning, construction, and modification needs for physical facilities.
- i. Advise the Board of Trustees on the financial and budgetary needs of the College and recommend the items to be included in the current expense budget and the capital outlay budget.
- j. Establish and submit to the Board of Trustees for approval of all fees to be charged to the students which are not set and/or approved by the General Assembly.
- k. Have full authority and responsibility for the operation of the College under the policies and rules and regulations of the Board of Trustees and the State Board of Community Colleges within the budgets approved by the Board of Trustees.
- l. In accordance with Article 2, Section 20, Chapter 115D of the General Statutes of North Carolina, the President shall be granted authority to employ full-time professional, administrative, and instructional personnel and all other institutional personnel.
- m. Have the initiative in shaping and maintaining the educational policies and the culture of the College and may recommend changes to be made in the programs and services to be provided.
- n. Make an annual report to the Board of Trustees on the development and operation of the College, with both immediate and long-range recommendations.
- o. Discharge all other functions delegated by the Board of Trustees.

SECTION 2: Power to deal with individuals or organized groups shall be vested in the President of the College who shall render a decision to such individuals or such organized groups in the name of the Board of Trustees.



SECTION 3: The President shall establish and administer the administrative and functional organizational structure of the College.

## **ARTICLE IX**

### **FISCAL YEAR**

SECTION 1: The fiscal year of Alamance Community College shall be from July 1 to June 30.

## **ARTICLE X**

### **AMENDMENTS AND ADOPTIONS**

SECTION 1: Amendments to the Bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least eight (8) members of the Board of Trustees at a regular monthly meeting.

## **ARTICLE XI**

### **BUDGET AND FINANCE COMMITTEE**

The duties of the Budget and Finance Committee shall include the following:

- a. Budget and Finance Committee shall recommend to the Board of Trustees such fiscal policies for federal, state, county and institutional funds as necessary for the financial operations of the College.
- b. Upon receipt of the President's recommended annual budget for the expenditure of federal, state, county and institutional funds, and consistent with General Statute 115D-54, the Committee shall conduct an examination of and make such recommendations and modifications to the budget requests to the Board it deems appropriate for current operations and capital outlay purposes for the ensuing fiscal period. The Committee shall also recommend to the Board the establishment of local fees, not inconsistent with actions of the General Assembly and State Board Code.
- c. Following adoption of the annual current expense and capital budgets by the Board, the Committee shall receive from the President requests and recommendations for modifications thereto that exceed delegated authority set by the Board of Trustees. The Committee will subsequently make such recommendations to the Board for consideration that it deems appropriate. Further, upon recommendation of the President, the Committee shall recommend to the Board the transfer of County funds within flexibilities or restrictions established by the tax levying authority. Reports on the expenditure of funds



approved in the budget, by fund source, shall be prepared on a monthly basis and reported to the Board at Board meetings.

- d. The Committee shall serve a fiduciary responsibility on behalf of the Board. This responsibility includes recommending policies, procedures, and actions related to the receipt and disposition of any monetary bequests, gifts, grants, securities or properties; the investment of any surplus or restricted monies; and the management of trust and non-trust funds. Such actions shall be consistent with state law. The Committee shall also serve as the Investment Committee of the Board, and report as appropriate results of their work.
- e. Along with the President, the Committee shall represent the Board before the North Carolina General Assembly, the State Board of Community Colleges, the Alamance County Board of Commissioners and other funding authorities in advocating for funding for the current expense and capital outlay needs of the College. The Committee shall report its advocacy efforts and results to the Board as appropriate.
- f. Upon recommendation of the President, to designate the official depository of the College for County and Institutional Funds.
- g. Consistent with General Statute 115D-58.10 (Surety Bonds), and on behalf of the Board of Trustees, the Committee shall insure that employees of the College who draw or approve checks and/or handle state, county or institutional funds be bonded for the protection of such funds or property.
- h. Consistent with General Statutes 115D-58.16 (Audits) and policies and procedures established by the Office of State Auditor, the Committee shall cause an audit of state, county and institutional funds to be conducted and reported. The Committee shall examine such audits and report the findings thereof to the Board, along with any necessary actions to remedy deficiencies identified in any audit.
- i. The Committee shall recommend to the Board the use of lease purchase or installment purchase contracts to acquire equipment, consistent with General Statute 115D-58.15
- j. To perform such other functions and carry out such other duties and responsibilities as the Board may assign.

## **ARTICLE XII**

### **BUILDING AND GROUNDS COMMITTEE**

The duties of the Building and Grounds Committee shall include the following:



- b. At least once every 10 years, conduct an assessment of all property locations owned by the College. The assessment shall include the condition of all facilities and grounds, any recommended improvements thereto, and a determination of need for additional facilities or new campus locations. The assessment shall be reported to the Board of Trustees (Board) in the form of a "Facilities Master Plan."
- c. After consultation with the President, and consistent with North Carolina General Statutes and the State Board of Community College (SBCC) Code, recommend to the Board establishment of necessary capital improvement projects and activities.
- d. Provide oversight of approved capital improvement projects and activities by receiving and evaluating periodic progress and financial reports from the President or designee(s), representing the best interests of the College.
- e. In accordance with policies and procedures established by the State Construction Office, the SBCC, and good procurement practice, recommend to the Board professional service providers with specialized expertise (architects, engineers, consultants, builders) in construction and/or renovation, for the purpose of awarding contracts.
- f. Upon consultation with the President or designee(s), periodically evaluate and recommend to the Board contracted programs, services or activities that provide for the operations and/or maintenance of facilities and properties owned by the College.
- g. Recommend to the Board the purchase of adequate amounts of insurance coverage for buildings, contents, vehicles, liabilities and risks, and other requirements.
- h. Recommend to the Board the purchase of any land, easement, or right-of-way which shall be necessary for the proper operation of the institution. Upon Board approval, these actions shall be reported by the President to the SBCC.
- i. To perform such other functions and activities as the Board may assign from time-to-time. This may include but is not limited to facility risk assessments, analysis of service provider contracts, exploration of new properties, and other work. The Committee may consult with the President or designee(s) in the scope of this work.

### **ARTICLE XIII**

#### **CURRICULUM AND STUDENT ENGAGEMENT COMMITTEE**

The duties of the Curriculum Committee shall include the following:



- a. To review and make recommendations concerning such curricula to the Board, including:
  - i. Recommendations of new curricula.
  - ii. Recommendations to eliminate curricula.
- b. Recommend major curriculum revisions which alter graduate requirements (e.g., eliminates second year of programs, adds an option to existing curriculum, etc.).
- c. Review curriculum studies, evaluations, projections, and status reports.
- d. Receive regular updates on enrollment and student engagement activities.
- e. Perform such other functions, regular and special, as the Board may authorize.

## **ARTICLE XIV**

### **PERSONNEL COMMITTEE**

The duties of the Personnel Committee shall include the following:

- a. To periodically receive and review all personnel placements submitted as approved by the President for informational reports to the Board of Trustees.
- b. To review, upon request of the President or Board of Trustees, the compensation and benefits made available to employees of the College and make any periodic recommendations to the Board of Trustees for changes.
- c. Upon request of the President to give counsel on any issue or complaint that may arise from the implementation of College personnel policies and compensation.
- d. Upon request of the President or Chairperson of the Board of Trustees to sit in joint session with the Budget and Finance Committee on any matters involving the termination of personnel, or reduction in either contract hours or compensation rate, or reduction in offered benefit programs paid by the College for reasons of financial exigency.
- e. To periodically review with the advice of the President and be responsible for recommending new or revised personnel policies to the Board of Trustees.
- f. To perform such other functions, regular and special, as the Board of Trustees may authorize.





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**Executive Committee**

Ms. Julie Scott Emmons, Chair

Mr. Ken Walker, Vice Chair (effective November 11, 2024)

BG (R) Blake Williams, Past Chair

Dr. Kenneth Ingle, Secretary to the Board of Trustees

**Budget and Finance Committee (also serves as Investment Committee)**

Pete Glidewell (Chair)

Steve Carter

Ken Walker

Tammy Karnes (effective April 4, 2025)

**Building and Grounds Committee**

Bill Gomory (Chair)

Steve Carter

Pete Glidewell

**Curriculum Committee**

Tony Foriest (Chair)

Sylvia Munoz

BG (R) Blake Williams



**Personnel Committee**

Rosalyn Crisp (Chair)

Jim Butler

BG (R) Blake Williams

**Legislative Representative**

Jim Butler

**Liaisons to the Foundation Board**

Dr. Roslyn Crisp

Mr. Bill Gomory

**ACC Representatives to the Capital Oversight Committee**

BG (R) Blake Williams

Mr. Bill Gomory

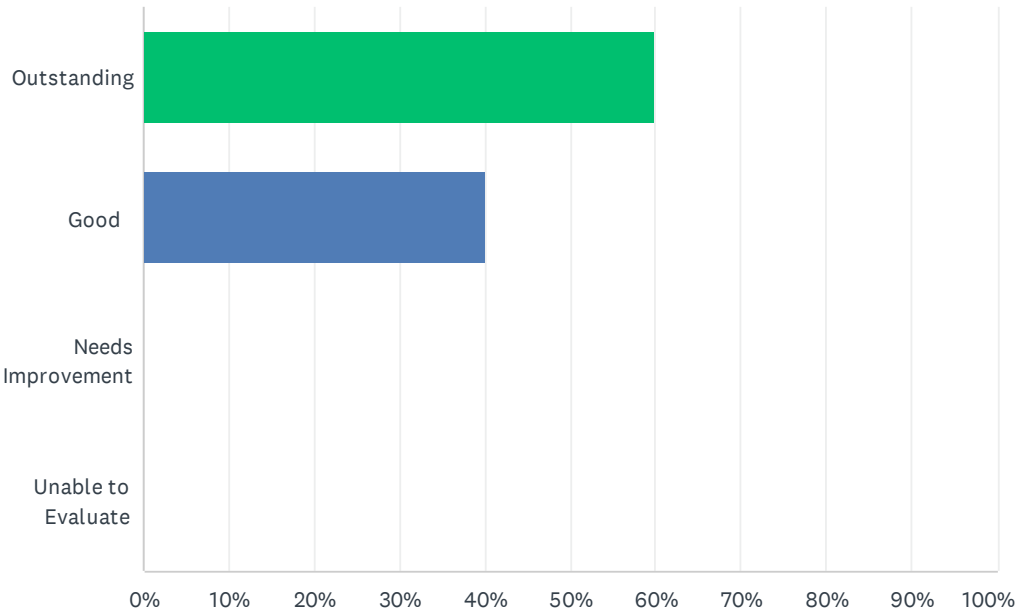
**NCACCT Executive Board Member**

BG (R) Blake Williams



Q1 The Board operates as a unit.

Answered: 10    Skipped: 1

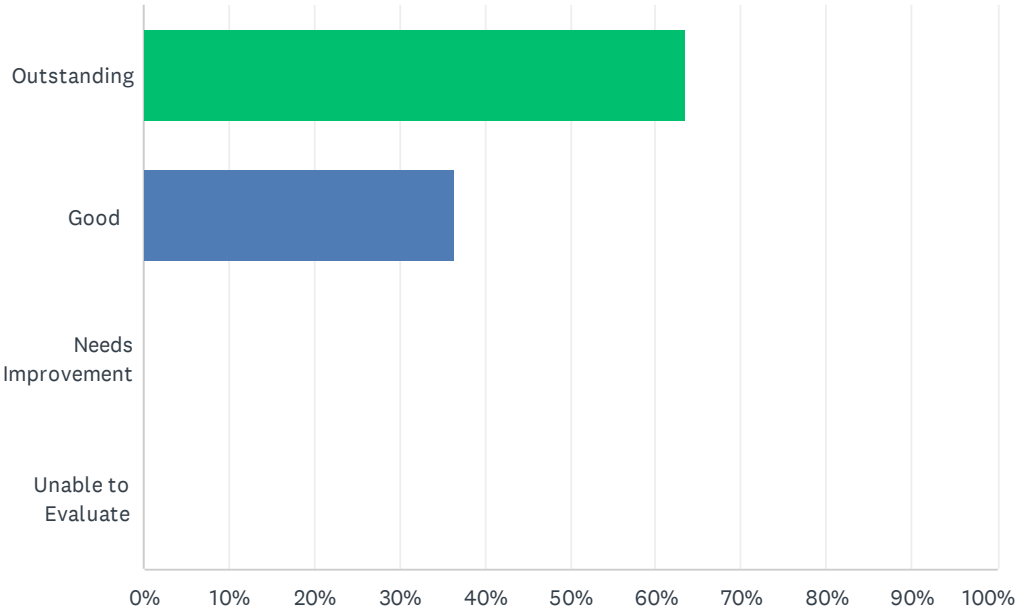


ANSWER CHOICES	RESPONSES	
Outstanding	60.00%	6
Good	40.00%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10



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

Answered: 11    Skipped: 0

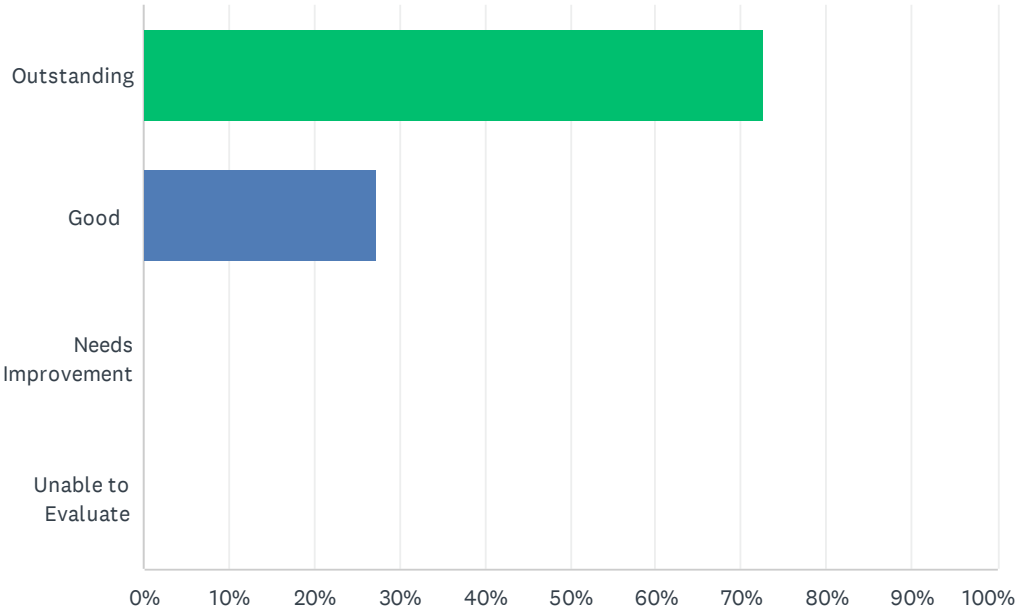


ANSWER CHOICES		RESPONSES	
Outstanding		63.64%	7
Good		36.36%	4
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11



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

Answered: 11    Skipped: 0

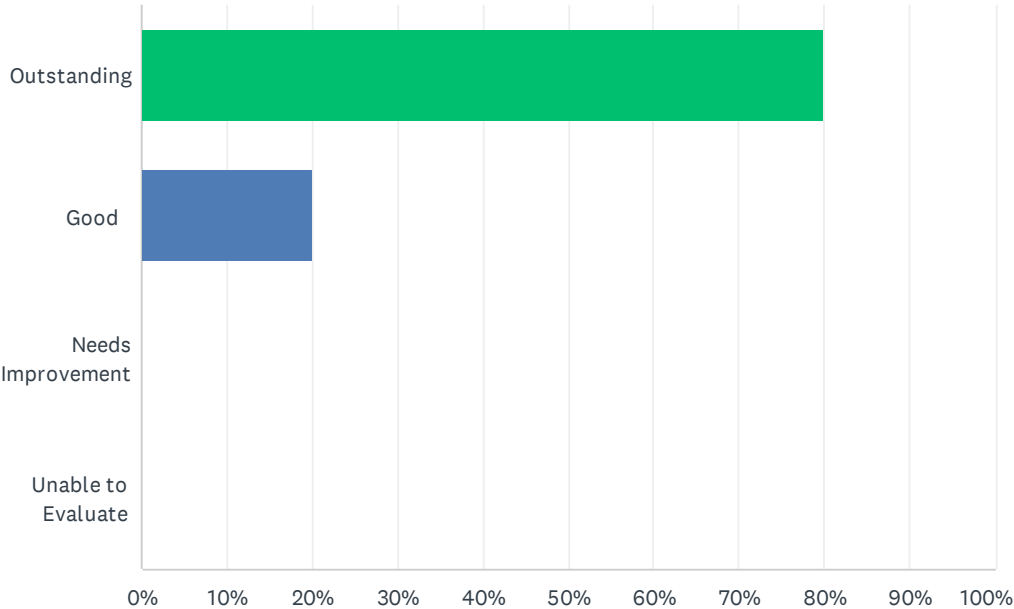


ANSWER CHOICES		RESPONSES	
Outstanding		72.73%	8
Good		27.27%	3
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11



Q4 The Board is educated and addresses potential conflicts of interest for its members.

Answered: 10    Skipped: 1

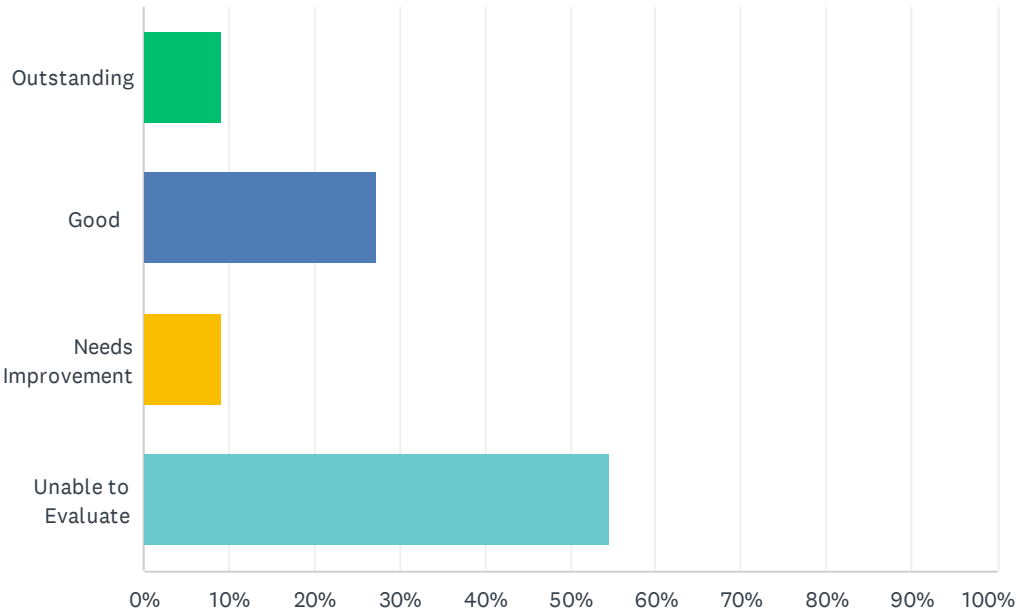


ANSWER CHOICES	RESPONSES	
Outstanding	80.00%	8
Good	20.00%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10



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

Answered: 11    Skipped: 0

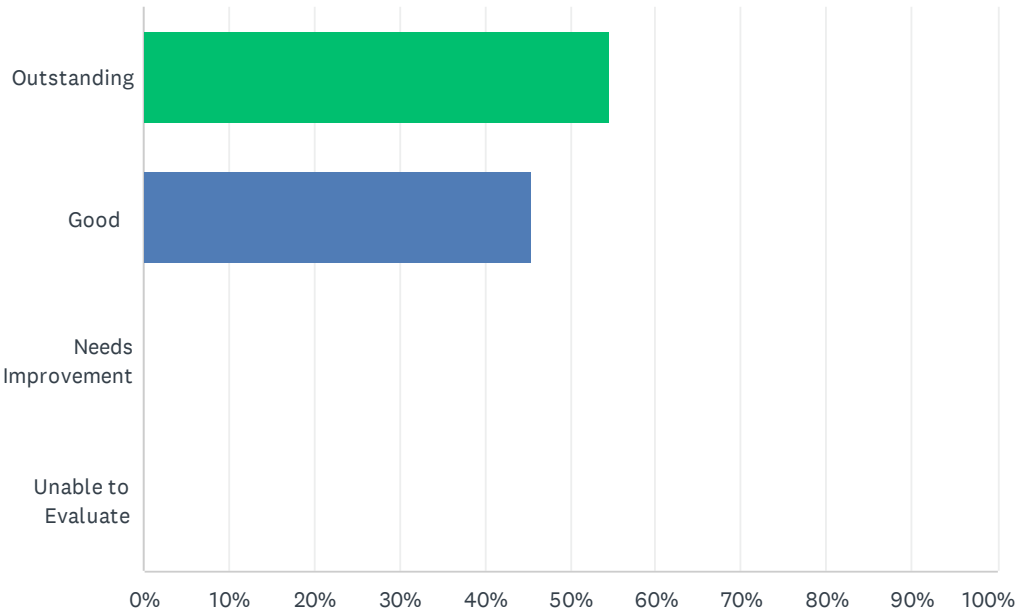


ANSWER CHOICES	RESPONSES	
Outstanding	9.09%	1
Good	27.27%	3
Needs Improvement	9.09%	1
Unable to Evaluate	54.55%	6
TOTAL		11



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

Answered: 11    Skipped: 0

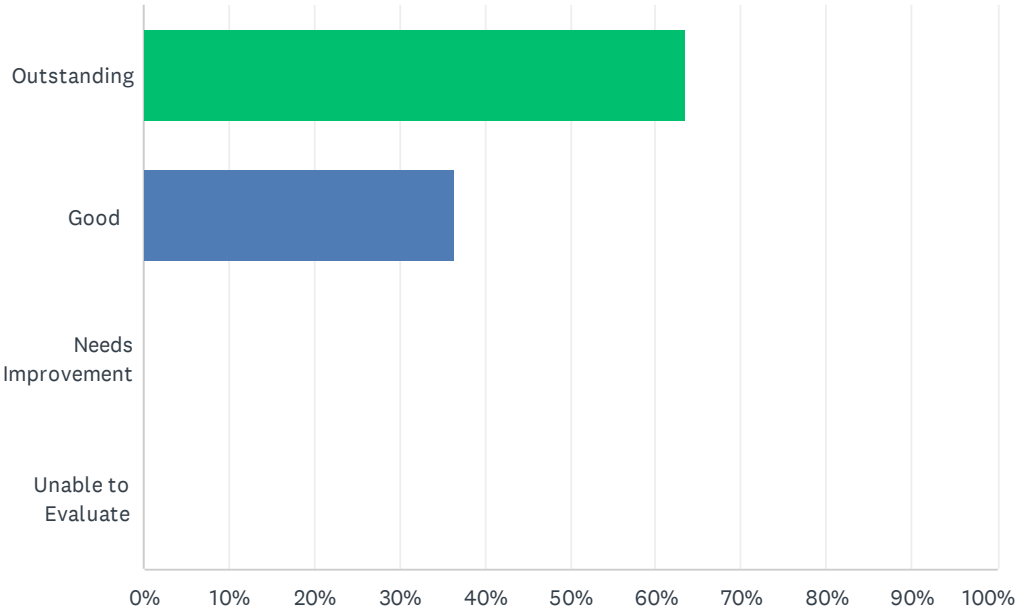


ANSWER CHOICES		RESPONSES	
Outstanding		54.55%	6
Good		45.45%	5
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11



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

Answered: 11    Skipped: 0

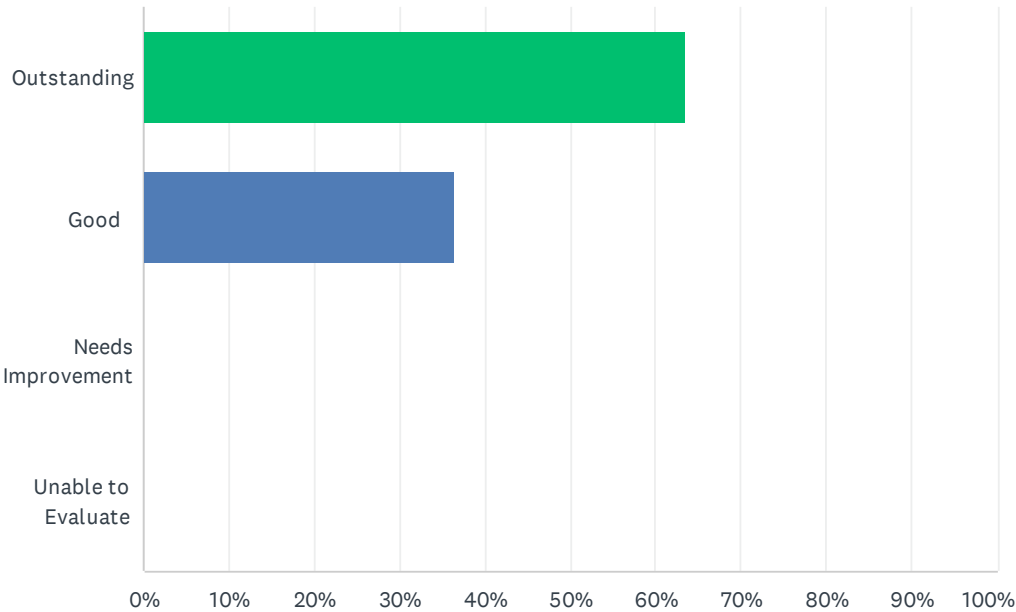


ANSWER CHOICES	RESPONSES	
Outstanding	63.64%	7
Good	36.36%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11



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

Answered: 11    Skipped: 0



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



## Q9 Comments

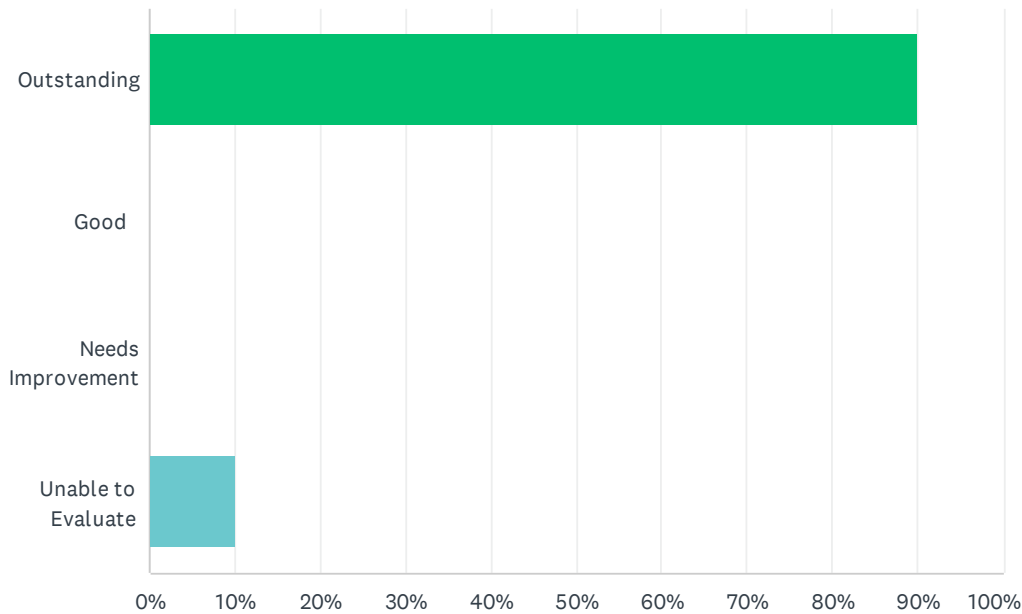
Answered: 5    Skipped: 6

#	RESPONSES	DATE
1	Our committee work is particularly strong	5/1/2025 6:50 PM
2	N/A	4/28/2025 7:12 PM
3	Board needs to do less reviewing (relying on committees to do that) and do more forward thinking and exploration of opportunities and problems.	4/28/2025 8:53 AM
4	none	4/15/2025 3:04 PM
5	We have a diverse board that works really well together for the benefit of the community and the school.	4/15/2025 1:17 PM



Q10 The Board focuses on policy rather than administration.

Answered: 10    Skipped: 1

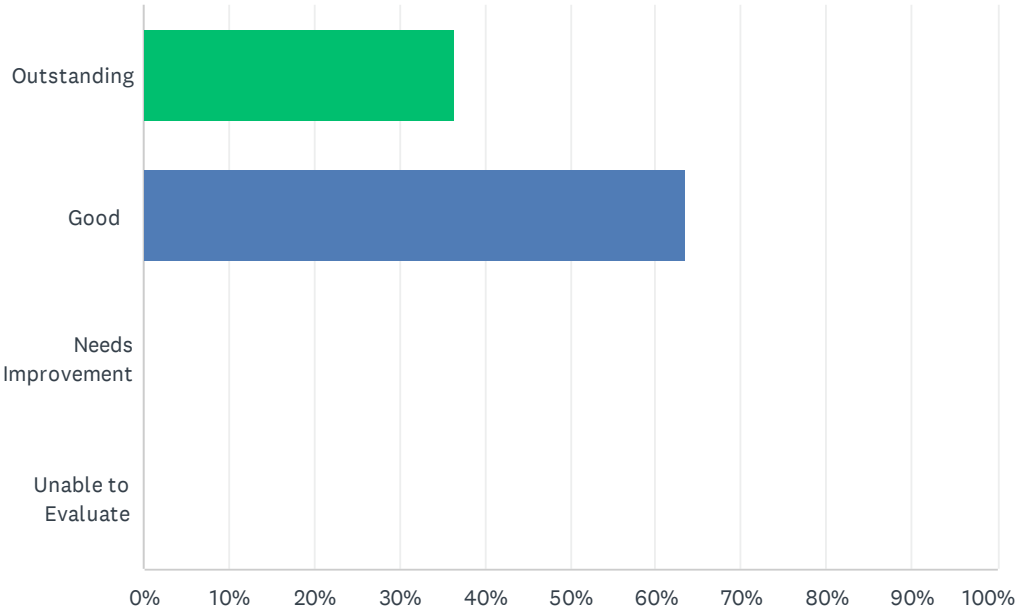


ANSWER CHOICES	RESPONSES	
Outstanding	90.00%	9
Good	0.00%	0
Needs Improvement	0.00%	0
Unable to Evaluate	10.00%	1
TOTAL		10



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

Answered: 11    Skipped: 0

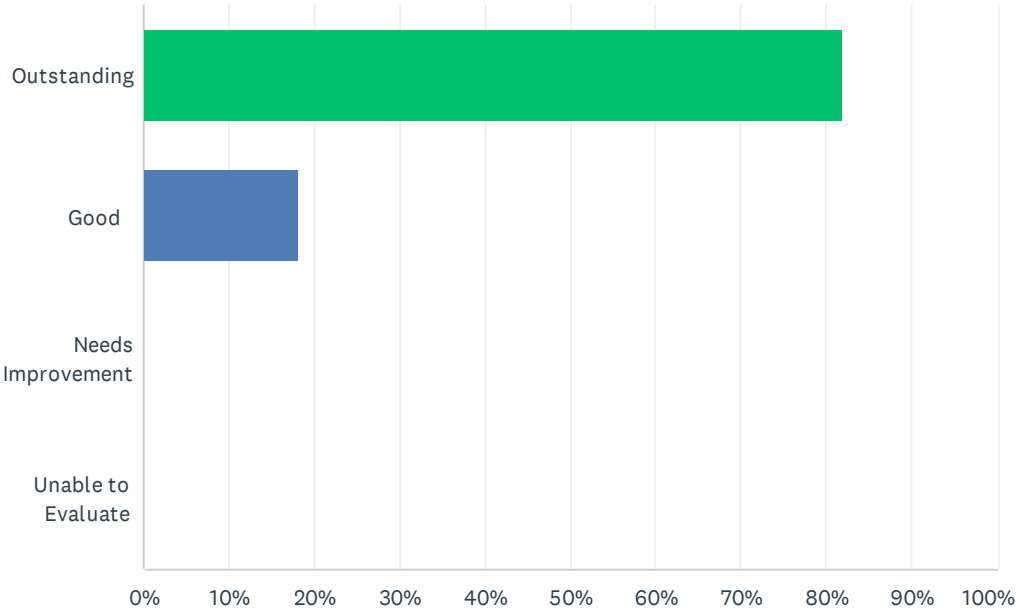


ANSWER CHOICES		RESPONSES	
Outstanding		36.36%	4
Good		63.64%	7
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11



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

Answered: 11    Skipped: 0

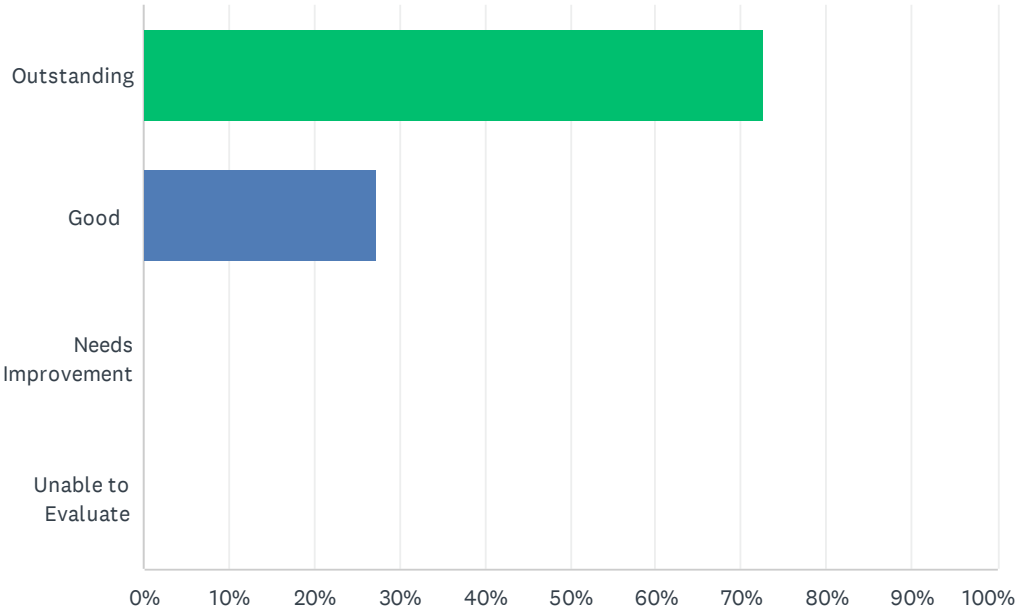


ANSWER CHOICES	RESPONSES	
Outstanding	81.82%	9
Good	18.18%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11



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

Answered: 11    Skipped: 0

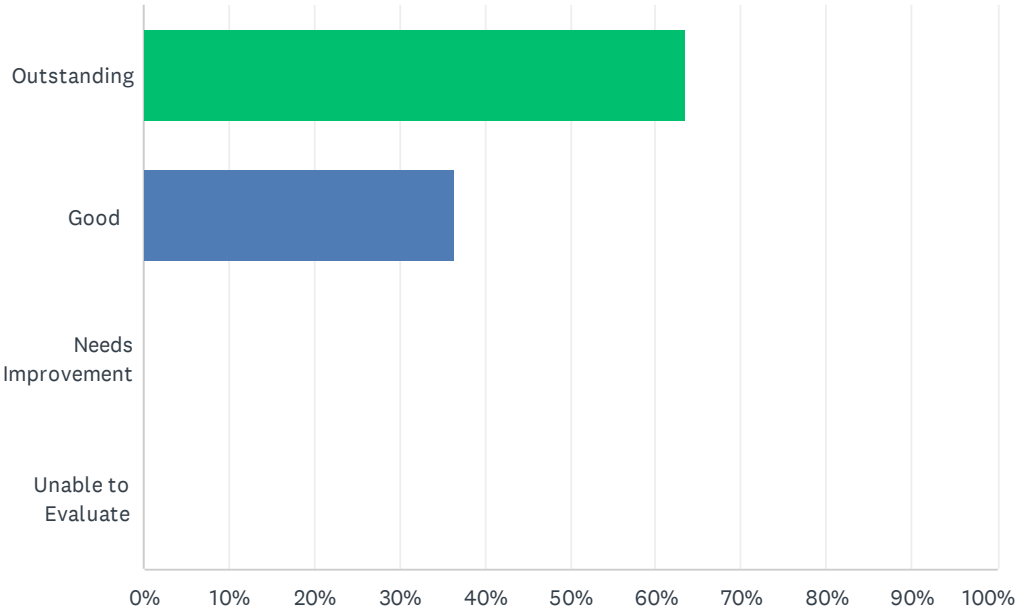


ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	27.27%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11



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

Answered: 11    Skipped: 0

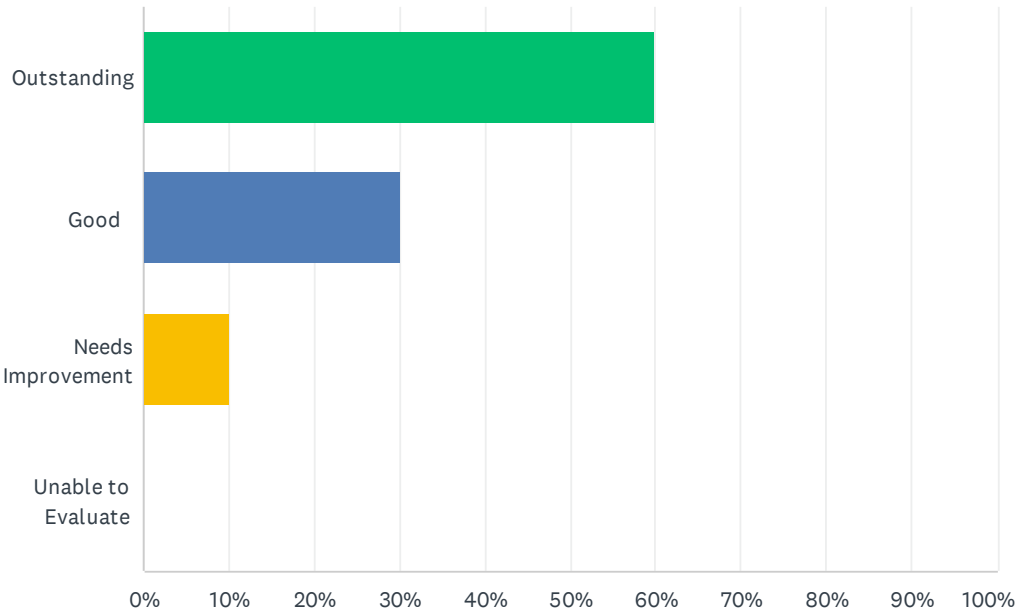


ANSWER CHOICES	RESPONSES	
Outstanding	63.64%	7
Good	36.36%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11



Q15 The Board periodically reviews and evaluates its policies.

Answered: 10    Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	60.00%	6
Good	30.00%	3
Needs Improvement	10.00%	1
Unable to Evaluate	0.00%	0
TOTAL		10



Q16 Comments

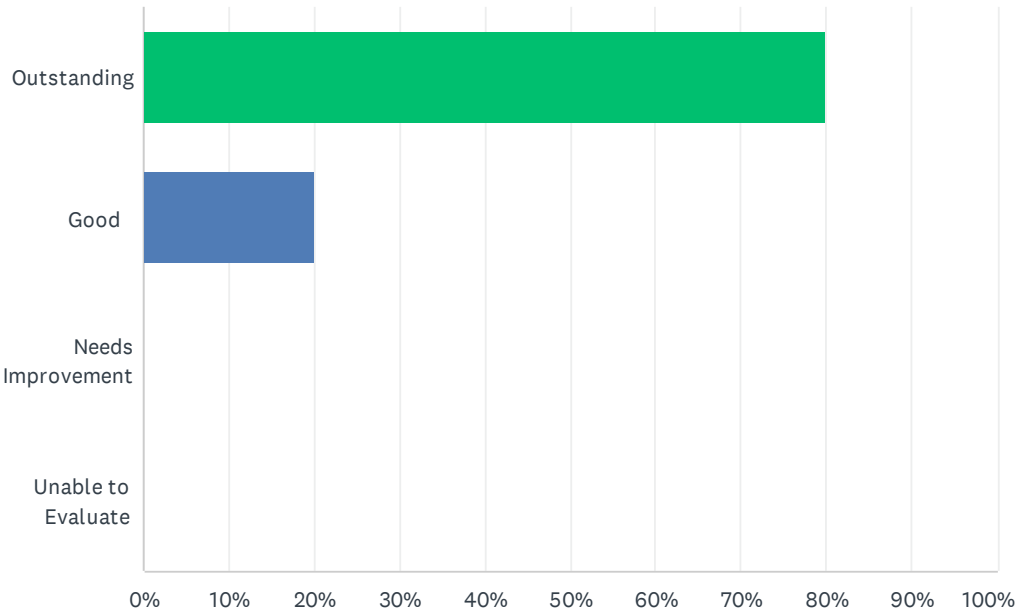
Answered: 2    Skipped: 9

#	RESPONSES	DATE
1	Defining success is always a problem with a Community College...need better discussions of how well we are doing vs. others to set better goals to measure. Need fewer targeted goals that are updated periodically to reflect priority.	4/28/2025 8:56 AM
2	none	4/15/2025 3:04 PM



Q17 The Board effectively represents the interests of the community.

Answered: 10    Skipped: 1

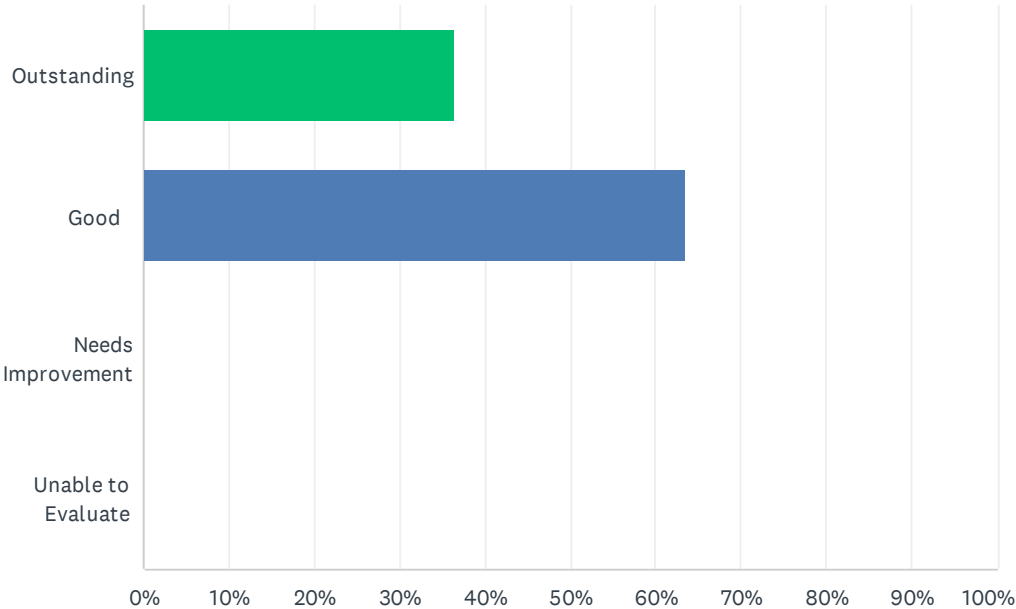


ANSWER CHOICES	RESPONSES	
Outstanding	80.00%	8
Good	20.00%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10



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

Answered: 11    Skipped: 0

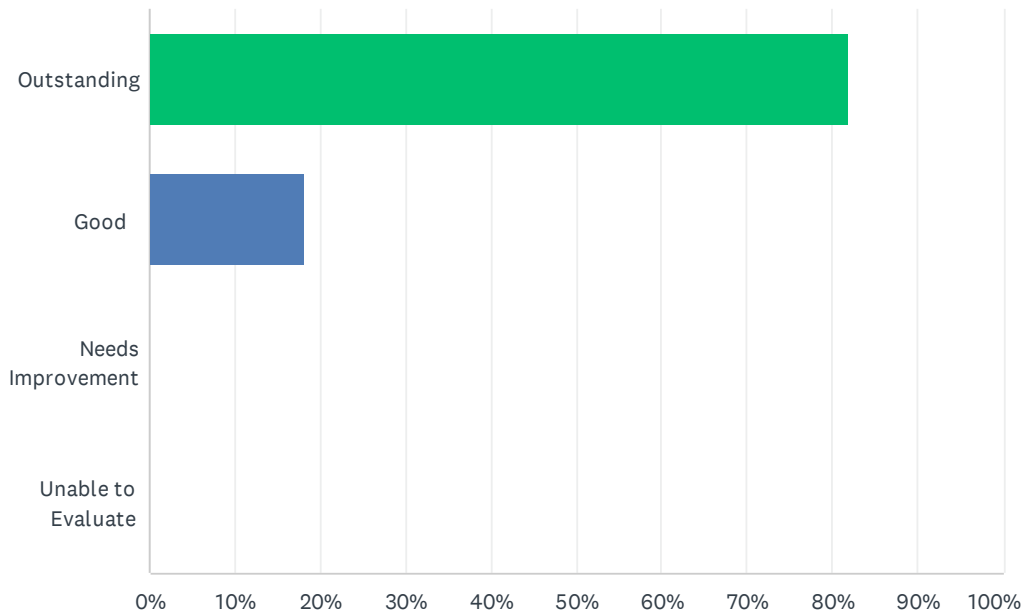


ANSWER CHOICES		RESPONSES	
Outstanding		36.36%	4
Good		63.64%	7
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11



Q19 Board members maintain good relationships with community leaders.

Answered: 11    Skipped: 0



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



## Q20 Comments

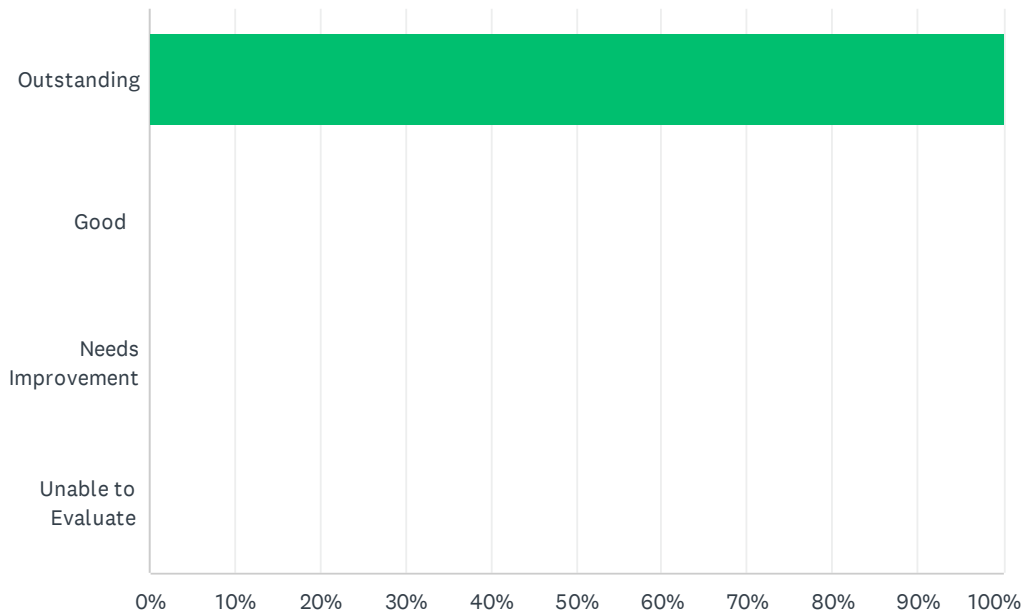
Answered: 2    Skipped: 9

#	RESPONSES	DATE
1	Relationships with community leaders are key, and I believe we could be leveraged even more in that regard.	5/1/2025 6:50 PM
2	we perform this function very well	4/15/2025 3:04 PM



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

Answered: 10    Skipped: 1

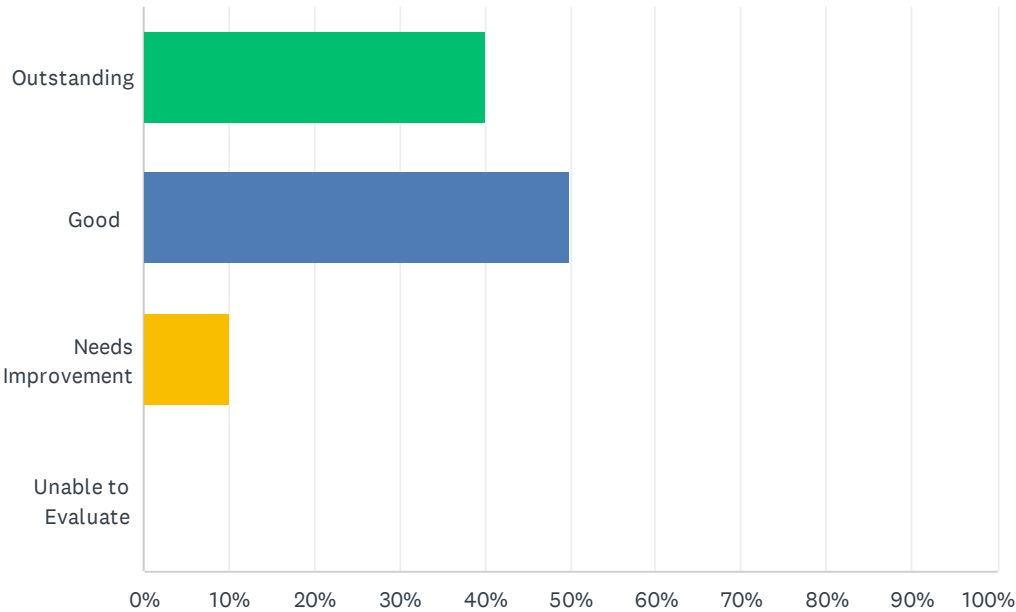


ANSWER CHOICES	RESPONSES	
Outstanding	100.00%	10
Good	0.00%	0
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10



Q22 The Board sets clear expectations for the President.

Answered: 10    Skipped: 1

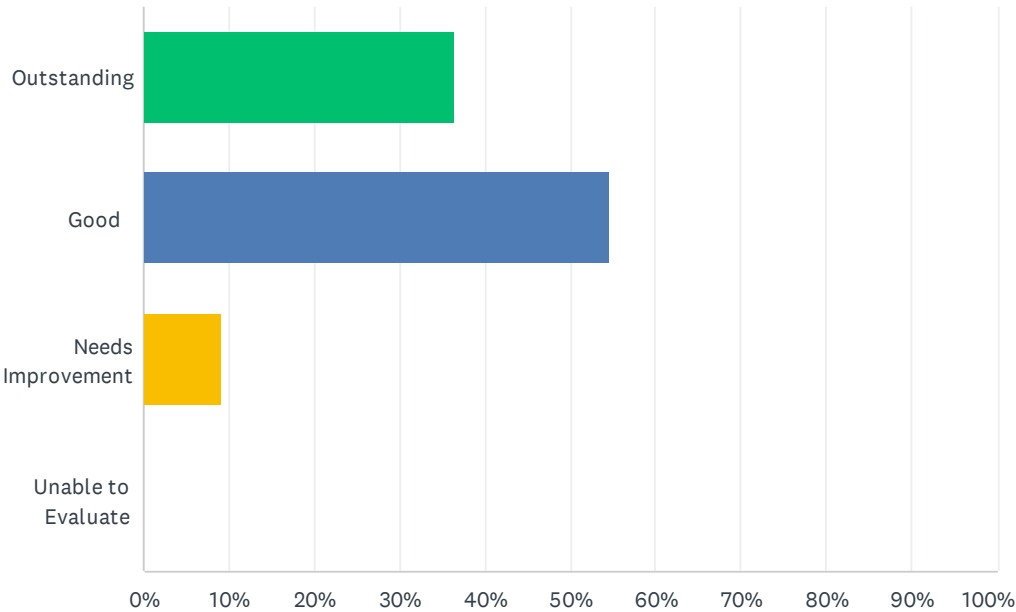


ANSWER CHOICES	RESPONSES	
Outstanding	40.00%	4
Good	50.00%	5
Needs Improvement	10.00%	1
Unable to Evaluate	0.00%	0
TOTAL		10



Q23 The Board effectively evaluates the President.

Answered: 11    Skipped: 0

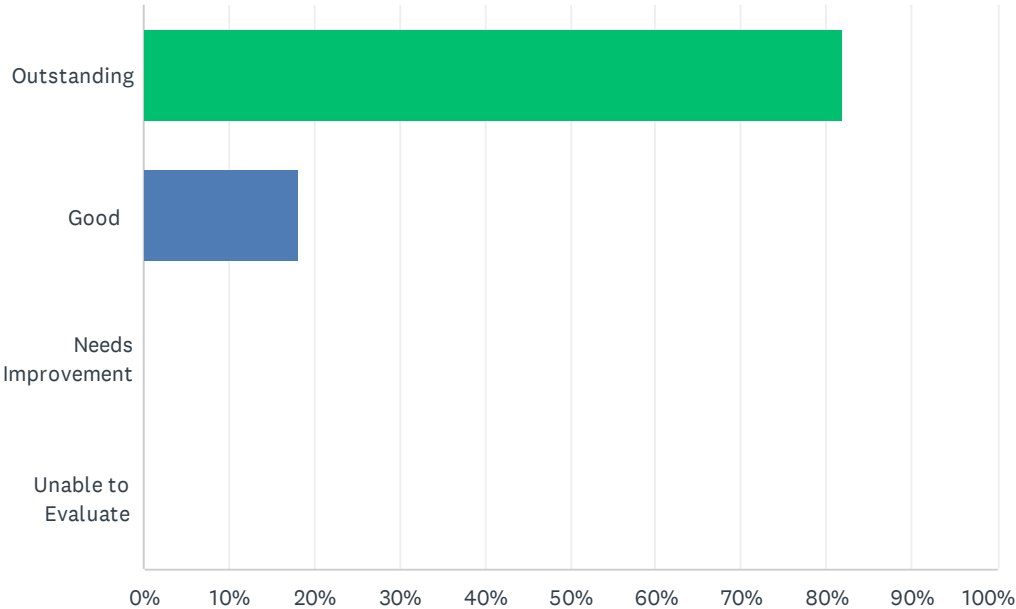


ANSWER CHOICES	RESPONSES	
Outstanding	36.36%	4
Good	54.55%	6
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11



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

Answered: 11    Skipped: 0

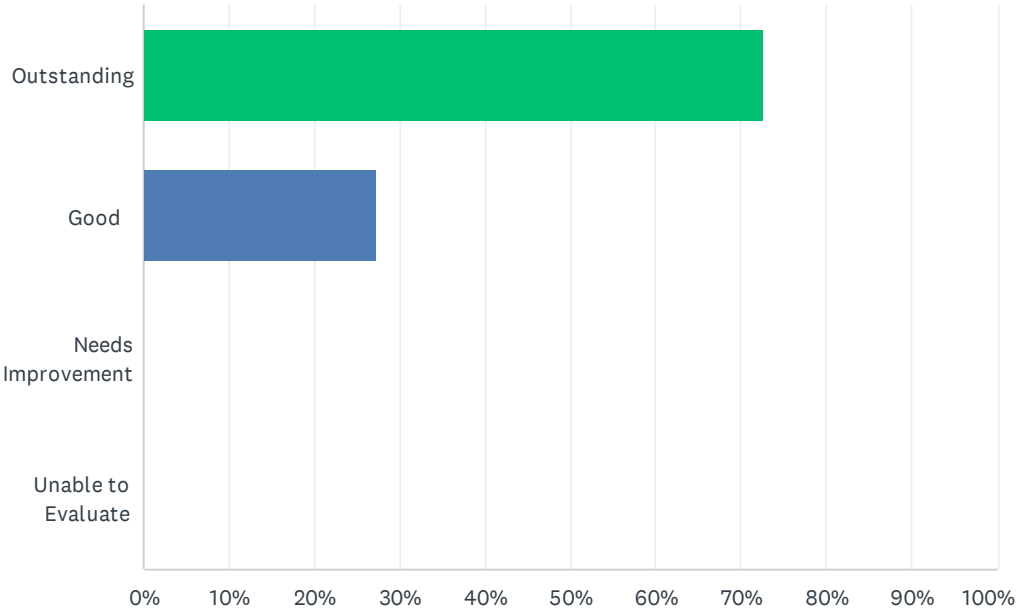


ANSWER CHOICES	RESPONSES	
Outstanding	81.82%	9
Good	18.18%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11



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

Answered: 11    Skipped: 0



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



Q26 Comments

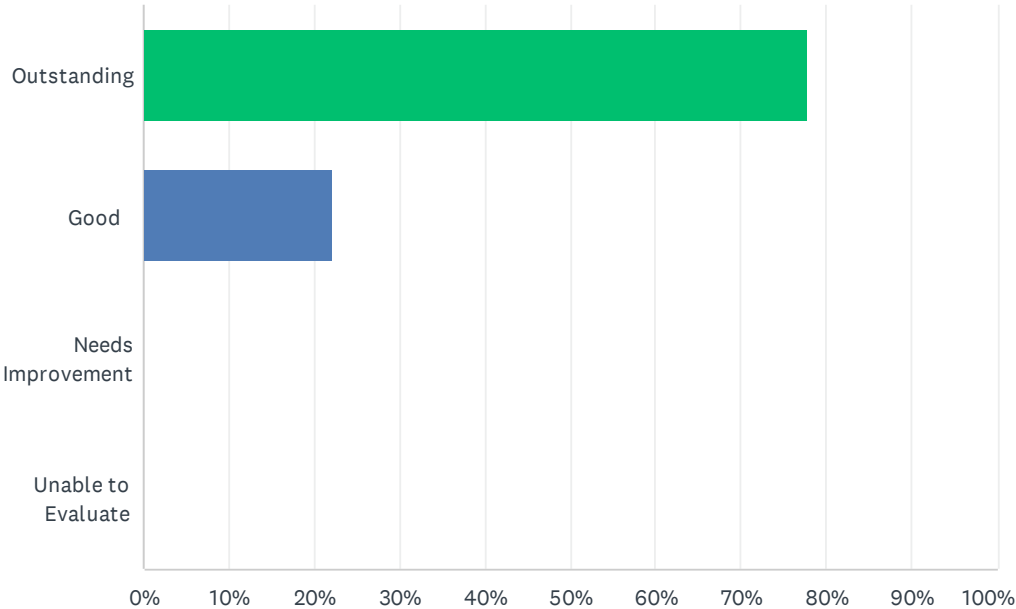
Answered: 3    Skipped: 8

#	RESPONSES	DATE
1	We need to align the President's goals and the annual evaluation questions	5/1/2025 6:50 PM
2	N/A	4/28/2025 7:12 PM
3	We do as best we can with the data we are given	4/15/2025 3:04 PM



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

Answered: 9    Skipped: 2

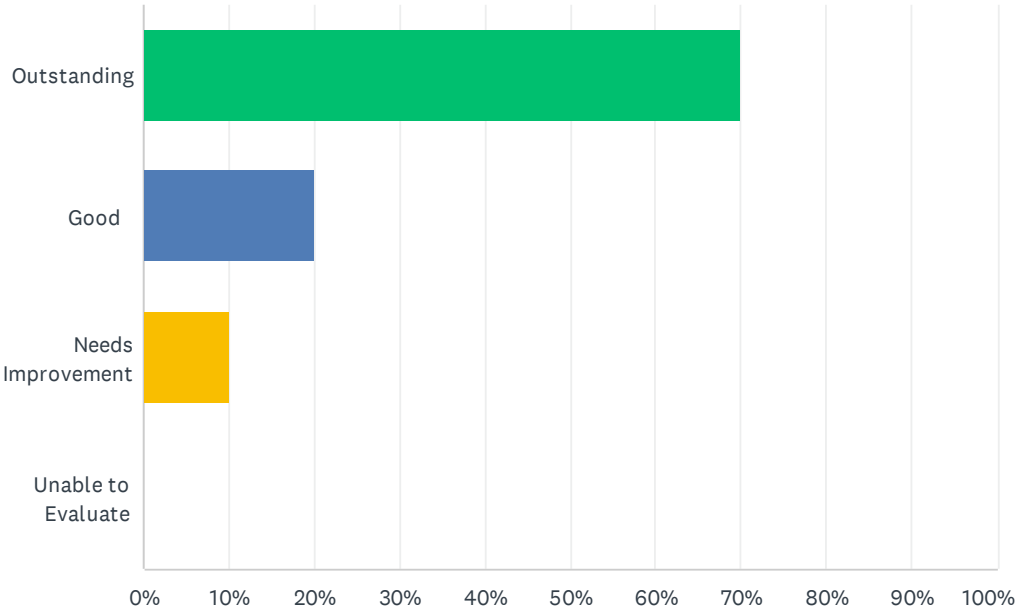


ANSWER CHOICES	RESPONSES	
Outstanding	77.78%	7
Good	22.22%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		9



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

Answered: 10    Skipped: 1

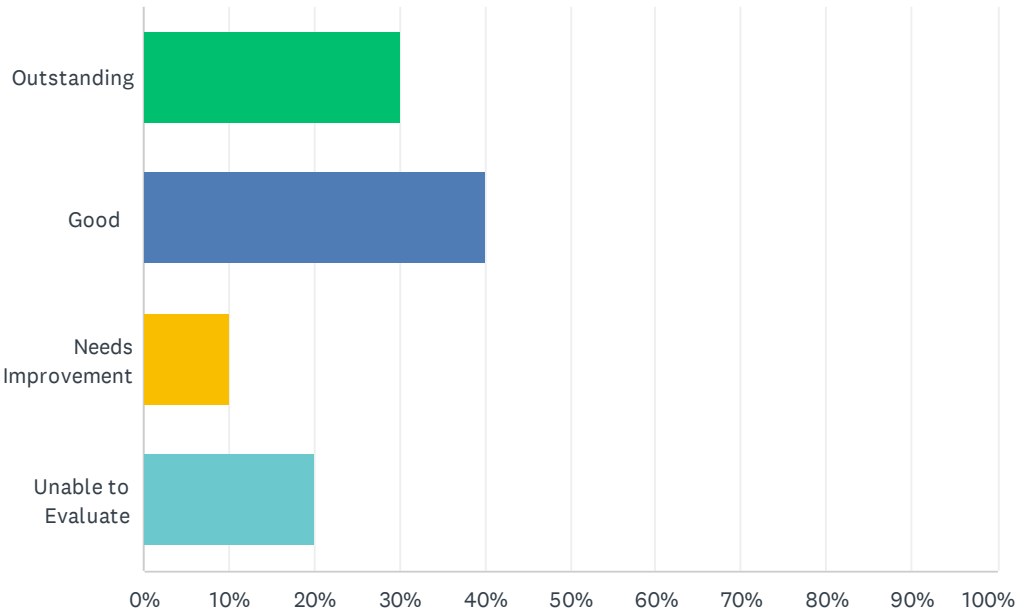


ANSWER CHOICES	RESPONSES	
Outstanding	70.00%	7
Good	20.00%	2
Needs Improvement	10.00%	1
Unable to Evaluate	0.00%	0
TOTAL		10



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

Answered: 10    Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	30.00%	3
Good	40.00%	4
Needs Improvement	10.00%	1
Unable to Evaluate	20.00%	2
TOTAL		10



## Q30 Comments

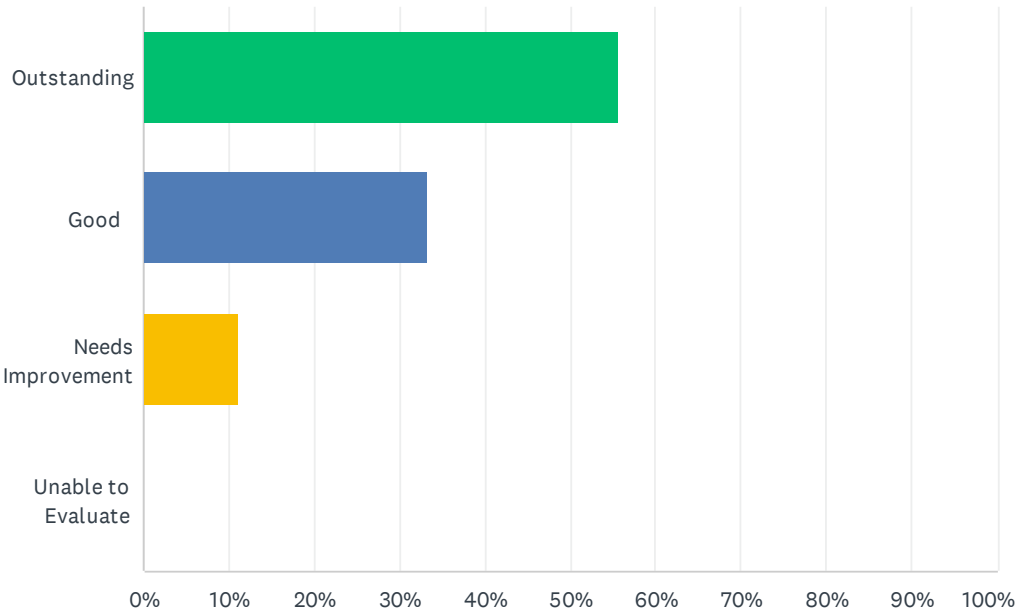
Answered: 2    Skipped: 9

#	RESPONSES	DATE
1	N/A	4/28/2025 7:12 PM
2	I don't believe the Board is part of any employee or student grievance process. The Board is only part of any employee actions relating to the President	4/22/2025 4:49 PM



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

Answered: 9    Skipped: 2

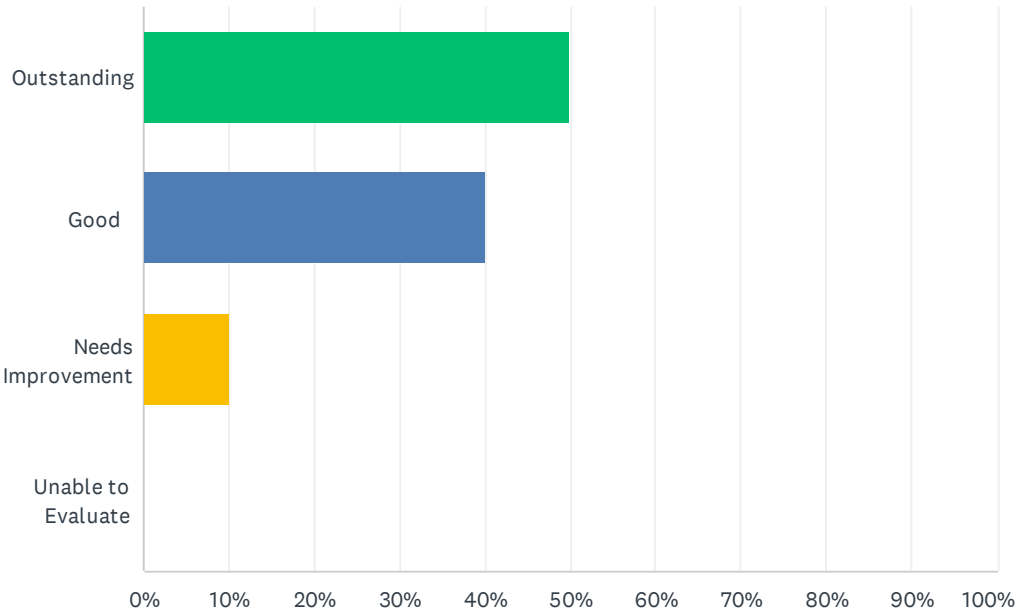


ANSWER CHOICES		RESPONSES	
Outstanding		55.56%	5
Good		33.33%	3
Needs Improvement		11.11%	1
Unable to Evaluate		0.00%	0
TOTAL			9



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

Answered: 10 Skipped: 1

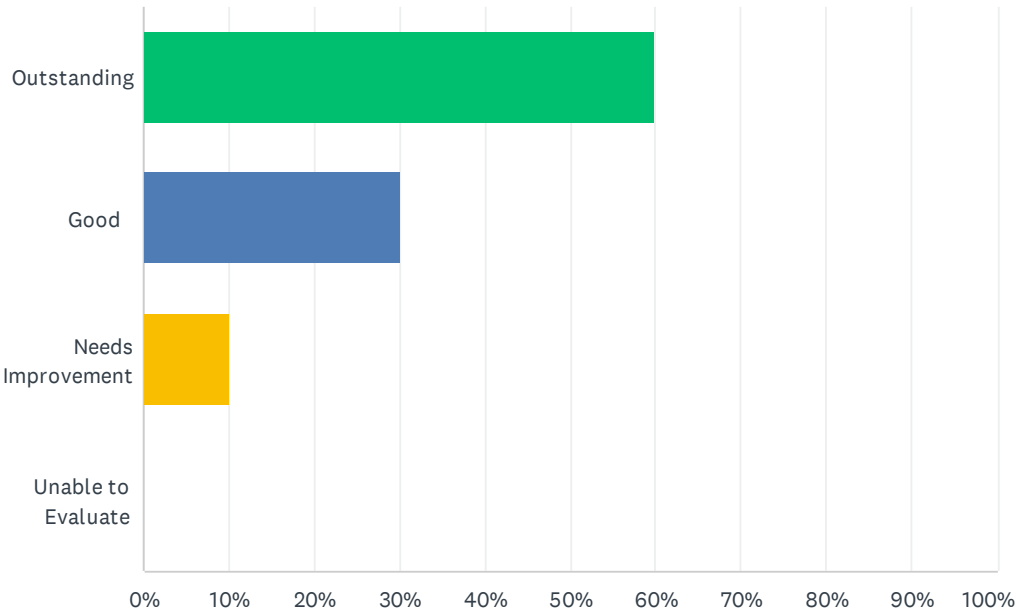


ANSWER CHOICES	RESPONSES	
Outstanding	50.00%	5
Good	40.00%	4
Needs Improvement	10.00%	1
Unable to Evaluate	0.00%	0
TOTAL		10



Q33 The Board understands the financial audit and its recommendations.

Answered: 10    Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	60.00%	6
Good	30.00%	3
Needs Improvement	10.00%	1
Unable to Evaluate	0.00%	0
TOTAL		10



## Q34 Comments

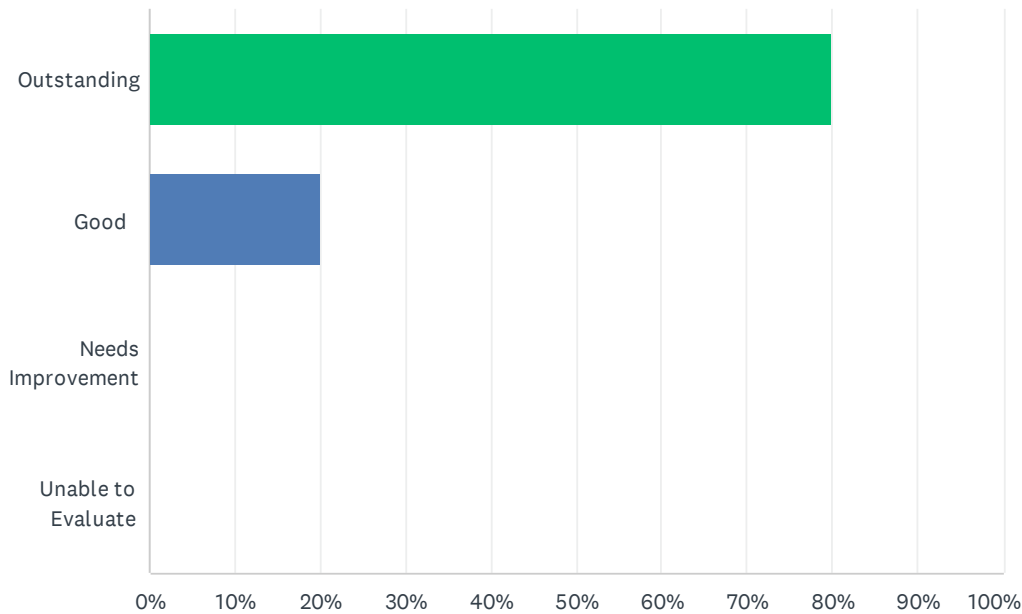
Answered: 2    Skipped: 9

#	RESPONSES	DATE
1	N/A	4/28/2025 7:12 PM
2	The Board could use additional measures of College performance. Our only measures currently are those provided by the State. We broader data based internal performance measures.	4/22/2025 4:49 PM



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

Answered: 10    Skipped: 1

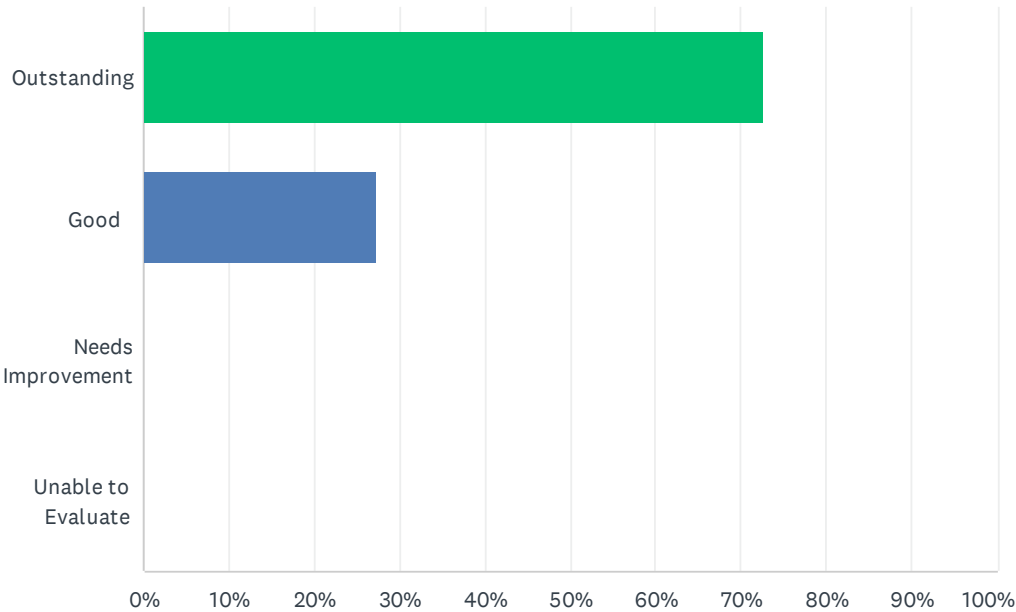


ANSWER CHOICES	RESPONSES	
Outstanding	80.00%	8
Good	20.00%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10



Q36 Board members are prepared for Board meetings.

Answered: 11    Skipped: 0

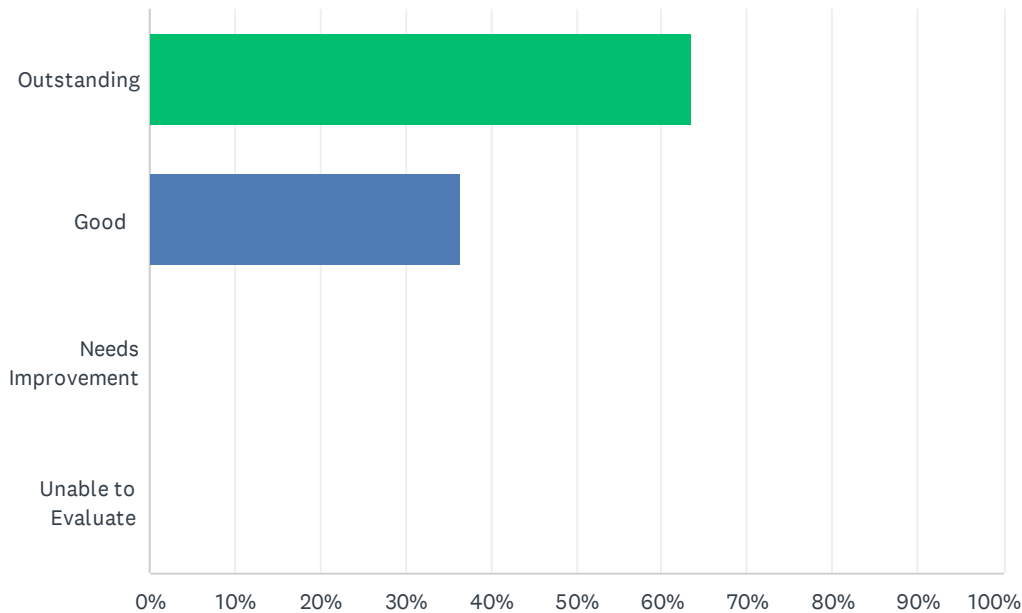


ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	27.27%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11



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	63.64%	7
Good	36.36%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11



## Q38 Comments

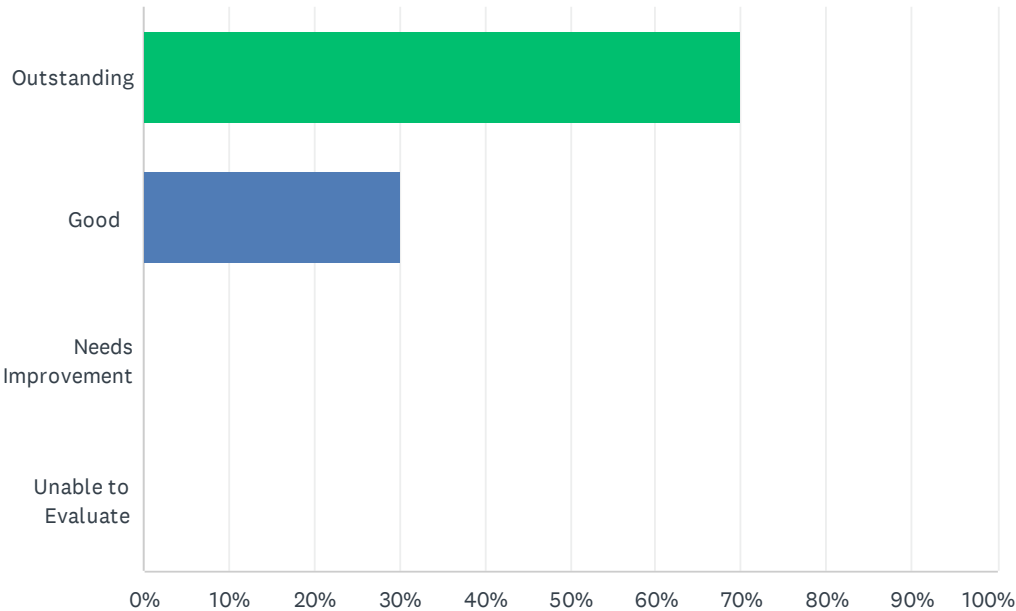
Answered: 1    Skipped: 10

#	RESPONSES	DATE
1	N/A	4/28/2025 7:12 PM



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

Answered: 10    Skipped: 1

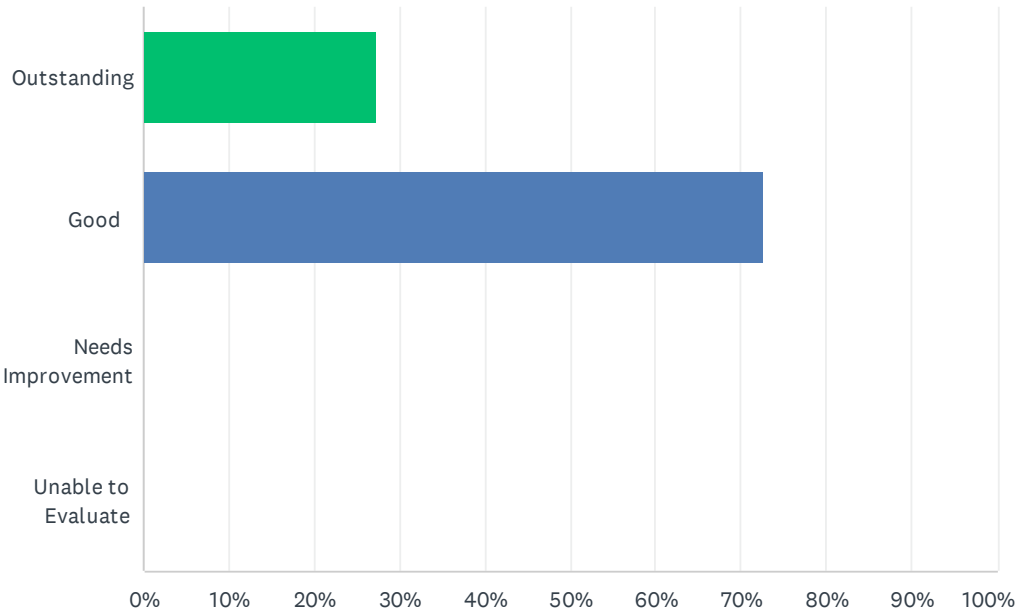


ANSWER CHOICES	RESPONSES	
Outstanding	70.00%	7
Good	30.00%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10



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

Answered: 11    Skipped: 0

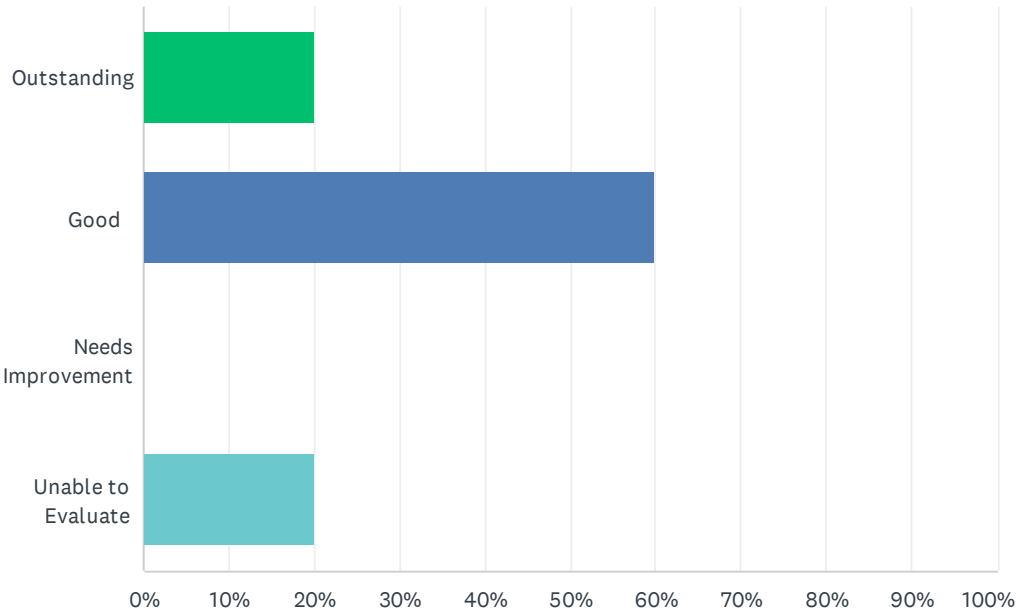


ANSWER CHOICES		RESPONSES	
Outstanding		27.27%	3
Good		72.73%	8
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11



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

Answered: 10    Skipped: 1

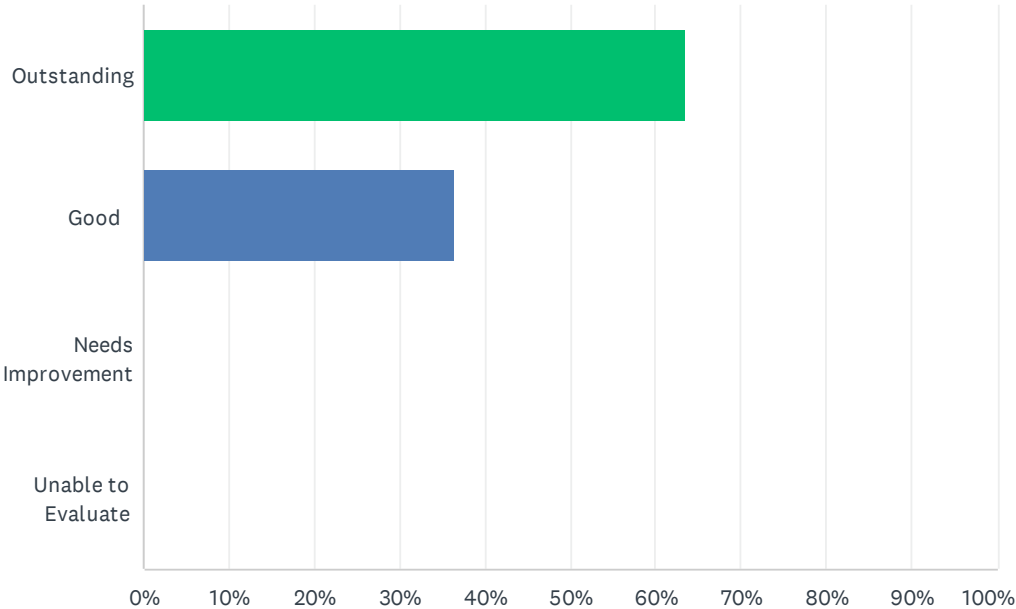


ANSWER CHOICES	RESPONSES	
Outstanding	20.00%	2
Good	60.00%	6
Needs Improvement	0.00%	0
Unable to Evaluate	20.00%	2
TOTAL		10



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

Answered: 11    Skipped: 0

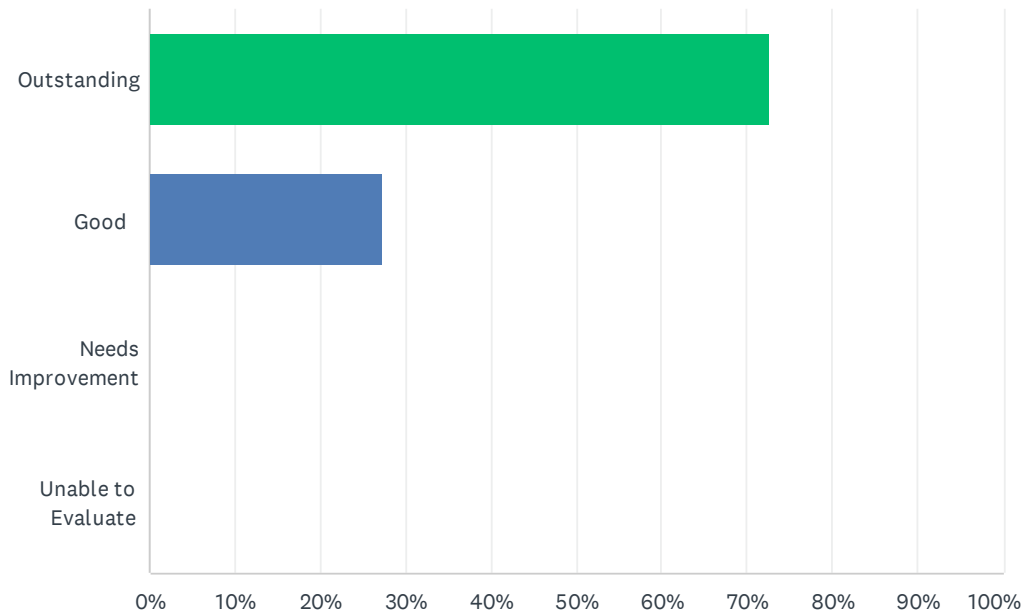


ANSWER CHOICES		RESPONSES	
Outstanding		63.64%	7
Good		36.36%	4
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11



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

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



Q44 Comments

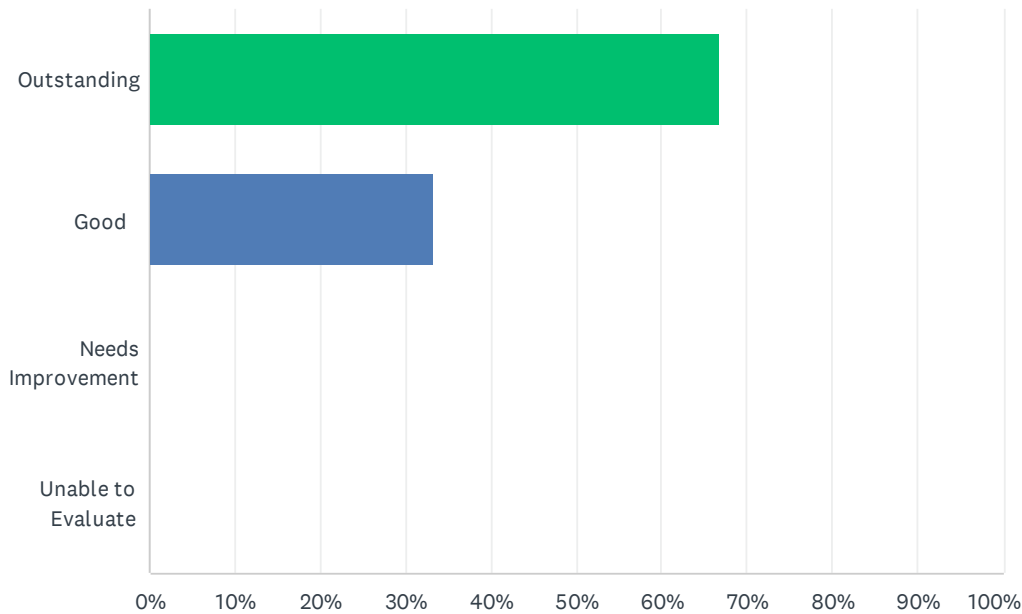
Answered: 2    Skipped: 9

#	RESPONSES	DATE
1	We could be used more in to connect the school with donors	5/1/2025 6:50 PM
2	N/A	4/28/2025 7:12 PM



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

Answered: 9    Skipped: 2

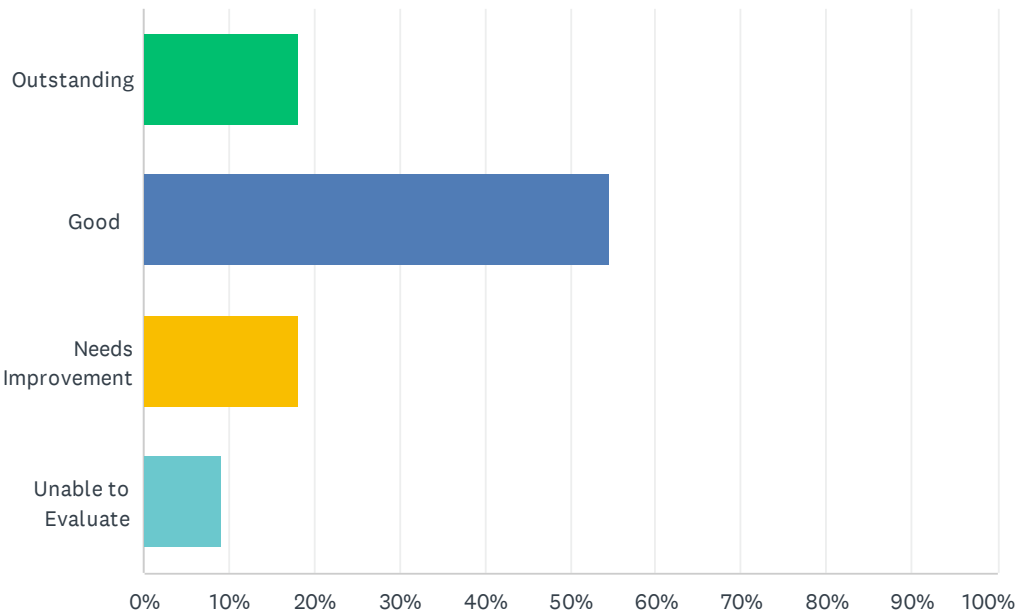


ANSWER CHOICES	RESPONSES	
Outstanding	66.67%	6
Good	33.33%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		9



Q46 The Board has an ongoing program of Board development.

Answered: 11    Skipped: 0

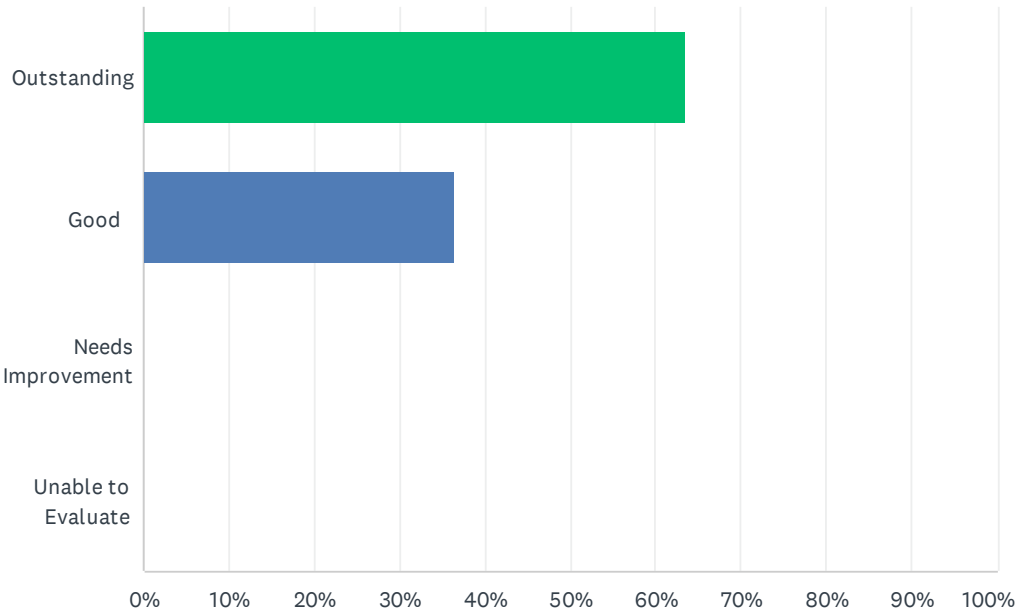


ANSWER CHOICES	RESPONSES	
Outstanding	18.18%	2
Good	54.55%	6
Needs Improvement	18.18%	2
Unable to Evaluate	9.09%	1
TOTAL		11



Q47 The Board periodically evaluates itself.

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



## Q48 Comments

Answered: 1    Skipped: 10

#	RESPONSES	DATE
1	N/A	4/28/2025 7:12 PM



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

Answered: 9   Skipped: 2

#	RESPONSES	DATE
1	Supporting the President in his first year of administration; strong presence at statewide meetings; continued guidance on new building projects	5/1/2025 6:50 PM
2	A program for parents to enroll in school	4/28/2025 7:12 PM
3	Finding help to fund the Public Safety Training Center. Starting to clarify how to monitor goals to evaluate success. Adding clarity to the succession plan for board leadership.	4/28/2025 9:11 AM
4	Effectively working together	4/27/2025 4:28 PM
5	Hiring a new President	4/26/2025 2:39 PM
6	Hiring of a new President. Overcoming all remaining obstacles in regard to the Public Safety Training Center. Decided to pursue a better evaluation system for our President	4/22/2025 4:49 PM
7	Expansion of programs such as the Public service training center	4/22/2025 11:01 AM
8	Brought a new president on board. Lots of community engagement already. Good contact with county commissioners.	4/15/2025 3:04 PM
9	Advancing the vision of the new President, Hiring our new President.	4/14/2025 4:23 PM



## Q50 What are areas in which the Board could improve?

Answered: 8   Skipped: 3

#	RESPONSES	DATE
1	We need to nail down the President's evaluation process	5/1/2025 6:50 PM
2	N/A	4/28/2025 7:12 PM
3	Involvement of every board member.	4/28/2025 9:11 AM
4	Improved annual evaluation process of the President	4/26/2025 2:39 PM
5	Always an opportunity for more outreach to the community. Be steadfast in our need to get data in order to evaluate the College's performance. Clarify the process and qualifications to become Board Chairperson.	4/22/2025 4:49 PM
6	Publicity to the community regarding all of the offerings at ACC Reinforcing the fact that there is something for everyone at ACC	4/22/2025 11:01 AM
7	Better board attendance monthly and support committees as required.	4/15/2025 3:04 PM
8	Better communication with the community on the assets of ACC, development of future board members, improving our involvement in evaluations	4/14/2025 4:23 PM



Q51 As a trustee, I am most pleased about:

Answered: 9    Skipped: 2

#	RESPONSES	DATE
1	True respect between Board members, we unite for what is best for the college	5/1/2025 6:50 PM
2	How involved they are with the students	4/28/2025 7:12 PM
3	Finally getting to financial clarity. Being able to change programs to reflect the times....AI, Analytics, Vet Tech and other new programs.	4/28/2025 9:11 AM
4	The board's concern for the students, faculty and the overall community	4/27/2025 4:28 PM
5	The focus on partnering with businesses and serving the community	4/26/2025 2:39 PM
6	The reputation that the College has in the Community.	4/22/2025 4:49 PM
7	The changes made to meet the future educational/training needs of the community and surrounding areas	4/22/2025 11:01 AM
8	Our outreach to the community in various aspects.	4/15/2025 3:04 PM
9	the Hiring of our new President	4/14/2025 4:23 PM



## Q52 As a trustee, I have concerns about:

Answered: 8   Skipped: 3

#	RESPONSES	DATE
1	Finding future Board members that will keep up our current climate of mutual respect	5/1/2025 6:50 PM
2	N/A	4/28/2025 7:12 PM
3	Future financial support from the state, the continual lagging of instructor pay.	4/28/2025 9:11 AM
4	A growing lack of importance given to DEI and its importance to the college and community	4/27/2025 4:28 PM
5	The current political climate will in some way adversely impact our ability to make the maximum positive impact on students lives.	4/22/2025 4:49 PM
6	All citizens knowing and taking advantage of the programs at ACC	4/22/2025 11:01 AM
7	Better trustee attendance and participation	4/15/2025 3:04 PM
8	Even though we are currently doing quite well financially, I would like to see a more aggressive approach in fund raising and the foundation work as a whole	4/14/2025 4:23 PM



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

Answered: 8   Skipped: 3

#	RESPONSES	DATE
1	We need to hear from temporary committees on their processes for things like Board rule review and President's evaluation review.	5/1/2025 6:50 PM
2	N/A	4/28/2025 7:12 PM
3	More reflection, less review.	4/28/2025 9:11 AM
4	Locally we seem to easily fall in line with the sentiments and direction of national politics	4/27/2025 4:28 PM
5	I am very satisfied with the way the Board currently operates.	4/22/2025 4:49 PM
6	We need to always keep students at the forefront of all actions and decisions made	4/22/2025 11:01 AM
7	Move trustees to various other committees to get a broader experience across the entire board.	4/15/2025 3:04 PM
8	More oversight with the foundation's role, use the same CPA firm to handle the audits of the school as well as the foundation.	4/14/2025 4:23 PM



Q54 Additional Comments:

Answered: 4    Skipped: 7

#	RESPONSES	DATE
1	N/A	4/28/2025 7:12 PM
2	So proud to be a part of this forward-thinking group. The commitment to enhance the growth of our county through education.	4/22/2025 11:01 AM
3	None negative. Happy to be part of the great opportunity and organization.	4/15/2025 3:04 PM
4	Overall, very pleased with how the board interacts with the Administration, esp. the Executive team. The Trustee Board currently functions well as a cohesive unit but we have a need for new trustees to come on line in the near future.	4/14/2025 4:23 PM





## Alamance Community College Board of Trustees SEI Filing & Ethics Education

Report of SEI Filing & Ethics Education						
Full Name	Appointment Start Date	Appointment End Date	Last SEI Received Date	Last Education Received Date	Next Education Due Date	
Anthony Foriest	09/25/2017	06/30/2025	04/15/2025	03/15/2024	03/15/2026	
Steven Carter	07/01/2021	06/30/2025	03/11/2025	09/13/2024	09/13/2026	
Sylvia Munoz	07/20/2022	06/30/2026	04/14/2025	07/25/2024	07/25/2026	
James Butler	07/01/2024	06/30/2028	01/21/2025	08/26/2024	08/26/2026	
Roslyn Crisp	07/01/2013	06/30/2025	03/12/2025	02/06/2025	02/06/2027	
Kenneth Walker	07/03/2023	06/30/2027	03/13/2025	03/31/2025	03/31/2027	
Blake Williams	07/01/2015	06/30/2027	03/06/2025	09/01/2023	09/01/2025	
William Gomory	07/01/2012	06/30/2028	01/15/2025	03/15/2024	03/15/2026	
Powell Glidewell	8/29/2019	6/30/2027	4/4/2025	08/15/2024	08/15/2026	
Ana Fleeman(EL)				07/24/2024	07/24/2026	
Julie Emmons	07/01/2024	06/30/2028	04/10/2025	08/22/2024	08/22/2026	
Tammy Karnes	01/27/2025	06/30/2026	02/05/2025		07/27/2025	



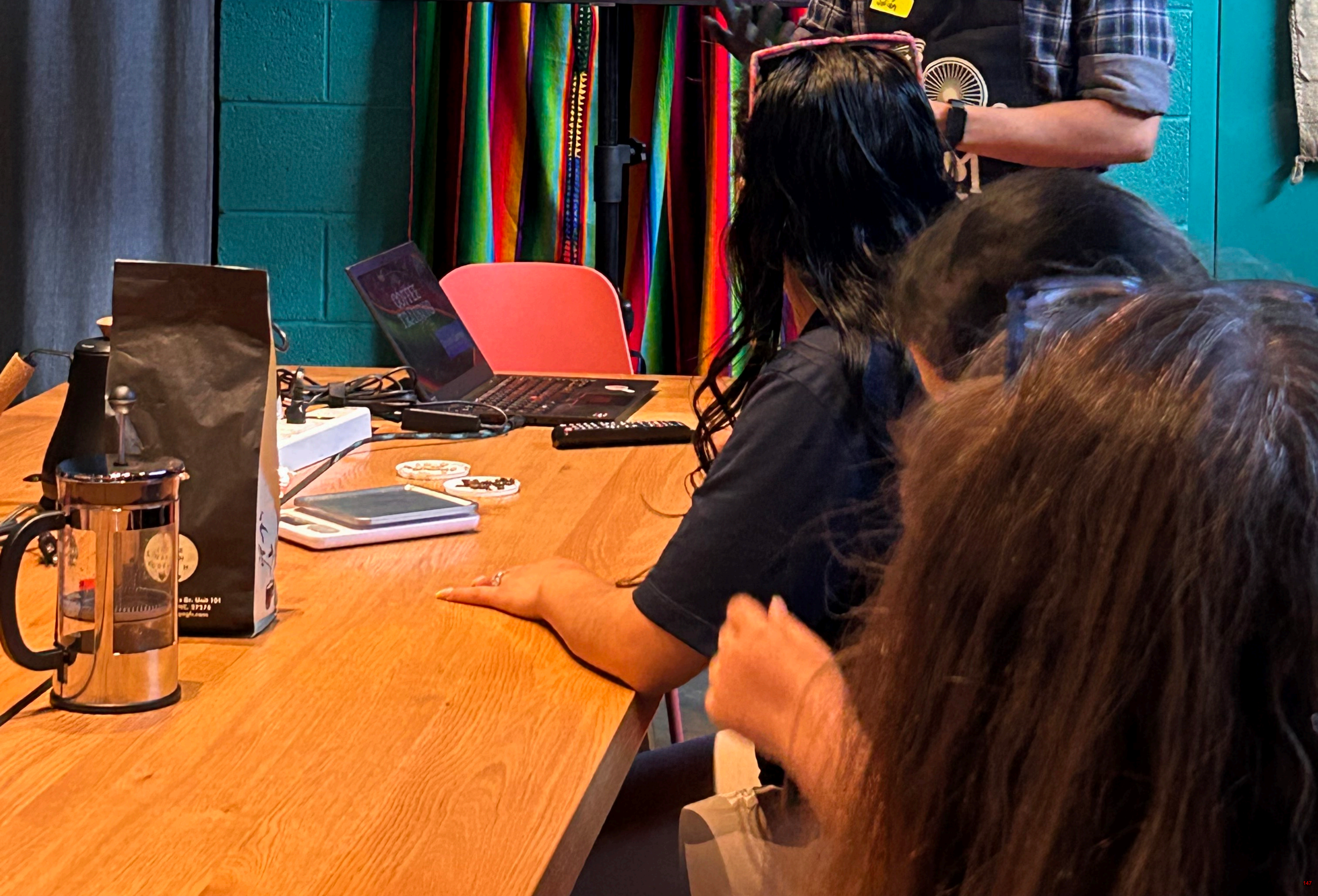
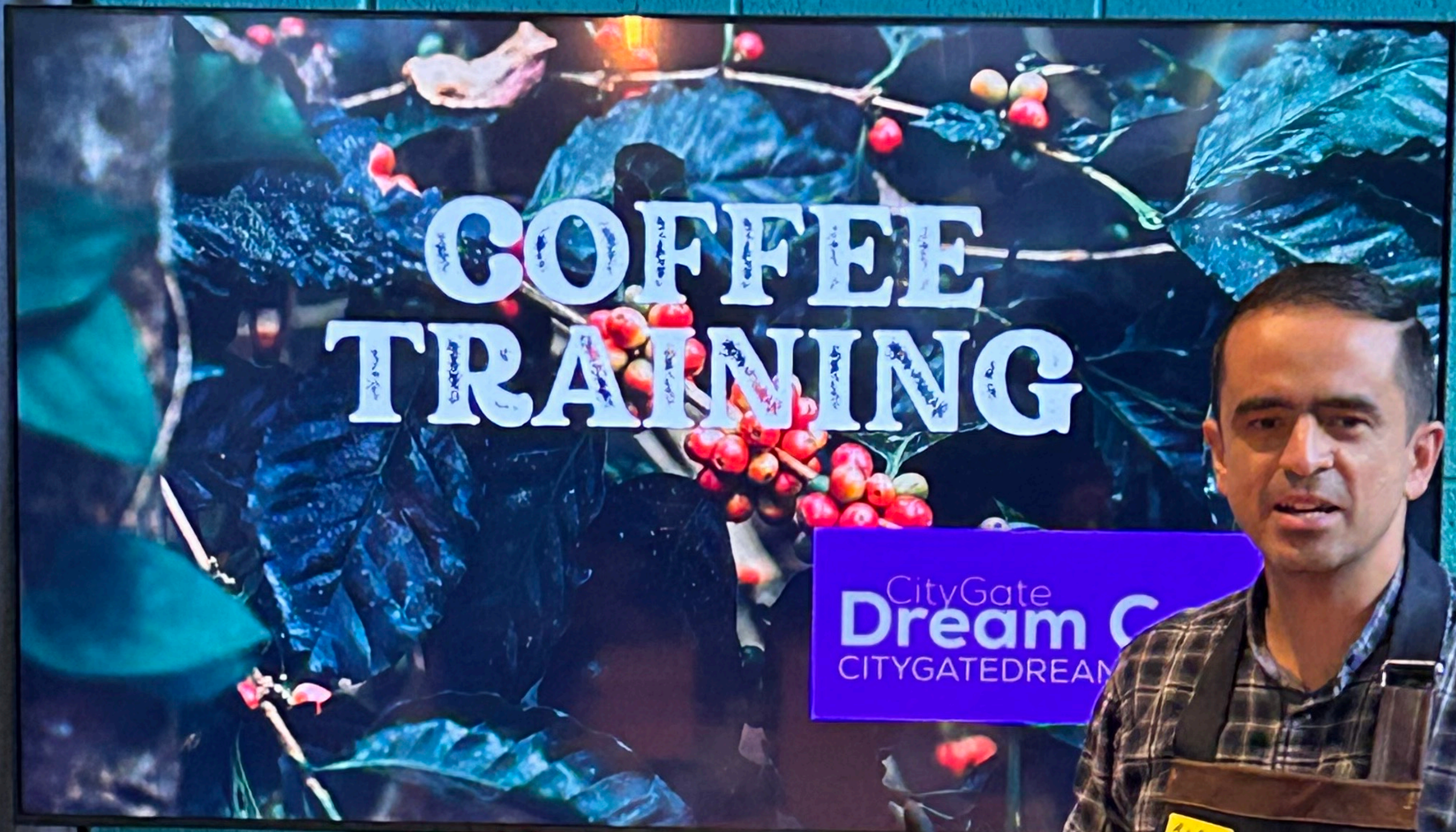


0001  
DATE 4/16/25  
Pay to the order of The Dream Center \$7,295.43  
Seven thousand two hundred & ninety five & 43/100  
FOR Child Care *Theresa (Mrs) Pugh*  
⑆0000000186⑆ 000000529⑆ 3000













Todos los empleados se deben lavar muy bien las manos con agua tibia y jabón, y secárselas con una toalla limpia o con un aparato apto para secar las manos, antes de empezar a trabajar y después de ir al baño.

Por orden de:  
N.C. Department of Environment and Natural Resources  
Division of Environmental Health  
Raleigh, N.C.

**CAFÉ CALIENTE**  
DOBLES DE ESPRESSO (8OZ)  
LATTE (8OZ)  
CAPPUCCINO (12OZ)  
AMERICANO (8OZ)  
CAFÉ FILTRADO  
MOCHA

**CAFÉ FRÍO**  
LATTE (16OZ)  
LATTE DE DULCE DE LECHE  
MOCHA  
HORCHATA LATTE



April 24, 2025

Dr. Ken Ingle, President  
Alamance Community College  
PO Box 8000  
Graham, NC 27253

Dear Dr. Ingle:

Enclosed is the final report for the compliance review conducted FY 2024-25 at Alamance Community College pursuant to North Carolina General Statute 115D-5(m). There were no findings for the sample of records reviewed from the Institution Class Reports (ICR), programs, policies, and procedures for the 2023-24 reporting period.

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the compliance review.

Sincerely,



Dr. Kimberly Gold  
Chief of Staff

c: Julie Scott Emmons, Chair, Alamance Community College Board of Trustees  
Dave Boliek, North Carolina State Auditor  
Amanda Tolar, Director of Compliance Services  
Sabra Matney and Susan Miller, Compliance Examiners



## **North Carolina Community College System**

### **Compliance Review Final Report for Alamance Community College**

**Review Conducted: FY 2024-25**

**Records Reviewed: Summer Semester 2023, Fall Semester 2023, and Spring Semester 2024**

### **METHODOLOGY**

A compliance review was conducted at Alamance Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds among the community colleges was reported accurately for the 2023-24 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the compliance review conducted during FY 2024-25 are outlined in SBCC Numbered Memo [CC24-037 FY 2024-25 Compliance Services Updates and Review Procedures](#). The scope of the compliance review includes, but is not limited to, the major components noted in CC24-037.

### **FINDINGS SUMMARY**

Based on the site review, no findings were identified.

The cooperation of the president and staff during the compliance review is appreciated.

Submitted By:

Sabra Matney and Susan Miller, Compliance Examiners

Dates of Compliance Review: March 10 – 20, 2025



April 24, 2025

Dr. Ken Ingle, President  
Alamance Community College  
PO Box 8000  
Graham, NC 27253

Dear Dr. Ingle:

During the FY 2024-25 Compliance Review conducted at Alamance Community College, risk areas related to class hours reported for budget FTE were identified. These areas were discussed with college staff along with recommendations for improvement. The issues noted in the attached document provide the college with information to proactively address areas which pose a potential risk for a finding in future compliance reviews.

It is recommended that college staff review internal procedures and workflows to ensure staff involved in verifying and reporting class hours are familiar with the references provided. The process should ensure class hours reported for budget FTE comply with State Board of Community Colleges Code (SBCCC).

If you have questions, please contact me at [goldk@nccommunitycolleges.edu](mailto:goldk@nccommunitycolleges.edu) or at 919-807-7096. Thank you for cooperating with the North Carolina Community College System Compliance Services staff during the review.

Sincerely,



Dr. Kimberly Gold  
Chief of Staff

c: Dr. Brian Merritt, Senior Vice President/Chief Academic Officer  
Dr. Lisa Mabe Eads, Associate Vice President of Academic Programs  
Aaron Mabe, Career and College Promise (CCP), Coordinator  
Amanda Tolar, Director of Compliance Services  
Sabra Matney and Susan Miller, Compliance Examiners



## **Curriculum**

### Recommendation CU 1.1: Under-reported Hours

In a review of attendance records, it was noted that staff did not report students on the ICR if their last date of attendance was prior to the census date of the class. The official withdrawal dates for these students were after the census date. This resulted in under-reporting 2,896 hours. Staff should review their withdrawal policy and implement procedures that allow for reporting these hours for budget FTE.

### Recommendation CU 1.2: Career and College Promise (CCP)

In a review of CCP records, it was noted that several students were enrolled in classes outside of their approved pathway. This resulted in over-reporting 1,936 hours. In addition, one student who graduated from a home school high school in June 2023 continued to receive the CCP fee waiver for two semesters after this date. Staff should implement procedures to ensure students who receive the CCP fee waiver are eligible based on the references listed below.

### References

1D SBCCC 400.11 Education Services through Career and College Promise (Curriculum)  
1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes  
Curriculum Procedures Reference Manual - Section 14 Career and College Promise

For references listed above, see [SBCC](#) Code.