BOARD OF TRUSTEES

Regular Meeting Agenda

June 9, 2025 | 6:00 p.m.
Wallace W. Gee Building
Room G222
1247 Jimmie Kerr Road | Graham, NC

ALAMANCE
COMMUNITY COLLEGE

I.   **Call to Order**

II. **Call for Conflicts of Interest**

III. **Introduction**

    A. Introduction of new SGA President 2025-26 (Mr. Umberger)

IV. **Minutes** (Chair Emmons)

    A. Board of Trustees regular meeting, May 12, 2025 * **p 1**

    B. Building and Grounds Committee meeting, May 7, 2025 **p 9**

    C. Personnel Committee meeting, May 8, 2025 **p 13**

    D. Budget and Finance Committee, May 9, 2025 **p 16**

V.   **Committee Reports**

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

       1. Recommendation for approval

         a. Revision to Policy 3.1.11 - Faculty Contracts * **p 18**

         b. Permanent Policy 3.2.19 - Parental Leave * **p 21**

       2. Employment report for May 2025 **p 28**

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

       1. Recommendation for approval

         a. Recommendation to rescind Public Safety Training Center Burn Building contract award to Adem Construction, LLC * **p 29**

         b. Recommendation to award Public Safety Training Center Burn Building contract to Central Builders of Mebane * **p 29**

         c. Project Close-out (3-1 form) **p 30**

           i.   Culinary *

           ii. Student Services *

           iii. Main Building, B-Building, and Automotive Shop Building Renovation (backfill - commons, corner cafe, etc) *

       2. Capital project summary report **p 45**

       3. Capital project budget update for May 2025 **p 47**

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

       1. Recommendation for approval

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* Requires Board of Trustees Action   *Discover Your Passion*

D. **Curriculum Committee Report** (Senator Foriest)

VI. Other Reports

A. **SGA Report** (No Report)

B. **Chair's Report** (Chair Emmons)

1. Recommendation for approval

    a. Appointment of Nominating Committee to recommend a slate of officers for 2025-26. *

2. Appointments/reappointments to the Board of Trustees

3. Second review of proposed revisions to the Board of Trustees Constitution and

Bylaws as information **p 166**

    4. Report of ethics education due dates **p 204**

    5. President's reelection with a contract term through June 30, 2028, approved by the State Board of Community Colleges **p 205**

C. **Staff Association Committee Report** (Ms. Beth Brehler)

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

    1. Recommendation for approval

        a. Policy Revisions – title updates and minor revisions *

            i. Policy 1.4 Conflict of Interest **p 206**

            ii. Policy 2.1.9 Communicable Diseases **p 209**

            iii. Policy 2.3.11 Use of human subjects in research **p 213**

            iv. Policy 3.2.6 NCCCS Annual Leave **p 214**

            v. Policy 3.4.3 Academic Freedom **p 218**

            vi. Policy 4.2.6 Classroom Management **p 219**

            vii. Policy 4.2.8 Substantive Change Compliance **p 222**

            viii. Policy 5.2.2 Withdraw from classes **p 226**

            ix. Policy 5.2.5 Grade Appeal **p 229**

            x. Policy 5.2.7 Curriculum Prerequisites **p 230**

            xi. Policy 5.2.8 Repeating Courses and Course Substitutes **p 231**

            xii. Policy 5.2.9 Academic Forgiveness **p 233**

            xiii. Policy 5.3.3 Threat Assessment **p 234**

            xiv. Policy 5.3.5 Sexual Misconduct and Title IX (2020 Final Rule Revision) **p 237**

            xv. Policy 6.2.12 Sound Fiscal Management Practices **p 250**

            xvi. Policy 6.3.10 Identity Theft **p 252**

            xvii. Policy 7.1.1 Acceptable Use of Information Systems **p 255**

            xviii. Policy 1.8 Duties and Expectations of Board Members **p 262**

            xix. Policy 4.1.3 Instructional Curriculum Development **p 264**

            xx. Policy 6.2.8 Disbursement of Funds **p 265**

            xxi. Policy 5.3.1 Overview of Student Rights **p 266**

        b. Policy 2.1.13 Anti-Hazing * **p 268**

    2. Career and College Promise Memorandum of Understanding (MOU)Between Alamance Community College & Alamance-Burlington School System 2025-26

    3. Federal Pell changes

    4. Dr. Algie Gatewood - Thank you message

E. **Handouts**

F. **Announcements** (Chair Emmons)

    1. ACC Commencement, June 13, 2025, Elon University, 7:00 p.m.

        a. Boxed meal served at 5:30 pm

        b. Robing begins at 6:00 pm

        c. Processional lineup at 6:45 pm

    2. Date Change Forthcoming: Public Safety Training Center Ribbon Cutting

Ceremony, Green Level, NC

3. 2025 NCACCT Leadership Seminar, September 10-12, 2025, Grandover Resort, Greensboro

VII. Adjournment

A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on May 12, 2025, in the Wallace W. Gee Building, Room G-222, on the Carrington-Scott Campus in Graham, NC.

Call to Order
Mr. Walker called the meeting to order at 6:00 p.m. and welcomed everyone to the meeting.

Attendance
The following trustees were present:
- Mr. Ken Walker, Vice Chair
- Mr. James Butler
- Mr. Steven Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Ms. Tammy Karnes
- Ms. Sylvia Muñoz
- BG(R) Blake Williams
- Dr. Ken Ingle, President & Secretary to the Board of Trustees

Absent:
- Ms. Julie Scott Emmons, Chair
- Azalea Hooten, Student Trustee

Guests:
- Kristy Bailey, Reporter, Alamance News

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, Senior Vice President of Operations
- Mr. Justin Snyder, Senior Vice President of Student Learning and Workforce Development
- Mr. Frank Longest, Board Attorney
- Ms. Elizabeth Brehler, Interim Vice President of Student Experience

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- Ms. Valerie Fearrington, Director of Human Resources
- Mr. Thomas Hartman, Associate Vice President of Admin Services and Facilities
- Ms. Sarah Hardin, Associate Vice President of Communications & Public Affairs
- Ms. Snell, Instructor, Business Administration

Quorum
The Board determined that a quorum was present.

Call for Conflicts of Interest
Vice Chair Walker 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
Dr. Ingle presented a brief presentation that included names and titles of new hires who started at the college beginning November 2024 through April 2025.

Employee Recognitions
Dr. Ingle announced the following recognitions:
- Jerry Hackney- 2025 Instructor of the Year
- Travis Handy- 2025 Adjunct Instructor of the Year
- Amy Morrison Depue 2025 Workforce and Economic Development Instructor of the Year
- Darsell Hadley- 2025 Full-time Staff Member of the Year
- Susan Turner- 2025 Part-time Staff Member of the Year

Minutes
Vice Chair Walker called for a motion to approve the minutes of the Board of Trustees' regular meeting held on April 4, 2025. Mr. Gomory moved, and Dr. Crisp 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, April 2, 2025
- Board of Trustees Annual Planning Session, April 4, 2025

Committee Reports
Vice Chair Walker called for committee reports.

Report of Personnel Committee
Dr. Crisp reported that the committee met on May 8, 2025. She shared one action item and one informational item.

2025 Holiday Calendar *

Dr. Crisp presented the proposed Holiday Calendar for Alamance Community College covering the period of July 2025 through June 2026, in accordance with the College's Holidays Policy 3.2.17. She noted that the calendar includes no more than 12 paid holidays for the calendar year, in compliance with policy requirements. The proposed 2025 holiday calendar includes the following:

- New Year's Day – Wednesday, January 1 (1 day)
- Martin Luther King Jr. Day – Monday, January 20 (1 day)
- Good Friday – Friday, April 18 (1 day)
- Memorial Day – Monday, May 26 (1 day)
- Independence Day – Friday, July 4 (1 day)
- Labor Day – Monday, September 1 (1 day)
- Thanksgiving – Thursday and Friday, November 27–28 (2 days)
- Christmas – Wednesday through Monday, December 24–29 (4 days)

Additionally, remote work days are scheduled for Tuesday and Wednesday, December 30–31.

Dr. Crisp stated that the schedule meets all policy provisions, will be communicated in advance, and allows for operational flexibility as needed. She then moved on behalf of the personnel committee to approve the 2025 Holiday Calendar as presented. Motion carried by unanimous vote.

Employment report for April 2025
Dr. Crisp presented the full-time workforce analysis as of April 25, summarizing demographic and occupational data for 249 employees. Of those, 183 are age 40 or older, and 155 identify as female. She announced three new full-time hires: Hanna Giroux (Senior Administrative Assistant, BLET), Richard Oelfke (CCP Professional Advisor), and Lisa Huffman (Executive Administrative Assistant to the President).
Mr. Glidewell suggested comparing student population diversity to that of the College and the county in future reports. Administration agreed and will explore implementing this comparison in the monthly report.

Report of Building and Grounds Committee

Mr. Gomory shared that the committee met on May 7, 2025. He presented four action items and four informational items.

Revision to Policy 2.2.5 Capital Improvement Projects to address rejection of bids *

Mr. Gomory presented a proposed revision to Policy 2.2.5 – Capital Improvement Projects. He shared that the purpose of the update is to align the College's procedures for rejecting bids with current legal requirements and internal contracting thresholds. According to G.S. 143-129(a), any formal construction or repair bid exceeding $500,000 must be approved for rejection by the Board of Trustees and cannot be delegated. For contracts within the informal bidding range, however, the authority to reject bids is delegated to the President. This revision ensures consistency between the processes for both rejecting and awarding capital improvement contracts. Following the explanation, Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the policy revision as presented. Motion carried by unanimous vote.

NCWorks Memorandum of Understanding (MOU) approval*

Mr. Gomory reported that Dr. Ingle presented a proposed Memorandum of Understanding (MOU) between Alamance Community College and Goodwill Industries of Northwest North Carolina. The agreement permits Goodwill to lease designated office space on ACC's main campus to operate NCWorks career services for students and the broader community. The MOU establishes a monthly rent of $1,700, which includes space usage, utilities, IT support, maintenance, and custodial services. Goodwill will supply its own staff and equipment and will assign a liaison to coordinate communication with the College. The agreement is set to begin on July 1, 2025, and will continue through June 30, 2026, with a month-to-month renewal option thereafter. Either party may terminate the agreement with 60 days notice. Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the MOU as presented. Motion carried by unanimous vote.

Public Safety Training Center: Rejection of bids for the site work*

Mr. Gomory reported that Mr. Hartman presented an update on the Public Safety Training Center Burn Building sitework package, noting that four bids were received on April 1, 2025, ranging from $140,000 to $240,000. However, due to a bidding irregularity involving the use of an informal bid proposal form in a formal bidding process, all bids must be rejected. College Administration requested Board approval to reject the bids and re-advertise the project. Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the rejection of bids for the sitework as presented. Motion carried by unanimous vote.

Change of architect of Veterinary Barn Project*

Mr. Gomory provided an update on the Veterinary Medical Technology Instructional

Barn Project. The programmatic design contract with Studio 310 Architects, awarded in December 2024, has been completed. Due to challenges aligning scope with available funding, College administration recommends transitioning to Hobbs Architects, who ranked second in the original interview process, to complete the remaining design phases. Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the change of architect for the Veterinary Barn Project as presented. Motion carried by unanimous vote.

Capital project summary report

Mr. Gomory provided updates on bond and capital projects. At the Public Safety Training Center, construction is progressing at both Green Level and Burlington. The Green Level classroom building is expected to finish by June 9, with the firing range and training tower to follow. At Burlington, the College will engage the second-lowest bidder for the burn tower after the original low bidder withdrew; sitework bids will be reissued due to a bidding issue. The Campus Wayfinding Project has begun with signage installation. For the Veterinary Medical Technology Barn, the College will seek Board approval to contract with Hobbs Architects after a disagreement with Studio 310. The Third Floor Biotechnology COE Upfit is in design, with construction planned for January 2026. The Tech Infrastructure Replacement Project is nearing scope approval, and the Facilities Master Plan Revision will be presented in late May or early June.

Capital project budget update for April 2025

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

Capital project change orders signed by the President

Mr. Gomory reported on recent project updates and change orders. For the Main, Powell, and Gee Building Renovations and Nursing Expansion, updates included: removal of the childcare scope (Area A), additional flooring after abatement in Areas B and E ($163,940.90); electrical modifications due to field conditions and equipment layout changes ($71,338.54); and various interior changes such as medical-grade flooring, painting, SIM lab counters, IT closet additions, and multiple credits totaling ($87,692.74). Additionally, a $450,000 change order was approved for the Public Safety Training Center to install underground water and sewer lines, including a pump station.

Capital project amendments/contracts signed by the President

Mr. Gomory reported two capital improvement project contracts signed by the President: a design services contract with Thoughtcraft Architects for the BCOE Third Floor Upfit Project ($220,900) on March 5, 2025, and a design amendment with Moseley Architects for construction administration of water and sewer utilities at the Public Safety Training Center ($19,800) on April 29, 2025.

Report of Budget and Finance Committee

Mr. Glidewell reported that the committee met on May 9, 2025. He shared there were no action items and one informational item.

Financial report for April 2025
Ms. Thomas presented the April 2025 financial report, noting that with 83.33 percent of the fiscal year complete, 74 percent of the total state budget and 82 percent of the total county budget had been expended. After discussion, the committee agreed to revise the reports into quarterly updates, which will support more strategic discussions and is planned for implementation after the 2025 fiscal year.

Other Reports

SGA Report
No report was presented.

Chair's Report
Vice Chair Walker shared one action item and four informational items.

SGA President ex officio, non-voting role on Board of Trustees*
Vice Chair Walker presented the action item regarding the position of student trustee. In accordance with 2023 legislative changes to General Statute 115D-12(a)(3), the SGA President may serve as an ex officio, non-voting member of the Board of Trustees if agreed upon by the college. The Board previously voted in August 2024 to have the SGA President serve in this capacity for the 2024-25 term. Vice Chair Walker called for discussion and/or a motion on the position of student trustee for the 2025-26 term. After general discussion, Mr. Gomory moved and Mr. Carter seconded to have the SGA President serve in this capacity for the 2025-26 term.

Proposed amendments to the Board of Trustees Constitution and Bylaws are provided as information
Vice Chair Walker presented proposed revisions to the Board's Constitution and Bylaws, developed by the ad hoc Bylaws Committee (Trustees Gomory, Carter, and Crisp) with input from administration and the Campbell Shatley law firm. The revisions require a 60-day review period, so the document is being shared as an informational item this month and next, with a vote scheduled for the August Board meeting. The main recommendation is to combine the Constitution and Bylaws into a single governing document, as suggested by Campbell Shatley. Trustees were asked to review the document and submit suggestions to Ana for further review by the Bylaws Committee. The updated draft will be presented at the June Board meeting for additional feedback. The packet includes the existing Constitution and Bylaws for reference.
Mr. Gomory requested that a redline version with the changes be prepared to be shared with the Board for review in addition to the provided documents.

<u>Updated Board of Trustees Committee List</u>
Vice Chair Walker announced the appointment of Trustee Karnes to the Budget and Finance Committee, as reflected in the updated Board of Trustees Committee List

<u>Board of Trustees Self-Evaluation 2024-25 summary report</u>
Vice Chair Walker presented the summary review of the Board of Trustees Self-Evaluation 2024-25 report.

Mr. Gomory noted that most responses to Question 5 regarding the Board's dismissal process are consistently marked "unable to evaluate." He suggested sending a memo to Board members, reminding them that a process does exist. Administration agreed that this request can be fulfilled moving forward.

<u>Report of ethics education</u>
Vice Chair Walker presented the Report of Ethics Education.

Faculty Affairs Committee Report
Faculty Affairs Committee Chair Ann Snell provided updates, including the Chick-fil-A leadership program opportunity and Dr. Ingle's participation in the Jenga challenge. She also highlighted the success of Early College & CCP students who received individual instructor-nominated awards, recognizing their achievements at ACC. The Faculty of the Month program was noted as successful, and there is excitement for the upcoming fall with Justin taking the lead as the Senior Vice President of Student Learning and Workforce Development.

President's Report
Dr. Ingle presented the President's Report.

<u>Career College students' job shadowing event at the Dream Center</u>
Dr. Ingle shared photos from the Career College students' event at the Dream Center (Sol Café) on April 16th. During the event, students job-shadowed and practiced coffee and beverage skills as part of their food handling program. The event, part of the Career Exploration and Integrated Education & Training (IET) program, provided valuable hands-on experience for students. The photos are included in the packet for the trustees to review.

<u>Organizational update</u>
Dr. Ingle shared leadership updates aimed at aligning ACC for future growth and enhancing the student experience. Justin Snyder has been named Senior Vice President of Student Learning and Workforce Development and will oversee both Curriculum and Workforce Development. A new Vice President of Instruction will be hired to report to him. Elizabeth "Libba" Thomas will serve as Senior Vice President of Operations, adding Human Resources to her areas of oversight. Beth Brehler began

serving as Interim Vice President of Student Experience on April 21. Carolyn Rhode will continue as Vice President of Advancement, leading fundraising efforts.

Senator Foriest asked how ACC compares to other community colleges in terms of growth. Dr. Ingle responded that ACC is among the fastest-growing colleges in the state, though final comparisons won't be available until all colleges have reported. Administration will share finalized data with the Board once it becomes available.

Senator Foriest also asked what contributes to ACC's strong performance. Dr. Ingle highlighted the dedication of a faculty and staff team deeply committed to students and one another, consistently working to serve the community despite challenges. He also noted the award-winning Marketing team, which recently earned a 3rd place national ranking, as a key factor in effectively promoting the College's programs.

Announcements
Vice Chair Walker directed the trustees to review the following announcements.

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

Handouts
N/A

Adjournment
Having no further business to discuss, Vice Chair Walker called for a motion to adjourn the meeting. A motion was made by Mr. Gomory and seconded by Mr. Glidewell. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

_____

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

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

INSTRUCTIONS: To participate in the Zoom videoconference:
- Click on the following URL and follow the prompts:
  https://alamancecc-edu.zoom.us/j/94618500774?pwd=bk1EN1FOSzFBY3lPcmhpZW05YnlzZz09
- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID**: 946 1850 0774 and **Passcode**: 063146

I. **Call to Order**

   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, Senior Vice President of Operations
   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. Revision to Policy 2.2.5 Capital Improvement Projects to address rejection of bids*

Dr. Ingle explained that the policy update is intended to align the College's bid rejection procedures with existing legal requirements and internal contracting thresholds. Under G.S. 143-129(a), the rejection of formal construction or repair bids over $500,000 must be approved by the Board of Trustees and cannot be delegated. For construction or repair contracts within the informal bidding range, the Board delegates the authority to reject bids to the President. This update ensures consistency between the processes for rejecting and awarding contracts.

Mr. Gomory called for a motion to approve the revision to Policy 2.2.5 Capital Improvement Projects to address rejection of bids as presented. Mr. Glidewell moved, and Mr. Carter seconded to approve the policy revision. Motion carried by unanimous vote.

B. NCWorks MOU approval*

Dr. Ingle presented a proposed Memorandum of Understanding between Alamance Community College and Goodwill Industries of Northwest North Carolina to the Building and Grounds Committee. The agreement allows Goodwill to rent designated office space on ACC's main campus to operate NCWorks career services for students and the community. The MOU outlines terms including a $1,700 monthly rent covering space, utilities, IT, maintenance, and custodial support. Goodwill will provide its own staff and equipment, and designate a liaison to coordinate communication. The agreement begins July 1, 2025, and runs through June 30, 2026, with a month-to-month continuation thereafter. Either party may terminate the agreement with 60 days' notice. Mr. Gomory called for a motion to approve the NCWorks MOU as presented. Mr. Carter moved, and Mr. Glidewell seconded to approve the contract as presented. Motion carried by unanimous vote.

C. Public Safety Training Center: Rejection of bids for the site work*

Mr. Hartman presented an update on the Public Safety Training Center Burn Building Sitework package. Four bids were received on April 1, 2025, ranging from $140,000 to $240,000. Due to a bidding irregularity with the bid proposal form (informal vs. Formal), all bids must be rejected. College Administration requested Board approval to reject the bids and re-advertise the project.

Mr. Gomory called for a motion to approve the Public Safety Training Center: Rejection of bids for the site work as presented. Mr. Glidewell moved and Mr. Carter seconded to approve the contract as presented. Motion carried by unanimous vote.

D. Veterinary Medical Technology Instructional Barn Project Designer Approval - Amended*

Mr. Hartman provided an update on the design contract for the Veterinary Medical Technology Instructional Barn Project. A programmatic design contract was awarded to Studio 310 Architects on December 20, 2024, following Board approval in October 2024. That contract has now been completed. After the programmatic phase, College administration determined that a change in design firms would better serve the project due to ongoing challenges in aligning the project scope with available funding.

Although Studio 310 was the top-ranked firm during the initial interview process, the College was unable to reach an agreement on a feasible project scope. Hobbs Architects, who also participated in the interview process and ranked second, is now recommended to complete the remaining design phases. Mr. Gomory called for a motion to approve the Veterinary Medical Technology Instructional Barn Project Designer Approval - Amended as presented. Mr. Carter moved, and Mr. Glidewell seconded to approve the contract as presented. Motion carried by unanimous vote

IV. Informational Items

A. Capital project summary report

Mr. Hartman provided an update on several Bond Projects. For the Public Safety Training Center, progress is being made at both the Green Level and Burlington sites. At Green Level, the classroom/administration building is expected to be completed by June 9, 2025, with the firing range and training tower to follow later in June and May, respectively. At Burlington, the low bidder for the burn tower, Adem Construction, withdrew their bid, so the next lowest bidder will be approached. Additionally, due to a bidding irregularity, sitework bids must be re-bid.

Regarding Capital Projects, the Campus Exterior Wayfinding Project has begun with signage installation. For the Veterinary Medical Technology Barn, the College will seek Board approval to contract with Hobbs Architects after a disagreement with Studio 310 over the project scope and budget. The Third Floor Biotechnology COE Upfit is progressing, with design development underway and construction slated for January 2026. The Tech Infrastructure Replacement Project is in the final stages of refining the scope for State Construction approval, and the Facilities Master Plan Revision is nearing completion, with a final presentation expected by late May or early June.

B. Capital project budget update for April 2025

Ms. Thomas presented the highlighted numbers in the packet

C. Capital project change orders signed by the President

Mr. Gomory reported on recent project updates and change orders. For the Main, Powell, and Gee Building Renovations and Nursing Expansion, changes included removal of the childcare scope (Area A), additional flooring in Areas B and E after abatement ($163,940.90), electrical modifications due to field conditions and updated layouts ($71,338.54), and various interior updates totaling ($87,692.74). Additionally, a $450,000 change order was approved for the Public Safety Training Center to install underground water and sewer lines, including a pump station.

D. Capital project amendments/contracts signed by the President

Mr. Hartman provided updates on two capital improvement projects: On March 5, 2025, a design services contract was signed with Thoughtcraft Architects for the BCOE Third Floor Upfit Project, valued at $220,900. Additionally, on April 29, 2025, a design amendment was signed with Moseley Architects for construction administration services related to water and sewer utilities at the Public Safety Training Center, totaling $19,800.

V. Other Business

The next meeting of the Building and Grounds Committee will be June 6, 2025, at 10:30 am

VI. Adjournment

Having no further business to discuss, the meeting adjourned at 9:48 a.m.

> **IMPORTANT**: This meeting will be conducted via videoconference. The videoconference will originate from Alamance Community College, Office of the President, Wallace W. Gee Building, 1247 Jimmie Kerr Road, Graham, NC.
>
> **INSTRUCTIONS**: To participate in the Zoom videoconference:
> - Click on the following URL and follow the prompts:
>   https://alamancecc-edu.zoom.us/j/93894606215?pwd=WdBN3Hr4s3I0KNDOybPW1jGz6mcPc6.1
> - If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID**: 938 9460 6215 and **Passcode**: 846911

I. Call to Order

Dr. Crisp called the meeting to order at 5:31 p.m

Attendance

Trustees Present:

Dr. Roslyn Crisp, Chair

BG (R) Blake Williams

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Absent:

Mr. Jim Butler

Also present for the meeting were:

Ms. Ana Fleeman, Executive Assistant & Board Liaison

Ms. Stephanie Waters, Finance Coordinator

II. Call for Conflicts of Interest

Dr. Crisp called for conflicts by reading the following statement:

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

No conflicts were identified

III. Action Items

A. 2025 Holiday Calendar *

Dr. Ingle presented the July 2025 - June 2026 Holiday Calendar for Alamance Community College in accordance with the College's Holidays Policy 3.2.17. The total number of paid holidays does not exceed 12 days for the calendar year. The approved 2025 holiday calendar includes:

- New Year's Day – Wednesday, January 1 (1 day)
- Martin Luther King Jr. Day – Monday, January 20 (1 day)
- Good Friday – Friday, April 18 (1 day)
- Memorial Day – Monday, May 26 (1 day)
- Independence Day – Friday, July 4 (1 day)
- Labor Day – Monday, September 1 (1 day)
- Thanksgiving – Thursday and Friday, November 27–28 (2 days)
- Christmas – Wednesday through Monday, December 24–29 (4 days)

Remote Days – Tuesday and Wednesday, December 30–31 (2 days)

The schedule complies with policy requirements and ensures that no more than 12 paid holidays are granted annually. These dates will be published in advance, and any necessary alternative scheduling will be managed in line with operational needs and policy provisions. Dr. Crisp called for a motion to recommend the January 2025 – December 2025 Holiday Calendar as presented. General Williams moved, and Dr. Crisp seconded to recommend the calendar as presented. The motion passed by unanimous vote.

IV. Informational Items
A. Employment report for April 2025
   Dr. Crisp presented the full-time workforce analysis as of April 25, outlining demographic and occupational data for 249 full-time employees. Key highlights include:

   Age Distribution: 183 employees are age 40 or older; 66 are under age 40.

   Gender: 94 employees are male; 155 are female.

   Three new full-time hires were announced:
   Hanna Giroux, Senior Administrative Assistant (BLET)
   Richard Oelfke, Career & College Promise Professional Advisor
   Lisa Huffman, Executive Administrative Assistant to the President

   This analysis supports ongoing efforts to monitor diversity and ensure equitable representation across college operations.

   Additionally, a presentation of all new employees from November 2024 to April 2025 was presented to committee members.

B. Organizational Update

Dr. Ingle shared the following updates:

Justin Snyder has been named Senior Vice President of Student Learning and Workforce Development. He will now oversee both Curriculum and Workforce Development. A new Vice President of Instruction will be hired to report to Justin and serve on the Executive Leadership Team.

Elizabeth "Libba" Thomas will serve as Senior Vice President of Operations, now including oversight of Human Resources in addition to the business office, IT, facilities, and grants.

Beth Brehler began serving as Interim Vice President of Student Experience on April 21. She brings over 20 years of experience at ACC and has led major initiatives such as the advising center and staff association.

Carolyn Rhode will continue in her role as Vice President of Advancement, leading the Foundation and fundraising efforts to support student success.

These leadership changes are part of a broader effort to align ACC for future growth, enhance the student experience, and create clear, unified pathways across all programs.

V. Other Business

VI. Adjournment

Having no further business to discuss, the meeting adjourned at 5:59 p.m

A L A M A N C E
COMMUNITY COLLEGE

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

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

I. Call to Order

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

Trustees Present:

Mr. Powell Glidewell, Chair

Mr. Ken Walker

Mr. Steve Carter

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Also present for the meeting were:

Ms. Elizabeth Thomas, Vice President of Business & Finance

Ms. Stephanie Waters, Finance Coordinator

II. Call for Conflicts of Interest

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

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

No Conflicts were identified

III. Action Items

IV. Informational Items

A. Financial Report for April 2025

Ms. Thomas presented the information on the April 2025 financial report shared in the packet. With 83.33 percent of the fiscal year complete, 74 percent of the total state budget and 82 percent of the total county budget

had been expended.

After general discussion, the committee agreed to revisit these reports at the next meeting with the intent to revise how they are reported. This change will support more strategic discussions and is planned for implementation sometime after the fiscal year 2025.

V. Other Business

Next meeting of the Budget and Finance Committee will be held on June 6, 2025 at 9:30am.

VI. Adjournment

Having no further business to discuss, the meeting adjourned at 10:20 a.m.

Personnel Committee
June 4, 2025
Policy 3.1.11 - Faculty Contracts

Recommendation Summary:

Revisions to Policy 3.1.11 – Faculty Contracts clarify expectations for nine-month faculty appointments. Under the updated policy, nine-month faculty members will work half of the month in August and half of the month in May. Start and end dates will vary by academic year.

These changes are designed to ensure that nine-month faculty return prior to the start of the academic school year, allowing adequate time to prepare for the upcoming semester.

Stakeholder input was provided by the Academic Calendar Committee, Faculty Affairs Committee, and Academic Deans. Contributors included department heads, lead instructors, directors, deans, and senior academic leadership.position.

Action Requested:

The administration respectfully requests that the Personnel Committee recommend to the Board of Trustees the approval of the revised Faculty Contracts policy as presented.

Alamance Community College faculty receive contracts for 9-month, 10-month, or 12-month terms. This policy outlines the installment payments and working days for each of the contracted terms.

All full-time permanent faculty are exempt from the Fair Labor Standards Act and as such may be required to perform work over and above their assigned 40-hour work week when such duty is determined to be in the College's best interest. For more information, see Policy 3.1.3 – Employment Classifications and Workloads.

Twelve-Month Faculty Contracts

Faculty on 12-month contracts, including Department Heads, receive their contracted pay in equal amounts across 12 months. Any additional "overload" work hours are compensated on a separate contract.

Twelve-month faculty follow the ACC academic calendar throughout the year as indicated for 12-month faculty class days, faculty workdays, and vacation days/holidays.

Ten-Month Faculty Contracts

Faculty receiving 10-month contracts work full-time for the college in a high school setting. *Their pay is spread over the 11 months of the contracted period, working part of the first and last months of the academic year, and therefore receiving partial payments during those months. To determine installment payments over the course of the contract term, the contracted salary is divided into 10 monthly payments.

- August – 50% of monthly payment
- September through May – 100% of monthly payment each month
- June – 50% of monthly payment

Ten-month faculty work half of the month in August and half of the month in June, and they will either follow the calendar of the school system in which they work for class days, workdays, and vacation days/holidays or follow ACC's calendar, or some combination thereof. Instructors embedded in the high school will work with the school system, the Secondary Education Partnerships Office, and their college supervisors to determine their calendar. Any additional "overload" work hours are compensated on a separate contract.

19

Nine-Month Faculty Contracts

*Faculty on 9-month contracts receive their pay spread over the 10 months of the contracted period, working part of the first and last months of the academic year, and therefore receiving partial payments during those months. To determine installment payments over the course of the contract term, the contracted salary is divided into 9 monthly payments.

- August – 50% of monthly payment
- September through April – 100% of monthly payment each month
- May – 50% of monthly payment

~~Nine-month faculty work August 15 through August 31 and May 1 through May 15~~ Nine-month faculty will work half of the month in August and half of the month in May. Start and end dates will vary by academic year. They will follow the academic calendar throughout the contract term as indicated for 9-month faculty class days, faculty workdays, and vacation days/holidays. Any additional "overload" work hours are compensated on a separate contract.

*Faculty with 9- or 10-month contracts who elect to have their pay spread equally over 12 months receive equal monthly payments of their contracted salary throughout the year. They will follow the academic calendar for their contract term as explained in the preceding paragraphs.

Adopted: December 19, 2023; Revised: June 9, 2025

Personnel Committee
June 4, 2025
3.2.19 - Parental Leave Policy

Recommendation Summary:

The Personnel Committee met on August 8, 2023, to review a Temporary Paid Parental Leave policy following action from the State Board of Community Colleges. April 4, 2025, the State Board of Community Colleges voted to adopt the State Board Code, 1C SBCCC 200.100 – Paid Parental Leave. This adoption makes the temporary Paid Parental Leave policy permanent, aligning it with OSHR's Paid Parental Leave policy. The adoption became effective on May 1, 2025

The new Parental Leave policy supports employee well-being, morale, and bonding with a new child following childbirth, adoption, foster care placement, or pregnancy loss after the twelfth week. Eligible full-time employees may receive up to eight weeks of fully paid leave. Part-time employees receive a prorated amount, provided they meet all other eligibility requirements. Eligibility requires 1,040 hours worked in the past year in a qualifying position.

Action Requested:

The administration respectfully requests that the Personnel Committee recommend to the Board of Trustees the adoption and implementation of the State Board's Paid Parental Leave policy in alignment with system-wide standards.

Discover Your Passion

I.   PURPOSE

Paid Parental Leave is designed to promote families' physical and mental health, increase employee retention and morale, and to afford employees the ability to take time from work after the birth, adoption or placement of a child. This policy applies to both full-time and part-time employees that qualify for parental leave.

II.   DEFINITIONS

A.   "Child" means a newborn biological Child or a newly-placed adopted, foster or otherwise legally placed Child under the age of 18, whose Parent is an eligible employee.

B.   "Paid Parental Leave" is fully paid leave to be provided to an eligible employee either (a) upon the employee giving birth for both recuperation during the disability period and bonding with a newborn Child, or (b) to other eligible employees to care for and bond with a newborn Child or newly adopted, foster or otherwise legally placed Child.

C.   "Parent" means:

1.   the mother or father of a Child through birth or legal adoption; or
2.   an individual who cares for a Child through foster or other legal placement under the direction of a government authority.

D.   "Public safety concern" means a significant impairment to the College's ability to conduct its operations in a manner that protects the health and safety of students, employees or other individuals on the College campus.

E.   "Qualifying event" means when an employee becomes a Parent to a Child. This includes miscarriage or stillbirth that occurs after the twelfth (12th) completed week of pregnancy but before childbirth.

III.   ELIGIBILITY FOR PARENTAL LEAVE

A.   Employees who become Parents via childbirth, adoption, foster care, or another legal placement are eligible for Paid Parental Leave if:

1.   Employee is in a permanent, time-limited, or probationary appointment. Temporary employees are not eligible for Paid Parental Leave.

2. At the time of the qualifying event, the employee meets each of the following conditions:

    (i) For the immediate 12 preceding months, the employee has been employed without a break in service by the College in a permanent, time-limited, or probationary appointment. Periods of worker's compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave. Further, periods of leave without pay for illness, educational purposes, vacation, or other reasons deemed by the President shall not constitute a break in service; and

    (ii) The employee has been in pay status with the College for at least 1,040 hours during the previous 12-month period. Exhaustion of Family and Medical Leave does not affect eligibility for Paid Parental Leave.

3. The employee may aggregate periods of employment with different employers offering Paid Parental Leave, including other community colleges, other public-school units or state agencies that offer Paid Parental Leave, to meet the eligibility requirement in subsection (B).

4. For employees that only work nine (9), ten (10), or eleven (11) months of the year, the months between the conclusion of the spring and fall academic terms shall not constitute a break in service.

IV.   LEAVE FOR FULL-TIME EMPLOYEES

A. Full-time employees eligible for Paid Parental Leave may take, in their discretion, up to the following amounts of leave:

1. Eight (8) weeks of paid leave after a Parent gives birth to a child. Four weeks for recuperation after childbirth and 4 weeks for bonding with the child.

2. Four weeks of paid leave after any other qualifying event for bonding.

B. Each week of Paid Parental Leave shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differentials, premium pay, or overtime.

V.   LEAVE FOR PART-TIME EMPLOYEES

A.   Part-time employees (regardless of whether they work half-time or more) shall receive Paid Parental Leave if the employee meets all other requirements for eligibility.

B.   Part-time employees eligible for Paid Parental Leave may take, in their discretion, a prorated leave amount, corresponding to the percentage of hours the employee is normally scheduled to work compared to the normal hours of a full-time employee, not to exceed the amount of parental leave available to full-time employees.

C.   Each week of Paid Parental Leave shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differentials, premium pay, or overtime.

VI.   USE OF OTHER LEAVE

A.   Paid Parental Leave provided under is in addition to any other leave authorized by this state or federal law, or College or policies established by the College, provided that the Paid Parental Leave:

1.   Shall not be counted against or deducted from an eligible employee's sick, vacation, or other accrued leave; and

2.   Shall run concurrently with any leave to which the employee may be entitled under the Family and Medical Leave Act, 28 U.S.C. 2601 *et seq*, provided the employee received appropriate notice.

VI.   REQUESTING PARENTAL LEAVE

A.   Eligible employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave. Requests for intermittent use of Paid Parental Leave are subject to the College's approval as stated in this Section.

B.   Whenever possible, eligible employees shall notify the College's Human Resources Department at least 10 weeks in advance of their intention to use Paid Parental Leave. Employees may withdraw their request for Paid Parental Leave at any time.

C.   Absent unusual circumstances, the employee shall be required to comply with all other College leave request procedures. The College may require written evidence of a Qualifying Event.

D.   The College will not deny, delay, or require intermittent use of Paid Parental Leave to employees who gave birth and seek to use Paid Parental Leave in one continuous period.

E.   For all other employees not subject to Paragraph (4) above, the College may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a public safety concern at the College. For example, the extension of Paid Parental Leave to an eligible employee who did not give birth may constitute a Public Safety Concern if:

1.   Providing the Paid Parental Leave would result in College staffing levels;

2.   Below what is required by federal or state law to maintain operational safety;

i.   Providing the Paid Parental Leave may impact the health or safety of staff, students, or other individuals on the College's campus; and

ii.   The College has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.

F.   If the College determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent, because of a public safety concern under paragraph (5) above, the College shall provide Paid Parental Leave as soon as practical following the Qualifying Event.

G.   If both Parents are eligible employees of the College, each may receive Paid Parental Leave. Both Parents may take their leave simultaneously or at different times, pending no Public Safety Concern.

H.   The College will respond to all requests for Paid Parental Leave in writing within two weeks of the request.

VII.   USE OF LEAVE

A.   Paid Parental Leave may be used only once for a Qualifying Event within a twelve (12) month period. The fact that a multiple birth, adoption, or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event.

B.   Unused Parental Leave is forfeited 12 months from the date of the Qualifying Event.

C.   Paid Parental Leave shall not accrue or be donated to another employee.

D.   Employees shall not be paid for parental leave upon separation from the employer. Parental leave shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.

E.   Leave usage must be recorded in the same required increments as all other leave under College policy.

F.   If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available accrued leave shall be utilized in accordance with the College's leave policies. Paid Parental Leave shall not be used prior to the Qualifying Event.

G.   Eligible employees may not use accrued sick leave, annual leave or other leave in lieu of Paid Parental Leave.

VIII.   USING LEAVE FOR ADOPTIONS AND FOSTER CARE PLACEMENTS

A.   If an employee, who gives birth and meets the eligibility requirements under Section II, places their child up for adoption or in foster care, the employee shall remain eligible for the Paid Parental Leave listed in Sections III and IV of this policy, whichever is applicable.

B.   When an employee is a prospective adoptive parent or foster parent, but the adoption or foster placement does not occur, the employee is not eligible for Paid Parental Leave. However, if applicable, other available leave balances may be utilized in accordance with the College's leave policies.

IX.   USING LEAVE FOR MISCARRIAGE AND STILLBIRTHS

A.   It is not a Qualifying Event when an employee is pregnant and the fetus dies during the first twelve (12) weeks of pregnancy.

B.   When a fetus dies during or after the thirteenth (13th) week of pregnancy, but before childbirth, the employee is eligible for the full amount of Paid Parental Leave listed in Section III or IV, whichever is applicable, if the employee otherwise meets the eligibility requirements of Section II. This is eight (8) weeks for full-time, eligible employees.

C.   When a child dies after childbirth is complete, the employee is eligible for the full Paid Parental Leave listed in Section III or IV, whichever is applicable, if the employee otherwise meets the eligibility requirements of Section II. Paid Parental Leave will not end at the time of the child's death.

D.   In any of the situations above, if the employee requires leave for bereavement or recovery, other available leave balances shall be utilized in accordance with the College's leave policies.

The President, or designee, is authorized to create appropriate procedures and processes for the implementation of this policy.

Adopted: June 9, 2025

Workforce Analysis (Full-Time) Occupational Categories

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	8	21	6	0	0	0	0	23
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)	106	80	26	49	57	7	2	1	0	2	90
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	42	29	13	17	25	11	0	0	0	3	27
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	42	29	13	6	36	3	1	1	0	7	27
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	250	184	66	95	155	40	3	2	0	12	182

New Full Time Employees:

Joseph Wright	**Massage Therapy Program Director / Instructor**
Barony Torres	**Outreach Recruiter / First Year Mentor**
Mark Furphy	**Executive Assistant for Administrative & Fiscal Services**
Fredrick Keith	**Grants Manager**
Tammy Williamson	**FT Temporary Cosmetology Clinical Coordinator / Instructional Staff**

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

Buildings & Grounds Committee
June 6, 2025

Action Item:

Public Safety Training Center
Burn Building Contract Award

Executive Summary

At the April 2025 meeting, the Board of Trustees approved awarding a construction contract to Adem Construction, LLC in the amount of $712,000 for the Burn Building project which included a base bid plus alternate #1 (training tower). On 4/24/25, Adem Construction, LLC withdrew their bid as permitted under state bid law.

As a reminder, the bids received on bid day were as follows:

Contractor	Base Bid	Alt #1	Total Bid
Adem Construction, LLC	$671,000	$41,000	$712,000
Central Builders of Mebane	$767,000	$52,000	$819,000
PEG Contracting, Inc	$850,000	$60,000	$910,000

The next lowest bidder on the project, Central Builders of Mebane, has agreed to honor their base bid of $767,000 submitted on March 11, 2025. College administration and the design team met with Central Builders on 5/14/25 and agreed to value engineer (reduce scope) on the project as follows:

- Reduce Apex roof prop quantity to one (1) that has a larger cut area   Reduction - $ 9,508.47
- Remove FDC standpipe system   Reduction - $23,491.53

The revised and recommended amount of the contract with Central Builders with the value engineering items removed is $734,000. Alternate #1, an additional $52,000, is not recommended.

The overall budget for the project for the structure and the site work (to be bid) is $850,000.

Board Action Required

College Administration recommends the contract awarded to Adem Construction, LLC for the base bid and alternate #1 for the burn tower on April 4, 2025 in the amount of $712,000 be rescinded by the Board of Trustees.

College Administration recommends approval of a contract with Central Builders of Mebane in the amount of $734,000 for the base bid for the burn tower to be funded out of County bonds.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL
Final Project Closeout
AMENDED #2

Is this the Final 3-1 Project Closeout?   Yes ▼

College	Alamance Community College

Project Name	A-Building- Culinary Renovation	**NCCCS Project No.**	2400
Campus	1001 Alamance CC - Main Campus ▼	**County**	Alamance

I. TYPE OF PROJECT:

Renovation of Existing Facility ▼   ▼

▼   ▼

II. REASON FOR AMENDMENT:

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

Insert project and amendment description here.

To close out project 2400

☑ **Project to be constructed/renovated on college owned property**

☐ **Project to be constructed/renovated on leased property**
   Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: Matt Banko

Signature:

Contact Number: 336-506-4414

Date: 6/3/2025

CPC Signature:

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

	Prior Budget	Changes/ Amended	Current Budget
1. Site Grading and Improvements (not in III B) ….			
2. Demolition (not in III B) ……………………………………			
Subtotal "A"	0.00	0.00	0.00
B. CONSTRUCTION			
1. Design Fee ………………………………………………..	90,000.00	23,600.00	113,600.00
2. Construction…………………………………………………	900,000.00	52,392.00	952,392.00
3. Construction Contingency ………………………………	90,000.00	(90,000.00)	
4. Other Contracts …………………………………………….			
5. Other Fees ………………………………………………………	20,000.00	(3,767.71)	16,232.29
Subtotal "B"	1,100,000.00	(17,775.71)	1,082,224.29
C. Other Costs			
1. Initial Equipment………………………………………………			
2. Work Performed by Owner …………………………………			
Subtotal "C"	0.00	0.00	0.00
TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)	$1,100,000.00	($17,775.71)	$1,082,224.29

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

	Prior Funds	Changes	Current Funds
1. County Appropriated			
2. County Bonds			
3. ▼ 0			
4. ▼			
5. ▼			
Subtotal "A"	0.00	0.00	0.00
B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)			
1. ▼			
2. ▼			
3. ▼			
Subtotal "B"	0.00	0.00	0.00
C. STATE FUNDS (Reimbursed by the System Office)			
1. Budget Code 46620 R&R Connect NC Bond ▼	1,082,224.29		1,082,224.29
2. Budget Code 42160 R&R SCIF Connect NC ▼	17,775.71	(17,775.71)	
3. Budget Code ▼			
4. Budget Code ▼			
Subtotal "C"	1,100,000.00	(17,775.71)	1,082,224.29
Total Sources of Funds Available (IV A, B, C)	1,100,000.00	(17,775.71)	1,082,224.29
D. UNIDENTIFIED FUNDS			
1. Unidentified Funds (Do not include on the NCCCS 2-16)			
Subtotal "D"	0.00	0.00	0.00
Total Sources of Funds Including Unidentified	$1,100,000.00	($17,775.71)	$1,082,224.29

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1.   That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of   **$1,082,224.29**   State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees <u>dated</u> _____ .

☐   As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.

☐   As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

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

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

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

_____
Chairman - Board of Trustees

_____
Chief Administrative Officer/President

Alamance Community College

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2400
from   Alamance Community College   and if shown, county funds in the
amount of $0   are available for the planning and construction of this project.

Signature   _____

Title   _____

Date   _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1,
Section VIII, Page 5) it is estimated that the college will expend an additional   **$0**
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

Signature   _____

Title   _____

Date   _____

==

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

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

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

_____

_____

This, the _____ day of _____ 20___

_____
Signature

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

Date: _____ Project Name: **A-Building- Culinary Renovation**

College: **Alamance Community College** Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	$0	$0	$0	$0	$0	$0
Plant Maintenance						
additional annual cost	$0	$0	$0	$0	$0	$0
Other Operating Cost						
additional annual cost	$0	$0	$0	$0	$0	$0
Electric	$0	$0	$0	$0	$0	$0
Fuel (Gas, Oil)	$0	$0	$0	$0	$0	$0
Water	$0	$0	$0	$0	$0	$0
Telecommunications	$0	$0	$0	$0	$0	$0
	Total Average Annual Cost (used in Section VI of the 3-1)					$0
I certify that the county has reviewed this information as a part of the approval process.						

_____
County Manager/Finance Officer

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL
Final Project Closeout
AMENDED #3

Is this the Final 3-1 Project Closeout? | Yes ▼ |

College	Alamance Community College

Project Name	Student Services Center	**NCCCS Project No.**	2448
Campus	1001 Alamance CC - Main Campus ▼	**County**	Alamance

I. TYPE OF PROJECT:

New Facility ▼		▼
▼		▼

II. REASON FOR AMENDMENT:

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

Insert project and amendment description here.

To close out project 2448

☑ **Project to be constructed/renovated on college owned property**
☐ **Project to be constructed/renovated on leased property**
Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name:	Matt Banko
Signature:	
Contact Number:	336-506-4414
Date:	6/3/2025

CPC Signature: _____

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III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

	Prior Budget	Changes/ Amended	Current Budget
1. Site Grading and Improvements (not in III B) ….			
2. Demolition (not in III B) …………………..……………			
Subtotal "A"	0.00	0.00	0.00

B. CONSTRUCTION

	Prior Budget	Changes/ Amended	Current Budget
1. Design Fee ………………………………………………..	434,000.00	105,758.26	539,758.26
2. Construction…………………………………………….	5,339,500.00	317,540.45	5,657,040.45
3. Construction Contingency ………………………………	310,000.00	(310,000.00)	
4. Other Contracts ………………………………………..	124,000.00	(1,757.67)	122,242.33
5. Other Fees …………………………………………….	496,000.00	(111,541.04)	384,458.96
Subtotal "B"	6,703,500.00	0.00	6,703,500.00

C. Other Costs

	Prior Budget	Changes/ Amended	Current Budget
1. Initial Equipment……………………………………..……			
2. Work Performed by Owner ………………………………			
Subtotal "C"	0.00	0.00	0.00
TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)	$6,703,500.00	$0.00	$6,703,500.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

	Prior Funds	Changes	Current Funds
1. County Appropriated			
2. County Bonds	6,703,500.00		6,703,500.00
3.			
4.			
5.			
Subtotal "A"	6,703,500.00	0.00	6,703,500.00

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

	Prior Funds	Changes	Current Funds
1.			
2.			
3.			
Subtotal "B"	0.00	0.00	0.00

C. STATE FUNDS (Reimbursed by the System Office)

	Prior Funds	Changes	Current Funds
1. Budget Code			
2. Budget Code			
3. Budget Code			
4. Budget Code			
Subtotal "C"	0.00	0.00	0.00
Total Sources of Funds Available (IV A, B, C)	6,703,500.00	0.00	6,703,500.00

D. UNIDENTIFIED FUNDS

	Prior Funds	Changes	Current Funds
1. Unidentified Funds (Do not include on the NCCCS 2-16)			
Subtotal "D"	0.00	0.00	0.00
Total Sources of Funds Including Unidentified	$6,703,500.00	$0.00	$6,703,500.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

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

☐   As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.

☐   As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

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

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

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

_____
Chairman - Board of Trustees

_____
Chief Administrative Officer/President

Alamance Community College

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2448
from   Alamance Community College   and if shown, county funds in the
amount of $6,703,500   are available for the planning and construction of this project.

Signature   _____

Title   _____

Date   _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1,
Section VIII, Page 5) it is estimated that the college will expend an additional   **$118,990**
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

Signature   _____

Title   _____

Date   _____

===

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

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

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

_____

_____

This, the _____ day of _____ 20___

_____
Signature

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

Date: _____ **Project Name:** **Student Services Center** _____

College: **Alamance Community College** _____ **Project Completion Date:** _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	$65,732	$67,047	$68,388	$69,756	$71,151	$68,415
Plant Maintenance						
additional annual cost	$20,182	$20,585	$20,997	$21,417	$21,845	$21,005
Other Operating Cost						
additional annual cost	$0	$0	$0	$0	$0	$0
Electric	$22,312	$22,758	$23,214	$23,678	$24,151	$23,223
Fuel (Gas, Oil)	$3,605	$3,677	$3,750	$3,825	$3,902	$3,752
Water	$1,272	$1,298	$1,324	$1,350	$1,377	$1,324
Telecommunications	$1,221	$1,246	$1,271	$1,296	$1,322	$1,271
	Total Average Annual Cost (used in Section VI of the 3-1)					$118,990
I certify that the county has reviewed this information as a part of the approval process.						

_____

County Manager/Finance Officer

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL
Final Project Closeout
AMENDED #3

Is this the Final 3-1 Project Closeout?　　Yes ▼

College	Alamance Community College		
Project Name	Main Building, B-Building and Automotive Shop Building Renovation	**NCCCS Project No.**	2395
Campus	1001 Alamance CC - Main Campus ▼	**County**	Alamance

I. TYPE OF PROJECT:

Renovation of Existing Facility ▼　　　　　▼
　　　　　　　　　　　　　　　　　　　▼　　　　　▼

II. REASON FOR AMENDMENT:

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

Insert project and amendment description here.

To closeout project 2395.

☑ **Project to be constructed/renovated on college owned property**
☐ **Project to be constructed/renovated on leased property**
　　　Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name:　　　　Matt Banko

Signature:

Contact Number:　336-506-4414

Date:　　　　6/3/2025

CPC Signature:

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

	Prior Budget	Changes/ Amended	Current Budget
1. Site Grading and Improvements (not in III B) ….			
2. Demolition (not in III B) ……………………………………			
Subtotal "A"	0.00	0.00	0.00

B. CONSTRUCTION

	Prior Budget	Changes/ Amended	Current Budget
1. Design Fee ………………………………………………..	350,000.00	260,820.00	610,820.00
2. Construction……………………………………………..	2,967,000.00	1,297,896.00	4,264,896.00
3. Construction Contingency ………………………….	600,000.00	(316,947.19)	283,052.81
4. Other Contracts …………………………………………..	1,250,000.00	(1,250,000.00)	
5. Other Fees ………………………………………………….	50,339.00	8,231.19	58,570.19
Subtotal "B"	**5,217,339.00**	**0.00**	**5,217,339.00**

C. Other Costs

	Prior Budget	Changes/ Amended	Current Budget
1. Initial Equipment……………………………………………			
2. Work Performed by Owner …………………………….			
Subtotal "C"	0.00	0.00	0.00
TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)	**$5,217,339.00**	**$0.00**	**$5,217,339.00**

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

	Prior Funds	Changes	Current Funds
1. County Appropriated	350,000.00		350,000.00
2. County Bonds			
3. Donations 0	217,000.00		217,000.00
4.			
5.			
Subtotal "A"	**567,000.00**	**0.00**	**567,000.00**

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

	Prior Funds	Changes	Current Funds
1.			
2.			
3.			
Subtotal "B"	0.00	0.00	0.00

C. STATE FUNDS (Reimbursed by the System Office)

	Prior Funds	Changes	Current Funds
1. Budget Code 46620 R&R Connect NC Bond	4,377,557.63		4,377,557.63
2. Budget Code 42320	272,781.37		272,781.37
3. Budget Code			
4. Budget Code			
Subtotal "C"	**4,650,339.00**	**0.00**	**4,650,339.00**
Total Sources of Funds Available (IV A, B, C)	**5,217,339.00**	**0.00**	**5,217,339.00**

D. UNIDENTIFIED FUNDS

	Prior Funds	Changes	Current Funds
1. Unidentified Funds (Do not include on the NCCCS 2-16)			
Subtotal "D"	0.00	0.00	0.00
Total Sources of Funds Including Unidentified	**$5,217,339.00**	**$0.00**	**$5,217,339.00**

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1.   That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of   **$4,650,339.00**   State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees <u>dated</u>   .

☐   As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.

☐   As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

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

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

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

_____
Chairman - Board of Trustees

_____
Chief Administrative Officer/President

Alamance Community College

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2395
from   Alamance Community College   and if shown, county funds in the
amount of $350,000   are available for the planning and construction of this project.

Signature _____

Title _____

Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1,
Section VIII, Page 5) it is estimated that the college will expend an additional   **$0**
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

Signature _____

Title _____

Date _____

==

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

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

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

_____

_____

This, the _____ day of _____ 20___

_____
Signature

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

Date: _____

Project Name: **Main Building, B-Building and Automotive Shop Building**

College: **Alamance Community College**

Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	$0	$0	$0	$0	$0	$0
Plant Maintenance						
additional annual cost	$0	$0	$0	$0	$0	$0
Other Operating Cost						
additional annual cost	$0	$0	$0	$0	$0	$0
Electric	$0	$0	$0	$0	$0	$0
Fuel (Gas, Oil)	$0	$0	$0	$0	$0	$0
Water	$0	$0	$0	$0	$0	$0
Telecommunications	$0	$0	$0	$0	$0	$0
	Total Average Annual Cost (used in Section VI of the 3-1)					$0
I certify that the county has reviewed this information as a part of the approval process.						

_____
County Manager/Finance Officer

3-1 Attachment

Local Certification of Support

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BOND PROJECTS   **STATUS SUMMARY**

Public Safety Training Center

    Green Level Site:

Final work on the administration/classroom building continues. In the next 30 days, landscaping will be completed, and mechanical/electrical final inspections will be completed.

Recently, it was determined that the survey provided for the location of existing utilities on Yanceyville Road was inaccurate. The water main was believed to extend north on Yanceyville Road to Sandy Cross Road where the new water line extension would tie-in. The water main, in fact, ends approximately 100 feet south of where the survey indicated. Samet is currently waiting for the revised permit approvals from NCDEQ and NCDOT to complete the additional water line extension. The current schedule shows the waterline install and connection completed by 6/23/25. Once complete, testing and chlorination can commence and the water to the buildings energized. In addition, the large water tank used for life safety will be filled so that the fire suppression/sprinkler systems can be tested and inspected. Furniture cannot be installed until sprinkler systems are operational.

The additional time needed to complete the unforeseen water line extension has impacted the schedule. Currently the construction schedule shows receipt of a temporary occupancy permit (TCO) for both the administration/classroom building and firing range on 8/5/25. It is possible these dates could improve, but until all permits are in place and additional construction underway, we are assuming the current revised schedule.

    Burlington Site:

For the burn building, we are currently working through the contract process with State Construction in order to get Central Builders under contract.

The site work bid package will be advertised on 6/10/25 with the bid opening held on 7/8/25. A recommendation will be brought to the Board at the August meeting.

CAPITAL PROJECTS	STATUS SUMMARY
Campus Exterior Wayfinding Project	Signage installation approximately 70 – 75% complete. Signature Signs has been given a deadline of 6/12/25 to complete the installation. We will then work through a punch list before making final payment.
Veterinary Medical Technology Barn Project	A new preliminary programming design contract has been established with Hobbs Architects. The designer is currently coordinating meetings with the stakeholder committee to refine the initial design provided by the previous architect and confirm all necessary scope in the project.
Third Floor Biotechnology COE Upfit Project	The design team has completed the Design Development drawings and has submitted them for review by State Construction. We expect comments back from State Construction at the end of June and then the designer will move forward with construction drawings. The Executive Leadership Team is reviewing the current architect estimate for the project and related construction alternates. Currently the project design estimate is slightly below the approved construction budget when taking the alternates as separate budget items. We are still on track to bid the project in December and begin construction in January 2026.
Tech Infrastructure Replacement Project	No new update**.**
Facilities Master Plan Revision	The design team has finalized the masterplan options. The College is currently coordinating a meeting with the Executive Leadership Team where the design team will present their findings.

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

NONE

Buildings and Grounds Committee Meeting

Capital Project Budget Plan For Fiscal Year 2025

As of May 31, 2025

		Budget	Actual	Remainder	
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Fire Hydrant Repair	14,000	13,694	306	
b.	savings (i.e. unspent allocation) from various projects	45,711	37,779	7,932	
		59,711	51,473	8,238	
2	County Capital--FY 2025 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: painting, plumb	86,224	56,704	29,520	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	57,306	694	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.	Shaft and Bearing Repair	25,000	24,775	225	
m.	RTU 5 Drive Replacement	14,000	13,552	448	
n.	savings (i.e. unspent allocation) from various projects	132,658	-	132,658	
		536,000	355,618	180,382	
3	GLS	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,460,043	19,460,043	-	$16,510,212 County Bonds $2,942,881 SCIF (*FY22*)+$206,949 FF&E
b.	Student Services Center	6,703,500	6,703,500	-	$6,703,500 County Bonds
c.	Public Safety Training Center	24,607,664	20,001,970	4,605,694	$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	5,088,981	0	$3,036,070 County Bonds; $652,911 ($500,000 + $152,911) County Capital Reserves; and $1,400,000 SCIF FY22
		55,860,188	51,254,493	4,605,695	$39.6M County bonds, $5.9M Cty Reserves $2.942 SCIF, $5.5M State
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	HVAC Replacement - IT Server Room	203,430	178,000	25,430	Appr'vd Oct 22; Cannon Grant of $187,000 awarded Jan 2023
b.	Covington Educaton Center: Utility Upgrades	380,550	376,706	3,844	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	23,400	1,226,600	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	44,425	2,497,575	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	2,094,084	6,387,704	
	TOTAL CAPITAL PROJECTS	63,137,290	#REF!		
	Funds Available for Future Projects	1,800,397			

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ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2025-2026 CONTINUING BUDGET RESOLUTION

*****TO EXPIRE UPON ADOPTION OF A FINAL 2025-2026 BUDGET RESOLUTION*****

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

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

	Near-Final Budget Fiscal Year	Proposed Continuing Resolution	
	2024-2025	2025-2026	% change
Institutional Support			
Executive Management	1,247,986	1,250,000	0.2%
Administrative and Fiscal Services	1,374,679	1,350,000	-1.8%
General Administration	2,489,591	2,400,000	-3.6%
Information Systems (Administrative)	1,566,585	1,700,000	8.5%
Curriculum Instruction			
Curriculum Instruction	16,428,776	17,310,000	5.4%
Continuing Education			
Occupational Education Instruction	1,970,888	2,010,000	2.0%
Occupational Education Support	1,205,259	1,220,000	1.2%
Basic Skills	1,586,671	1,600,000	0.8%
Small Business Center	180,747	181,000	0.1%
Customized Training	236,963	240,000	1.3%
Expansion Apprenticeship Program	244,832	170,000	-30.6%
Literacy Special Programs	148,491	149,000	0.3%
BioBetter Grant Program	929,486	300,000	-67.7%
Academic Support			
Library/Learning Center	561,015	570,000	1.6%
Curriculum	1,656,135	1,524,000	-8.0%
Continuing Education	1,190,481	1,200,000	0.8%
Student Services			
Student Services	3,094,632	3,095,000	0.0%
IDD Training (Int & Devt Disabilities)	194,000	194,000	
Childcare	55,898	57,000	2.0%
Scholarships i.e. Golden Leaf Scholarship/GEER	52,660	25,000	-52.5%
Capital Outlay			
Equipment	1,233,091	1,300,000	5.4%
Equipment - BioBetter Grant	838,280	512,000	0.0%
Books	48,180	49,000	1.7%
Total State Current Fund Appropriation	38,535,326	38,406,000	-0.3%

ALAMANCE COMMUNITY COLLEGE
   FISCAL YEAR 2025-2026 CONTINUING BUDGET RESOLUTION

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

	2024-2025	2025-2026	% change
State Board Formula Allotment			
Curriculum	14,672,943	14,700,000	0.2%
Continuing Education	2,355,602	2,400,000	1.9%
Basic Skills	911,279	920,000	1.0%
Institutional Support	9,977,456	9,980,000	0.0%
Career & Technical Education (Perkins)	308,190	309,000	0.3%
Small Business Center	170,747	171,000	0.1%
Customized Training	60,000	60,000	0.0%
Childcare	55,898	56,000	0.2%
Performance Funding	308,280	308,000	-0.1%
Equipment Flexibility	986,158	990,000	0.4%
BioBetter Grant	929,486	812,000	0.0%
Additional State Allocations	7,799,287	7,700,000	-1.3%
Total Estimated State Current Funds	38,535,326	38,406,000	-0.3%

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

	2024-2025	2025-2026	% change
Institutional Support			
Current Expenses as College Support Services	716,457	717,000	0.1%
Plant Operation and Maintenance			
Plant Operation	3,561,908	3,562,000	0.0%
Plant Maintenance	599,457	600,000	0.1%
Capital Outlays for Building & Grounds Repairs			
Maintenance Projects, Carryforward			
Maintenance Projects, Current	536,000	536,000	0.0%
Total County Current Fund Appropriation	5,413,822	5,415,000	0.0%

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

	2024-2025	2025-2026	% change
County Appropriation for Current Expense	4,877,822	4,879,000	0.0%
County Appropriation for Capital Outlay	536,000	536,000	0.0%
Reserves from Prior Year Unspent County Appropriations	59,711	-	-100.0%
Total Estimated County Current Funds	5,473,533	5,415,000	-1.1%

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ALAMANCE COMMUNITY COLLEGE
  FISCAL YEAR 2025-2026 CONTINUING BUDGET RESOLUTION

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

	2024-2025	2025-2026	% change
Current Unrestricted			
Institutional Support	76,000	20,000	-73.7%
Curriculum Instruction	-	20,000	
Continuing Education	122,000	30,000	-75.4%
Academic Support	-	-	
Current Restricted			
Institutional Support	1,011,227	600,000	-40.7%
Curriculum Instruction	373,913	430,000	15.0%
Continuing Education	22,183	80,000	260.6%
Student Aid	6,516,655	8,200,000	25.8%
Student Support	270,290	350,000	29.5%
Proprietary			
Institutional Support	50,000	50,000	0.0%
Curriculum Instruction	100,000	70,000	-30.0%
Student Support	85,000	85,000	0.0%
Bookstore	100,000	60,000	-40.0%
Vending	125,000	15,000	-88.0%
Instruction /Support			
Total Institutional Fund Appropriation	8,852,268	10,010,000	11.6%

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

Institutional Fund Revenues	2024-2025	2025-2026	% change
Student Fees	135,000	500,000	270.4%
Bookstore Income	100,000	60,000	-40.0%
Snack Bar	15,000	15,000	0.0%
Patron Fees	222,000	100,000	-55.0%
Interest Earned	15,000	85,000	466.7%
Gifts - (from ACC Foundation)	50,000	50,000	0.0%
Subtotal Non-Grant Resources	537,000	810,000	50.8%
US Federal Work-Study Program	100,000	100,000	0.0%
Pell	5,600,000	8,200,000	46.4%
SEOG	112,000	100,000	-10.7%
Federal TRIO Student Services	261,888	260,000	-0.7%
CARES SIP / NCCCS Boost	472,538	500,000	5.8%
Community College State Grant	132,117	150,000	13.5%
Other Grants	950,000	900,000	-5.3%
Total Estimated Institutional Funds	8,165,543	11,020,000	25.9%

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

	2024-2025	2025-2026
County Bond Projects	42,100,000	1,074,731
State & Federal Capital Projects	5,500,000	5,800,000
State Capital & Infrastructure Funds	7,892,041	1,600,000
Other Grant Projects	1,814,354	750,000
Total Institutional Accounting Fund--Capital Appropriations	57,306,395	9,224,731

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

	2024-2025	2025-2026
County Bond Projects	42,100,000	1,074,731 *
State & Federal Capital Projects	5,500,000	5,800,000
State Capital & Infrastructure Funds	7,892,041	1,600,000
Other Grant Projects	1,814,354	750,000
Total Institutional Accounting Fund--Capital Appropriations	57,306,395	9,224,731

*Capital Reserves and Bond Interest

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

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

ALAMANCE COMMUNITY COLLEGE
   FISCAL YEAR 2025-2026 CONTINUING BUDGET RESOLUTION

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

Adopted by Alamance Community College Board of Trustees on June 9, 2025. Certified, this the 9th day of June, 2025.

_____
Chairman

_____
President

STATE OF NORTH CAROLINA

COUNTY OF ALAMANCE

Sworn and subscribed before me by Julie Scott Emmons, Chairman of the Board of Trustees, and Dr. Ken Ingle, Secretary to the Board of Trustees, this the 9th day of June 2025.

_____ (Seal)

My Commission Expires:

_____

Request Summary

Emergency Relief COVID Balances

ACC respectfully requests approval to resolve outstanding student account balances totaling $24,162.79 related to emergency living expense disbursements issued during the COVID-19 pandemic. Due to the urgent nature of the relief efforts, full attendance verification was not always feasible. These unresolved balances are currently creating barriers for some students seeking to re-enroll.

In light of the exceptional circumstances and the original intent of the relief funds to support student well-being during a crisis, we recommend that these balances be cleared to remove undue financial obstacles and promote continued access to education.

Childcare Balances

ACC is also requesting approval to clear $52,076.18 in aged balances related to childcare services, dating back five to ten years. These accounts are listed under the names of minors, and repeated attempts to collect from responsible parties have not been successful.

Due to the age of these accounts and the low likelihood of recovery, we recommend resolution of these balances as uncollectible, allowing the College to focus resources on more current and actionable matters.

Budget and Financial Information

For the
Month Ending
May 2025

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 consistencies (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. Additonal fees also support the college should any unexpected expenses occur.

- o
  Exhibit A--State Accounting Fund: The college has spent 83%of the state budge with 91.67% of the year completed. The non-categorical expenditures of the college equal 86.48%, leaving an addtional 5.19% available to spend during the next month. The college is in a good financial position for 2024-25.

- o Exhibit B—County Accounting Fund: The county budget general expenses are at 94%. Our June Aramark invoice was paid out in May, overstating our YTD expendtures by $137,000. Our general expense percentage should be 90.48%, keeping the budgt in line for 24-25.

- o Exhibit C—(NEW) Institutional Accounting Fund: 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 Instititutional funds with unplanned negative balances to report.

May-25

Current Expense (State)	Amended Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
Institutional Support					
Executive Management..............................	1,247,986	1,414,748	(166,762)	113%	1,482,404
Financial Services...................................	1,374,679	1,426,660	(51,981)	104%	1,552,402
General Administration............................	2,489,591	1,858,786	630,805	75%	1,886,914
Information Systems................................	1,566,585	1,475,100	91,485	94%	1,470,559
Total Institutional Support........................	6,678,841	6,175,293	503,548	92%	6,392,279
Curriculum Instruction					
FY20-21 State Stabilization Funds.....................	-	-	-	*	640,956
Associate Degree, Diploma & Certificate...........	16,428,776	13,898,911	2,529,865	85%	13,559,800
Total Curriculum Instruction.............................	16,428,776	13,898,911	2,529,865	85%	14,200,756
Continuing Education					
Occupational Education Instruction...................	1,970,888	1,600,444	370,444	81%	1,543,561
Occupational Education Support.......................	1,205,259	958,561	246,698	80%	611,132
Basic Skills (HSE, ESL, etc.)............................	1,586,671	1,444,401	142,270	91%	1,377,986
Small Business Center (SBC)...........................	180,747	129,068	51,679	71%	167,222
Customized, Business, & Industry Training........	200,794	204,982	(4,188)	102%	131,354
Expansion Apprenticeship Program...................	244,832	59,960	184,872	24%	123,776
Literacy Special Programs................................	148,491	72,438	76,053	49%	57,868
BioBetter Grant Programs................................	929,486	466,409	463,077	50%	233,580
Total Continuing Education............................	6,467,168	4,936,263	1,530,905	76%	4,246,480
Academic Support					
Library/Learning Center...................................	561,015	513,190	47,825	91%	549,501
Curriculum Instruction.....................................	1,656,135	1,200,339	455,796	72%	1,284,585
Continuing Education.......................................	1,190,481	992,712	197,769	83%	1,475,601
Total Academic Support..................................	3,407,631	2,706,240	701,391	79%	3,309,687
Student Support					
Student Services..	3,094,632	2,475,691	618,941	80%	2,355,054
IDD Training (Int & Devt Disabilities).................	194,000	92,261	101,739	48%	194,000
Childcare...	55,898	50,223	5,675	90%	47,331
Scholarships & Awards to Students...................	52,660	28,907	23,753	55%	131,780
Total Student Support.....................................	3,397,190	2,647,082	750,108	78%	2,728,165
Subtotal Current Expense (State).....................	36,379,606	30,363,788	6,015,818	*83%*	30,877,367
Capital Outlay (State)					
Equipment...	1,233,091	1,078,780	154,311	87%	386,548
BioBetter Grant Equipment...............................	838,280	509,097	329,183	61%	-
Books...	48,180	42,326	5,854	88%	41,181
Subtotal Capital Outlay (State)........................	2,119,551	1,630,204	489,347	77%	427,729
Total Expenditures (State)................................	38,499,157	31,993,992	6,505,165	83%	31,305,096

Current Expense (County)	Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
College Support Services	716,457	587,375	129,082	82%	577,070
Total College Support Services...................	716,457	587,375	129,082	82%	577,070
Plant Operation and Maintenance					
Plant Operations...	3,561,908	3,181,915	379,993	89%	2,987,452
Plant Maintenance..	599,457	799,030	(199,573)	133%	621,680
Total Plant Operation and Maintenance.........	4,161,365	3,980,945	180,420	96%	3,609,132
Operating Transfers					
To Unexpended Plant Fund............................	-	-	-	*	-
Subtotal Current Expense (County)..................	4,877,822	4,568,320	309,502	*94%*	4,186,202
Capital Outlay (County)					
Maintenance Projects, Carryforward.................	59,711	51,472	8,239	86%	47,810
Maintenance Projects, Current...........................	536,000	355,618	180,382	66%	447,159
Subtotal Capital Outlay (County)....................	595,711	407,091	188,620	68%	494,969
Total Expenditures (County)............................	5,473,533	4,975,410	498,123	91%	4,681,171

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

Exhibit C

Current Expense (Institutional)	Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
Current Unrestricted					
Institutional Support..	76,000	25,841	50,159	34%	145,030
Curriculum Instruction......................................	-	77,588	77,588	*	3,416
Continuing Education..	122,000	16,194	105,806	13%	74,815
Academic Support...	-	2,246	(2,246)	*	(3,286)
Student Support..	-	-	-	*	5,182
Total Current Unrestricted............................	198,000	121,868	231,309	62%	225,157
Current Restricted					
Institutional Support..	1,011,227	253,465	757,763	25%	265,649
Curriculum Instruction......................................	373,913	293,352	80,561	78%	560,887
Continuing Education..	22,183	62,777	(40,594)	283%	25,570
Student Support..	261,888	294,132	(32,244)	112%	280,059
CARES (Student, Institutional, SIP).................	8,402	-	8,402	0%	8,651
Student Aid..	6,516,655	8,188,520	(1,671,865)	126%	7,624,932
Total Current Restricted...............................	8,194,268	9,092,246	(897,978)	111%	8,765,749
Proprietary					
Institutional Support..	50,000	38,958	11,042	78%	26,087
April 2025	100,000	34,821	65,179	35%	95,801
Student Support..	85,000	200,525	(115,525)	236%	81,641
Bookstore..	100,000	455,967	(355,967)	456%	15,575
Vending...	125,000	13,716	111,284	11%	6,366
Total Proprietary..	460,000	743,988	(283,988)	162%	225,469
Subtotal Current Expense (Institutional)........	8,852,268	9,958,102	(950,657)	112%	9,216,374

Capital Projects (Institutional)	Current Year Project Budget	Current Yr Exp	Remainder
B&G - Public Safety Training Center	15,931,269	14,742,946	1,188,323
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	23,400	1,226,600
B&G - Technology Infrastructure Project……….......	1,500,000	808,650	691,350
B&G - OSBM SCIF (BCoE)	2,542,000	44,425	2,497,575
B&G - NCDEQ EV Grant	79,104	79,104	(0)
Subtotal Capital Outlay (Institutional)............	25,297,136	19,106,762	6,190,374
Total Expenditures (Institutional).....................	34,149,404	29,064,864	5,084,540

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

Exhibit D

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Unrestricted Programs (Institutional)					
Financial Services	56,000	325,484	72,925	39,241	437,650
General Administration	20,000	167,149	126,111	(31,590)	261,670
Curriculum Instruction	-	22,524	119,755	(77,588)	64,691
Occupational Ext. Instruction	25,000	73,349	47,609	(16,194)	104,764
Thigpen Trust	-	108,165	4,397	(59,564)	52,997
Community Service	97,000	150,670	89,215	26,073	265,957
Small Business Centers	-	-	-	-	-
Library/Learning Center	-	3,286	34	(2,246)	1,075
Esport Program	-	-	-	-	-
Total Unrestricted Programs (Institutional)	198,000	850,626	460,046	(121,868)	1,188,804
	-	-	-	-	(600.00)
Restricted Programs (Institutional)					
College Work Study	100,000	42,040	191,286	(147,622)	85,703
SEOG	112,000	21,857	(7,847)	(53,705)	(39,694)
Pell Grants	5,800,000	(61,116)	7,273,251	(7,287,304)	(75,168)
SIG	-	-	-	-	-
Community College State Grant	132,117	3,009	432,485	(433,703)	1,791
Targeted Assistance Grant	-	12,005	24,014	-	36,019
Golden LEAF Scholarships	-	(17,337)	-	(22,000)	(39,337)
Less Than Half Time Grant	-	(13,299)	-	-	(13,299)
Scholarships - FELS					-
Scholarships	-	102,689	110,460	(2,882)	210,267
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	152,574	72,908	-	225,482
Spec. Fees - CI-Nursing	50,000	3,658	106,912	(73,965)	36,606
Spec. Fees - CI-Medical Assistant	-	400	-	-	400
Spec. Fees - CI-Dental Assistant	-	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	-	6,280	-	-	6,280
Spec. Fees - CI-Automotive Technology	-	84	-	-	84
Spec. Fees - OE-Public Safety	-	58,850	49,189	-	108,039
Spec. Fees - OE-Special Programs	-	13,096	9,559	-	22,655
					-
TECAT State Award	750,000	1,823	1,804	-	3,628
FEMA COVID-19 Relief	-	-	-	-	-
CARES Distance Learning	-	-	-	-	-
CARES Student Relief	8,402	14,871	-	-	14,871
CARES Institutional Relief	-	(2,863)	-	-	(2,863)
PACE-CARES Strengthening Inst Programs	472,538	(9,910)	272,067	(374,084)	(111,927)
Longleaf Commitment	-	(7,077)	-	-	(7,077)
GA-AJOBS (Impact Alamance)	53,055	1,029	-	(4,643)	(3,614)
GA-NC Space Grant	-	-	-	-	-
GA-Governors Crime Commission	-	-	-	(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	8,769	73,485	(77,046)	5,208
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	-	-	-	-	-
GA-Next CC Acc Grant	-	5,000	-	(4,798)	202
CI-Gene Haas Foundation	-	-	-	-	-
CI-BioLink	-	-	-	-	-
CI-Golden LEAF Equipment Grant	-	-	-	-	-
CI-Golden LEAF Practical Nursing Grant	100,000	-	83,251	(43,929)	39,321
CI-FTCC-ACC CCCBC Grant	-	-	-	-	-
CI-NBC2 Grant	-	-	-	-	-
CI-NSF Bioscience-FTCC	15,000	(129)	771	-	642
CI-NSF Geosciences-NCCU	-	-	-	-	-
CI-C-Step Grant	12,500	-	12,500	(15,444)	(2,944)
CI-Telemedicine Grant	-	-	-	-	-
CI-AHEC Grant	-	-	-	-	-
CI-Wired Machine Grant	-	-	-	-	-
CI-Stem Cell Grant	-	-	-	-	-

Financial Aid

April 2025

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

Exhibit D

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
CI-Gear Up Grant	-	-	-	-	-
CI-AWESM Grant	-	(11,773)	85,061	(75,188)	(1,901)
CI-Technology Grant	100,000	-	100,000	-	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	(58,189)	(12,523)
CI- Digital Navigator Grant	-	-	35,000	(19,431)	
Certification-AJOBS JCPC Grant	27,589	-	2,927	(9,819)	(6,892)
OE-UAW Ford Grant	-	-	-	-	-
Literacy-Scale Grant	-	-	-	-	-
REACH Adult Learner Project	-	5,453	-	-	5,453
Literacy-Minority Male Mentoring Grant	-	-	-	-	-
CS-Piedmont Voices	-	-	-	-	-
CS-Engineering Camp	-	-	-	-	-
Steps4Growth Federal Grant	-	6,064	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	(22,314)	168,045	(261,895)	(116,164)
Total Restricted Programs (Institutional)	8,194,268	317,672	9,256,895	(9,092,246)	455,569

Proprietary Programs (Institutional)

Program	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
GA-Duplicating Center (aka Print Center)	-	3,894	21,176	(3,102)	21,969
Aux-Public Information & Marketing	-	6,310	-	(3,682)	2,627
Aux-Medical/Childcare Flexible Spending Plan	-	-	-	-	-
Aux-Student Fees Reserve (Security/SGA)					-
Aux-Graduation	50,000	32,285	17,318	(32,174)	17,430
Aux-Bookstore Commissions	100,000	1,518,085	9,606	(455,967)	1,071,723
Aux-Snack Bar Commissions	15,000	48,501	8,465	(10,843)	46,122
Aux-Culinary Food Service	110,000	26,793	7,045	(2,873)	30,965
Aux-Traffic Control, Parking, and Safety	-	140,478	94,822	-	235,300
Aux-SGA	85,000	139,585	162,645	(89,708)	212,522
Aux-Technology Fee	-	105,648	124,237	(110,817)	119,067
Aux-Child Care	-	22,576	2,662	-	25,238
Spec. Fees - BLET Uniforms	-	-	-	-	-
Spec. Fees - Animal Care & Management	-	507	-	(95)	412
Spec. Fees - Cosmetology	100,000	102,636	56,368	(29,382)	129,623
Spec. Fees - Massage Therapy	-	13,715	14,292	-	28,006
Spec. Fees - Automotive Technology	-	(6,339)	786	-	(5,554)
Spec. Fees - Dental Assistant	-	63,791	3,394	-	67,185
Spec. Fees - Medical Lab Technician	-	-	5,205	-	5,205
Spec. Fees - Occupational Extension	-	192,265	23,966	(5,344)	210,886
Total Proprietary Programs (Institutional)	460,000	2,410,727	551,987	(743,988)	2,218,727
Total Non-Plant Programs (Institutional)	8,852,268	3,579,025	10,268,928	(9,958,102)	3,863,100

Plant Programs (Institutional)

Program	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Building & Grounds-Public Safety Training Center	24,607,664	9,479,856	9,868,783	(14,742,945)	4,605,694
Building & Grounds-Main, Powell (Nursing), Gee(Library)	5,088,981	2,908,023		(2,908,023)	-
Building & Grounds-HVAC IT Server Room Project	203,430	25,430	178,000	(178,000)	25,430
Building & Grounds-HVAC Ventilation Project	448,276	448,276	-	(438,276)	10,000
Building & Grounds-Exterior Signage -- Wayfinding Project	302,600	302,600		-	302,600
Building & Grounds- Instructional Barn	1,250,000	1,250,000	-	(23,400)	1,226,600
Building & Grounds- NC DEQ EV Grant	79,104	79,104		(79,104)	(0)
Building & Grounds- BioTech Third Floor Uplift	2,542,000	2,542,000		(44,425)	2,497,575
Building & Grounds- Technology Infrastructure Project	1,500,000	1,500,000		(808,650)	691,350
Total Plant Programs (Institutional)	62,339,397	18,535,289	10,046,783	(19,222,824)	9,359,249

**Direct State Capital
Infrastructure Funds
of
Alamance Community College**
Graham, North Carolina

Financial Statement Audit Report
For the Year Ended June 30, 2023

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Independent Auditor's Report

Board of Trustees
Direct State Capital Infrastructure Funds of
Alamance Community College
Graham, North Carolina

Opinions

We have audited the accompanying financial statements of the Direct State Capital Infrastructure Funds of Alamance Community College (the "SCIF Grant Fund"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the SCIF Grant Fund's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the SCIF Grant Fund as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the SCIF Grant Fund and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1.A, the financial statements of the SCIF Grant Fund, are intended to present the financial position, the changes in financial position, and cash flows of only that portion of the business-type activities of Alamance Community College that is attributable to the transactions of the SCIF Grant Fund. They do not purport to, and do not, present fairly the financial position of Alamance Community College as of June 30, 2023, the changes in its financial position, or its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the SCIF Grant Fund's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the SCIF Grant Fund's internal control. Accordingly, no such opinion is expressed.

- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the SCIF Grant Fund's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, and historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consist of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 10, 2025 on our consideration of the SCIF Grant Fund's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the SCIF Grant Fund's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the SCIF Grant Fund's internal control over financial reporting and compliance.

Stanton Douglas & Associates, LLP

Ocean Isle Beach, North Carolina
April 10, 2025

This Management's Discussion and Analysis presents the Direct State Capital Infrastructure Funds of Alamance Community College ("the SCIF Grant Fund"). These statements do not purport to, and do not, present fairly the financial position of the Alamance Community College as of June 30, 2023, the changes in its financial position, or its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. This grant was received to meet the objective of installing infrastructure systems and related equipment in the College's new Biotechnology Center of Excellence. This section should be read in conjunction with the SCIF Grant Fund's basic financial statements and the notes to the financial statements for this program.

The SCIF Grant Fund is a separate fund included in Alamance Community College's financial statements and represents only a portion of the College's transactions and financial position as of and for the year ended June 30, 2023. The scope of the SCIF Grant Fund's activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements. The basic financial statements consist of three statements.

The SCIF Grant Fund's basic financial statements include the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position, and the Statement of Cash Flows.

The Statement of Net Position includes all assets, deferred outflows, liabilities, and deferred inflows. The Statement of Net Position is presented in a "classified" format. This means that assets are classified by current-unrestricted, current-restricted, or noncurrent. It is prepared under the accrual basis of accounting whereby revenues and assets are recognized when the service is provided and expenses and liabilities are recognized when others provide the service, regardless of when cash is exchanged.

The Statement of Revenues, Expenses, and Changes in Net Position presents the revenues and expenses for the fiscal year. Revenues and expenses are classified as operating or nonoperating.

The Statement of Cash Flows presents the information related to cash inflows and outflows, summarized by operating, capital, noncapital financing, and investing activities. The Cash Flow Statement is presented using the direct method, with reconciliation between operating income (loss) and net cash provided (used) by operating activities.

Financial Highlights:

Condensed Statement of Net Position

The following chart shows changes between the Statement of Net Position for fiscal years 2023 and 2022:

ASSETS	FY 2023	FY 2022	Increase (Decrease)	% Change
Noncurrent Assets:				
Capital Assets - Depreciable	$ 3,069,518.17	$ -	$ 3,069,518.17	100.00%
Other Noncurrent Assets	504,496.46	3,651,550.00	(3,147,053.54)	-86.18%
Total Assets	3,574,014.63	3,651,550.00	(77,535.37)	-2.12%
NET POSITION				
Net Investment in Capital Assets	3,069,518.17	-	3,069,518.17	100.00%
Restricted	504,496.46	3,651,550.00	(3,147,053.54)	-86.18%
Total Net Position	$ 3,574,014.63	$ 3,651,550.00	$ (77,535.37)	-2.12%

Assets and Change in Net Position:

The total asset reduction of $77,535.37 primarily results from depreciation on the Biotechnology Center of Excellence completed on March 8, 2023, as well as on capitalized equipment. Furthermore, equipment acquisitions falling below the $5,000.00 capitalization threshold were expensed during the fiscal year ended June 30, 2023.

Restricted Assets:

The balance of $504,496.46 represents the unspent portion of the grant as of June 30, 2023, which is designated for use in fiscal year 2024.

Condensed Statement of Revenues, Expenses, and Changes in Net Position

The following chart shows changes between the Statement of Revenues, Expenses, and Changes in Net Position for fiscal years 2023 and 2022:

	FY 2023	FY 2022	Difference	% Change
OPERATING EXPENSES				
Supplies	$ 21,956.13	$ -	$ 21,956.13	100.00%
Depreciation	65,692.70	-	65,692.70	100.00%
Total Operating Expenses	87,648.83	-	87,648.83	100.00%
Operating Loss	87,648.83	-	87,648.83	100.00%
NONOPERATING REVENUES				
Investment Income	10,113.46	-	10,113.46	100.00%
Net Nonoperating Revenues	10,113.46	-	10,113.46	100.00%
Income Before Other Revenues (Expenses)	(77,535.37)	-	(77,535.37)	-100.00%
Capital Grants and Gifts	-	3,651,550.00	(3,651,550.00)	-100.00%
Total Other Revenues	-	3,651,550.00	(3,651,550.00)	-100.00%
Change in Net Position	$ (77,535.37)	$ 3,651,550.00	$ (3,729,085.37)	-102.12%

As mentioned above, the College received a SCIF Grant of $3,651,550.00 from the State Capital Infrastructure Funds during the fiscal year ended June 30, 2023, to support the Biotechnology Center of Excellence Building. These funds generated $10,113.46 in investment earnings, while $87,648.83 was expended for supplies and depreciation.

Nonoperating Revenues:

Net nonoperating revenues increased by $10,113.46 (100%) due to interest income on the grant funds received for this project held in an interest-bearing account.

Operating Expenses

SCIF funding received at the end of fiscal year ending June 2022 were used to purchase capitalized equipment and noncapitalized equipment represented as supplies in the table above. Additionally, depreciation for infrastructure and equipment was recognized for fiscal year ending June 30, 2023 having completed construction during the fiscal year.

Economic and Other Factors Impacting Future Periods

SCIF Grant Funds were critical to meet the needs of our students as the College completed the Biotechnology Center of Excellence (BCOE) in March 2023. Soon after design work was completed, building costs (both material and labor) escalated significantly. Prior estimates provided to complete the BCOE were not in line with the market pricing. Though the SCIF funds were greatly appreciated, additional funds will be necessary for the high-cost programs and equipment purchases for the BCOE.

The economic position of the College is closely tied to that of the State of North Carolina. Curriculum enrollment has increased and maintaining or increasing current enrollment levels will play an important role in maintaining current levels of state funding.

The economic outlook is constantly changing, and despite the budgeting challenges, Alamance Community College will continue to respond to the needs of the community to provide services and education to the residents of Alamance County.

State Capital Infrastructure Fund Grant
Statement of Net Position
June 30, 2023   Exhibit A-1

ASSETS

Noncurrent Assets:

    Restricted Cash and Cash Equivalents $ 504,496.46

    Capital Assets - Depreciable   3,069,518.17

      Total Noncurrent Assets   3,574,014.63

        Total Assets   3,574,014.63

NET POSITION

Net Investment in Capital Assets   3,069,518.17

Restricted:

    Expendable:

      Capital Projects   504,496.46

      Total Restricted-Expendable Net Position   504,496.46

Total Net Position $ 3,574,014.63

The accompanying notes to the financial statements are an integral part of this statement.

State Capital Infrastructure Fund Grant
Statement of Revenues, Expenses, and
Changes in Net Position
For the Fiscal Year Ended June 30, 2023

<div align="right">

Exhibit A-2

</div>

OPERATING EXPENSES		
Supplies	$	21,956.13
Depreciation		65,692.70
Total Operating Expenses		87,648.83
NONOPERATING REVENUES		
Investment Income		10,113.46
Total Nonoperating Revenues		10,113.46
Decrease in Net Position		(77,535.37)
NET POSITION		
Net Position - July 1, 2022		3,651,550.00
Net Position - June 30, 2023	$	3,574,014.63

The accompanying notes to the financial statements are an integral part of this statement.

State Capital Infrastructure Fund Grant
Statement of Cash Flows
For the Fiscal Year Ended June 30, 2023 — *Exhibit A-3*

CASH FLOWS FROM OPERATING ACTIVITIES

Payments to Vendors and Suppliers	$	(21,956.13)
Net Cash Provided by Operating Activities		43,736.57

CASH FLOWS FROM CAPITAL FINANCING AND RELATED FINANCING ACTIVITIES

Acquisition and Construction of Capital Assets	(3,069,518.17)
Net Cash Provided by Capital Financing and Related Financing Activities	(3,069,518.17)

CASH FLOWS FROM INVESTING ACTIVITIES

Investment Income		10,113.46
Net Cash Provided by Investing Activities		10,113.46
Net Decrease in Cash and Cash Equivalents		(3,147,053.54)
Cash and Cash Equivalents - July 1, 2022		3,651,550.00
Cash and Cash Equivalents - June 30, 2023	$	504,496.46

RECONCILIATION OF OPERATING LOSS TO
NET CASH USED BY OPERATING ACTIVITIES

Depreciation		65,692.70
Net Cash Provided by Operating Activities	$	43,736.57

The accompanying notes to the financial statements are an integral part of this statement.

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

A. **Financial Reporting Entity (SCIF Grant Fund)** - The accompanying financial statements present NC Office of State Budget and Management (OSBM) Direct State Capital Infrastructure Funds ("the SCIF Grant Fund") of Alamance Community College. They do not purport to, and do not, present fairly the financial position of the Alamance Community College as of June 30, 2023, the changes in its financial position, or its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Alamance Community College (College) is a component unit of the State of North Carolina and an integral part of the State's *Annual Comprehensive Financial Report*.

This financial statement for the SCIF Grant Fund is presented as of and for the fiscal year ended June 30, 2023.

B. **Basis of Presentation** - The accompanying financial statements are presented in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). Pursuant to the provisions of GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended by GASB Statement No. 35, *Basic Financial Statements - and Management's Discussion and Analysis - for Public Colleges and Universities* and GASB Statement No. 84, *Fiduciary Activities,* the full scope of the SCIF Grant Fund's activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements.

C. **Basis of Accounting** - The financial statements of the SCIF Grant Fund have been prepared using the economic resource measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the cash flows.

Nonexchange transactions, in which the SCIF Grant Fund receives (or gives) value without directly giving (or receiving) equal value in exchange, include state aid, certain grants, and donations. Revenues are recognized, net of estimated uncollectible amounts, as soon as all eligibility requirements imposed by the provider have been met, if probable of collection.

D. **Cash and Cash Equivalents** - This classification includes undeposited receipts, petty cash, cash on deposit with private bank accounts, savings accounts, and money market accounts.

E. **Capital Assets** - Capital assets are stated at cost at date of acquisition or acquisition value at date of donation in the case of gifts. The value of assets constructed includes all material direct and indirect construction costs.

The SCIF Grant Fund capitalizes assets that have a value or cost of $5,000 or greater at the date of acquisition and an estimated useful life of more than one year.

Depreciation is computed using the straight-line and/or units of output method over the estimated useful lives of the assets in the following manner:

Asset Class	Estimated Useful Life
Buildings	10-100 years
Machinery and Equipment	2-30 years
General Infrastructure	10-75 years

F. **Restricted Assets** - Certain resources are reported as restricted assets because restrictions on asset use change the nature or normal understanding of the availability of the asset. Resources that are not available for current operations and are reported as restricted include resources restricted for the acquisition or construction of capital assets, resources whose use is limited by external parties or statute, and endowment and other restricted investments.

G. **Net Position** - The SCIF Grant Fund's net position is classified as follows:

Net Investment in Capital Assets - This represents the SCIF Grant Fund's total investment in capital assets, net of outstanding liabilities related to those capital assets. Additionally, deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of capital assets or related debt are also included in this component of net position.

Restricted Net Position - Expendable - Expendable restricted net position includes resources for which the SCIF Grant Fund is legally or contractually obligated to spend in accordance with restrictions imposed by external parties.

Unrestricted Net Position - Unrestricted net position includes resources derived from student tuition and fees, sales and services, unrestricted gifts, and interest income. It also includes the net position of accrued employee benefits such as compensated absences, pension plans, and other postemployment benefits.

Restricted and unrestricted resources are tracked using a fund accounting system and are spent in accordance with established fund authorities. Fund authorities provide rules for the fund activity and are separately established for restricted and unrestricted activities. When both restricted and unrestricted funds are available for expenditure, the decision for funding is transactional based within the departmental management system in place at the SCIF Grant Fund.

H. **Revenue and Expense Recognition** - The SCIF Grant Fund classifies its revenues and expenses as operating or nonoperating in the accompanying Statement of Revenues, Expenses, and Changes in Net Position. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the SCIF Grant Fund's principal ongoing operations. Operating revenues include activities that have characteristics of exchange transactions, such as (1) sales and services of auxiliary enterprises, and (2) certain federal, state, and local grants and contracts. Operating expenses are all expense transactions incurred other than those related to capital and noncapital financing or investing activities as defined by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

Nonoperating revenues include activities that have the characteristics of nonexchange transactions. Revenues from nonexchange transactions that represent subsidies or gifts to the SCIF Grant Fund, as well as investment income, are considered nonoperating since these are either investing, capital, or noncapital financing activities. Capital contributions are presented separately after nonoperating revenues and expenses.

NOTE 2   -   DEPOSITS AND INVESTMENTS

The College is required by North Carolina General Statute 147-77 to deposit any funds collected or received that belong to the State of North Carolina with the State Treasurer or with a depository institution in the name of the State Treasurer. All funds of the College, other than those required to be deposited with the State Treasurer, are deposited in board-designated official depositories and are required to be collateralized in accordance with North Carolina General Statute 115D-58.7. Official depositories may be established with any bank, savings and loan association, or trust company whose principal office is located in North Carolina. Also, the College may establish time deposit accounts, money market accounts, and certificates of deposit. The amount shown on the Statement of Net Position as cash and cash equivalents includes deposits in private financial institutions with a carrying value and bank balance of $504,496.46.

The North Carolina Administrative Code (20 NCAC 7) requires all depositories to collateralize public deposits in excess of federal depository insurance coverage by using one of two methods, dedicated or pooled. Under the dedicated method, a separate escrow account is established by each depository in the name of each local governmental unit and the responsibility of monitoring collateralization rests with the local unit. Under the pooling method, each depository establishes an escrow account in the name of the State Treasurer to secure all of its public deposits. This method shifts the monitoring responsibility from the local unit to the State Treasurer.

Custodial credit risk is the risk that in the event of a bank failure, the SCIF Grant Fund's deposits may not be returned to it. As of June 30, 2023, the SCIF Grant Fund's bank balance in excess of federal depository insurance coverage was covered under the pooling method.

NOTE 3 - CAPITAL ASSETS

A summary of changes in the capital assets for the year ended June 30, 2023, is presented as follows:

	Balance July 1, 2022	Increases	Decreases	Balance June 30, 2023
Capital Assets, Depreciable:				
Buildings	$ -	$ 2,950,218.00	$ -	$ 2,950,218.00
Machinery and Equipment	-	187,659.24	-	187,659.24
Total Capital Assets, Depreciable	-	3,137,877.24	-	3,137,877.24
Less Accumulated Depreciation for:				
Buildings	-	59,004.36	-	59,004.36
Machinery and Equipment	-	9,354.71	-	9,354.71
Total Capital Assets, Depreciable		68,359.07		68,359.07
Capital Assets, Net	$ -	$ 3,069,518.17	$ -	$ 3,069,518.17

NOTE 4 - COMMITMENTS AND CONTINGENCIES

Commitments - The SCIF Grant Fund has established an encumbrance system to track its outstanding commitments on construction projects and other purchases. Outstanding commitments on construction contracts were $6,412.38 at June 30, 2023.

NOTE 5 - SUBSEQUENT EVENTS

The SCIF Grant Fund has evaluated subsequent events through April 10, 2025, which is the date the financial statements were available to be issued. All SCIF Grant funds for have been exhausted as of the date of these statements.

**Independent Auditor's Report On Internal Control Over Financial Reporting
and On Compliance and Other Matters Based On An Audit Of Financial Statements
Performed In Accordance With *Government Auditing Standards***

Board of Trustees
Direct State Capital Infrastructure Funds of
Alamance Community College
Graham, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Direct State Capital Infrastructure Funds of Alamance Community College (the "SCIF Grant Fund"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the SCIF Grant Fund's basic financial statements, and have issued our report thereon dated April 10, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the SCIF Grant Fund's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the SCIF Grant Fund's internal control. Accordingly, we do not express an opinion on the effectiveness of the SCIF Grant Fund's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the SCIF Grant Fund's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
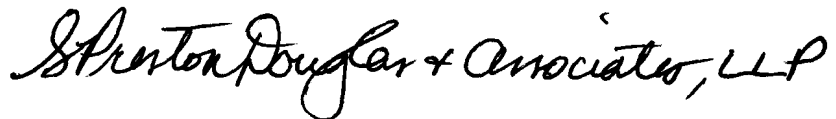
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies (2023-001).

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the SCIF Grant Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the schedule of findings and responses as item (2023-001).

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the SCIF Grant Fund's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the SCIF Grant Fund's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Strenton Douglas & Associates, LLP

Ocean Isle Beach, North Carolina
April 10, 2025

Direct State Capital Infrastructure Funds of
Alamance Community College
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2023

Section I. Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?   _____ yes   __X__ no

- Significant deficiency(s) identified that are not
  considered to be material weaknesses   __X__ yes   _____ none reported

- Noncompliance material to financial statements   _____ yes   __X__ no

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Section II. Financial Statement Findings

SIGNIFICANT DEFICIENCY

Finding: 2023 - 001   **Late Audit**

Criteria: Recipients and Sub-recipients receiving $500,000 of or more of funds from the N.C. Office of State Budget and Management (OSBM) shall have a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book. The audit report must be provided to the Agency no later than nine months after the end of the recipient's fiscal year (March 31).

Condition: The June 30, 2023 audit, which was due March 31, 2024, was issued late on April 10, 2025

Effect: By submitting the audit late, the board or other agencies such as the N.C. Office of State Budget and Management do not have the opportunity to receive important, timely feedback from the independent auditor such as internal control deficiencies or financial statement trends.

Cause: The College misunderstood the reporting requirement.

Repeat Finding: This was not a repeat finding.

Recommendation: We recommend that the SCIF Funds undergo a program-specific audit in years when the College's statements are not audited.

View of responsible officials and planned corrective actions:

The College agrees with the finding and agrees to adhere to the corrective action plan on page 19.

Corrective Action Plan
For the Year Ended June 30, 2023

Section II. Financial Statement Findings

SIGNIFICANT DEFICIENCY

Finding: 2023 - 001   Late Audit

Name of contact person: Elizabeth Thomas, CFO, Vice President of Business and Finance

Corrective Action: Management agrees with this finding and plans to submit the final trial balance and supporting documentation by early December during the year that the College's statements are not audited (fiscal year June 30, 2025). We will also establish a schedule with our audit team with request and submission deadlines. Preliminary audit work will be completed as early as possible to ensure we meet the required due dates.

Proposed Completion Date: The College will implement the above procedures immediately.

ALAMANCE
COMMUNITY COLLEGE

Curriculum and Instruction Committee Approved Changes

APPLIED ENGINEERING, AGRICULTURE & SKILLED TRADES DIVISION	
PROPOSED CHANGE	**EXPLANATION**
AUTOMOTIVE	

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1. **Automotive Hybrid Alternative Transportation Certificate (C60160H)**

- <u>Remove</u> **ATT 125** (2-4-6) Hybrid-Electric Trans (course will no longer be offered).

<mark>**Fall 2025 Implementation Date**</mark>

2. **Automotive Basic Certificate (C60160K)**

- <u>Update</u> the Automotive Basic Certificate layout to match the CCP pathway.

  <u>**1st Fall Semester**</u>
  TRN 110 Intro to Transport Tech (1-2-2)
  TRN 111 - Chassis Maint/Light Repair (2-6-4) <mark>**(NEW COURSE)**</mark>

  TRN 112 Powertrain Maint/Light Repair (2-6-4) <mark>**(NEW COURSE)**</mark>
  TRN 120 Basic Transp Electricity (4-3-5)
  AUT 113 Automotive Servicing I (0-6-2)

  **Total Credit Hours: 18**

<mark>**Fall 2025 Implementation Date**</mark>

3. **Automotive AAS (A60160)**

- <u>REMOVE</u> the following courses:
  ENG 110 English Composition (3-0-3)
  WBL 110 World of Work (1-0-1)
  WBL 111 Work-Based Learning I (0-10-1)

- <u>ADD</u> the following courses:
  ENG 111 Writing Inquiry (3-0-3)
  TRN 111 - Chassis Maint/Light Repair (2-6-4) <mark>**(NEW COURSE)**</mark>
  TRN 112 Powertrain Maint/Light Repair (2-6-4) <mark>**(NEW COURSE)**</mark>

- <u>REMOVE</u> option for students to take **HUM 115 Creative Thinking "OR" ENG 125 Creative Writing I**
- <u>REPLACE</u> with **HUM 115** Creative

</td>
<td>

Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.

- The automotive program associate degree will move from 6 semesters to 5 semesters. This allows a student to complete their AAS degree faster and move into the workforce sooner.

- The automotive program diploma will move from 4 semesters to 3 semesters. This allows a student to complete their AAS degree faster and move into the workforce sooner.

- Aligned the CCP pathway with the Automotive Basic Certificate. This should lead to more CCP student success.

- New courses proposed will allow ACC to complete National Institute for Automotive Service Excellence (ASE) accreditation, ensuring students meet the standards set for industry certification and providing alignment with accredited High school programs.

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</table>

Thinking (3-0-3) as required course.

- **REMOVE** option for students to take **ENG 115 Oral Communication "OR" Communication Elective.**
- **REPLACE** with **ENG 115** Oral Communication (3-0-3) as required course.

- **UPDATE TO NEW LAYOUT** to change the Automotive AAS from 6 semesters to 5 semesters.

1st Fall Semester
MAT 110 Math Measurement & Literacy (2-2-3)
AUT 141 Suspension & Steering Sys (2-3-3)
AUT 151 Brake Systems (2-3-3)
TRN 110 Intro to Transport Tech (1-2-2)
TRN 120 Basic Transp Electricity (4-3-5)

2nd Spring Semester
ENG 111 Writing Inquiry (3-0-3)
AUT 113 Automotive Servicing I (0-6-2)
AUT 116 Engine Repair (2-3-3)
AUT 163 Adv Auto Electricity (2-3-3)
AUT 181 Engine Performance I (2-3-3)
TRN 130 Intro to Sustainable Transp (2-2-3)

3rd Summer Semester
ENG 115 Oral Communication (3-0-3)
ATT 115 Green Trans Safety & Service (1-2-2)
AUT 183 Engine Performance 2 (2-6-4)

4th Fall Semester
ATT 140 Emerging Transp Tech (2-3-3)
TRN 111 - Chassis Maint/Light Repair (2-6-4) **(NEW COURSE)**
AUT 231 Man Trans/Axles/Drtrains (2-3-3)
HUM 115 Creative Thinking (3-0-3)

5th Spring Semester
AUT 213 Automotive Servicing 2 (1-3-2)
AUT 221 Auto Transm/Transaxles (2-3-3)
TRN 112 Powertrain Maint/Light Repair (2-6-4) **(NEW COURSE)**
TRN 140 Transp Climate Control (1-2-2)
TRN 140A Transp Climate Control (1-2-2
SOC 210 Introduction to Sociology (3-0-3)
"**or**" **PSY 150** General Psychology (3-0-3)

Total Credit Hours: 71

- **TRN 111** - Chassis Maint/Light Repair **(NEW COURSE)**

- This course covers maintenance and light repair of transportation suspension, steering, and brake systems. Topics include general servicing and inspection procedures of steering and suspension systems, wheels and tires, and drum and disc brakes including hydraulic and power-assist units. Upon completion, students should be able to perform maintenance and light repair of transportation suspension, steering, and brake systems**.**

🗶 AUTO FALL 2025 NEW LAYOUT.xlsx

4. **Automotive Diploma (D60160)**

- **REMOVE** the following courses:
AUT 213 Automotive Servicing 2 (1-3-4)
AUT 231 Man Trans/Axles/Drtrains (2-3-3)
WBL 111 Work-Based Learning I (0-10-1)

- **ADD** the following courses:
ENG 111 Writing Inquiry (3-0-3)
TRN 130 Intro to Sustainable Transp
(2-2-3)
ATT 115 Green Trans Safety & Service
(1-2-2)

- **UPDATE TO NEW LAYOUT:** to change
the Automotive Diploma from 4
semesters to 3 semesters.

  1st Fall Semester
  MAT 110 Math Measurement & Literacy
  (2-2-3)
  AUT 141 Suspension & Steering Sys (2-3-3)
  AUT 151 Brake Systems (2-3-3)
  TRN 110 Intro to Transport Tech (1-2-2)
  TRN 120 Basic Transp Electricity (4-3-5)

  2nd Spring Semester
  ENG 111 Writing Inquiry (3-0-3)
  AUT 113 Automotive Servicing I (0-6-2)
  AUT 116 Engine Repair (2-3-3)
  AUT 163 Adv Auto Electricity (2-3-3)
  AUT 181 Engine Performance I (2-3-3)
  TRN 130 Intro to Sustainable Transp
  (2-2-3)

  3rd Summer Semester
  ENG 115 Oral Communication (3-0-3)
  ATT 115 Green Trans Safety & Service
  (1-2-2)
  AUT 183 Engine Performance 2 (2-6-4)

  Total Credit Hours: 42

PROPOSED CHANGE	EXPLANATION
WELDING	

5. Welding AAS (A60160)

- **REMOVE** the following courses:
  WLD 212 Insert Gas Welding (1-3-2)
  WLD 112 Basic Welding Processes (1-3-2)
  ALL WBL except WBL 110

- **ADD** the following courses:
  WLD 251 Fabrication II (1-6-3)
  WLD 261 Certification Practices (1-3-2)
  WLD 122 GMAW MIG Plate/Pipe (1-6-3)
  (NEW COURSE)

  This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

  WLD 231 GTAW TIG Pipe (1-6-3)
  (NEW COURSE)

  This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

- **UPDATE TO NEW LAYOUT** to change the Welding AAS from 6 semesters to 5 semesters.

  1st Fall Semester
  WLD 110 Cutting Processes (1-3-2)
  WLD 115 SMAW (Stick) Plate (2-9-5)
  WLD 141 Symbols & Specifications (2-2-3)
  WLD 143 Welding Metallurgy (1-2-2)
  ENG 111 Writing Inquiry (3-0-3)

  2nd Spring Semester
  WLD 131 GTAW (TIG) Plate (2-6-4)
  WLD 121 GMAW (MIG) FCAW/Plate (2-6-4)
  MEC 111 Machine Processes I (1-4-3)
  MAT 110 Math Measurement & Literacy (2-2-3)

Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.

- The welding program will move from 6 semesters to 5 semesters. This allows a student to complete their AAS degree faster and move into the workforce sooner.

- Aligned the CCP pathway with the Basic Welding Certificate. This should lead to more CCP student success.

- We also incorporated several new certificates, which will meet the needs of the local industry.

☒ WELDING 2025 FALL NEW LAYOUT.xlsx

3rd Summer Semester
WLD 151 Fabrication I (2-6-4)
WLD 132 GTAW (TIG) Plate/Pipe (1-6-3)

4th Fall Semester
WLD 116 SMAW (Stick) Plate/Pipe (1-9-4)
WLD 122 GMAW MIG Plate/Pipe (1-6-3)
(NEW COURSE)
PCJ 262 Hand Wrought Metals (1-3-2)
Humanities/Fine Arts Elective (3-0-3)
Social/Behavioral Science Elective
(3-0-3)

5th Spring Semester
WLD 215 SMAW (Stick) Pipe (1-9-4)
WLD 251 Fabrication II (1-6-3)
WLD 261 Certification Practices (1-3-2)
WLD 231 GTAW TIG Pipe (1-6-3) **(NEW COURSE)**
Communication Elective (3-0-3)
WBL 110 World of Work (1-0-1)

Total Credit Hours: 67

Fall 2025 Implementation Date

6. **Welding Diploma (D50420)**

- **REMOVE** the following courses:
  WLD 112 Basic Welding Processes (1-3-2)
  WLD 212 Insert Gas Welding (1-3-2)
  PCJ 262 Hand Wrought Metals (1-3-2)
  WLD 116 SMAW (Stick) Plate/Pipe (1-9-4)
  WLD 215 SMAW (Stick) Pipe (1-9-4)

- **ADD** the following courses:
  WLD 143 Welding Metallurgy (1-2-2)
  MEC 111 Machine Processes I (1-4-3)
  WLD 151 Fabrication I (2-6-4)
  WLD 132 GTAW (TIG) Plate/Pipe (1-6-3)
  Change Gen ed communication elective to English elective (ENG 111)

- **NEW LAYOUT**
  1st Fall Semester
  WLD 110 Cutting Processes (1-3-2)
  WLD 115 SMAW (Stick) Plate (2-9-5)
  WLD 141 Symbols & Specifications (2-2-3)
  WLD 143 Welding Metallurgy (1-2-2)
  ENG 111 Writing Inquiry (3-0-3)

  2nd Spring Semester
  WLD 131 GTAW (TIG) Plate (2-6-4)

WLD 121 GMAW (MIG) FCAW/Plate (2-6-4)
MEC 111 Machine Processes I (1-4-3)
MAT 110 Math Measurement & Literacy (2-2-3)

3rd Summer Semester
WLD 151 Fabrication I (2-6-4)
WLD 132 GTAW (TIG) Plate/Pipe (1-6-3)

Total Credit Hours: 36

<mark>Fall 2025 Implementation Date</mark>

7. **Basic Welding Certificate (C50420B)**
   - **REMOVE** the following courses:
   WLD 112 Basic Welding Processes (1-3-2)
   WLD 212 Insert Gas Welding (1-3-2)

   - **ADD** the following courses:
   ENG 111 Writing Inquiry (3-0-3)
   WLD 141 Symbols & Specifications (2-2-3)

8. **Welding Insert Gas (C50420A)**
   - Make Inactive

9. <mark>**NEW WELDING CERTIFICATES**</mark>

<mark>NEW</mark> **Intermediate Welding Certificate (C50420A)**
   - **WLD 115** SMAW (Stick) Plate (2-9-5)
   - **WLD 116** SMAW (stick) Plate/Pipe (1-9-4)
   - **WLD 131** GTAW (TIG) Plate (2-6-4)
   - **WLD 132** GTAW (TIG) Plate/Pipe (1-6-3)

<mark>NEW</mark> **Welding SMAW Pipe Certificate (C50420S)**
   - **WLD 110** Cutting Processes (1-3-2)
   - **WLD 115** SMAW (Stick) Plate (2-9-5)
   - **WLD 141** Symbols & Specifications (2-2-3)
   - **WLD 116** SMAW (stick) Plate/Pipe (1-9-4)
   - **WLD 215** SMAW (stick) Pipe (1-9-4)

<mark>NEW</mark> **Welding Fabrication and Manufacturing Certificate (C50420F)**
   - **WLD 110** Cutting Processes (1-3-2)
   - **WLD 115** SMAW (Stick) Plate (2-9-5)
   - **WLD 116** SMAW (stick) Plate/Pipe (1-9-4)
   - **WLD 122** GMAW (MIG) Plate/Pipe (1-6-3)
   <mark>NEW Course</mark>
   - **WLD 132** GTAW (TIG) Plate/Pipe (1-6-3)

<mark>NEW</mark> **Welding STICK Certificate (C50420C)**
   - **WLD 115** SMAW (Stick) Plate (2-9-5)
   - **WLD 116** SMAW (stick) Plate/Pipe (1-9-4)
   - **WLD 215** SMAW (stick) Pipe (1-9-4)

PROPOSED CHANGE	EXPLANATION
NEW Welding Inert Gas TIG Certificate (C50420T) ● **WLD 110** Cutting Processes (1-3-2) ● **WLD 131** GTAW (TIG) Plate (2-6-4) ● **WLD 141** Symbols & Specifications (2-2-3) ● **WLD 132** GTAW (TIG) Plate/Pipe (1-6-3) **NEW** Welding Inert Gas MIG Certificate (C50420M) ● **WLD 110** Cutting Processes (1-3-2) ● **WLD 121** GMAW (MIG) FCAW/Plate (2-6-4) ● **WLD 141** Symbols & Specifications (2-2-3) ● **WLD 122** GMAW (MIG) Plate/Pipe (1-6-3) **NEW Course** **Fall 2025 Implementation Date**	

BUSINESS, ARTS AND SCIENCES DIVISION

PROPOSED CHANGE	EXPLANATION

ARTIFICIAL INTELLIGENCE

PROPOSED CHANGE	EXPLANATION
10. **NEW** Artificial Intelligence Certificate & Associated CCP Pathway (C25710) **Spring 1st Semester** **MAT 152** Statistical Methods I (3-2-4) **CIS 115** Intro to Pgm & Logic (2-3-3) **Summer 2nd Semester** **CSC 113** Artificial Intel. Foundation (2-2-3) **Fall 3rd Semester** **CSC 121** Python Programming (2-3-3) _**Total Credit Hours: 13**_ **Fall 2025 Implementation Date**	_Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions._ ● There are a number of individuals in the workforce who desire to acquire skills in AI without committing to a 2-year degree program. This certificate will provide baseline knowledge. ● As a CCP Pathway, this set of courses provides a solid foundation for those seeking to advance their skills. W Curriculum Change Proposal Form...

HEALTH AND PUBLIC SERVICES DIVISION

PROPOSED CHANGE	EXPLANATION

MEDICAL OFFICE ADMINISTRATION

11. **Medical Office Administration AAS (A25310)** • **REMOVE** option for students to take **OST 141/142 "OR" MED 121/122.** • **REPLACE** with **MED 121/122** (3-0-3) as the required courses. <mark>**Fall 2025 Implementation date**</mark>	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • Several Programs have the option to use this set of courses. To ensure consistency and reduce confusion, we propose offering only one option. • MED-121 and MED-122 meets the accreditation standards for the Medical Assisting program.
PROPOSED CHANGE	**EXPLANATION**
HEALTHCARE MANAGEMENT TECHNOLOGY	
12. **Healthcare Management Technology AAS (A25200)** • **REMOVE** option for students to take **OST 141/142 "OR" MED 121/122.** • **REPLACE** with **MED 121/122** (3-0-3) as the required courses. <mark>**Fall 2025 Implementation date**</mark>	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • Several Programs have the option to use this set of courses. To ensure consistency and reduce confusion, we propose offering only one option. • MED-121 and MED-122 meets the accreditation standards for the Medical Assisting program.
13. **CCP Pathway - Healthcare Clerical Certificate (C25310H); Medical Coding, Billing & Insurance (C25310AP)** • **REMOVE** option for students to take **OST 141/142 "OR" MED 121/122.** • **REPLACE** with **MED 121/122** (3-0-3) as the required courses.	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • Several Programs have the

Fall 2025 Implementation date	option to use this set of courses. To ensure consistency and reduce confusion, we propose offering only one option.
	● MED-121 and MED-122 meets the accreditation standards for the Medical Assisting program.

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Student Learning & Workforce Development

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Approval of New Program

Summary:
Curriculum Faculty, Department Heads, and Deans proposed the implementation of a new program to ACC's Curriculum & Instruction Committee, which has vetted and approved the program as presented.

1. Dental Hygiene Associate in Applied Science

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

Action:
College Administration respectfully requests approval of the Dental Hygiene Associate in Applied Science Program.

HEALTH AND PUBLIC SERVICES DIVISION	
PROPOSED CHANGE	**EXPLANATION**
DENTAL HYGIENE (A45260)	
1. **Add the Dental Hygiene AAS (A45260)** The AAS degree will consist of () new course offerings at ACC. All other general education and work based learning courses are currently offered. **New Courses to ACC:** **BIO 175** General Microbiology (2-2-3) **DEN 110** Orofacial Anatomy (2-2-3) **DEN 120** Dental Hygiene Pre-Clinic Lecture (2-0-2) **DEN 121** Dental Hygiene Pre-Clinic Lab (0-6-2) **DEN 123** Nutrition/Dental Health (2-0-2) **DEN 124** Periodontology (2-0-2) **DEN 125** Dental Office Emergencies (0-2-1) **DEN 130** Dental Hygiene Theory I (2-0-2) **DEN 131** Dental Hygiene Clinic I (0-0-3, clinical-9) **DEN 140** Dental Hygiene Theory II (1-2-2) **DEN 141** Dental Hygiene Clinic II (0-0-2, clinical-6) **DEN 221** Dental Hygiene Clinic III (0-0-4. clinical-12) **DEN 222** General & Oral Pathology (2-0-2)	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • Address the growing demand for dental hygienists and help decrease the current shortages affecting the state and nation. • The COVID-19 pandemic led to an estimated 8% reduction in the dental hygienist workforce in 2020. • North Carolina is experiencing significant shortages in dental health professionals. In 2019, 74 counties were designated as dental health professional shortage areas; today, that

DEN 223 Dental Pharmacology (2-0-2)
DEN 224 Materials & Procedures (1-3-2)
DEN 230 Dental Hygiene Theory IV (1-0-1)
DEN 231 Dental Hygiene Clinic IV (0-0-4, clinical-12)
DEN 232 Community Dental Health (2-3-3)
DEN 233 Professional Development (2-0-2)

Proposed Course Schedule

Fall 1st Semester
BIO 163 Basic A&P (4-2-5)
DEN 110 Orofacial Anatomy (2-2-3)
DEN 111 Infection/Hazard Control (2-0-2)
DEN 112 Dental Radiology (2-3-3)
DEN 120 Dental Hygiene Pre-Clinic Lecture (2-0-2)
DEN 121 Dental Hygiene Pre-Clinic Lab (0-6-2)

Spring 2nd Semester
CHM 130 Gen, Org & Biochemistry (3-0-3)
CHM 130A Gen, Org & Biochemistry Lab (0-2-1)
DEN 123 Nutrition/Dental Health (2-0-2)
DEN 124 Periodontology (2-0-2)
DEN 130 Dental Hygiene Theory I (2-0-2)
DEN 131 Dental Hygiene Clinic I (0-0-3, clinical-9)
DEN 223 Dental Pharmacology (2-0-2)
DEN 224 Materials & Procedures (1-3-2)

Summer 3rd Semester
DEN 140 Dental Hygiene Theory II (1-2-2)
DEN 141 Dental Hygiene Clinic II (0-0-2, clinical-6)
DEN 125 Dental Office Emergencies (0-2-1)
ENG 111 Writing & Inquiry (3-0-3)

Fall 4th Semester
BIO 175 General Microbiology (2-2-3)
DEN 220 Dental Hygiene Theory III (2-0-2)
DEN 221 Dental Hygiene Clinic III (0-0-4. clinical-12)
DEN 222 General & Oral Pathology (2-0-2)
DEN 232 Community Dental Health (2-3-3)
Humanities/Fine Arts Elective (3-0-3)

Spring 5th Semester
COM 120 Interpersonal Communication (3-0-3)
DEN 230 Dental Hygiene Theory IV (1-0-1)
DEN 231 Dental Hygiene Clinic IV (0-0-4, clinical-12)

number has risen to 97 counties, indicating a worsening trend.

- According to the Bureau of Labor Statistics, employment of dental hygienists is projected to grow 9 percent from 2023 to 2033, much faster than the average for all occupations.

- About 16,400 openings for dental hygienists are projected each year, on average, over the decade. Many of these openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force.

- The local demand for dental hygienists is evident. A recent search on Indeed.com listed 59 dental hygienist positions available in Alamance County, NC, highlighting the immediate need for qualified professionals in the area.

- A dental hygiene associate degree program will address local demand by training residents within the county to help fill existing vacancies and reduce the local shortage of dental hygienists.

Curriculum Change Proposal Form_2025_Dental Hygiene

DEN 233 Professional Development (2-0-2) **SOC 240** Social Psychology (3-0-3) ***Total Credit Hours: 71*** <mark>**Fall 2027 Implementation Date**</mark>	

Dental Hygiene AAS A45260

Suggested Course Schedule		Class	Lab	Clinical	Credits	Notes
1st semester (Fall)						
BIO 163	Basic A & P	4	2	0	5	
DEN 110	Orofacial Anatomy	2	2	0	3	
DEN 111	Infection/Hazard Control	2	0	0	2	
DEN 112	Dental Radiology	2	3	0	3	
DEN 120	Dental Hygiene Preclinic Lecture	2	0	0	2	
DEN 121	Dental Hygiene Preclinic Lab	0	6	0	2	
	Total Semester Hours	**12**	**15**	**0**	**17**	
2nd Semester (Spring						
CHM 130	Gen, Org & Biochemistry	3	0	0	3	
CHM 130A	Gen, Org & Biochemistry Lab	0	2	0	1	
DEN 123	Nutrition/Dental Health	2	0	0	2	
DEN 124	Periodontology	2	0	0	2	
DEN 130	Dental Hygiene Theory I	2	0	0	2	
DEN 131	Dental Hygiene Clinic I	0	0	9	3	
DEN 223	Dental Pharmacology	2	0	0	2	
DEN 224	Materials & Procedures	1	3	0	2	
	Total Semester Hours	**12**	**5**	**9**	**17**	
3rd Semester (summer)						
DEN 140	Dental Hygiene Theory II	1	2	0	2	
DEN 141	Dental Hygiene Clinic II	0	0	6	2	
ENG 111	Writing & Inquiry	3	0	0	3	

	Total Semester Hours	**4**	**4**	**6**	**7**	
4th Semester (fall)						
BIO 175	General Microbiology	2	2	0	3	
DEN 220	Dental Hygiene Theory III	2	0	0	2	
DEN 221	Dental Hygiene Clinic III	0	0	12	4	
DEN 222	General & Oral Pathology	2	0	0	2	
DEN 232	Community Dental Health	2	3	0	3	
Humanities/Fine Arts Elective		3	0	0	3	
	Total Semester Hours	**11**	**5**	**12**	**17**	
5th Semester (spring)						
COM 120	Interpersonal Communication	3	0	0	3	
DEN 230	Dental Hygiene Theory IV	1	0	0	1	
DEN 231	Dental Hygiene Clinic IV	0	0	12	4	
DEN 233	Professional Development	2	0	0	2	
SOC 240	Social Psychology	3	0	0	3	
	Total Semester Hours	**9**	**0**	**12**	**13**	
Total Semester Hours for Graduation - 71						

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Academic Program Review Highlights

Applied Engineering, Agriculture and Skilled Trades (AAS) Program Review Highlights

1. Strong Program Growth in AAS Programs

- **Welding Technology** experienced an **11% growth** in FTE from Fall 2023 to Fall 2024.

- **Automotive Systems Technology** saw a **16% growth** in AUT courses and **9% in TRN courses**.

- **Industrial Systems Technology** showed significant progress, growing from **9 to 32 students** in five years, driven by increasing industry demand and certification integration (CPT/CPT+).

2. High Success Rates and Stability in AAS Programs

- The **Culinary Arts** program maintains high academic performance with **85% of students earning a C or better**, despite national trends of declining enrollment.

- **Agriculture Education** reported **100% retention and completion** rates for 2023–2024, with all students completing at least 75% of their credits.

3. Expanding High School and Career and College Promise Partnerships

- Programs like **Graphic Design, Animal Care & Management, and Horticulture** are strategically focusing on **recruitment through ABSS high schools and CCP advisors**.

- **Animal Care & Management** saw a jump in CCP enrollment, averaging **21 students** in 2022–2023 compared to **9 students** from 2019–2021.

4. Curriculum Innovation and Modernization

- Many programs are updating curricula to meet industry demands:

- o **Computer-Integrated Machining** is transitioning to a **Manufacturing-focused curriculum**.

- o **CAD** and **Mechatronics** are incorporating hybrid learning and advanced lab upgrades.

- o **Automotive** added **four new courses** to support ASEEF certification and align with local high school articulation agreements.

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5. Focused Recruitment and Retention Strategies Across Departments

- Most programs have implemented or are planning **targeted recruitment campaigns, curriculum revisions, hands-on facility improvements**, and **industry engagement** to boost enrollment and retention.

- Several programs (e.g., **Sustainable Agriculture, Agribusiness, and Agriculture Biotechnology**) are building out **tutoring support, articulation agreements**, and **tour-based recruitment efforts**.

Business, Arts and Sciences (BAS) Program Review Highlights

1. Strong Program Growth in BAS Programs

- **University Transfer Programs** saw enrollment rise from **2,506 to 2,675 students**, and FTE grew by nearly **200** in one year.

- **Business Administration** grew from **305 to 358 students** over five years, showing increasing demand for general business education.

- **Information Technology** posted consistent **5–8% annual growth** and recorded a **7%+ increase in FTE** across all 2023–2024 semesters.

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2. High Success Rates and Stability in BAS Programs

- **University Transfer completions** reached **327 graduates** in 2023–2024, with **243 in Associate in Arts** and **67 in Associate in Science**.

- **Early Childhood Education** showed a **steady increase in completion and gatekeeper course success**—with EDU 119 rising **10–11%** in one year.

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3. Expanding High School and Career and College Promise Partnerships

- The **University Transfer program** continues to expand **CCP enrollment**, especially in **AA and AS pathways**, creating a direct pipeline into degree programs.

- **Early Childhood Education** and **Business Administration** are working to promote pathways to high school students, including new marketing efforts and faculty outreach.

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4. Curriculum Innovation and Modernization

- **Information Technology** launched a new **Computer Programming & Development concentration**, added courses in AI and CTS-155 (Help Desk/IT Support), and began **integrating bots and virtual labs**.

- **Early Childhood** is developing **departmental standards for online instruction** and pursuing **apprenticeship models** with local daycares.

- **University Transfer** is using **curriculum mapping, PLOs/SLOs**, and a focus on **data literacy** to monitor and improve outcomes.

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5. Focused Recruitment and Retention Strategies Across Departments

- **Business Administration** implemented robust **early alert systems, advising interventions, and wellness initiatives** to address retention drops.

- **IT Program** introduced front-loaded courses with study guidacne and organizational skill-building to support retention and reduce summer performance volatility.

- **All programs** reported active collaboration with institutional departments, upgraded technology, and stronger advising pipelines to **boost engagement and completion**.

Health and Public Services (HPS) Program Review Highlights

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1. Strong Program Growth in Key Health & Public Service Fields

- **Biotechnology** exceeded its target enrollment of 50 students (current headcount: 56), backed by over **$1.6M in grants and equipment**.

- **Forensic Science** FTE more than doubled from **12.06 to 31.22** over two years.

- **Fire Protection Technology** showed steady growth in FTE and serves a critical role in online learning for working professionals.

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2. High Success Rates and Stability in HPS Programs

- **Nursing (ADN)** program achieved a **97.3% NCLEX-RN pass rate**, exceeding state (94%) and national (89%) averages.

- **Histotechnology & Medical Laboratory Technology (MLT)** programs maintained **100% ASCP exam pass rates**.

- **EMS program** showed **90% retention**, **100% Paramedic credential pass rate**, and **100% job placement**.

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3. Expanding High School and Career and College Promise Partnerships

- **EMS and Criminal Justice** programs prioritized high school CCP recruitment and are working to streamline entry from CCP to degree pathways.

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4. Curriculum Innovation and Modernization

- **Fire Protection** moved fully online with 8-week courses, meeting the needs of working professionals.

- **Medical Assisting** redesigned progression paths by removing gatekeeper restrictions and incorporating hands-on early to encourage success.

- **Biotechnology** piloted new course delivery models and expanded night offerings to attract adult learners.

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5. Focused Recruitment and Retention Strategies Across Departments

- **Dental Assisting** implemented **open labs and targeted recruitment**, resulting in a **10% increase in retention**.

- **Cosmetology** is responding to rising demand by planning **department expansion** and facility upgrades.

- Many programs (EMS, ADN, CJ, Biotechnology) are actively hiring faculty, improving facilities, and developing alumni tracking tools to strengthen engagement and completion.

5-Year Program Review Summary 2023-2024

Summary:

[Alamance Community College's Curriculum Program Review](#) is part of the college's overall institutional effectiveness plan. It is a collaborative process that supports the mission of ACC by assessing, sharing, and improving the impact of the educational programs offered by the college.

Each program review is an opportunity for the department and the institution to take a comprehensive look at the program, to evaluate the program's strengths and weaknesses, to assess its future and develop a strategy to meet the opportunities and challenges that the program anticipates over the next five years. The following programs were reviewed during the 2022-2023 academic year and encompass academic years 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023.

Two 5 Year Reviews Below: (the rest are annual reviews)

- **Associate of Applied Science (A.A.S.) in Horticulture**
- **Associate of Applied Science (A.A.S.) in Industrial Systems Technology**

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Computer-Integrated Machining (A50210)

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

- Overall student enrollment continues to drop and the industry outlook is low, even though the program is in the apprenticeship program. We are hopeful that the change in curriculum, approved by industry partners, to a more general Manufacturing curriculum will spur better interest and enrollment.

- CCP enrollment is also down, approximately 50%

- Student progress is also down from about 90% to 75% on an overall average

Action Items	Status In Progress (IP), Not Started (NS) and completed (C)
1. PChange the curriculum to better meet the changing industry needs and move toward a more Manufacturing type curriculum 2. Improve recruitment. No completion date set as this action item would be ongoing.	1. C 2. IP

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Culinary Arts (A55150)

The Culinary Arts curriculum is accredited by the American Culinary Federation. This accreditation goes beyond state guidelines for the Culinary Arts curriculum. Students who graduate with an Associate's Degree in Culinary Arts will be eligible for their first level of ACF certification, Certified Culinarian. Students will receive specific training required to prepare them to assume positions as trained culinary professionals in a variety of foodservice settings including full-service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

- Culinary is attracting and serving the groups expected. The program currently has students from CCP, traditional college-age, older career changers and industry cooks continuing their education.

- The last class coming out of the COVID ERA has 8 students and will graduate this 25SP. The current 1st year class started with 32 and is now a class of 18. We always lose the CCP's till HS graduation and have an attrition rate of @30% who decide Culinary is not for them. Culinary programs nationwide have been on an enrolled downturn for several years even before COVID because of working conditions and pay scale. COVID changed that and hopefully enrollments will continue to rise.

- At current faculty levels, if we can start 48 new students and carry through 32 to their 2nd year we would be in great shape.

- 85% of our students are receiving at least a C, P or better.

- We require the Sanitation and Safety National Certification Manager's Course in order to continue to production classes and to graduate.

- Facilities and equipment are in good shape and well maintained in order to keep repair costs minimal. Repair costs have risen like so many other things.

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- Food cost is up as our main expenditure and we continue to actively manage it by accurate purchasing and substituting ingredients as needed.

- I have planned and will start recruiting directly in the HS that have Foods Programs, CTEC and then to the other HS in general.

Action Items	Status
1. **Continue to be proactive taking care of equipment to prolong use.**	*IP*
2. **Go directly to HSs to directly recruit students.**	*Starting Fall 25*
3. **Continue to actively manage food costs to not short change kitchen experience and product knowledge.**	*IP*

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The following programs submitted an Annual Program Review for the 2022-2023 academic year.

Air Conditioning, Heating, & Refrigeration (A35100)
The Air Conditioning, Heating, and Refrigeration Technology curriculum, provides the basic knowledge to develop skills necessary to work with residential and light commercial heating, air conditioning, ventilation and refrigeration systems.

According to the NCCCS Curriculum FTE Report, our AHR courses have experienced a

1% growth from FALL 2023 to FALL 2024 with 3 FT instructors.

We are in a good place with staffing. We hired a FT instructor last summer and are looking to hire a PT instructor this Fall.

A grant has provided more equipment and the tools and equipment are well maintained by the staff.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1-Hiring a PT instructor to promote growth 2-Job Fair Promotion 3-HS recruiting after the PT instructor is hired	1. IP 2. IP 3. IP

5

Welding Technology (A50420)

The Welding Technology curriculum provides students with a sound understanding of science, technology, and application essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

According to the NCCCS Curriculum FTE Report, our WLD courses have experienced a

11% growth from FALL 2023 to FALL 2024 with 6 FT instructors.

Major improvements to the ventilation system were completed in summer 2024.

New welders purchased to replace older welders.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*

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1.Faculty transitioning to 8 week courses with a Hybrid component in all courses.	1 IP
2.Staff certifications and training to prepare for the retirement of older instructors	2 IP
3.Continuous improvement in Moodle, and teaching strategies	3 IP

Graphic Design (A30100)

The Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic materials. Graduates of the program should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, newspapers, and any company with in-house graphic design operations.

- Enrollment and FTE trends are mostly stable, with minor fluctuations up and down from year to year. Part of this is driven by the steady stream of CCP students we have coming from our classes at the four area high schools we serve. Non-CCP FTE numbers are trending up for the last two years, which shows positive growth trends.

- We have a big population of CCP students in the fall semesters who take GRD-167 (photography); GRD-141 (graphic design 1); GRD-110(typography); and PHO-222 (videography). We could add additional sections of GRD-167 and PHO-222, but we are limited by equipment.

- We would also like to offer a spring entry to the program (currently, students enter the program in the fall, and off-semester students can only take limited core classes). We think offering more courses online would benefit working students and would most likely attract students who can't take our courses in person.

- Optimally, I would like to see enrollment in the 24-30 student range for first-year students and a graduating class between 10-12 students, on average, four our two-year AAS program

- I think our retention rates are on par with normal values. We did have a dramatic drop in Fall to Spring retention for 2023-24; I think that was still due to the pandemic and also to a larger than normal number of students changing to other programs. The 2023-24 fall to fall retention was up, so that's encouraging. We need to make sure we are informing students what the program is about before they sign up, and we need to do a better job with recruiting students interested in the program from art and graphics high school backgrounds.

- Our fall success rate is stubbornly stuck in the mid-50% range, while our spring rate is inching closer and closer to 75%. We have more students in our gatekeeper course in

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the fall, and we have a higher attrition rate fall to spring, so I think that explains the lower success rate.	
Action Items	**Status** *In Progress (IP), Not Started (NS) and completed (C)*
1. I think more recruitment visits to area high schools would be helpful, especially those schools where we don't already have a CCP presence(Southeast Alamance, Cummings, Graham, Western Alamance). 2. Explore adding UI/UX instruction or course to the program. 3. Add three-year rotation to department computers.	1. IP 2. IP 3. IP

Agriculture Biotechnology (A20110)

The Agricultural Biotechnology curriculum focuses on the application of molecular biology, biochemistry, and biophysics to the study of biomolecular structures, functions, and processes specific to plants and plant substances. Potential course work includes instruction in the biochemistry of plant cells, nuclear-cytoplasmic interactions, molecular cytostructures, photosynthesis, plant molecular genetics, and the molecular biology of plant diseases.

- **5 Year Review - 2018-2023**

- Enrollment from Fall 2020 to Spring 2021 saw a drop in enrollment. Enrollment remained constant until Fall 2022 when enrollment increased. FTE's showed a similar trend. Unduplicated enrollment was at its highest in the 2022-2023 academic year with 8 students.

- CCP enrollment remained at zero until 2022-2023 academic year when the program saw its first CCP student enroll.

- Majority of students enrolled have been females under the age of 20.

- The percentage of students completing 75% of their attempted credits has strangely fluctuated over the last 5 years. 100% of students completed 75% of attempted credits in Fall 2018, Summer 2021, and Summer 2023. 0% completed 75% of their attempted credits in Summer 2019 and Summer 2022. Other semesters saw 30-90% students complet 75% of attempted credits

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. Enrollment needs to increase. The best way for this to take place is to continue recruiting efforts.	1. IP

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2. Actively recruit with the ABSS high schools to increase enrollment of students under 20 years old.	2. NS
3. Develop tour days in conjunction with other Agriculture programs in ABSS schools	3. NS
4. Utilize industry professionals to help students network with the industry.	4. IP
5. Work with CCP advisors to provide tours and activities related to the field to increase CCP enrollment.	5. NS

Agriculture Biotechnology (A20110)

The Agricultural Biotechnology curriculum focuses on the application of molecular biology, biochemistry, and biophysics to the study of biomolecular structures, functions, and processes specific to plants and plant substances. Potential course work includes instruction in the biochemistry of plant cells, nuclear-cytoplasmic interactions, molecular cytostructures, photosynthesis, plant molecular genetics, and the molecular biology of plant diseases.

- **Annual Review - 2023-2024**

- From 2022-2023 to 2023-2024, Agricultural Biotechnology saw a drop in enrollment and FTE. The unduplicated headcount in 2023-2024 was 7, a drop in 1 student from the previous year.

- CCP enrollment remained at 1 student from the previous year.

- The majority of students are male. Student age ranges for under 20 to 30 years old. There are no students over 30 in the program.

- The majority of students enrolled were either ¾ time or ½ time students.

Action Items	Status

	In Progress (IP), Not Started (NS) and completed (C)
1. Enrollment needs to increase. The best way for this to take place is to continue recruiting efforts.	IP
2. Actively recruit with the ABSS high schools to increase enrollment of students under 20 years old.	NS
3. Develop tour days in conjunction with other Agriculture programs in ABSS schools	IP
4. Utilize industry professionals to help students network with the industry.	NS
5. Work with CCP advisors to provide tours and activities related to the field to increase CCP enrollment.	NS

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Animal Care & Management (A55100)

The Animal Care and Management Technology Program is designed to provide students with the opportunity to acquire the skills, knowledge, and attitudes necessary for employment in the animal care industry.

The Animal Care and Management Technology Program helps train individuals to supervise and care for animals in a shelter setting, animal rescues, animal control, labs, farms and animal hospital settings.

- Enrollment and FTE trends are mostly stable, with minor fluctuations up and down from year to year. Student enrollment averages around 135 students from 2018-2023. FTE enrollment peaked in 2019-2020 (144 students) and has leveled out since 2022-2023 (129 students).

- CCP enrollment dropped from 2019-2021, however, these numbers have been increasing since 2022 with highest enrollment of CCP students being seen in 2022-2023. Averaging 21 students in Fall and Spring enrollment for 2022-2023 compared to an average of 9 students from 2019-2021. 22% of ACM students are dually-enrolled students in the CCP Pathway.

- Our completion numbers for ACM have been increasing for the A.A.S. pathway (increased from 13 in 2019-2020 to 22 in 2022-2023). Student numbers have gradually declined for the Diploma and Certificate ACM pathways (decreased from 27 students in 2018-2019 to 16 students in 2022-2023). Our overall credential completion numbers remain above average for 2022-2023 (38 student credentials compared to the average of 32 credentials from 2018-2023).

- The ACM Program will be reviewing our curriculum, diploma, and certificate pathways to ensure that the credentials we are offering align with what is needed in the workforce. With intentional course offerings and pathways, we believe the ACM Program will remain competitive in its own right, even with the additional offering of a Veterinary Medical Technology Pathway.

- The Diploma pathway has only had 1 student from 2018-2023. May consider partnering with the CCR Pathway for the diploma pathway or change this into a more relevant certificate program.

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Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. We will begin performing more intentional recruiting efforts at local high school events by showcasing the differences between the ACM and VMT Programs. The ACM Program will serve as a career entry point for individuals who want to serve the veterinary community but may not have the academic caliber to be successful within the VMT Program. Alternately, the ACM Program can serve as a stepping stone to enter the VMT Program. 2. Intentional redesign of curriculum offerings, including A.A.S., Diploma, and Certificate pathways to ensure that these offerings are meeting the needs of the local workforce. Certificates will be available as standalone or as an option within the ACM A.A.S. degree. 3. Revisiting the Diploma pathway as student numbers in this area are minimal. Considering partnering with CCR to provide a diploma or certificate as an alternative to the standalone diploma.	1. IP 2. IP 3. IP

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Automotive Systems Technology (A60160)

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It introduces automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field. Classroom and lab experience integrates technical and academic course work.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

According to the NCCCS Curriculum FTE Report, our AUT courses have experienced a

16 % growth from FALL 2023 to FALL 2024 with 3 FT instructors.

According to the NCCCS Curriculum FTE Report, our TRN courses have experienced a

9 % growth from FALL 2023 to FALL 2024 with 3 FT instructors.

Three full time instructors have retired in the last 3 years: Jerry Yeatts, Marc Hunter and Bill Crabtree. One full time instructor was hired, Daniel Jones.

Some new tools purchased for the Hybrid and EV technology. New vehicles purchased with a grant. Tools inventoried and tools needed to move toward ASEEF identified.

The past poor relationship with CTEC Automotive was repaired this past year and ACC Automotive helped them renew their ASEEF Maintenance and Light Duty Certification .

ACC Automotive has assisted in the maintenance or renewal of the ASEEF Maintenance and Light Duty Certification for Western High School, Eastern High School and Chapel Hill High School.

We have added 4 courses to align ourselves with high school programs for ASEEF articulation agreements: AUT 113, AUT 213, TRN 111, TRN 112

ACC has transitioned from a hobby shop (project instruction) to a curriculum-based

instruction using ASEEF Job sheets, CDX Powerpoint classroom instruction and Online testing.

We are now poised to begin documenting this and apply for ASEEF Master Certification.

Action Items	Status In Progress (IP), Not Started (NS) and completed (C)
1-Rebuild the Advisory Committee by using a Job Fair template 2-Apply for ASEEF Certification 3-Hire additional instructors to grow the program 4-Increase presence in local high schools	1. IP 2. IP 3. IP 4. IP

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Computer-Aided Drafting (A50150)

The Computer-Aided Drafting Technology curriculum prepares students to apply technical skills and advanced computer software and hardware to develop plans and related documentation, and manage the hardware and software of a CAD system. Includes instruction in architectural drafting (2D and 3D), computer-aided drafting and design (CADD), creating and managing two- and three-dimensional models, solid modeling, 3D printing, linking CAD documents to other software applications, and operating systems as well as truss design, statics, machine design, CNC programming and milling, fluid mechanics and design processes.

Graduates should qualify to obtain occupations such as technical service providers, engineering technicians and should qualify for CAD jobs in architectural and engineering consulting firms and industrial design businesses.

C1. Is the program attracting and appropriately serving the target audience?

Yes, the program is attracting the intended audience, including a growing number of Career and College Promise (CCP) students who now represent over 40% of total enrollment. While enrollment and FTE trends have been moderately stable with a slight upward drift, the overall numbers remain below our preferred levels. A significant contributing factor is the reduction of high school drafting programs in the region—currently, only Williams High School offers such a program. Continued recruitment and targeted marketing efforts are essential to maintain and grow engagement with the appropriate student population.

C2. Is the enrollment trend meeting established targets, ensuring program viability? If targets for enrollment have not been established, what should they be?

Program viability remains a concern. Enrollment has not yet met levels needed to ensure long-term sustainability. While there is no formal enrollment target currently in place, a benchmark of **at least 25 new incoming students per year** is recommended to ensure program viability. Faculty have been proactive, visiting local high schools to promote the program, but additional institutional support for marketing and recruitment is critical.

C4. Are student retention rates meeting established targets?

Retention rates have declined slightly over the past few years and are not currently meeting internal expectations. However, the outlook is optimistic due to increasing employer demand, rising starting salaries, and strong job placement opportunities for graduates. Several students have reported receiving multiple job offers, which may also contribute to early program exits. Continued employer engagement and student support services are needed to improve retention rates moving forward.

C. Enrollment Action Items

- Collaborate with the College's Marketing Department to develop targeted promotional materials for the CAD program.
- Increase faculty involvement in outreach initiatives, including school visits, open houses, and career fairs.
- Partner with Success Coaches and academic advisors to ensure potential students are informed about the CAD program's career opportunities.
- Explore social media and AI-based marketing tools to increase visibility and engagement.

E. Student Success (College Goal 1: Student Success)

E1. What percentage of students in your program completed at least 75% of their attempted credits with a C, P, or better?

Approximately 75% of program students completed at least 75% of their attempted credits with a C or better—an improvement from prior years and a positive trend toward meeting student success goals.

E3. What percentage of students passed gatekeeper courses with a C or better? Are course success rates the same for various sub-group populations?

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The pass rate for gatekeeper courses has declined slightly, falling just below the 75% target. Faculty are currently investigating root causes, including course design, student preparedness, and subgroup performance, to develop strategies for improvement.

E5. What is the licensure/certification exam pass rate? Is the pass rate above state or national averages?

Although the CAD program does not require state licensure, approximately **80% of program graduates earn at least one industry-recognized certification** before graduation. This exceeds informal benchmarks and positions graduates well for employment. Additional resources for certification exam preparation could further improve this rate.

E6. What percentage of transfer students maintain at least a 2.0 GPA at their transfer institution?

This program is not designed as a transfer pathway, so transfer data is limited. However, anecdotal reports indicate that those few who do transfer generally perform successfully.

E. Student Success Action Items

- Analyze student performance data to identify trends among underperforming subgroups in gatekeeper courses.
- Expand certification preparation workshops and resources.
- Strengthen partnerships with local employers to reinforce the program's value and support student motivation.
- Continue data collection on certification pass rates and post-graduation success to assess long-term student outcomes.

Program Review Recommendation:

The CAD program requires stronger recruitment strategies and marketing support to address a shortage of incoming students despite being a high-demand career field. A target

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of **25 new students annually** is recommended to ensure a sustainable pipeline of future graduates.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
Plans to Address Recommendation: 1. Coordinate with Success Coaches, PACE Coaches, and campus recruiters to highlight the CAD program during campus visits and student orientations. 2. Develop a comprehensive outreach strategy that includes AI-based marketing and social media promotion. 3. Pursue stronger connections with high school counselors and CTE coordinators to promote dual-enrollment and pathway opportunities. **Additional Resources Needed:** 1. Dedicated advertising support for the CAD program. 2. Marketing collateral and digital assets to support faculty-led outreach. 3. Institutional support for high school engagement initiatives.	1. **IP** 2 **IP** 3 **IP**

Horticulture Technology (A15240)

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the certified plant professional and licensed pesticide applicators examinations.

- **5 year review - 2018-2023**

- The Alamance Community College Horticulture Technology Department is dedicated to educating current and future generation professionals in our industry through quality and practical application of knowledge and innovative techniques. We are committed to supporting local industry, enhancing health and the environment through stewardship and sharing knowledge of plants, the land and natural systems that sustain life on earth.

- Unduplicated headcount and FTE fell following the COVID Pandemic, but numbers since COVID have shown an increase. Unduplicated headcount fell to 60 but rose to 69. FTE numbers show a similar pattern for all three semesters.

- CCP enrollment also dropped during COVID to 1 student for fall and spring, but latest numbers show at least 10 CCP Students for Fall and Spring semesters.

- As of Spring 2023, the number of female students slightly outnumbered male students. The majority of those students were under 20 years of age, while each age group did have at least 6 students. The number of Students over 41 years old in Spring of 2023 was 10. The majority of students enrolled during COVID were in the age group of 21-30 years old, and the majority of the students at that time were male.

- Prior to COVID, the percentage of students based on semesters that completed 75% of the attempted credits was between 60-90%. During COVID (2020-2021) those numbers

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dropped to 50-60%. The data from 2022-2023 shows that numbers have bounced back to 60-70% of students completing 75% of attempted credits.

- The majority of instruction provided in the 2022-2023 school year was through tradition, face to face instruction.

- Horticulture faculty and staff at the end of the 2022-2023 school year consisted of 1 Full time faculty, 2 adjuncts, and 1 full time faculty that also taught AGR courses. The adjuncts were being utilized due to faculty turnover within the program.

- Guided pathways are used to schedule classes for full time students.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. Continue to recruit and find new avenues of recruitment to increase enrollment.	IP
2. Actively recruit with the ABSS high schools to increase enrollment of students under 20 years old.	**IP**
3. Develop tour days for Agriculture programs in ABSS schools	**NS**
4. Utilize industry professionals to help students network with the industry.	**IP**
5. Improve facilities to provide better hands-on instruction which will help with retention and completion rates.	**IP**
6. Offer tutoring program in horticulture to help with completion rates.	**NS**

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Horticulture Technology (A15240)

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the certified plant professional and licensed pesticide applicators examinations.

- **Annual Review - 2023-2024**

- Unduplicated headcount dropped from 69 to 53 for the academic year 2023-2024.

- Enrollment dropped from 2022-2023 to 2023-2024. FTE's followed the same trend.

- Retention rates increased 2% when comparing Fall 2022 and Fall 2023, but dropped 3% when comparing Spring 2023 and Spring 2024.

- CCP enrollment dropped slightly from Fall to Spring (7 to 5)

- Student percentages were split nearly even between male and female students.

- The majority of students were ½ time, followed by full time enrollment.

- The majority of classes were delivered using traditional, face to face instruction.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. Continue to recruit and find new avenues of recruitment to increase enrollment.	1. IP

2. Actively recruit with the ABSS high schools to increase enrollment of students under 20 years old.	**2.**	**IP**
3. Develop tour days for Agriculture programs in ABSS schools		
4. Utilize industry professionals to help students network with the industry.	**3.**	**NS**
5. Improve facilities to provide better hands-on instruction which will help with retention and completion rates.	**4.** **5.**	**IP** **IP**
6. Offer tutoring program in horticulture to help with completion rates.	**6.**	**NS**
7. Work with CCP advisors to provide tours and activities related to the field to increase CCP enrollment.	**7.** **8.**	**NS** **IP**
8. Work with local industry to recruit and promote apprenticeship program.		

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Industrial Systems Technology (A50240)

The Industrial Systems Technology curriculum is designed to prepare or up-grade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial systems technology.

- Please provide a brief data summary here from your 5 year review here (remove this statement when done).

- The Alamance Community College Industrial Systems Technology department is dedicated to educating future and current maintenance technicians in manufacturing industries. We are committed to supporting local industries in their needs for technical maintenance of their manufacturing equipment that create their products.

- Unduplicated headcount shows a steady enrollment growth from 9 to 32 and related growth in FTE. This growth shows the increasing demand for the program and its graduates.

- One instructor is now CPT/CPT+ certified

- We have "part of" 2 12-month faculty and one 9 month faculty for the department. The 9 month faculty member is replacing an adjunct position. I called this "part of" as all these faculty members also instruct in other related programs.

- The department believes that our courses within the program are sufficiently addressing external standards at this time. Partnerships with the local industries,

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through apprenticeships and the advisory board help to keep us providing what is needed.

- We are currently putting in place the ability for our students to get an industry certification, CPT - Certified Production Technician. Students in the program also get an OSHA 10 certification.

- Classes are scheduled in accordance with Guided Pathways.

- Students in the program have an approximate average success rate of around 60% with the rate trending up (~65%) . There was a drop off in the 2019-2020 academic year.

- According to the reports the ratio of enrolled to graduates is about 10:1, which does not seem correct, however, most of our students get employed prior to completion, so their time to get a degree is stretched out.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. Improve recruitment. No completion date set as this action item would be ongoing. 2. Incorporate Certified Production Technician training (CPT, CPT+) into the curriculum - allows for an industry certification. 3. Review curriculum for stackable credentials 4. Get more instructors trained and qualified for CPT/CPT+ instruction. 5. Set target for retention rates. 6. Review SLO's to see if different objectives are needed.	1. IP 2. C 3. IP 4. IP 5. C 6. C

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Mechanical Engineering Technology (A40320)

The Mechanical Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Students are prepared to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology including but not limited to manufacturing, product design, technical sales and service. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

- Enrollment in the program shows low but steady growth

- CCP enrollment is down on average by 33%

- Student progress (percentage of students completing 75% or better of attempted credits with C or better) is steady at about an average of 60%

Action Items	Status *In Progress (IP), Not*

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	Started (NS) and completed (C)
1. Review the curriculum to see if it is meeting industry requirements	1. IP

Mechatronics Engineering Technology (A40350)

The Mechatronics Engineering Technology curriculum prepares students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems.

- Enrollment has leveled off and is starting to grow again

- Average retention is at about 45%

- CCP enrollment is steady with about 7

- Total completers are up about 40%

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. Increase enrollment – ongoing 2. Upgrade the PLC lab for better student lab experience	1. IP 2. IP

Agriculture Education (A15330)

The Agriculture Education curriculum is designed to provide students with agriculture and education foundation courses. Course work focuses on the foundational aspects of agriculture and education theory. Students will be introduced to classroom theory and management as well as soil, plant, and animal science. This curriculum will provide students with the knowledge and skills to be eligible to become extension agents, farm management specialists, 4-H specialists, crop service representatives, agri-tourism tour guides or work in agriculture sales, or environmental community education programs. Successful completion of the program will provide students with an opportunity to articulate their coursework to university programs in Agriculture Education.

- Annual Review 2023-2024

- Unduplicated headcount and FTE's have remained the same for the previous year.

- Retention rate from fall to spring has remained 100%.

- 100% of students obtained 75% of the credit hours attempted.

- 100% of the students are female and are between the ages of 21 to 30.

- The majority of classes are traditional, face to face with a number of them also being offered online.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*

March 20, 2023

1. Continue to recruit and find new avenues of recruitment to increase enrollment.	1. IP
2. Actively recruit with the ABSS high schools to increase enrollment of students under 20 years old.	2. IP
3. Develop tour days for Agriculture programs in ABSS schools	3. NS
4. Utilize industry professionals to help students network with the industry.	4. IP
5. Improve facilities to provide better hands-on instruction which will help with retention and completion rates.	5. IP
6. Offer tutoring program in program courses to help with completion rates.	6. NS
7. Work with CCP advisors to provide tours and activities related to the field to increase CCP enrollment.	7. NS
8. Work to reaffirm and reevaluate the Articulation Agreement with NC A&T State University. Develop an Articulation Agreement with the University of Mount Olive. These steps will help to increase enrollment by having ACC credits transfer to these universities.	8. IP

March 20, 2023

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Agribusiness Technology (A15100)

The Agribusiness Technology curriculum prepares individuals to manage agricultural business and agriculturally-related operations within diversified corporations. Course work includes instruction in agriculture, agriculture specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

- Annual Review 2023-2024

- Enrollment increased all three semesters when compared to the three previous semesters. FTE's followed the same type of increase.

- Unduplicated headcount remained the same as the previous academic year (9).

- Retention rate from fall to spring was 86%.

- The majority of students were under 20, but we only had 2 CCP students.

- The majority of students were full-time, followed by ½ time.

- The percentage of students completing 75% of their attempted credits ranged from 45-50% when looking at all three semesters.

- The majority of classes utilized traditional face to face instruction.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. Actively recruit with the ABSS high schools to increase enrollment of students under 20 years old. 2. Develop tour days for Agriculture programs in ABSS schools 3. Utilize industry professionals to help students network with the industry.	1. IP 2. NS 3. IP 4. IP 5. NS

March 20, 2023

4. Improve facilities to provide better hands-on instruction which will help with retention and completion rates.	6. NS
5. Offer tutoring programs in program courses to help with completion rates.	7. IP
6. Work with CCP advisors to provide tours and activities related to the field to increase CCP enrollment.	8. IP
7. Contact students who did not take spring classes to attempt to bring them back to the program.	
8. Develop an online certificate option in the hopes of increasing enrollment.	

March 20, 2023

Sustainable Agriculture (A15410)

The Sustainable Agriculture curriculum focuses on agricultural principles and practices which, over the long term, enhance environmental quality, make efficient use of nonrenewable resources, integrate natural biological cycles and controls, and are economically viable and socially responsible; and that may prepare individuals to apply this knowledge to the solution of agricultural and environmental problems. Course work includes instruction in principles of agroecology, crop and soil sciences, entomology, horticulture, animal science, weed science and management, soil fertility and nutrient cycling, applied ecology, agricultural economics, and rangeland ecology and watershed management.

- Annual Review 23-24

- Overall enrollment increased for 2023-2024 as did FTE's. Unduplicated headcount was 7 which is an increase from the previous year.

- There are no CCP students currently in the program.

- Enrollment consisted mostly of females. The majority of students were between the ages of under 20 to 30.

- The majority of the students were full time, followed by ¾ and ½ time.

- Retention from fall to spring was 65%.

Action Items	Status _In Progress (IP), Not Started (NS) and completed (C)_
1. Continue to recruit and find new avenues of recruitment to increase enrollment.	1. IP 2. IP 3. NS

2. Actively recruit with the ABSS high schools to increase enrollment of students under 20 years old. 3. Develop tour days for Agriculture programs in ABSS schools 4. Utilize industry professionals to help students network with the industry. 5. Improve facilities to provide better hands-on instruction which will help with retention and completion rates. 6. Offer tutoring program in program courses to help with completion rates. 7. Work with CCP advisors to provide tours and activities related to the field to increase CCP enrollment. 8. Contact students who did not take spring classes to attempt to bring them back to the program.	4. IP 5. IP 6. NS 7. NS 8. IP

March 20, 2023

5-Year Program Review Summary 2023-2024

Summary:

[Alamance Community College's Curriculum Program Review](#) is part of the college's overall institutional effectiveness plan. It is a collaborative process that supports the mission of ACC by assessing, sharing, and improving the impact of the educational programs offered by the college.

Each program review is an opportunity for the department and the institution to take a comprehensive look at the program, to evaluate the program's strengths and weaknesses, to assess its future and develop a strategy to meet the opportunities and challenges that the program anticipates over the next five years. The following programs were reviewed during the 2023-2024 academic year and encompass academic years 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022.

- **Associate of Applied Science (A.A.S.) in Accounting and Finance**

Accounting and Finance (A25800)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

8/14/2024

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. Please list the action items that were created based on findings for the 5 year review here. In the column to the right, please list the status. Number bullets should be used to show corresponding action items with their status. (Remove this statement when done.)	1.

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Early Childhood Associate (A55220)

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

An enrollment trend report showing headcount and FTE from 2019-2020 through 2023-2024 shows a slight decline of student enrollment and FTE. There was a 16% decrease during the pandemic years due to closure of daycare facilities. The trend remained steady with slight decreases post-pandemic as students began returning to the classroom. The FTE in Spring 2024 increased by 21.9% showing an upward trend to begin meeting our target enrollment.

Student retention suffered during the pandemic years. There was an increase in retention during 2022-2023 when there was a 4% rise. It increased again in 2023-2024 with a 5% increase. Fall-to-fall returns have remained steady since 2021-2022.

Our program completion has shown a growing trend since 2021-2022. In the academic year, 2023-2024, 74.8% of students in the A55220 programs completed courses with a C, P, or better. Summer semesters have had a steady climb of 5-7% since 2020-2021.

The percentage of students who have completed the gatekeeper course (EDU 119) with a C or better grew in the Spring and Summer between the academic years of 2022-2023 and 2023-2024. Spring semester increased by 10% and Summer increased by 11%. This shows an upward trend in students completing this gatekeeper course.

Action Items	Status

	In Progress (IP), Not Started (NS) and completed (C)
1) Continue to monitor gatekeeper course EDU 119 to provide opportunities for students to continue on their pathway to a certificate or applied associate degree. 2) Update the prior Curriculum Map to better align with our course objectives. 3) Work with ACC Public Information Office to develop promotional resources to reach our target audience. 4) Promote the Early Childhood Education pathway to Child Development students in the high schools. 5) Develop departmental standards for online EDU courses. 6) Develop an apprenticeship with a local daycare facility through NCBCE. 7) Continue to work with institutions with Articulation Agreements with our Early Childhood Education Transfer program to mark the success of our students in a 4-year institution. 8) Provide better academic advising with students who wish to complete their degrees within a two-year period.	1) NS 2) IP 3) IP 4) NS 5) IP 6) IP 7) NS 8) IP

8/14/2024

Business Administration Program (A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions and large to small business or industry.

Enrollment in the Business Administration program has shown an upward trend over the past five years, increasing from 305 students in 2019-2020 to 358 in 2023-2024. This growth is particularly notable in the Fall and Spring semesters, with the Spring 2024 headcount reaching 250 students. The largest demographic groups include female students, who consistently outnumber males, and students under the age of 20. White students remain the predominant ethnic group, comprising 48% of the student population in 2023-2024. Conversely, the smallest demographic groups are male students, students aged 31-40, and American Indian/Alaska Native and Asian/Pacific students, each representing only 1% of the student body.

Student retention has presented challenges, particularly in Fall to Fall retention rates, which have declined from 44% in 2019-2020 to 35% in 2023-2024. Fall to Spring retention rates have fluctuated, with a low of 47% in 2022-2023 but a recovery to 54% in 2023-2024.

In terms of academic progress, the pass rates for the gatekeeper course, BUS-110, have varied across semesters. While the Fall semesters have recently met the 75% pass rate target, Summer and Spring semesters have seen inconsistencies, particularly with a significant drop to 43% in Summer 2022-2023 before rebounding to 79% in 2023-2024.

Action Items	Status *In Progress (IP), Not*

8/14/2024

	Started (NS) and completed (C)

1. Strengthen Academic Support Services
 	
  a. **Early Alert Systems**: Implement or enhance early alert systems to identify students at risk of dropping out due to poor academic performance or attendance. Engage faculty to provide timely feedback, allowing support staff to intervene early with tutoring, mentoring, or academic counseling. ***These alerts can be delivered through Watermark.***
 	
  b. **Supplemental Instruction and Tutoring**: Provide targeted support for "gatekeeper" courses like BUS-110 with lower pass rates. Offer supplemental instruction sessions, peer tutoring, or study groups to help students succeed. ***The early alert system mentioned above can identify underperforming students early in the term and contact them with extra support.***
 	
2. Enhance Student Engagement and Community Building
 	
  a. **Create a Sense of Belonging**: Develop programs that help students feel more connected to the campus community. ***The business faculty have been proactively engaging students with extra welcome messages, treats, class visits from all three FT faculty as a "Welcome to Business" show of unity, and continue to figure out ways to make our students feel more included.***
 	
  b. **First-Year Experience Programs** : Expand or enhance first-year experience programs that include orientation, academic skills workshops, and mentorship programs. These programs can help students transition smoothly into college life and build a support network. ***Chris Swinton is in touch with the FYE program, and we have funneled a couple of our first-generation students into that program.***
 	
3. Improve Advising and Career Guidance
	1a. IP
	
	1b. NS
	
	2a. IP
	
	2b. IP

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a. **Proactive Advising**: Shift from reactive to proactive advising by scheduling regular check-ins throughout the academic year to ensure students are on track with their educational and career goals. Use data analytics to identify students who may need more personalized guidance. *Done through Watermark alerts, regular checks for new advisees, invitations to sign up for advising, and sending our calendars every two weeks. We have also created a shared document where Keith, Chris, and Ann share notes on advisees that cross between advisors. These notes are eventually transferred to Watermark but are useful for tracking conversations/meetings during high-volume advising periods.*	3a. IP
b. **Career Pathways and Job Placement Support**: Strengthen career counseling services and provide clear career pathways for each program. Partner with local businesses for internships, co-op programs, or job placement support, helping students see the value in completing their degree. *Actively engage the Career Counselor at ACC, invite him to speak in class, and direct students to meet with him for career assistance.*	3b. NS
4. Cultivate Faculty-Student Relationships	
a. **Faculty Development on Student Retention**: Train faculty on best student engagement and retention practices. Encourage faculty to be approachable and available for students, fostering positive relationships that encourage students to stay enrolled. *This is a professional development opportunity that can be suggested to the CDL.*	4a. NS
b. **Incorporate Active Learning Techniques**: Use active learning strategies, such as group work, discussions, and interactive activities, to make learning more engaging and help students feel more invested in their education. *BUS faculty work hard to inspire students to learn differently. Initiatives include exercises in deliberate thinking, sharing the news with a link to how current events affect business, engaging students in simulation exercises to promote the application of concepts, and integrating AI assignments in our classes to encourage a new skill.*	4b. IP
5. Foster a Supportive Campus Environment	

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a. **Mental Health and Wellness Programs**: Expand mental health services and promote wellness programs to help students cope with stress, anxiety, and other challenges that might affect their decision to stay enrolled. *We speak openly about mental health and wellness to our students. Keith sets aside at least one day per term as a "wellness day" that has been well-received. Ann allows students to "call in well" for one excused absence per term. Chris proactively encourages sharing opinions and open dialogue to enhance acceptance and inclusively in the classroom.*	5a. IP
b. **Inclusive Campus Culture**: Ensure the campus environment is welcoming and inclusive for all students, particularly those from underrepresented groups. *Many good works are happening on campus in this direction. We also make a point to know each student by name, call them by name, and show them genuine care.*	5b. IP

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Information Technology (A25590)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, information security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, communicate, aggregate, process and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to process and manage information. The program will incorporate the competencies of industry recognized certification exams.

An enrollment trend report showing headcount and FTE from 2019-2020 through 2023-2024 shows an average growth of 5-8% year over year. There was a slowdown during the pandemic (and post-pandemic) period, but the suppression was slight.

The FTE uptick from academic year 2022-2023 to academic year 2023-2024 is meeting our target with a > 7% increase across all three semesters.

In academic year 2023-2024, 63.6% of (257 of 404) students completed the program A25590 with a C, P, or better. There was an improvement from the prior Spring semester, but an 11% decline from the prior summer. Summer performance proves to be rather erratic with completion percentages bouncing from lows of 57% to highs of 80% over the past five academic years.

Retention is a measure that is suffering in recent semesters, as students do not seem to be able to dig themselves out of a post-pandemic slump. There was hopefulness in 2022-2023 when a small (1-2%) rise was observed, but then retention plummeted in 2023-2024 with only 31% fall-to-fall returns. Several measures are being recommended to address retention:

- During recruitment, emphasize the rigor of programs and do not "over sell" a vibrant, high-paying career with no downsides.

- Front-load courses with study guidance and tips for building organizational skills.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. **Articulation Agreements** - Updating articulation agreements is an ongoing process and primarily led by the VP of Student Learning. This is an ongoing effort.	1. IP
2. Submit Catalog Updates to reflect CTS 115 as a CAA course - Submission of updates have been made through the catalog update process.	2. C
3. Web Development Expertise Sought (expanded to programming/AI)	3. IP
4. Identify and take advantage of PD opportunities for mobile app development. - Lead programming instructor Laura Gaines completed PD .	4. C
5. Partner with Information Services for system updates in classrooms and offices.	5. C
6. Classroom Hardware/Software Upgrades - classroom computer replacement coincided with classroom refreshes in A301, A302, and A320	6. C
7. Obtain and further evaluate data to establish program targets - DH McCusker has made departmental target adjustments based upon a combination of Program Review data packets and data filtered from Watermark.	7. C
8. Finalize degree-specific SLOs and Curriculum Maps for IT degree programs. - Outcomes have been dispersed more evenly through the program flow with mastery SLOs (and assessments) assigned to higher-level courses.	8. C
9. Explore the addition of a Help Desk/IT Support course - The change of program has been approved, adding CTS-155 to the IT Business Support curriculum. This course has been well accepted and useful for students.	9. C
10. Request data needed as specified for various objectives - continuing to partner with Institutional Effectiveness to understand available data.	10. IP

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11. Advanced programming courses in **Python, C++, and/or Java -** Canceled the Mobile App Developer degree path and added a Computer Programming & Development concentration, emphasizing more programming courses.	11. IP
12. **Build and offer an Open Lab and maintain partnership with ACC Skills Lab. Open Lab has shifted to Zoom meetups as our student population continues to be dispersed and remote.**	12. C
13. Online course offerings - All faculty in the IT Department have been adding live/recorded lectures, using more virtual meetings, and implementing various other interactive practices inside the Moodle LMS. Ongoing.	13. C
14. Integrating "bots" in classes and outreach events - Former Department Head (R. Spratling) researched and created a budget for bots and tablets/phones. The department continues to use programmable physical appliances to demonstrate tangible uses for tech skills.	14. IP

University Transfer Program

The University Transfer Program offers seven degrees at Alamance Community College: the Associate in Arts (AA) degree, the Associate in Arts Teacher Preparation (AATP) degree, the Associate in Engineering (AE) degree, the Associate in Fine Arts–Music Concentration (AFA), the Associate in Fine Arts–Visual Arts Concentration (AFA), the Associate in Science (AS) degree, and the Associate in Science Teacher Preparation (ASTP) degree. Each degree requires a total of 60 semester hours credit for graduation and is transferable to any UNC institution. The overall total is comprised of both lower-division general education and pre-major elective courses. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements

- The combined enrollment for the transfer degrees has increased over the past year with the headcount in 2022-2023 being 2,506 to 2,675 in 2023-2024. This combined enrollment includes the CCP population.

- Combined FTE generated from the transfer degrees increased from 1,049.65 in 2022-2023 to 1,244.45 in 2023-2024.

- There continues to be an increase in the CCP population, especially in the Associate in Arts and Science pathways.

- The age and gender demographics for 2023-2024 is dominated by females in the age range of 25 and under.

- Alamance County continues to be the primary residence for students in the UT Program.

- **Completion:** When combined, the University Transfer Program had 327 completions in the academic year of 2023-2024. When aggregated by degree, the Associate in Arts program had 243 completions, the Associate in Science program had 67 completions, the Associate in Engineering program had 4 completions, the Associate in Fine Arts - Music had 2 completions, the Associate in Fine Arts - Visual Arts had 4 completions, the Associate in Arts - Teacher Prep had 11 completions, and the Associate in Science - Teacher Prep had no completions.

Action Items	Status *In Progress (IP), Not Started (NS) and*

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	completed (C)
1. Promote data literacy to faculty through the use of state performance measures.	NS
2. Promote mental resources developed by the QEP Committee.	IP
3. Continue monitoring of gatekeeper course performance through PLOs, SLOs, and curriculum maps.	IP
4. Promote existing resources on campus such as the Math Center, the Writing Center, the Academic Skills Lab, TRiO, and Single Stop to help improve success and retention rates.	IP
5. Continue to promote completion of the Associate degree before transferring in ACA-122 courses and orientation presentations.	IP
6. Educate CCP students who complete only a pathway on the option of also pursuing an associate degree, as system office data indicates that students who complete the degree perform better at the transfer institution. CCP students who transfer need to be informed of the reverse transfer process.	IP
7. Monitor course success rate data.	IP

8/14/2024

HEALTH & PUBLIC SERVICES

5-Year Program Review Summary 2023-2024

Summary:

Alamance Community College's Curriculum Program Review is part of the college's overall institutional effectiveness plan. It is a collaborative process that supports the mission of ACC by assessing, sharing, and improving the impact of the educational programs offered by the college.

Each program review is an opportunity for the department and the institution to take a comprehensive look at the program, to evaluate the program's strengths and weaknesses, to assess its future and develop a strategy to meet the opportunities and challenges that the program anticipates over the next five years. The following programs were reviewed during the 2023-2024 academic year and encompass academic years 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023.

Histotechnology (A45370)

This curriculum provides individuals with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures. Course work emphasizes scientific concepts related to laboratory procedures, quality assessment, histology, microscopy, and other related topics.

- Enrollment data suggests that the program is attracting and serving the target audience.
- There continues to be a steady pool of histotechnology students completing prerequisite courses to fill professional phase courses in the coming years.
- The 5-year average retention rate was 80% which matches the program benchmark of 80% and exceeds the NAACLs benchmark of 70%.
- 100% of students (from all 5 academic years) completed the gatekeeper course, exceeding the 75% benchmark.
- Pass rate ASCP HT exam for 2023 was 100% (two student attempted and both passed)
- Pass rate for ASCP HTL exam from 2023 was 100% (one student attempted and passed)

Action Items	Status In Progress (IP), Not Started (NS) and completed (C)
1. 1.Continue to gather data to ensure maintenance of retention above 80% 2. 2.The department will continue to encourage graduates to take the certifications exam within one year of graduation to promote success.	1. IP 2. IP

August 2024

Dental Assisting (D45240)

The Dental Assisting Curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chair-side and related office and laboratory procedures. Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with detailed knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

- The Dental Assisting program data reflects we are serving our target audience.
- Enrollment numbers over the past five years show an average of 39.6 students and 49.03 FTE annually.
- Program shows an average retention rate of 83% over the past five years and is trending up with new implementation of open lab to allow for instructor tutoring and additional skill practice time. The program has seen a 10% increase since the last five year review.
- The program averaged 92% of students completing 75% of their attempted credits with a grade of C or better.
- The program has an average of 88% pass rate for the gatekeeper course across all cohorts.
- Graduate employment rates for the program average 96% of students acquiring jobs upon graduations with 4% of students selecting to further their education in the field of dentistry over the past five years.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*

1. B3 The department continues to seek opportunities for faculty to attend a National Dental Assisting Educator meeting.	1. IP
2. B4 The program continues to request the completion of the renovation phases for the department to include necessary upgrades to equipment and technology.	2. IP
3. C2 Continued recruitment efforts for the dental assisting program and collaboration with the college recruitment team to identify specific opportunities to recruit black students.	3. IP
4. E4 Continue recruitment efforts for all Dental Assisting cohorts using specific marketing materials.	4. IP

Medical Assisting (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

- The data reflects that the Medical Assisting program is attracting and appropriately serving the target audience.
- Enrollment trends represent a diverse population of female students, with a median age range of 23 years old. White and Hispanic females make up the vast majority with black females being the next largest. We have seen significant increases in Asia/Pacific female students over the past 5 years.
- Enrollment numbers over the past five years have fluctuated, which can be attributed to CCP enrollment, (unknown) certificate option, when students were coded into the program. In the classroom, we definitely noticed a significant decrease in enrollment.
- Prior to the Pandemic, the program data showed strong enrollment trends. Since then, enrollment trends have been steady declining with records
- Retention Rates for Fall to Fall demonstrate a significant decrease from 58% in 2019-2020 to 33% from 2020-2021 (this was likely due to issues during the Pandemic). This improved (2021-2022) to 56% but since then has shown a decline. For Fall to Spring, the rates reflect similar trends (Increased 2021-2022 61%) then declined.
- The program averaged 78% of students completing 75% of their attempted credits with a C, P or better.
- For the Gatekeeper course (MED-116 Anatomy and Physiology), the program has an average pass rate of 69%. This is below the percentage of students passing with a C or better.

- The Program data that is reported to the MAERB (The Medical Assisting Education Review Board) (Retention, Graduation, Exam Passage) meet or exceed the benchmark for established cohorts.

Action Items	Status In Progress (IP), Not Started (NS) and completed (C)
1. Increase marketing and recruitment efforts to bring attention to this field and the program by participating in Community Events, High School visits, Social Media campaigns, Flyers, QR codes, Involve Industry Partners. 2. Upgrade Lab/Classroom spaces to create a more inviting and positive atmosphere for learning 3. Work closely with IR to ensure program data is properly collected/reflected 4. Removed the "Pre-Medical Assisting" option (FA2023). We were not consistent with coding students into the program at specific times which could have affected the data at certain points. 5. To address the low Student progress rates, Identify students who struggle academically - Put Alerts in Watermark, refer them to proper resources! 6. MED-116 A&P was reviewed (2023-2024). New Instructor hired. Current trends and issues discussed. We will review this at the next program review. 7. 2023 - We removed the requirement for students to pass the Gatekeeper course to be accepted in the program. We hope by allowing them to take a program course like (MED-140) which offers hands-on activities, will encourage and motivate them to do better in other courses. We will review this in future program reviews.	1. IP 2. IP 3. IP 4. C 5. IP 6. C/IP 7. C/IP

August 2024

The following programs submitted an Annual Program Review for the 2023-2024 academic

year.

Criminal Justice Technology/Forensic Science (A55180/A5518C)

The Criminal Justice Technology curriculum provides students with a sound understanding of criminal justice systems and operations that are essential for successful employment in the criminal justice profession. Instruction focuses on local, state and federal law enforcement, judicial processes, corrections, and security services. Courses in the curriculum include: Constitutional Law, Criminal Law, Investigative Principles, Interviews and Interrogations, Corrections, Court Procedures and Evidence; all of which provide knowledge and skills to enhance the student's ability to make them competitive for employment in a criminal justice profession. Graduates of the Criminal Justice curriculum may be employed in corrections, security fields, and various levels of law enforcement: local law enforcement agencies, state trooper, and loss prevention specialist. An Associate's Degree can also be used as an education platform to transfer to a University which would allow a student to apply for employment in Probation/Parole and other jobs in the state and federal bureau.

- The data reflects the Criminal Justice program is serving the target audience.
- Enrollment numbers over the past five years have fluctuated, which can often be explained by CCP enrollment. Enrollment from 2021/22 to 2022/23 increased by 22 students and enrollment from 2022/23 to 2023/24 decreased by 26. Enrollment shows an average of 65 students enrolled in summer, 159 for fall and 154 for spring.
- The program is serving a diverse population.
- The Criminal Justice program encompasses two programs: Criminal Justice Technology and Criminal Justice Forensic Technology. Forensic Technology produced 12.06 FTE for the 2021-2022 academic year and has increased to 31.22 FTE for the 2023-2024 academic year. This negatively reflects the numbers for Criminal Justice Technology because there has been

a divide in the programs. CJ Technology umbrellaed all students until 2019-2020 and now shares the FTE with Forensic Technology - the FTE for CJ Tech decreased from 73 to 45 FTE. The decrease in enrollment can also be attributed to low enrollment in the off campus CCP program.

ACTION ITEMS	Status *In Progress (IP), Not Started (NS) and completed (C)*
B. Program -Update classroom and create a state-of-the-art Forensic Lab -request funds to establish a forensic lab which will provide a safe environment to conduct lab assignments and house products/chemicals with hazardous labels	C
-Location solely used to set up mock crime scenes, blood stain development, trajectory measurements, alternate light sources. (not addressed but we are continuing to use the classroom and the apartment in EMS was used in 2024. (IP)	IP
-Attempt to meet retention goals with a rate of 65% for fall semester and spring 60% to account for challenges in the high school/CCP rolling enrollment. (IP)	IP
-Schedule guest speakers and hiring representatives to come in to speak with students. (C)	C
*Request funds for additional full-time instructors (Prior to 2015, the CJ department operated with three full-time faculty members and the goal would be to add the third full-time faculty member back to the Criminal Justice curriculum. Request funds for one full-time instructor). (IP) One full-time instructor was hired in 2023.	IP
C. Enrollment - -Recruit at least one additional high school to teach off-site CCP courses for the upcoming academic year. A class was canceled at SAHS prior to the beginning of the semester so efforts to create a seamless process for enrollment will be implemented and more campus presence will be implemented to recruit and increase enrollment for CCP students for	IP

the 2024-2025 academic year. (IP) *Schedule graduating students to be guest speakers in the CCP program to provide a free marketing tool that is a voice of the actual program.	IP
E. Student Success -Monitor and track ACC alumni - create a spreadsheet for tracking. (IP) *Tracking this data allows the college to determine the number of students seeking employment in their area of study of ACC.	C
G. Actions from advisory -Invite agencies to do a college fair for CJ students. (C) *Burlington, Mebane, Alamance Sheriff, Elon and Probation/Parole came to the school to discuss hiring practices, background checks and BLET demands with the students which resulted in two students who didn't plan to pursue law enforcement to enter BLET.	IP
-Enhance writing efforts. (IP) *The program implemented more assignments with written assignments to strengthen writing skills prior to becoming criminal justice professionals. -Discuss policy and procedures with students to ensure they are aligned for employment after graduation. (IP)	IP

Fire Protection Technology (A55240)

The Fire Protection Technology curriculum provides students with a sound understanding of fire protection services and operations that are essential for successful employment in the fire protection profession.

The program offers an Associate's Degree, Diploma and Certificate options. Graduates of the Fire Protection curriculum may be employed in local fire departments. An Associate's Degree in this field can also be used as an education platform to transfer to a 4 year University which with an advanced degree, would tallow a student to apply for employment in the fire marshal's office and be eligible for promotional opportunities.

The Fire Protection curriculum is fully on-line. The courses are taught in an 8 week format. This is advantageous for professional who are seeking to expedite completion of their associated degree and seek further education.

- The data reflects the Fire Protection program is serving the target audience.
- Enrollment numbers over the past five years have fluctuated, which can often be explained by CCP enrollment or because of the number of firefighters being hired and completing the Management Certificate program to earn a salary increase. Enrollment from 2021/22 to 2022/23 decreased from 55 students to 54 students and enrollment from 2022/23 to 2023/24 decreased by 4. The fire service has changed hiring practices to include paying cadets to attend the academy and there has been a pay increase which will result in an increase in enrollment.
- The program is serving a diverse population.
- The program has an increase in FTE from 9.6 FTE in 2020-2021 to 11.12 FTE for the academic year 2023-2024.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
- Recruit high school students for the CCP program. - Additional marketing of the FIP program. - Enhanced communication with students to increase retention rates. - A tracking system for ACC alumni transferring to universities. - Generate a spreadsheet for graduates tracking where they are employed. - Revitalize the course materials in the course program.	(IP) (IP) (IP) (IP) (IP) (IP) (C for some courses and IP for others)

August 2024

Nurse Aide (C45840)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

- Please provide a brief data summary here from your annual review here (remove this statement when done).
- The program is attracting the target audience for the Nurse Aide program of pre-nursing students, other health career students, and students in the workforce seeking new training for employment.

- Students in the workforce seeking employment are the target audience of employers in the community. Those seeking new training for employment do not receive financial aid, which often creates a barrier for this group. Therefore this target audience could not be appropriately served.
  - ○
- Pre-nursing students are able to obtain this training, often receiving financial aid for it because the course falls under their pre-reqs. Non degree seeking students are encouraged to apply for F.A. and seek scholarships that may be available
  - ○
- The program enrollment trend is stable.

- There are 50-60 seats available per semester with summer term allotting for 30 seats. Additional seats and faculty may need to be added if demand is higher as the anticipated new LPN program begins.

- The following is a snapshot of pass rates of ACC students based on the Credentia training program reports:

  2023/24= written exam   ACC= 98% pass   State pass =94%

  skills exam   ACC = 84% pass   State pass= 79.09%

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. Continually monitor student success and ways to improve completion	1. IP 2. C

2. Need new beds again (taking old beds from nursing) 3. Hire adjuncts as needed if seats are needed when the LPN program begins if Nurse aide is a prerequisite.	3. IP

Biotechnology (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology. Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve as research assistants and technicians in laboratory and industrial settings and as quality control/quality assurance technicians.

- Enrollment The target enrollment for biotechnology should be 50 students. We are currently exceeding this parameter according to the data, currently at 56 unduplicated headcount.
- The retention target should be 65%, we are not meeting this target. We are currently at 50% Fall to spring and 45% fall to fall last year 2022-23, current rates are still being calculated.
- The percentage of students in your program completed at least 75% of their attempted credits with a C, P, or better was 62%.
- The percentage of student passed gatekeeper courses with a C or better was 86%, exceeding the goal of 75%.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
- Hire a replacement for the FT biotechnology/biology instructor - Market night program and target career transition students as a more focused marketing approach - Increase course offerings through continuing education, to bridge the transition from ConEd to curriculum and increase student recruitment from these courses - Pilot delivery of courses in different ways, i.e. one combined lecture and 2 laboratory sessions for courses with enrollment greater than 12	C IP C/IP IP

August 2024

	C/IP
• Continuing submitting proposals to support our program and offset costs for equipment, consumables and faculty salaries Table 1: Biotechnology Budgeting Requirements (2019-2024) 	**Anticipated Needs**	**Annual Cost**	**5 year projected cost**
---	---	---
Equipment	200,000	977,000
FT Faculty	75,000	380,000
	Total	1,357,000 | • BBB - funded 2.5 positions; Liason, FT Bioteach faculty and FT Biotech Pathway Navigator, plus $1.1M in equipment for a total of = $1.677M, which runs through Dec. 2025. We have reached all of our goals set forth by the previous 5 year program evaluation.	

Cosmetology (A55140)

The Cosmetology curriculum is designed to provide scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. The curriculum provides hands-on instruction which enables students to develop the skill of cosmetic arts. Coursework includes instruction in all phases of professional imaging, hair design, chemical processes, multicultural practices, business/computer principles, product knowledge and other selected topics. Students must maintain an average of "C" in all Cosmetology classes to comply with the North Carolina Board of Cosmetic Arts. Graduates will qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Cosmetology Courses are offered at the ACC Dillingham Center.

- The program is attracting more of a diverse audience for the associate and certificate courses.
- The cosmetology students have a pass rate of 75% or better with a C or better and a 96% pass rate of a C or better in our fall 2023-24 gatekeeper courses
- Upon successfully completing the program 88% of our students pass their state board exam and receive licensure. Students in the workforce are in the surrounding communities as an example of the programs success.
- Cosmetic improvements in the cosmetology department being new stations, shampoo bowls and office furniture, the updates have helped the overall improvement of compliance with our infection control and sanitation requirements from or regulatory board.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
3. The continued increase of enrollment of the overall cosmetology department has validated a need for a larger department to accommodate the continuous demand of the program.	1. IP

Medical Laboratory Technology (A45420)

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/ treatment of disease. Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assessment, and reporting/recording and interpreting findings involving blood and body fluids.

- Enrollment data suggests that the program is attracting and serving the target audience.
- The professional phase MLT classes are running close to or at capacity. The number of students enrolling in the MLT program are keeping the professional phase classes at or near capacity.
- Retention rates are exceeding both the program and NAACLs benchmarks.
- All semester percentages of completion of courses with a C or better exceed the 75% benchmark. MLT courses require a B or better and those percentages also exceed the 75% benchmark.
- The percentage of Gatekeeper courses that were passed with a grade of B or better exceeded the benchmark of 75%.
- Pass rates for the ASCP BOC exceed program benchmark of 80% and the NAACLS benchmark of 75%.

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. The department will continue to encourage graduates to take the certification exam within one year of graduation, preferably within	1. IP

3 months, to promote continued success in meeting the 80% program benchmark.	

Nursing (A45110)

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the life span in a variety of settings. Courses will include content related to the individual, the healthcare system, and nursing. Course content will also relate to the nurse's role which is characterized by evidence-based clinical practice in the provision of client care. Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse.

- The Associate Degree Nursing program continues to attract and serve the target audience from Alamance (47%) and surrounding counties (52%). ACC remains one of the few community colleges in NC that offers an evening/weekend track for working adults.
- Enrollment is limited to 110 students by the NC BON, available clinical sites, and instructors. For 2023-2024, enrollment was 93 students. We continuously seek additional clinical sites and recruit/hire clinical instructors.
- The target retention rate is 80% for the ADN program. From 2023SU to 2024SP, 100% of the evening program was retained, and 15 students graduated in May 2024. From 2023SU to 2024SP, we retained 76.6% of the newest cohort that started in 2023FA, and 100% of the cohort that started in 2022FA (31-day students graduated in May 2024).
- 84.5% of the ADN students enrolled in 2023-2024 completed 75% of their attempted credits with a C, P, or better.
- 85% of the students passed the gatekeeper course (NUR 111) with a grade of A or B. (A minimum grade of "B" is required for NUR courses.)
- In 2023, the NCLEX-RN pass rate for first-time test takers from ACC was 97.3% which exceeds the national and state averages (89% and 94% respectively).

Action Items	Status In Progress (IP), Not Started (NS) and completed (C)
1. Continue to establish new clinical sites 2. Continue to hire qualified adjunct clinical instructors	1. IP 2. IP 3. IP

August 2024

3. Fill all full-time faculty positions with qualified applicants.	

Emergency Medical Service (A45340)

The Associate Degree Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as an entry-level paramedic for the critical, emergent, and non-urgent patients who access the out-of-hospital emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the out-of-hospital environment into the healthcare system.

Graduates of this program are eligible to apply to take North Carolina and/or national credentialing examinations. Employment opportunities include clinicians of emergency medical services, fire departments, rescue agencies, hospital specialty areas, medical clinics, industry, educational, and government agencies.

- The EMS program is partially meeting enrollment targets. Currently, 76% of students are white, 19% Hispanic, and 5% other ethnicities. The EMS program seeks greater representation from more ethnic groups.
- The EMS program has over a 90 percent retention rate. When students complete the program, we have over an 85 percent 1st time pass rate on the EMT state credentialing exam and 100 percent 1st time pass rate on the Paramedic state credentialing exam. We also have 100 percent job placement.
- For the 2024-2025 school year, the EMS department will prioritize recruitment efforts with local agencies, high school students, and adult learners. Additionally, the department will focus on improving course sequencing to enable quicker program completion, as recommended by our advisory board, which is expected to contribute to increased enrollment.

August 2024

Action Items	Status *In Progress (IP), Not Started (NS) and completed (C)*
1. Modify curriculum for faster completion to serve our stakeholders and students. 2. Early recruitment in the high schools for the students to enter through CCP and then continue to the Paramedic curriculum	IP

Alamance County

CLERK TO THE BOARD
124 West Elm Street
Graham, North Carolina 27253-2865

TORY FRINK
CLERK TO THE BOARD

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

May 27, 2025

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

RE: ACC Board of Trustees Appointment

Dear Dr. Ingle:

In official action at their May 19, 2025, regularly scheduled meeting, the Alamance
County Board of Commissioners reappointed Vice-Chair Carter to serve on the
Alamance Community College Board of Trustees. The reappointment of Vice-Chair
Carter will be effective July 1, 2025, through June 30, 2029.

Sincerely,

Tory Frink
Clerk to the Board

cc: Ana Fleeman, ACC Board of Trustees Liaison

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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. Additionally, the Board of Trustees shall adopt and amend, as necessary, Alamance Community College's local policies.

Revised by the Board of Trustees – November 12, 2012

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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

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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.

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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

FISCAL 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

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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

AMENDMENTS

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.

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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

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BY LAWSBYLAWS 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.

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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,

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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.

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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.

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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.

~~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.~~

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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.

d. Perform such other duties as may be assigned or delegated to him/her by the Chairman or the Board of Trustees.

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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 latter 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.)

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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 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 (2nd) 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.

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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

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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.

a. 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.~~

b. One or more members of the Board of Trustees may participate in a meeting of the Board of Trustees remotely via conference telephone or other electronic means. Such electronic participation must enable all individuals present to hear the remote participant, allow the remote participant to be identified as a named Trustee, and permit the remote participant to hear the Chairperson and the general discussion of agenda items.

c. Upon identification, a Trustee's remote attendance shall be deemed being "present" for purposes of determining a quorum at a meeting.

d. Remote Trustees may participate in meeting discussions and deliberations, provided that both the public and other attending Trustees can hear the remote Trustee, and the remote Trustee can hear the proceedings and discussions on the meeting's agenda. Each remote Trustee is entitled to vote on action items announced by the Chairperson. Remote votes shall be cast via conference telephone or other electronic means audible to other Trustees and the public attending the meeting, in compliance with N.C.G.S. §143.318.13(a) and (c).

ARTICLE VI

FISCAL MANAGEMENT

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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 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

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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.

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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.

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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

c.   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.

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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 Presentations

VI. Committee Reports
   A. Report of Personnel
      a. Employment reports
      b. Other business
   B. Report of Building and Grounds
      a. Capital project approvals
      b. Other business
   C. Report of Finance
      a. Reports
      b. 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

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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.

ARTICLEVII

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. 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 Alamance Community Collegethe College. Authority for such actions may be delegated to the Chief Administrative OfficerPresident 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.

b.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.

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c.d. Periodically review the fiscal operations of Alamance Community College in each and all budget areas and shall review all other financial activity.

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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.a.   Adopt and record such ~~rules, regulations and directives~~policies, as may be deemed necessary to ~~insure~~ 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.

f.i.   Establish and disestablish programs of instruction within the College.

~~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~~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 technical community college of high quality in

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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~~the President's absence is expressly desired.

c. Perform the duties required by law and as delegated or assigned by the Board of Trustees.

~~c.~~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.

~~d.~~e. Submit recommended policies to the Board when requested to do so or when ~~he/she~~the President deems it necessary.

~~e.~~f. Recommend all educational programs and curricular programs which ~~he/she~~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~~statutes or regulations and policies of the State Board of Community Colleges.

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

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

~~h.~~i. 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.~~j. 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.~~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.

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k.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.

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

m.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.

n.o. Discharge all other functions, which the Board may delegate to him/her delegated by the Board of Trustees.

SECTION 2: Power to deal with individual individuals or organized groups shall be vested in the President of the College who shall render his/hera 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.

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

ARTICLE IX

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

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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.
 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.
rity 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.
y 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

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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.

es, 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.

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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 ~~I~~XX

FISCAL YEAR

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

ARTICLE ~~X~~XI

AMENDMENTS AND ADOPTIONS

SECTION 1: Amendments to the ~~By-Laws~~Byalws 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~~

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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

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ARTICLE XII

BUDGET AND FINANCE COMMITTEE

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

a. ~~Consistent with Article VI. Sections 1 & 2 of the Board of Trustees' Constitution and North Carolina General Statues 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.

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 ~~tuition and~~local fees, not inconsistent with actions of the General Assembly and State Board of Community Colleges 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 ~~(see also Budget Transfers - State Funds; Institutional Funds Policy)~~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. ~~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.~~

~~e.~~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 ~~General Statutes 115D- 20(5) (Funds Management) and 58.6 (Investment of Idle Cash)~~state law. The

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Committee shall also serve as the Investment Committee of the Board, and report as appropriate results of their work.

f.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.

g.f. Upon recommendation of the President, to designate the official depository of the College for County and Institutional Funds.

h.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.

i.h. Consistent with General Statutes 115D-58.16 (Audits) and policies and procedures established by the Office of the 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.

j.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

k.j. 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

ARTICLE XIII

BUILDING AND GROUNDS COMMITTEE

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

a. At least once every ~~five (5)~~10 years, conduct an assessment of all property locations owned by ~~Alamance Community College (College)~~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 "~~Campus Facilities &~~ Facilities Master Plan."

b. 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.

c. 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.

d. 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.

e. 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.

f. 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.~~

g. 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.

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h. 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

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ARTICLE XIV

CURRICULUM AND STUDENT ENGAGEMENT COMMITTEE
~~**CURRICULUM 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.

~~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~~

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ARTICLE XV

PERSONNEL COMMITTEE

The duties of the Personnel Committee shall include the following:

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.

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.

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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

Constitution
Adopted: September 7, 1967
Amended: August 6, 1970; May 12, 1980; September 8, 1980; January 12, 1981; March 12, 1990; January 13, 2014; March 16, 2018
Repealed: August 11, 2025 (Constitution incorporated into Bylaws to form a single document of authority.Fstu)

Bylaws
Adopted: September 7, 1967
Amended: August 6, 1970; May 12, 1980; September 8, 1980; January 12, 1981; March 12, 1990; October 10, 2005; November 12, 2012; January 12, 2015; September 12, 2016; April 13, 2015; August 11, 2025

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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	05/20/2025	05/20/2027

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May 21, 2025

<u>Via E-mail, Only</u>

Ms. Julie Scott Emmons, Board of Trustees Chair
c/o Alamance Community College
1247 Jimmie Kerr Road
Graham, NC 27253

Dear Chair Emmons,

Congratulations on the reelection of your President for Alamance Community College. On May 16, 2025, the State Board approved the reelection of Dr. Kenneth G. Ingle, III. The approval reflects a contract term expiration of June 30, 2028. We look forward to continuing to work with Dr. Ingle as a leader in the North Carolina Community College System.

Please contact me if you have any questions.

Sincerely,

Jeff A. Cox

Dr. Jeff Cox
NC Community College System President

In accordance with N.C.G.S. §§ 14-234, 133-32 and Chapter 138A and in order to avoid conflicts of interest, the appearance of conflicts of interest, or the appearance of impropriety, the Board of Trustees and College employees shall adhere to the following rules.

A. Definitions

1. Conflict of interest – a situation that benefits a trustee or employee and affects the organization, which raises a question as to whether the trustee's or employee's actions, judgment, or decision-making can be unbiased. A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, and actions in the workplace.

2. Action to avoid conflict – removal from the situation or conflict in which the trustee or employee abandons one of the conflicting roles, or recuses him or herself from the relevant decision-making process.

3. Appearance of conflict of interest – occurs when a trustee or employee is involved in a particular matter involving specific outside parties and the circumstances are such that a reasonable person with knowledge of the relevant facts would question the trustee's or employee's impartiality in the matter.

B. Contracts with the College

Board members and employees shall not do any of the following:

1. Obtain a direct benefit from a contract that they are involved in making or administering on the College's behalf unless a legal exception applies;

2. Influence or attempt to influence anyone who is involved in making or administering a contract on the College's behalf; or

3. Solicit or receive any gift, favor, reward, service or promise of reward, including a promise of future employment, in exchange for recommending, influencing or attempting to influence the award of a contract by the College.

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A Board member or employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. A Board member or employee is involved in making a contract if he or she participates in the development of specifications or terms of the contract or participates in the preparation or award of the contract. A Board member or employee derives a direct benefit from a contract if the employee or his or her spouse does any of the following: (a) has more than 10% ownership or other interest in an entity that is a party to the contract; (b) derives any income or commission directly from the contract; or (c) acquires property under the contract.

C. Receipt of Gifts

Unless a legal exception otherwise applies, no Board member or College employee may accept gifts from any person or group desiring to do or doing business with the College unless such gifts are instructional products or advertising items of nominal value that are widely distributed.

D. Reporting Requirements

Any Board members or employees who have questions regarding this policy or whose actions could be construed as involving a conflict of interest shall report as follows:

1. College employees shall report to the President.
2. President and Board Members shall report to the Board Chair.
3. Board Chair shall report to the College's legal counsel.

E. Action for Violation of Conflict of Interest Policy

Anyone violating this policy shall be guilty of a Class 1 misdemeanor.

A contract entered into in violation of this policy is void. A contract that is void under this section may continue in effect until an alternative can be arranged when: (1) immediate termination would result in harm to the public health or welfare, and (2) the continuation is approved by the chair of the Local Government Commission.

Board members who violate this policy will be subject to the Governance Duties and Expectations of Board Members Policy (1.8). Employees who violate this policy will be subject to the College's Disciplinary Action, Suspension, and Dismissal Policy (3.3.4).

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F. N.C. State Ethics Act

Pursuant to N.C.G.S. § 138A-3(~~30~~70)(k), all voting Board members, the President, and the ~~Vice President~~ Senior Vice President of Operations and the Chief Financial Officer ("Covered Persons") are subject to the N.C. State Ethics Act. Covered Persons shall complete and file a public disclosure of economic interests as required under the Act, adhere to the ethics standard required under the Act and shall complete all required mandatory ethics education and training.

Any applicable State Board administrative regulations and rules and any applicable North Carolina state law will take precedence over this policy.

Adopted: March 25, 2022; revised: June 9, 2025
Legal Reference: N.C.G.S. §§ 14-234, 115D-26, 133-32 and Chapter 138A
Cross Reference: Policy 1.8 Governance Duties and Expectations of Board Members
Policy 3.3.3 Employee Code of Conduct

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I. DEFINITIONS

Communicable disease is defined as "an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment" (NC G.S. 130A-2 Page 1 § 130A-2). Communicable diseases include but are not limited to: influenza; chicken pox; measles; tuberculosis; conjunctivitis; infectious mononucleosis; acquired immunodeficiency syndrome (AIDS); Hepatitis A, B, C, and D; meningitis; methicillin-resistant Staphylococcus aureus (MRSA); and Hemorrhagic Fevers (including Ebola). Communicable diseases can be categorized according to how they are transmitted:

1. Class A Communicable Diseases – can be transmitted through casual contact. Examples: influenza, tuberculosis, conjunctivitis, infectious mononucleosis, meningitis, methicillin-resistant Staphylococcus aureus, COVID-19.

2. Class B Communicable Diseases – are transmitted through exposure to blood or bodily fluids. Examples: acquired immunodeficiency syndrome (AIDS), Hepatitis B or C, Hemorrhagic Fevers (including Ebola).

II. PURPOSE

Alamance Community College (ACC) recognizes that certain communicable diseases can have serious implications on the health and safety of all students and employees. The college does not discriminate, in policy or practice, against persons infected with a communicable disease. However, ACC does expect that individuals who have been exposed to or have symptoms of a communicable disease conduct themselves in an ethical and legal manner in accordance with the Centers for Disease Control and Alamance County Health Department policies and, in the event of a determined pandemic level, in accordance with applicable governmental directives and orders, emergency or otherwise.

III. POLICY

Individuals exposed to or infected with a communicable disease are expected to seek prompt expert medical advice and implement recommended treatment in accordance with the policies of the Centers for Disease Control and the Alamance County Health Department. Individuals exposed to or determined to be infected with Class A Communicable Diseases are encouraged to advise ACC of their medical status

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circumstances by notifying their course instructors or campus employers as appropriate, and providing documentation if requested. Instructors and campus employers will consult the Director of Public Safety for advice or instructions as needed. Individuals exposed to or infected with Class B Communicable Diseases are expected to advise ACC of their medical status and treatment so that the College can respond appropriately to their needs on a case-by-case basis. Written documentation may be required. Upon diagnosis, students should immediately contact the Vice President for Student ~~Services~~ Experience or the Coordinator of Accessibility Services. Employees shall immediately contact the Director of Human Resources.

Information relating to the communicable disease of a student/employee/contracted employee of ACC will be disclosed only to responsible college officials on a strictly need-to-know basis and will be kept confidential in accordance with applicable governmental privacy and health regulations and subject to applicability, if any, of the Family Education Rights and Privacy Act of 1974 and Americans with Disabilities Act. Unauthorized disclosure of an individual's identity and medical information by an employee of ACC is prohibited. Violation of this prohibition may result in disciplinary action, including suspension from, or termination of, an individual's employment with ACC.

Persons determined to be infected with a Communicable Disease, who qualify as an individual with a disability pursuant to the Americans with Disabilities Act, will not be excluded from participation in or denied benefits of ACC's services, programs, or educational activities or from employment unless individually based medical judgments indicate that exclusion from classes or other restricted activities, or work, is necessary for the health and safety of the individual or members of the college community.

ACC will follow the Centers for Disease Control and Alamance County Health Department standards for monitoring and tracking individuals with exposure to communicable diseases. ACC will refer symptomatic students or employees to an appropriate medical facility and require documentation from this medical facility stating that the student or employee is medically safe to return to the campus or engage in ACC programs. Decisions in individual cases that restrict access to employment or to educational programs/activities will be made by the ~~Executive Vice President~~Senior Vice Presidents in consultation with the appropriate Vice President/Dean/Director, and in consultation with the Director of Public Safety, local public health officials, and, if available, the individual's physician/health care provider. As required by applicable law, ACC will endeavor to provide the individual with reasonable accommodation(s) given consideration as to the circumstances.

In public health and/or pandemic level communicable disease situations, the President will implement the College's Emergency Response Plan and "Communicable Disease and Pandemic Threat Response Procedures." Actions that may be taken by the President to prevent the spread of communicable disease include but are not limited to:

1. Modify campus-based instruction and/or College services to other delivery systems such as online.
2. Limit or prohibit employee travel and/or student field trips/site visits.
3. Close or limit access to certain College buildings or programs temporarily
4. Prohibit those infected with a communicable disease from coming onto the College's campuses or attending ACC-sponsored functions or programs.
5. Control entry to campus facilities and screen visitors and community members for relevant symptoms and/or exposure.
6. Close the College temporarily.

ACC may require immunizations, prior to admission or employment, for specified communicable diseases, including, but not limited to, Class A Communicable Diseases. In lieu of proof of vaccination, an individual may provide a licensed medical professional's statement of immunity or of contraindication to a vaccine; a lab blood test/titer documenting immunity; or a statement of religious exemption. ACC may apply more restrictive requirements for employment or participation in a specific ACC program or class, such as child care, clinical programs, and certain health services programs on a case-by-case basis.

ACC will promote a healthy and safe environment for both students and employees through minimizing risk of transmission of diseases that are blood or body fluid borne. ACC will comply with federal regulations and state statutes regarding blood borne pathogens as set forth in the Federal Register, 29 CFR §1910.1030 and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit blood borne pathogens that can lead to disease or death.

An employee who could "reasonably anticipate," as a result of performing required job duties, to face contact with blood, bodily fluids, or other potentially infectious materials is covered by the OSHA Blood borne Pathogens Standard, the North Carolina Administrative Code, and this policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed would not be considered "reasonably anticipated occupational exposure."

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An employee who suspects that he or she has had exposure to blood or bodily fluid may request to be tested, at ACC's expense, provided that the suspected exposure poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). ACC will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, ACC's policies, and in the best interest of all ACC stakeholders.

Adopted: June 12, 1989; revised August 13, 2007; revised April 13, 2020; revised: June 9, 2025

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It is the policy of Alamance Community College (ACC) to comply with all applicable Federal Regulations, as amended from time to time, and to assure protection of human subjects involved in research projects conducted at ACC.

Additionally, it is the policy of ACC to protect the welfare and interests of its stakeholders, including faculty, staff, and students and to endeavor to provide at all times a favorable environment for the conduct of academic-oriented inquiry and education while respecting the rights, well-being, and personal privacy of individuals who are research participants involved with ACC or in its research programs.

It is the policy of ACC that people should not be involved in research without their informed consent, and that human subjects should not incur increased risk of harm from their research involvement, beyond the normal risks inherent in everyday life.

This policy requires ACC's ~~Vice President of Student Learning/CAO or another senior academic faculty member~~ Senior Vice President of Student Learning and Workforce Development or Vice President of Instruction, as designated by ACC's President, to review and approve the research plan for use of human subjects and the administration thereof or to determine a qualified exemption to such project involving human subjects prior to its implementation at ACC.

Adopted: January 13, 2017; revised: June 9, 2025

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The purpose of this policy is to define employees' eligibility for annual leave (also known as vacation leave), accrual of leave, and leave use rules. This policy applies to all full-time permanent staff employees of Alamance Community College.

Instructors do not earn annual leave and are not covered by this policy. Instructors are expected to be present for all scheduled classes, office hours, and workdays as prescribed by the College calendar and catalog, including such other hours and days as may be necessary for the performance of their respective duties or an activity scheduled by the President, ~~Executive Vice President~~ Senior Vice President of Student Learning & Workforce Development, or Vice President of ~~Student Learning~~Instruction/CAO.

Instructors take vacation when students are not on campus, excluding scheduled faculty workdays and/or professional development days. Instructional employees are granted days off for not less than that which is specified in the schedule for non-instructional employees with less than five years of aggregate state service, providing the College calendar permits.

I. AMOUNT EARNED

Annual leave is calculated on the fiscal year, which runs July 1 through June 30. Each fulltime permanent staff employee who is working or on paid leave for one-half or more of the workdays in any month earns annual leave. Employees shall earn annual leave at the following rate:

Years of Total State Service[1]	**Hours Earned Each Month**	**Hours Earned Each Year (12 month employees)**
Less than 5 years	9 hours 20 minutes	112
5 but less than 10 years	11 hours 20 minutes	136
10 but less than 15 years	13 hours 20 minutes	160
15 but less than 20 years	15 hours 20 minutes	184
20 years or more	17 hours 20 minutes	208

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[1] "Total State Service" means an employee working in a permanent position (working at least 30 hours per week) for a North Carolina K-12 school, North Carolina Community College, a UNC System university, a state agency or service with the United States Armed Forces or North Carolina National Guard, employment with governmental units that are now state agencies, or employment with a local mental health, public health, social services, or civil defense agency in North Carolina.

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II.   MAXIMUM ACCUMULATION

Annual leave may be accumulated without any applicable maximum until June 30 of each fiscal year. On June 30 of each fiscal year, or upon separation of service, any employee with more than 240 hours of accumulated annual leave shall have the excess (i.e., the amount over 240 hours) converted to sick leave.

III.   ADVANCEMENT

A.   Annual leave may be advanced in an amount not to exceed 80 hours during the current fiscal year.

B.   For the first six (6) months of service, new employees can only earn annual leave as stipulated in Section I. Thereafter, an employee may be advanced the amount of leave he or she would earn during the remainder of the fiscal year.

C.   An employee desiring an advancement of annual leave must submit, in addition to the requested form, a statement of need outlining the circumstances which require use of as-yet-unearned annual leave. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's operational needs.

IV.   ACCEPTED USES

The primary purpose of annual leave is to allow and encourage employees to renew their physical and mental capabilities and to remain fully productive employees.

Annual leave may also be requested for other periods of absence for personal reasons, for absences due to adverse weather conditions, and for personal illness or illnesses in the immediate family when the employee has exhausted sick leave. Annual leave must be exhausted before an employee goes on leave without pay, except in cases of the birth or adoption of a child as covered under Policy 3.2.13 – Family and Medical Leave Act.

V.   OTHER PROCEDURES

A.   Scheduling Annual Leave

Annual leave shall be taken only upon authorization of the employee's supervisor, who shall designate such time or times when it will least interfere with the College's

efficient operation. Employees must request annual leave in advance. A supervisor may deny an employee's request to use annual leave if the leave would otherwise hinder the efficient operation of the College or the employee has not provided reasonable notice of the request. Annual leave must be taken in units of one hour.

Only scheduled work hours shall be charged in calculating the amount of annual leave taken. Weekends and/or holidays are charged only if they are scheduled workdays. When the College operates on a "summer schedule," employees must deduct nine (9) hours for each full-time day taken as annual leave and four (4) hours for each Friday taken.

B. Separation from Employment

1. Lump sum payment for annual leave is made only at the time of separation from employment. An employee shall be paid in a lump sum for accumulated annual leave not to exceed a maximum of 240 hours when separated from employment from the College due to resignation, dismissal, reduction-in-force, death, or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.

2. If an employee separates from employment and is overdrawn on annual leave, deductions will be made from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn. As consideration for providing annual leave, employees voluntarily agree to such deductions from their final pay check.

3. Payment for annual leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of leave and the amount of payment. Annual leave may be paid through the last full hour of unused leave.

4. Retirement deductions shall be made from all annual leave payouts.

5. The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement.

C. Transfer of Annual Leave

For new employees, the College does not accept annual leave from other state agencies or local educational entities

D. Annual Leave Records

The College shall maintain records for annual leave earned and taken for each employee. The College shall notify employees of their total annual leave balance at the end of each month. The College shall retain all annual leave records of all separated employees for a period of at least five (5) years from the date of separation.

It is the employee's responsibility to report any discrepancy or problem with his or her sick leave balance to the Office of Human Resources.

Adopted: June 13, 2022; revised: June 9, 2025
(This policy replaces "Annual Leave Policy" revised June 12, 2017.)

Alamance Community College is committed to providing a learning environment in which individuals can develop the skills necessary to function successfully in an open society. The College recognizes the necessity for freedom in legitimate academic decisions that foster an environment where faculty and students can freely inquire, study, and evaluate

To that end, the College endeavors to give faculty members the freedom to conduct individual academic affairs in accordance with each person's best professional judgment, including the development, implementation, and revision of programs and courses, the selection of teaching materials, and the evaluation of student performance. Likewise, faculty members have the ethical obligation and responsibility to exercise reasonable judgment in teaching their subjects, in respecting individuals and their diverse views, and in maintaining competence in the discipline.

Faculty members shall:

1. Use their professional judgment in developing and implementing appropriate course material.

2. Keep abreast of the main academic trends and themes in their respective fields and incorporate these into their scholarship and teaching.

3. Organize their subject matter and present it in ways that present the optimum value for their students, subject to reasonable guidelines reflected in College, departmental, and faculty policies and procedures

4. Require an amount and quality of work from their students that is justifiable under the standards and regulations of the North Carolina Community College System and ACC.

Any questions or issues concerning the parameters of academic freedom at this College should be addressed to Vice President of ~~Student Learning~~Instruction/CAO. In the event the faculty member cannot reach an informal resolution, he or she may file a grievance pursuant to Policy 3.3.8. – Grievance.

This policy is not intended to limit the rights of faculty or students in discussing any matter outside of the academic setting. Outside the classroom, faculty have the rights of private citizens to speak freely on matters of public concern and to participate in political activities.

Revised November 18, 2010; revised June 13, 2022; revised: June 9, 2025

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All College classroom instructors shall adhere to the following provisions when carrying out job duties and employment responsibilities.

A. Promptness − Punctuality is a valuable habit desired by all employers. College employees can help to develop this habit in their students by meeting with their scheduled classes or other meetings at the time designated and by insisting that students also arrive on time. If an instructor fails to meet his or her class within 15 minutes past the designated starting time, students are to sign their names on a roll and are then excused.

B. General Housekeeping − Prospective students, student employers, and numerous other interested individuals routinely visit the College. It is important that all employees be active in helping to maintain an orderly and well-organized appearance. The proper attitude toward clean and orderly shops, labs, and other workspaces can be passed on to the student by their instructor's attitude and actions.

    Employees can aid the custodial staff by ensuring that:

    1. Smoking and the use of smokeless tobacco products are prohibited in all College buildings, facilities, and grounds. Food is not allowed in labs.

    2. Paper and other materials that accumulate during the day are picked up prior to leaving the classroom.

    3. All tools are locked in their proper storage place at the end of each class or day.

    4. Furniture is left in an orderly appearance. In general, disarrangement of a classroom because of teaching activities shall be corrected by the students in the class under the supervision of the instructor in charge.

    5. All labs are secured according to established departmental procedures.

C. Discipline − Each instructor has the responsibility of handling any discipline problems that arise in class. Student code of conduct violations are referred to the Vice President of Student ~~Services~~ Experience with Academic Dean notification. Extreme cases are to be immediately referred to Public Safety or other appropriate administrator. Upon request by the instructor, administrators will serve as mediators in extreme or reoccurring disciplinary issues. The College will not condone prolonged disruptive activities by

students or groups of students. Student disciplinary matters shall be dealt with pursuant to College policy.

D. <u>Professional Appearance</u> – Instructors should always present a professional image.

E. <u>Safety</u> – Every instructor should maintain a proper attitude toward safety. The instructor's attitude and habits toward safety have a profound influence on the habits and attitudes formulated by the students. It is extremely important that the following safety regulations be utilized by all instructors:

1. Safety rules and regulations specific for each program of instruction must be posted on laboratory and shop bulletin boards.

2. The instructor should demonstrate proper procedures for the use of dangerous equipment. Hazards should always be pointed out in advance. This aspect of safety training is to be utilized prior to any student being allowed to use equipment and machinery.

3. The instructor must always be present in shops and laboratories when machinery or equipment is being used by students. In the event the instructor must leave the area, another instructor should be placed in charge.

4. Jewelry or loose clothing should not be worn when operating moving equipment. If neckties are worn, they should be of the bow or breakaway type.

5. Unauthorized students are prohibited from using equipment and machinery.

6. Long hair must be tied at the back and placed under a hat or some type of covering while working in any shop.

7. North Carolina law requires that eye protective devices be worn by students, teachers, and visitors to the instructional area where any of the following activities are conducted:
    a. Working with hot solids, liquids, or molten metal
    b. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials.
    c. Heat-treating, tempering, or kiln firing of any metal or other material.
    d. Welding of any type.
    e. Repairing or servicing any vehicle
    f. Using caustic or explosive chemicals or materials.

8. Visitors to a classroom, shop, or laboratory must be accompanied by a College employee.

9. Minor children, with the exception of dual-enrolled students, may not enter shops, labs, or other hazardous areas unless accompanied by an instructor or adult.

F. <u>Equipment and Furniture</u> − It is the instructor's responsibility to see that the equipment and furniture for each area are maintained. Abuse of equipment or furniture by students will not be tolerated. Longer life and better care may be derived from equipment and furniture if the instructor will utilize the following practices:

1. Emphasize that there is a proper tool or piece of equipment for each job.

2. Demonstrate and utilize recommended preventative maintenance methods. This includes keeping equipment clean.

3. Emphasize that equipment and furniture are not to be loaned or removed from the premises for any purpose. Special consideration may be given to this regulation when pre-arranged field trips or other conditions warrant the use of equipment away from the school. Prior arrangements must be made with the appropriate administrator

4. Repair damaged or broken equipment whenever possible. Damage and loss of equipment are to be reported to Administrative Services. New equipment must be checked and processed by the Administrative Services Office prior to its disbursement to classrooms or laboratories. Thereafter, the instructor in charge of each area shall be responsible for the accountability and care of the equipment and furniture in that area.

Adopted: June 13, 2022; revised: June 9, 2025

ALAMANCE COMMUNITY COLLEGE	INSTRUCTIONAL SUBSTANTIVE CHANGE COMPLIANCE	POLICY 4.2.8

Alamance Community College (ACC) recognizes the importance of compliance with the most recently updated version of the Southern Association of Colleges and Schools Commission on Colleges' Substantive Change Policy and Procedures, which requires ACC to report all substantive changes accurately and in a timely manner to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The purpose of this policy is to describe the process and procedures to be used to ensure that ACC complies with this SACSCOC substantive change policy and procedures.

I. SCOPE

ACC's Substantive Change Compliance Policy is mandatory and applies to each curriculum academic unit and department.

II. DEFINITION OF "SUBSTANTIVE CHANGE"

Substantive change as defined by SACSCOC is "a significant modification or expansion of the nature and scope of an accredited institution." Examples of substantive changes that might be proposed by an institution include the following:
- Initiating coursework or programs at a more advanced level than currently approved;
- Initiating a branch campus;
- Altering significantly the educational mission of the institution;
- Initiating a merger or consolidation with another institution;
- Relocating a main or branch campus;
- Changing governance, ownership, control, or legal status of an institution;
- Changing from clock hours to credit hours;
- Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing; and
- Closing a branch campus or an institution.

Other examples of substantive changes that might typically originate with proposals from department or academic program leadership include:
- Expanding programs at current degree level;
- Initiating joint degrees with another institution;
- Initiating a certificate program at employer's request and on short notice;
- Initiating other certificate programs;
- Initiating off-campus sites;

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- Expanding program offerings at previously approved off-campus sites;
- Relocating an off-campus instructional site;
- Initiating online programs or other programs where the faculty and students are not in the same location that are significantly different from current online offerings;
- Initiating degree completion programs;
- Initiating programs or courses offered through contractual agreement or consortium;
- Entering into a contract with an entity not certified to participate in USDOE Title IV programs;
- Acquiring any program or site from another institution;
- Altering the length of a program significantly; and
- Closing a program or approved off-campus site.

The initiation of new off-campus sites and the addition of new site-based programs that represent significant departures from current offerings are commonly reported substantive changes. A "significant departure" is one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum offered at a site, whether the location is the main campus or an off-campus location. To determine whether a new program is a "significant departure," SACSCOC considers whether the new program requires significant amounts of additional faculty, courses, library or other learning resources, equipment or facilities, or financial resources.

III. POLICY

ACC ensures compliance with SACSCOC's Substantive Change Policy and Procedures by: 1) implementing effective communication and procedures, 2) providing adequate resources, and 3) utilizing quality assurance safeguards.

IV. COMMUNICATION AND PROCEDURES

- All curriculum program changes are first vetted and approved in the Curriculum and Instruction Committee, in consultation with the Administrative Compliance Subcommittee.
- Detailed procedures regarding academic program planning and revision processes are found in ACC's Curriculum Change Process.
- Academic units follow the procedures within the Curriculum Change Process to obtain internal approval for curriculum changes.
- Once the change has been approved internally, the Vice President of ~~Student Learning~~Instruction/CAO and Director of Research and Institutional Effectiveness/SACSCOC Accreditation Liaison determine if the change requires notification or prior approval from SACSCOC.

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- If notification or approval is needed, the Vice President of ~~Student Learning~~Instruction/CAO and Director of Research and Institutional Effectiveness will submit Substantive Change documents to SACSCOC.
- Approved actions are processed, documented, and tracked for each required compliance step.
- Actions and decisions are communicated to appropriate Deans and stakeholders according to the guidelines in the Curriculum Change Guide.

V.   RESOURCES

- Policies, procedures, and information regarding substantive change are published on the College's website in the Employee Policies and Procedures Manual.
- The Deans and the Vice President of ~~Student Learning~~Instruction/CAO provide guidance for internal procedures.
- The SACSCOC Accreditation Liaison provides guidance for all external reporting activities.
- The Office of Research and Institutional Effectiveness will offer periodic information sessions for Deans and Department Heads on substantive change policy and other academic program compliance issues.

VI.   QUALITY ASSURANCE

- The President's Office and the Office of Research and Institutional Effectiveness maintain and monitor external reporting and communications with SACSCOC.
- Procedures and information contained in the Curriculum Change Guide are reviewed and published annually on the College's website in the Employee Policies and Procedures Manual.
- The Curriculum and Instruction Committee consists of Deans, Department Heads, and faculty. The Committee reviews proposals from faculty and Department Heads and makes recommendations to approve or deny new programs and modifications to existing programs.
- The Curriculum and Instruction Committee consults with an Administrative Compliance Subcommittee, whose members help ensure compliance with ACC policies and procedures, regional and program-specific accrediting standards, NC Community College System curriculum standards and administrative code, and other federal and state regulations

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VII.   ENFORCEMENT

Responsibility for enforcement of this policy resides with the President. The Deans are responsible for their units adhering to the procedures set forth within the Curriculum Change Guide, and the Vice President of ~~Student Learning~~Instruction/CAO is responsible for ensuring that they do. The Director of Research and Institutional Effectiveness serves as the liaison to the Southern Association of Colleges and Schools Commission on Colleges with responsibility to report substantive changes in a timely manner. No substantive change can be implemented until a letter of approval or an acceptance of notification is received from the Commission on Colleges. Prior to receipt of the letter of approval, any distribution of information, including advertising, must include wording that the program is pending SACSCOC approval.

VIII.   REVIEW

The Board of Trustees has approved Alamance Community College's Substantive Change Compliance Policy. This policy will be reviewed and updated periodically as appropriate.

Adopted: September 10, 2012; revised January 11, 2016; revised June 13, 2022; revised: June 9, 2025
Legal Reference: 1B SBCCC 400.96; SACSCOC Policy Statement (June 2021)

I.   STUDENT VOLUNTARY WITHDRAWAL FROM COURSE(S)

A. Ten Percent (10%) Date

A student may withdraw from a course for a partial refund on or before the official 10% date of the semester. For more information on tuition/fee refunds, see Policy 6.1.4 – Tuition/Fee Refunds. In the case of withdrawal on or before the official 10% date of the semester, the withdrawn course(s) will not be included on the transcript.

B. Eighty Percent (80%) Date

At any point prior to the 80% date of the semester, a student may voluntarily withdraw from his or her courses. If a student drops a course during the last 20% of a semester, the final grade will reflect the earned numerical average of the student's work in the course. All applicable deadlines will be published in the College's official calendar.

It is the student's responsibility to withdraw from course(s) if he or she cannot meet the requirements of the course. The student should first consult with the instructor or an advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course. Withdrawing from a course could substantially delay the completion of the student's program of study and may have impacts on future financial aid eligibility.

To officially begin the withdrawal process, the student should obtain a "Drop Form" from the College web page and ask each instructor sign the form and record the appropriate grade. It is the student's responsibility to ensure the Drop Form is completed and submitted to the Admissions/Records Office. Failure to follow this procedure may result in a grade of "F" for courses the student stops attending.

Students must officially withdraw from any course they stop attending to ensure that they will not receive an "F" in the course. In the case of a withdrawal, the student will receive a "WP" which will not be included in the grade point average but will appear in the student's official transcript.

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II.   STUDENT INVOLUNTARY WITHDRAWAL FROM COURSE(S)

A.   Students who register for a course and do not attend classes prior to the 10% point of the course will be dropped by the instructor.

B.   Any student who accumulates absences in excess of 20% of the course contact hours may be withdrawn from the class. If the student is withdrawn from a class during the final 20% period of the term for excessive absences, the student will receive the grade earned in the course.

C.   Students may be involuntarily withdrawn from courses for disciplinary reasons subject to student discipline policies.

III.   COURSE WITHDRAWAL AS "WH" (WITHDRAWAL-HARDSHIP)

Alamance Community College employs a letter grading system to evaluate students' performance in meeting stated instructional objectives. The College has established a grade of Withdrawal-Hardship (WH). The WH grade will be assigned in cases where students are not able to continue in a course due to documented extenuating circumstances. Examples of extenuating circumstances include, but are not limited to, the following:

- Student illness – communicable disease or other emergency.
- Illness of someone the student provides care for
- Financial hardship due to an unexpected emergency.

A student may request that the WH grade be assigned in circumstances outside those outlined above.

Please note: Withdrawals may affect a student's financial aid, veteran's benefits, scholarships, and sponsorship. Refunds will be given in accordance with Policy 6.1.4 – Tuition/Fee Refunds. Students' financial aid eligibility and Satisfactory Academic Progress (SAP) calculation may have impacts on current financial aid awards and/or future financial awards/eligibility.

WH Grade Assignments

The Registrar's Office will administratively assign the WH grade under the following circumstances:

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- A student requests a withdrawal and indicates the reason is related to an emergency. This must be approved by a dean.
- A faculty member submits an official withdrawal form for a student and indicates that the reason is related to an emergency/hardship. This must be approved by a dean.

Procedures

The request to withdraw from a course using the WH (Withdrawal-Hardship) option must be made in writing to the academic dean through completing the Drop Form Process. The request must include a completed Drop-Add Form and documentation illustrating that the withdrawal is clearly related to an emergency/hardship. The dean will review the request and make a final determination to submit to the Vice President of ~~Student Learning~~Instruction for approval if a refund is authorized. Students will not have an opportunity to appeal the decision.

Only the Registrar's Office can officially record the WH grade.

Adopted: June 13, 2022; revised August 12, 2024; revised: June 9, 2025
Cross Reference: Policy 5.2.1 Attendance

This policy shall apply to grade appeals unrelated to issues pertaining to academic dishonesty as outlined in Policy 5.3.2 – Student Code of Conduct. The grade appeal process applies only to course grades.

In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal, except clinical and work-based learning courses/experiences. If the grade is upheld, the student will be administratively dropped from the course and refunded the tuition.

An appeal should be initiated within 30 days from the date the grade was issued and the appeal must be in writing. The steps a student should take are described in Procedure 5.2.5.1. An appeal to the Vice President of ~~Student Learning~~Instruction/CAO is the final step in the appeal process

Adopted: June 13, 2022; revised: June 9, 2025

The purpose of a prerequisite and/or a corequisite is to ensure student success in subsequent coursework. While successful completion of prerequisites and/or corequisites is the traditional way students demonstrate readiness, in exceptional circumstances students may demonstrate readiness through other means. In such cases, prerequisites or corequisites may be waived with approval of the Department Head, Dean, and Vice President of ~~Student Learning~~Instruction/CAO. Documentation of the approved waiver will be maintained on file~~.~~.

Adopted: June 13, 2022; revised: June 9, 2025
Legal Reference: 1D SBCCC 400.8(e)

(This policy replaces "Credit by Exam" and "Credit by Credential," both adopted August 13, 2012.)

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I.   REPEATING COURSES

A. Curriculum Courses

A student may repeat a curriculum course for credit in an effort to earn a higher grade and/or to improve mastery of course content. When a course is repeated, the highest grade earned will be counted in determining the hours earned and in determining the grade point average at Alamance Community College. The highest grade earned in that course will become the grade of record. All repeated course grades and hours are shown on the transcript, but only the highest grade is included in the grade point calculation.

Repeating a course may have implications for students receiving financial aid and/or Veterans benefits, and students should consult these offices to determine if repeating a course has a financial impact.

Students planning to transfer should note that the receiving institution may recompute grade point averages and could include all grades in their calculations for admissions decisions.

Selected programs have a more restrictive policy regarding how many times a student may repeat a particular course for credit to fulfill program requirements.

B. Workforce & Economic Development Courses

Students may enroll in extension education courses as many times as necessary to accomplish their individual educational/training goals provided they continue to show progress, do not prohibit others from participating, are willing to pay fees, and do not violate North Carolina Community College System policy.

Extension Education programs/courses are designed to enable participants to progress, at their individual achievement rates, in gaining knowledge and skills in specific educational areas.

II.   COURSE SUBSTITUTES

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation purposes.

Necessary course substitutions within the major field (courses reflecting the prefix of the student's major curriculum) require the approval of the appropriate Dean and Vice President of ~~Student Learning~~Instruction/CAO.

Course substitutions from curricula outside the student's major area, which have been made for the purpose of addressing the general education or related course requirements, must be approved by the appropriate Dean and Vice President of ~~Student Learning~~Instruction/CAO. The Dean must notify the Registrar's Office in writing of all applicable course substitutions on an individual student basis.

Adopted: June 13, 2022; revised: June 9, 2025

(This policy replaces "Repeating Courses Policy" adopted January 13, 2014.)

Academic forgiveness is awarded on a one-time basis for courses with a grade of "F." It is designed to give students a second chance at successfully completing a degree. Students are eligible for academic forgiveness if they:

1. Complete a minimum of 12 credit hours at Alamance Community College following the semester(s) in which the "F" grade(s) was/were assigned, with a grade average of "C" or better, and
2. Are currently enrolled when requesting academic forgiveness

Students who failed a required course in their current program of study should retake the course under Policy 5.2.8 – Repeating Courses.

Academic forgiveness does not apply to the grade point average (GPA) required to meet the requirements of Satisfactory Academic Progress (SAP) for federal and state financial aid eligibility.

Students must send a written request for academic forgiveness to the Vice President of Student ~~Services~~Experience. Forgiven grades still appear on a student's official transcript, but they are not calculated into the student's cumulative GPA.

Adopted: June 13, 2022; revised August 12, 2024; revised: June 9, 2025

ALAMANCE COMMUNITY COLLEGE	STUDENT SERVICES THREAT ASSESSMENT	POLICY 5.3.3

I. PURPOSE

It is the policy of Alamance Community College ("ACC" or "College") to provide a safe place for its students to learn and a safe place for its employees to work. Threat Assessment is a safety management process to be used when facing an extraordinary discipline (threat of violence or disruption) and/or safety issue. The goal of threat assessment is the prevention of violence through identification and evaluation of individuals or groups that pose a threat to harm persons or property, followed by intervention to reduce the risk of violence.

II. SCOPE

This Threat Assessment Policy and accompanying procedure apply to all ACC students enrolled in campus-based and/or online courses in both degree programs and in non-credit programs; to faculty; to staff; to Early College students; to contracted workers; and to campus visitors. It applies when on the campuses of ACC, including, but not limited to, in on-line courses and activities, and at any College-sponsored program or activity.

Reporting potential threats: In the event of an emergency, an immediate call should be made to 911. In other situations, anyone who believes the immediate safety and well-being of an individual or the campus, or the property of the College is/are at risk should promptly notify the Director of Public Safety or the Vice President of Student ServicesExperience.

Threat Assessment is determined and reporting is authorized in situations involving indications of unlawful criminal activity or evidence of threatening behavior that constitutes a clear and present danger to the physical and/or emotional well-being of a person, including other students, faculty, staff or visitor(s). Threat Assessment is distinct from, and is not, ACC's disciplinary action, behavioral intervention/CARE Team, emergency management, or profiling

College officials who may each authorize the Threat Assessment Procedure (Procedure 5.3.3.1) are the Public Safety Director or designee, the Vice President of Student Services Experience or designee, the College President or designee, and the Behavioral Intervention Team chair or designee.

Threat Assessment review is conducted by the Threat Assessment Team (TAT), a cross-functional, multidisciplinary group focused on prevention and early intervention to address the situation. The review may include gathering additional facts, evidence or documentation,

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speaking with a student and others, and review of other evidentiary sources. Based on the result of the review, the TAT may do the following: a) treat and refer the matter as a disciplinary case; b) make a written referral to the behavioral intervention team; or, c) conclude no further action is warranted.

TAT will use an appropriate model or tool, approved by the Director of Public Safety, to guide the threat assessment evaluation. The TAT will be trained on use of the threat assessment tool and on interventions available to respond to cases.

The core members of the Threat Assessment Team are:

- Vice President of Student ~~Services~~ Experience (team leader),
- Director of Public Safety,
- College Counselor or Accessibility Services Coordinator.

Additional TAT members are included on a case-specific basis as authorized by the team leader. Examples include but are not limited to:

- Human Resources Director in cases involving employee(s),
- Workforce & Economic Development Division representative,
- Student Learning Division representative,
- Student Conduct O~~o~~fficer.

The TAT should be referred cases involving threats of violence that would affect the campus community. Referrals may be made by any administrative unit of the College; by the behavioral intervention team; or by individual students, faculty members, staff members, or any other person. Health and counseling agencies must comply with federal and state law regarding privacy information and release of patient/client information. The referring unit or person(s) should coordinate their reporting and actions with the TAT so the overall response addresses safety concerns.

Administrative decisions and/or actions regarding the subject(s) of an active investigation that would alter the subject's academic, employment, or disciplinary status should be reviewed by the TAT and should be undertaken with procedural fairness. In a case of disagreement between College administrative officials and the TAT regarding disciplinary, academic, or employment status, the College President (or designee) shall make the final decision.

The TAT will classify each case as active (from referral through investigation and intervention) or inactive (when the TAT concludes there is no longer concern that the person

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of interest poses an immediate threat). An inactive case can be referred to the TAT again if changed conditions raise a reasonable concern about a threat or safety.

III.   **DEFINITIONS**

Threats include but are not limited to:

- Threatening/expressing the intention to harm an individual or a group of individuals (may be communicated directly to the intended target or indirectly to third parties; may be explicit or veiled; may be expressed orally, in writing, by means of drawings or visual representations, through media such as social media, cell phones, internet, or communications or acts of behavior such as bodily gestures or physical symbolism).
- Assaulting or injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury to oneself or others including bullying.
- Engaging in behavior that indicates preparation for a violent act.
- Expressing high anger or verbal abuse in a manner that suggests violent intentions.
- Possessing, brandishing, or using a weapon while on College premises except where possession is a result of participation in an organized and scheduled exercise for a course, or by persons specifically authorized and in accordance with N.C. G.S. 14-269.2.
- Threatening to damage, or intentionally damaging, property
- Participating in reprisal (act of vengeance) or retaliating against any employee, student or community member who, in good faith, executes his/her duties or reports a violation of College policy.

Adopted: January 23, 2023; revised: June 9, 2025

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

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

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

I. DEFINITIONS AND PROHIBITED CONDUCT

Prohibited conduct under Title IX includes the following:

- **Sexual harassment** as defined in Title IX Final Rule 2020:
  - An employee of the College conditioning educational aid, benefit or service on an individual's participation in unwelcome sexual conduct (quid pro quo harassment) as prohibited in the Title IX Final Rule 2020.
  - Offenses defined in the Clery Act and the US Violence Against Women Reauthorization Act of 2013 (including sexual assault, dating violence, domestic violence, and stalking on the basis of sex as prohibited in Title IX Final Rule 2020).

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- Unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access, as prohibited by in Title IX Final Rule 2020.
- **Any form of sexual violence**. These are physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability or a medically diagnosed impairment. Sexual violence includes:
  - VAWA and Clery Act offenses
  - Any form of sexual violence defined as a criminal sex crime in North Carolina G.S. 14-27.1 and G. S. 50B – 1 (including rape, sexual battery and sexual coercion).
- **Unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications, based on sex or sexual stereotyping, when the conduct is sufficiently severe or pervasive as to create a hostile work or learning environment** when evaluated from the standpoint of a "reasonable person" and consistent with First Amendment protections of free speech and academic freedom.

Definitions

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

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

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

- Forcible rape, which is defined as penetration, no matter how slight, of the vagina or anus with a body part or object, or oral penetration by a sex organ or other person, without the consent of the complainant.

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- Forcible sodomy, which defined as oral or anal sexual intercourse with another person, forcibly, and against that person's will (non-consensually), or not forcibly against that person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Sexual assault with an object, which is defined as the use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Forcible fondling, which is defined as the touching of the private body parts of another person for the purposes of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly against that person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Incest, which is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by North Carolina law.
- Statutory rape, which is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent of North Carolina.

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

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

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

- A person with whom the complainant shares a child in common, or
- A person who is cohabiting with, or has cohabited with, the complainant as a spouse or intimate partner, or

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- A person similarly situated to a spouse of the complainant under the domestic or family violence laws of North Carolina, or
- Any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of North Carolina.

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

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

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

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

Consent is not freely given if:

- It is obtained through the use of force, through the fear or threat of force, intimidation, coercion, or by kidnap;

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

For the purposes of this definition:

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

Bystander Interventions and Risk Reduction

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

- **Direct**: Approach the situation directly. Say, "What's going on?" or "Where are you going?"
- **Delegate**: Contact the Department of Public Safety or find a friend to intervene
- **Distract:** Do something to take attention away from the situation. Say, "The police are coming," or do something to distract.

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

- Get clear, unambiguous consent for every aspect of sexual activity.
- If someone says no or looks uncomfortable, stop what is happening.

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- Communicate boundaries and expectations.
- Have backup plans. Sometimes plans change quickly. Download a ride share app, like Uber, or keep the number for a reliable cab company on hand.
- When alcohol is involved:
  - Whenever going out in a group, plan to arrive together and leave together and if necessary communicate early departures to the group.
  - Know what is being served. Don't recognize an ingredient? Look it up. Be wary of large-batch drinks like punches that may have deceptively high alcohol content
  - Don't leave a drink unattended.
  - Don't accept drinks from strangers or acquaintances.
  - Be aware of sudden physical changes that could signal inebriation.

II.   REPORTING OPTIONS

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

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

Responsible Employees

College "responsible employees" are all faculty members, administrators, and support staff (including student employees and contracted service providers) except the Title IX Coordinator and designated "counselors/advisors"; all student services staff members except designated "counselors/advisors"; and ACC Public Safety staff. A "responsible employee" shall report to the College's Title IX Coordinator or designee relevant details of instances of sexual misconduct made known to him/her, and he/she shall inform the complainant of his/her right to file a Title IX complaint with the College and to report a crime to ACC Public Safety and/or local law enforcement.

Counselors/Advisors

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

Supportive Measures

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

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

Supportive measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroups
- Altering work arrangements for employees or student-employees

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

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

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

Written Notification of Rights and Services

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

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

Time Limits and Response Timeline

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

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

III. CONFIDENTIALITY

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

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

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

IV. RETALIATION

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

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sexual misconduct that are substantiated as malicious or frivolous may result in disciplinary action against the instigator.

V.   INFORMAL RESOLUTION OPTIONS

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

1. Confidential consultation with the Title IX Coordinator or designee for support, information, and/or exploration of possible actions.
2. Confidential counseling and referral: "Counselors/advisors" as designated in this policy may counsel a student confidentially to provide support, information, referral, and/or exploration of possible actions.
3. For complaints subject to the Title IX Final Rule 2020, the two parties can agree to engage in an informal resolution process in lieu of a formal investigation, except in cases that allege quid pro quo harassment. Both parties must give voluntary, informed, and written consent. Informal resolution options are not available under the Title IX Final Rule 2020 when the accused person is an employee.
4. Informal voluntary mediation, contingent on the availability of qualified mediators and on the voluntary, informed, and written consent of both parties. This option is available only for complaints of sexual violence including but not limited to rape, sexual abuse, sexual assault, and sexual battery.

VI.   FORMAL RESOLUTION OPTIONS

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

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

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

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

<u>If the case is dismissed under Title IX Final Rule 2020, and the accused is an Alamance Community College student</u>, the College will follow its student grievance procedures/student conduct process as described in the student handbook, including appeal procedures described. Note that the: investigation and resolution will be prompt, fair and impartial; standard of evidence for a finding of "responsible" is preponderance of the evidence; accuser and accused are entitled to have an advisor of their respective choice present at a disciplinary proceeding and any related meetings. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing; and, sanctions assigned to a student found responsible include one or more of the following: oral warning, written warning, educational or community service sanction, general probation, restrictive probation, suspension, explicit and/or indefinite dismissal.

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

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

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

VII.   NOTIFICATION OF OUTCOME

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

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

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

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

VIII.   TRAINING AND AWARENESS

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

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

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

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- Description of the College's disciplinary proceedings for incidents of dating violence, domestic violence, sexual assault, and stalking.

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

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

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

Adopted: June 8, 2015; revised March 27, 2020; revised September 14, 2020, revised October 14, 2024; revised: June 9, 2025

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The Board shall ensure that sound fiscal and management practices are employed in the operation of the College's business office. To that end, the Board requires the following:

A. The College expends all funds prudently and consistently within the adopted budget.

B. The College shall manage the budget to ensure the percentage of State current operating funds remaining unexpended in the budget does not exceed five (5) percent or five (5) times the system-wide percentage, whichever is higher.

C. The College's fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any of the College's fund accounts have a negative balance at year-end, the negative fund balance shall be reviewed by the President and ~~Finance Director~~Senior Vice President of Operations/Chief Financial Officer. In the event the negative balance is not due to a planned reason, the President shall develop a plan to rectify the negative balance and shall report the matter to the Board at its first scheduled meeting in the new fiscal year.

D. The College shall track expenditures consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the North Carolina Community College System Accounting Procedures Manual (see Policy 6.3.5 – Chart of Accounts).

E. The President or designee shall provide financial reports to the Board at its regularly scheduled meetings, or at intervals determined by the Board of Trustees.

F. The College shall participate in the EAGLE Program (Enhancing Accountability in Government through Leadership and Education) and shall maintain a system of internal controls as required by N.C.G.S. 143D – The State Governmental Accountability and Internal Control Act.

G. The College shall not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies resolved within 30 business days from the end of the prior month. In the event the College fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board at its first scheduled meeting following the month of non-compliance.

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H. The College shall submit complete and accurate financial statements to the North Carolina Office of the State Controller by the deadline as prescribed by the State Controller.

I. The College shall conduct audits consistent with N.C.G.S. §115D-20(9) and N.C.G.S. § 115D-58.16 (see Policy 6.2.6).

J. Once established, the President shall address to the Board any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews. The President shall address the matter with the Board at the first scheduled meeting following notice of the findings.

K. The College shall actively seek to fill leadership and other supervisory positions in a timely manner with individuals of high competence.

L. The College shall monitor employee turnover by providing an employee vacancy report for information to the Board at least biannually.

Adopted May 13, 2019; revised June 13, 2022; revised: June 9, 2025
Legal Citation: 1A SBCCC 200.4

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I. POLICY OVERVIEW

This policy is intended to meet the requirements of the FTC "Red Flag Rule." Identity theft is a fraud committed or attempted using the identifying information of another person without that person's authority. The College shall undertake reasonable measures to detect, prevent, and mitigate identity theft in connection with the opening of a "covered account" or any existing "covered account," and to establish a system for reporting a security incident.

II. DEFINITIONS

A. Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made by a borrower periodically over time such as a tuition or fee installment payment plan.

B. Creditor – A creditor is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal, or continuation of credit. Examples of activities that indicate a college is a "creditor" are:

1. Participation in the Federal Perkins Loan program;
2. Participation as a school lender in the Federal Family Education Loan Program;
3. Offering loans to students, faculty, or staff;
4. Offering a plan for payment of tuition or fees throughout the semester rather than requiring full payment at the beginning of the semester.

C. Identifying Information – Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, routing code or financial account number such as credit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

D. Red Flag – A red flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

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E. <u>Security Incident</u> – A collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

III. IDENTIFICATION OF RED FLAGS

Broad categories of "Red Flags" include the following:

A. <u>Alerts</u> – alerts, notifications, or warnings from a consumer reporting agency including fraud alerts, credit freezes, or official notice of address discrepancies.

B. <u>Suspicious Documents</u> – such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application which appears to have been cut up, re-assembled and photocopied.

C. <u>Suspicious Personal Identifying Information</u> – such as discrepancies in address, Social Security Number, or other information on file; an address that is a mail-drop, a prison, or is invalid; a phone number that is likely to be a pager or answering service; personal information of others already on file; and/or failure to provide all required information.

D. <u>Unusual Use or Suspicious Account Activity</u> – such as material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges.

E. <u>Notice from Others Indicating Possible Identify Theft</u> – such as the College receiving notice from a victim of identity theft, law enforcement, or another account holder that a fraudulent account was opened.

IV. DETECTION OF RED FLAGS

College employees shall undertake reasonable diligence to identify Red Flags in connection with the opening of covered accounts as well as existing covered accounts through such methods as:

A. Obtaining and verifying identity;

B. Authenticating customers; and

C. Monitoring transactions.

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A data security incident that results in unauthorized access to a customer's account record or a notice that a customer has provided information related to a covered account to someone fraudulently claiming to represent the College or to a fraudulent web site may heighten the risk of identity theft and should be considered Red Flags.

V.   SECURITY INCIDENT REPORTING

College employees who believe that a security incident has occurred shall immediately notify their appropriate supervisor and Vice President, as well as the ~~Vice President of Business and Finance~~Senior Vice President of Operations/Chief Financial Officer. Upon review of the incident, the Vice President and ~~Vice President of Business and Finance~~Senior Vice President of Operations shall determine what steps may be required to mitigate any issues that arise in the review. In addition, referral to law enforcement may be required.

If there is a security breach, the College shall comply with all notice requirements contained in N.C.G.S. § 75-65.

VI.   TRAINING

All College employees who process any information related to a covered account shall receive annual ~~training~~training, and this policy shall be reviewed annually.

Adopted: June 13, 2022; revised: June 9, 2025
Legal Reference: Fair and Accurate Credit Transactions of 2003; FTC Regulations – Red Flag Rule; N.C.G.S. § 75-65

I. PURPOSE

The College strives to provide information technology access in an environment in which access is shared equitably among users. This access is intended to be used in support of the College's research, educational and administrative purposes. Access to information systems, including the Internet, computer systems, and computer networks, is provided to authorized users for those resources they have been granted rights to use. This policy applies to students, employees, and other authorized users. This policy's purpose is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

II. COLLEGE ACCOUNT CREDENTIALS

1. It is the user's responsibility for maintaining the security of usernames, passwords, and any other access credentials assigned to them. This information may not be given to anyone other than the person to whom they were assigned.
2. Users are responsible for any use and activity of their account.
3. Attempting to discover or using another user's username or password or attempting to gain unauthorized access to another person's files or email is prohibited.
4. Failure to read College guidelines, requirements, and regulations will not exempt users from responsibility.
5. Users are responsible for providing accurate and true information about themselves in any identity verification process

III. ACCEPTABLE USE FOR COMPUTER WORKSTATIONS

The College's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research and campus operations. Users are expected to exercise responsible, ethical behavior when using all College digital systems, internet, computer and information systems resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer and information system resources. Failure to comply with the following statements of responsible use may result in disciplinary action and/or legal prosecution.

A. General Principles

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1. Access to resources and the use thereof on the campus network and the Internet is provided to support the research, educational, and administrative purposes of the College. All who use these services will do so responsibly, respecting the rights of other users, the integrity of the physical facilities, and all applicable laws and regulations.
2. Computer workstations, the campus network, and information systems may be monitored to ensure that use is consistent with the mission of the College and with the purposes for which they are intended.

B. Responsible Use

1. Demonstrating common sense and courtesy by limiting online time and printing time to a maximum of one hour where workstations are shared. Complying with all software license agreements and copyrights.
2. Refraining from the transmission or display of material that would be considered threatening, obscene, or harassing by the average person or by community standards.
3. Adhering to all College policies and all regulations in the ACC student or personnel handbook related to the use of College computers and information systems.
4. Avoiding the use of College computer workstations from any profit-making activity not preapproved by authorized ACC personnel.
5. Adhering to the acceptable use policies of any outside networks to which a user might connect.
6. Respecting the integrity of data contained on and the operation/maintenance of the networks.

C. Unacceptable Activity

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm a computer or the College's network.
2. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files.
3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.
4. Attempting to obtain unauthorized information systems and/or computer access or privileges or attempting to trespass in another individual's work.
5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel, to diagnose the network for bottlenecks or other problems.

6. Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.
7. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading streaming music, television shows, software programs, and/or movies.
8. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the ~~Director of Information Technology~~Associate Vice President of Information Services/Chief Information Officer. Information ~~Technology~~ Services support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment.
9. Using the College's computer resources and Network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Code of Student and/or Employee Conduct.
10. Disclosing confidential student or personnel information to unauthorized third parties;
11. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright; and other activities that interfere with the effective and efficient operation of the College or its Network or activities that violate the College's policies and procedures.

D. Use of Personal Computer Software

1. The College licenses the use of computer software from a variety of vendors. The College does not own this software or its related documentation, and unless authorized by the software developer, does not have the right to reproduce it.
2. College employees shall use software only in accordance with a license agreement. Supervisors must maintain documentation of the appropriateness of all software loaded on computers assigned to their area of responsibility. Compliance with license agreements must be documented a minimum of once per year. More frequent reviews are encouraged.
3. Special license agreements are required to use software on area networks or multiple machines. Supervisors must assure that software being used under either arrangement is appropriate.

4. The College does not condone the illegal duplication of software or the use of illegally duplicated software. Employees having knowledge of any misuse of software at the College shall notify their supervisor or the College President.

5. According to the Copyright Act of 1976, Section 107 (fair use provisions), illegal reproduction of software can be subject to civil damages of as much as $100,000 and criminal penalties including fines and imprisonment. Any College employee or student who makes, acquires, or uses unauthorized copies of computer software on College-owned computers, or other devices, shall be subject to disciplinary action and/or legal prosecution. Copies of the referenced statute and/or assistance in interpretation are available from the Director of the Learning Resources Center.

IV. ELECTRONIC COMMUNICATION AND MAIL

The College provides free electronic mail accounts to certain College employees based on job responsibilities, as determined by the employee's appropriate Vice President, and to all students who are enrolled in a curriculum program. The use of College-provided electronic mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College or otherwise violate the provisions within this policy.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College cannot assure the privacy of an individual's use of the College's electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

The College does not monitor electronic mail routinely but may do so as the College deems necessary. Students and employees should not have any expectation of privacy regarding their electronic mail addresses provided by the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students' and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business or need including, but not limited to, the following:

1. In the course of an investigation triggered by indications of misconduct or misuse;
2. As needed to protect health and safety of students, employees or the community at large;
3. As needed to prevent interference with the College's academic mission;

4. As needed to locate substantive information required for College business that is not more readily available;
5. As needed to respond to legal actions; and
6. As needed to fulfill the College's obligations to third parties.

Electronic mail, including that of students, may constitute "educational records" as defined in the Family Educational Rights and Privacy Act (FERPA). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The College may access, inspect and disclose such records under conditions set forth in FERPA.

North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina Public Records Act.

Electronic files, including electronic mail, that are considered public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy.

To ensure, to the extent possible, that students who are taking courses, communicating with an instructor, and submitting assignments electronically are the students who registered for the courses, the College requires the use of its official information systems, such as ACCess email.

1. The system for students relies on a student identification number issued to all students when they apply.
2. Students will follow guidelines published on the College website to create logins and passwords.
3. No other student may be permitted to access official College systems using the created logins and passwords of another student, and students may not allow access to anyone under their individual logins and passwords.
4. Students and faculty communicating with each other online about any course-related questions or when sending or receiving assignments electronically will use College-approved communication systems, such as the College email system or ~~Moodle,~~ the College's online Learning Management System.
5. Faculty are only permitted to accept assignments and answer electronic messages using the College's official systems.
6. All college personnel and students will use official College systems when communicating about College activities, services, and business.

V. RESERVATIONS OF RIGHTS AND LIMITS OF LIABILITY

1. The College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the College Network or College-owned hardware.
3. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College Network.
4. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
5. The College reserves the right to limit the allocation of computer resources.
6. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
7. College funds may not be used to purchase personal network access or products.
8. The College shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the College's network or College's computers.

VI. WIRELESS INTERNET ACCESS

The College provides free wireless Internet access. Users of wireless access must abide by the Wireless Internet Access Guidelines and this policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and, therefore, may not assist with configuration, installation, trouble-shooting or support of any personal equipment.

VII. PRIVATE EMPLOYEE WEBSITES AND OTHER INTERNET USE

When creating or posting material to a webpage or other Internet site apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the College's name in an official capacity or use the College's marks, logos or other intellectual property.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communication with students. Any employee found to have created and/or posted content on a website or profile that has a negative impact on the employee's ability to perform his or her job as it relates to working with students

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and the community or that otherwise disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including dismissal.

VIII.   VIOLATIONS

Each individual is ultimately responsible for his or her own actions. For employees, failure to exercise responsible, ethical behavior will result in disciplinary action up to and including dismissal. Students may be sanctioned according to procedures described in the Code of Student Conduct and other users may be barred permanently from using College computers and network access and suspended or expelled.

Certain activities violate Federal and/or State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

Adopted: February 8, 2021; revised: June 9, 2025

(This policy replaces the former "Learning Resources Center Computer Usage Policy" and former "Internet and Network Use Policy.")

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This policy sets forth the duties and expectations of members of the Board of Trustees as well as the process for removal of a Board member. Board members are expected to perform essential functions for the College as described in the General Statutes, the Board of Trustees' By-Laws, and College policy. Board members should perform these duties faithfully upholding the integrity of the office while avoiding impropriety or the appearance of impropriety.

Board members shall uphold the following standards of conduct when carrying out their official duties:

A. Adequately prepare for and attend Board of Trustee meetings and its respective committee meetings.
B. Render all decisions based on the available facts and appropriately seek out information from the College President, when necessary, in order to carry out the duties of the Board when making decisions and monitoring the affairs of the College.
C. Maintain the confidentiality of information that is made private under the law and do not disclose matters discussed in closed session.
D. Avoid conflicts of interest, as defined in law and College Policy 1.4, and avoid the appearance of conflicts of interest. When a conflict or potential conflict arises, the member should bring the matter to the attention of the Chair.
E. Serving on and contributing to the work of Board and College committees when assigned.
F. Understand that the Board of Trustees' authority arises out of official actions taken by the Board in a called meeting. Members may not obligate the College to any contract, promise, or other liability and should refrain from acting individually on behalf of the College or Board of Trustees unless authorized to do so.
G. Adhere to North Carolina open meeting and public records laws.
H. Participate in a College trustee orientation, a North Carolina Association of Community Colleges Trustee orientation and reappointed trustee training, as well as the mandated State ethics training.

Removal of a Board of Trustee Member

A. In accordance with N.C.G.S. §115C115D-19, the Board of Trustees may declare vacant the office of a member of the Board who:

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1. Does not attend three consecutive scheduled meetings of the Board without justifiable excuse; or

2. Does not, within six months of initial appointment, participate in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees or other organization approved by the Board. Prior to declaring the office of a member vacant for the reasons above, the Board shall provide the member an opportunity to provide information on why the member has failed to meet either requirement.

B. Upon notification from the State Board of Community Colleges that sufficient evidence exists that a member of the Board of Trustees is not discharging the duties of the office or is guilty of immoral or disreputable conduct, the Board shall meet to investigate the allegations provided by the State Board. The Board may request assistance from the Board's attorney or another professional to investigate the matter. The member in question shall be provided proper notice of any hearing in which the Board intends to consider the allegations and the member shall be given the opportunity to address the Board regarding the allegations. The hearing shall take place in open session and any decision by the Board shall be recorded in the minutes and made in open session. If the charges against the member are found to be true by a two-thirds vote of the members of the Board, the Board shall declare the office vacant.

The Board of Trustees may initiate its own investigation into a member's actions upon receipt of sufficient information that the member is not discharging the duties required of the office or is guilty of immoral or disreputable conduct. Any hearing on the matter shall be conducted in accordance with this section.

C. The Chair shall notify the appointing agency of any vacancy on the Board.

Adopted: June 13, 2022; revised: June 9, 2025

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The Board of Trustees shall determine the programs of instruction needed to meet the educational needs of the people in the College's service area and shall determine the effectiveness and efficiency of the programs and services in meeting these needs. For this purpose, the Board may establish a Curriculum and Student Engagement Committee to first review any recommendation regarding curricular programming by the President.

I.   NEW DEGREES AND CURRICULUM PROGRAMS

All recommended new programs offered by the College must be approved by the Board of Trustee's Curriculum and Student Engagement Committee, the full Board of Trustees, the North Carolina Community College System Office, and when required by State regulation, the State Board of Community Colleges. All approved programs and courses should be contained in the College's Catalog.

II.   THE ELIMINATION OF DEGREES AND CURRICULUM PROGRAMS

The continued operation of any curriculum program is dependent upon adequate state funds and sufficient enrollment in the program. Program elimination shall require the approval of the Board's Curriculum and Student Engagement Committee and the full Board of Trustees. The President shall notify the North Carolina Community College System Office of the elimination of any curricular program.

III.   SIGNIFICANT ALTERATION TO CURRICULUM PROGRAMS

The Curriculum and Student Engagement Committee shall also review and recommend to the full Board of Trustees any significant alteration to a curriculum program. For purposes of this policy, a significant alteration is any change that alters the requirements to complete the program or degree.

The President or his or her designee shall develop procedures for the implementation of this Policy.

Adopted: June 13, 2022; revised: June 9, 2025
Legal Citation: 1D SBCCC 400.6

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I.   DISBURSEMENT OF STATE MONEY

The deposit of money in the State treasury to credit the College shall be made in monthly installments, and additionally as necessary, at such time and in such manner as may be convenient for the operation of the community college system. Before an installment is credited, the College shall certify to the Community College System Office the expenditures to be made by the College from the State Current Fund during the month. The Community College System Office shall determine whether the moneys requisitioned are due the College and, upon determining the amount due, shall cause the requisite amount to be credited to the College. Upon receiving notice from the Community Colleges System Office that the amount has been placed to the credit of the College, the College may issue State warrants up to the amount so certified. Money in the State Current Fund and other moneys made available by the State Board of Community Colleges shall be released only on warrants drawn on the State Treasurer, signed by the ~~Vice President of Business and Finance~~Senior Vice President of Operations/Chief Financial Officer and ~~Finance Manager~~Secretary of the Board of Trustees.

II.   DISBURSEMENT OF LOCAL MONEY

All local public funds received by or credited to the College shall be disbursed on checks signed by the ~~Vice President of Business and Finance~~Senior Vice President of Operations/Chief Financial Officer and the ~~Finance Manager~~Secretary of the Board of Trustees. The officials so designated shall countersign a check only if the funds required by such check are within the amount of funds remaining to the credit of the College and are within the unencumbered balance of the appropriation for the item of expenditure according to the College's approved budget. Each check shall be accompanied by an invoice, statement, voucher, or other basic document which indicates, to the satisfaction of the signing officials, that the issuance of such check is proper.

Adopted: June 13, 2022; revised: June 9, 2025
Legal Reference: N.C.G.S. §§ 115D-58.3 and -58.4

The following is an overview of basic student rights. For more specific information concerning these and other rights, students are directed to review the specific policy or procedure dealing with the issue of concern. The provisions and language contained in specific policies and procedures control over this policy.

A. Students are free to pursue their educational goals. The College shall provide appropriate opportunities for learning in the classroom and on the campus.

B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner. For more information, consult Policy 2.3.5 – Campus Free Speech, Distribution of Material, and Assembly.

C. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.

D. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of and access to student records, and the College shall adhere to the FERPA laws and regulations. Students and former students have the right to review their official records and to request a grievance if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved or if a legal exception applies. For more information, consult Policy 5.4.2 – Student Records – FERPA.

E. No disciplinary sanctions, other than temporary removal from class or activity, may be imposed upon any student without due process. For more information concerning student due process rights with respect to disciplinary situations, consult Policy 5.3.2 – Student Code of Conduct.

F. Students have the right to withdraw voluntarily from courses under certain criteria. For more information, consult Policy 5.2.2 – Withdrawal from Courses.

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G. Students have the right to be free from discrimination, harassment, and sexual violence while attending the College and accessing the College's programs and opportunities. For more information, consult Policy 5.3.4 – Students – Discrimination and Harassment.

H. Each student is responsible for his or her own conduct, from the time of application for admission through the actual awarding of a degree, diploma, certificate, or skills certification. This requirement applies during the academic year, between terms, and before and after classes begin and end.

I. Career and College Promise (CCP) students whose classes meet on the ACC campus are subject to the ACC Student Code of Conduct, and complaints will be adjudicated by ACC. Records are subject to FERPA. CCP students whose classes meet at their high school are subject to their high school's student code of conduct, and complaints will be adjudicated by the high school.

J. Early College students are subject to complaint adjudication by Early College administrators.

K. Policies and regulations that relate to college-recognized student organizations, and their duties and responsibilities, are established through the Constitution of the Student Government Association and the Student Code of Conduct. Complaints against groups or their members for violations of the Student Code of Conduct are adjudicated by the ~~Vice President for Student Services~~Vice President of Student Experience or designated student conduct officer.

Adopted: June 13, 2022; revised: June 9, 2025.

I.   PURPOSE AND SCOPE

The purpose of this regulation[1] is to provide a comprehensive framework for preventing, addressing, and eradicating hazing incidents involving College students, faculty, and staff. This regulation applies to all individuals and organizations associated with the College, including but not limited to students, employees, volunteers, and affiliated organizations, both on and off campus.

II.   DEFINITIONS

A.   Hazing: Any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students at an institution of higher education. This includes, but is not limited to:

1. Physical brutality or abuse
2. Forced or coerced consumption of any food, liquid, drug, or other substance
3. Forced or coerced physical activity
4. Sleep deprivation
5. Exclusion from social contact
6. Conduct that could result in extreme embarrassment or humiliation
7. Any activity that would unreasonably interfere with academic pursuits

B.   Organization[2]: Any association, corporation, order, society, corps, athletic team, club, fraternity or sorority, or service, social or similar group, in which two or more enrolled students of the College are members, regardless of whether the organization is officially recognized by the College.

C.   Student: Any person who is enrolled at the College, regardless of their age or student status (e.g., full-time, part-time, or online), or who has been accepted for admission or readmission to the college.

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[1] This may be referred to as a policy, regulation or procedure. Board of Trustee approval is not necessary for a specific student conduct regulation, and therefore, it is not necessary this document to take the form of a board policy. We recommend this regulation/procedure fall under the Board's anti-harassment and discrimination policies, as hazing is a form of harassment. The regulation number listed up top reflects where the policy is listed in our firm's model policy manual.   However, if preferred, the Board of Trustees may approve this as a policy. Certainly, Board notification (regardless of approval) is best practice.

[2] This list may be amended to remove types of organizations not on your campus. However, note that the policy also applies to unofficial groups that two or more enrolled students are members of. In other words, the College may not have an official fraternity on campus, but the College may have a group of students establishing and belonging to an "unofficial" fraternity.

III.   PROHIBITED CONDUCT

The College strictly prohibits hazing in any form. This includes, but is not limited to, any activity that:

1. Causes or is likely to cause bodily harm, serious mental or emotional harm, substantial emotional distress, or personal degradation or disgrace resulting in physical or mental harm to a student.

2. Interferes with a student's academic pursuits, including grades, academic assignments, or scheduled curricular activities.

3. Occurs on or off campus and involves the forced consumption of any food, liquid, drug, or other substance.

4. Involves sleep deprivation, excessive physical exertion, or exposure to the elements.

5. Requires a student to engage in any illegal activity or violate college policies or codes of conduct.

6. Creates a power imbalance between individuals or groups, or exploits a student's known physical, psychological, or social vulnerabilities.

7. Involves the use of social media, electronic communications, or other technology to facilitate hazing activities.

IV.   REPORTING AND INVESTIGATION

A. Reporting Hazing Incidents

1. Mandatory Reporting: Any person who witnesses, experiences, or has knowledge of hazing activity must promptly report the incident to the appropriate College official. (See Section IX) Failure to report known hazing incidents may result in disciplinary action.[3]

2. Reporting Methods: Reports may be made in person, by phone, via email, or through the college's online reporting system. Anonymous reports will be accepted and investigated to the extent possible.

3. Confidentiality: The College will protect the confidentiality of all parties involved to the extent possible, consistent with the need to conduct a thorough investigation and comply with applicable laws.

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[3] The failure to report a hazing incident resulting in disciplinary action is optional.

4. Amnesty: Students who report hazing incidents or who cooperate in hazing investigations may be granted amnesty for minor policy violations discovered during the course of the investigation, at the discretion of the Vice President of Experience or designee.[4]

5. Retaliation: Retaliation against any person who reports hazing or participates in an investigation is strictly prohibited and will result in disciplinary action.

B. Investigation of Hazing Allegations

1. Prompt and Thorough Investigation: The College will promptly investigate all reports of hazing in a fair, impartial, and thorough manner.

2. Investigation Process:

   a. Initial assessment of the report to determine appropriate interim measures and investigation scope.

   b. Interviews with the reporting party, alleged victims, witnesses, and accused individuals.

   c. Collection and review of relevant evidence, including documents, electronic communications, and physical evidence.

   d. Consultation with law enforcement or other authorities as needed.

   e. Preparation of an investigation report.

3. Timelines: Investigations will be completed within [30] calendar days of the initial report, unless extenuating circumstances require an extension. All involved parties will be promptly notified of any timeline extensions.

4. Interim Measures: The college will take appropriate interim measures to protect the safety and well-being of students during the investigation, which may include no-contact orders, temporary suspension of individuals or organizations, or changes in academic or living arrangements.

5. Standard of Evidence: The college will use a preponderance of evidence standard (more likely than not) in determining whether a violation of this regulation has occurred.

6. Notification of Outcome: All involved parties will be promptly notified in writing of the investigation outcome, including any findings of responsibility and imposed sanctions.

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[4] Optional provision. Further, the College may insert another appropriate administrator.

V. DISCIPLINARY ACTIONS AND SANCTIONS

A.   Students found responsible for hazing will face disciplinary action, up to and including suspension or expulsion from the College. Sanctions may include, but are not limited to:

1. Disciplinary probation

2. Loss of privileges or college recognition

3. Mandatory educational programs or counseling

4. Community service

5. Suspension

6. Expulsion

7. Withholding or revocation of degree

B.   Employees found responsible for hazing or for failing to report known hazing incidents will face disciplinary action, up to and including termination of employment. Sanctions may include, but are not limited to:

1. Written reprimand

2. Suspension without pay

3. Demotion

4. Termination of employment

C.   Organizations found responsible for hazing may face sanctions, including but not limited to:

1. Probation or suspension of organizational activities

2. Loss of college recognition or registration

3. Revocation of charter or affiliation agreements

4. Prohibition from hosting or participating in college-sponsored events

5. Loss of access to college facilities, funding, or other resources

6. Mandatory reorganization or leadership changes

7.   Permanent dissolution of the organization

D.   Aggravating Factors: The following factors may result in more severe sanctions:

1.   Prior hazing violations

2.   Multiple violations in a single incident

3.   Use of force, violence, or weapons

4.   Intentional or reckless disregard for health and safety

5.   Retaliation against reporters or witnesses

6.   Interference with the investigation process

E.   Mitigating Factors: The following factors may be considered in determining appropriate sanctions:

1.   Self-reporting of the violation

2.   Acceptance of responsibility and demonstration of remorse

3.   Cooperation with the investigation process

4.   Implementation of corrective measures to prevent future violations

VI.   PREVENTION AND EDUCATION

A.   On a regular basis,[5] the College will provide education and training on hazing prevention and the college's anti-hazing regulation to all students, faculty, and staff. The training may include:

1.   Defining hazing and outlining prohibited conduct.

2.   Explaining reporting procedures and the College's investigation and disciplinary processes.

3.   Highlighting the negative physical and mental health consequences of hazing.

4.   Promoting a culture of respect, inclusion, and student well-being.

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[5] The Stop Hazing Act has a specific requirement the college conduct training, however, it does not provide how often it should occur and whether or not the training programs must be required. We recommend some training occur during onboarding of new employees/students and that student services offer voluntary trainings for students every one to two years.

5. Providing bystander intervention strategies.

6. Ethical leadership.

6. Discussing legal and disciplinary consequences of hazing.

7. Positive strategies for building group cohesion.

B.   New Student and Employee Orientation: All new students and employees will receive information about this regulation and hazing prevention during their orientation programs.

C.   Student Organization Training: All student organizations must complete annual anti-hazing training as a condition of maintaining college recognition or registration.[6]

D.   Online Resources: The college will maintain a comprehensive online resource center with information about hazing prevention, reporting procedures, and support services.[7]

VII.   PREVENTIVE MEASURES AND EARLY INTERVENTION

A.   Risk Assessment: The College will conduct periodic risk assessments to identify potential hazing risks within student organizations and athletic teams.[8]

B.   Early Warning System: The college will implement an early warning system to identify and address potential hazing risks, including:

1. Regular check-ins with student organization leaders and advisors

2. Anonymous tip lines for reporting concerns

C.   Student Organizations must maintain detailed records of all new member activities, if any, and submit them for review upon request.

D.   **Advisor Training and Oversight:**

1. All faculty and staff advisors to student organizations must complete specialized anti-hazing training.
2. Advisors are required to attend and monitor new member activities and report any concerns promptly.

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[6] Optional provision.
[7] Optional provision.
[8] Delete athletic teams if not utilized at your respective College.

E. **Collaborative Partnerships**:[9] The College will establish partnerships with national organizations, local law enforcement, and other institutions to share best practices and resources for hazing prevention.

VIII.   RESOURCES AND SUPPORT SERVICES

A. Reporting and Information:
Student Integrity and Compliance Office
Phone: 336-506-4101
Email/Online Reporting: studentsupport@alamancecc.edu

B. Confidential Counseling and Support:
ACC Student Support Center
Phone: 336-506-4362
Location: Main 233
Email: studentsupport@alamancecc.edu

C. Campus Safety/Medical Emergencies:
ACC Public Safety
Emergency: 336-260-9203 (24/7)
Non-Emergency: 336-506-4286

IX.   LIMITATION OF LIABILITY

While the College is committed to preventing and addressing hazing, the college cannot guarantee that hazing incidents will not occur. The college's liability is limited to its good faith efforts to implement and enforce this regulation. Nothing in this regulation shall be construed as creating any additional rights or causes of action against the college beyond those provided by applicable law.

Adopted: June 9, 2025

Legal Reference: The Stop Hazing Act, §485(f)(7) of the Higher Education Act of 1965,
 20 U.S.C. 1092; N.C.G.S. §§ 14-35,38.

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[9] Optional provision.