Trustees Present:

Mr. James Butler
Dr. Roslyn Crisp
Mr. Powell Glidewell, III
Mr. William Gomory
Ms. Tammy Karnes
Ms. Sylvia Muñoz

Ms. Julie Scott Emmons, Chair
Mr. Ken Walker, Vice Chair
BG (R) Blake Williams

Mr. Walter Britt
Mr. Grant Brooks
Dr. Kenneth Ingle, III, President

Trustees Absent:

Mr. Steve Carter

Also Present:

Ms. Ana Fleeman, Director of Governance and Executive Operations
Ms. Lisa Huffman, Executive Assistant to the President
Dr. Justin Snyder, Senior Vice President of Student Learning and Workforce Development
Ms. Elizabeth Thomas, Senior Vice President of Operations

Ms. Carolyn Rhode, Vice President of Institutional Advancement
Ms. Elizabeth Brehler, Vice President of Student Experience
Ms. Valerie Fearrington, Director of Human Resources

Mr. Thomas Hartman, Associate Vice President of Administrative Services and Facilities
Mr. Frank Longest, Board Attorney

Ms. Ann Snell, Faculty Affairs Committee Chair

Ms. Sarah Hardin, Associate Vice President of Communications and Public Affairs
Mr. Jason Mayer, Associate Vice President of Information Services and Chief Information Officer

Matthew Banko, Associate Vice President of Administrative and Fiscal Services
Ms. Sonya McCook, Vice President of Instruction
Mr. Adam Wade, Associate Vice President, Onboarding and Advising

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1. **Call to Order**

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

   The Board determined that a quorum was present.

2. **Call for Conflicts of Interest**

   Chair Emmons called for conflicts by reading the following statement:

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

   No conflicts of interest or appearances of conflict were noted

3. **Presentations**

   3.a   Carolina Student Transfer Excellence Program - CSTEP (Zachary Mathews and Rosario Rojas)

   Mr. Mathews and Ms. Rojas presented an overview of Alamance Community College's Co-Admission Programs, which allow students to be admitted or pre-admitted to partner universities while completing their associate degree. These programs provide academic support, university resources, and a smoother transition to four-year institutions. Partner universities include Appalachian State (Aspire), ECU (Pirate Promise), Fayetteville State (Bronco Benefit), NC A&T (Aggie Plus), NC State (C3), UNC Chapel Hill (CSTEP), UNCG (Transfer Promise), and UNCW (PathWays).

   Ms. Rojas, an ACC CSTEP alumna and current UNC student, shared her personal experience and success in the program, highlighting the benefits of small class sizes, dedicated advising, and guaranteed admission upon meeting program requirements.

4. Minutes

4.a   Recommendation for approval:

    4.a.1   Board of Trustees regular meeting, October 13, 2025
        Moved By General Williams
        Seconded By Mr. Glidewell
        Chair Emmons called for a motion to approve the minutes of the Board of Trustees' regular meeting held on October 13, 2025.

Carried

4.b   Board of Trustees Committee Minutes
The following committee meeting minutes were also included in the packet for informational purposes.

    4.b.1   Building and Grounds Committee meeting, October 8, 2025

    4.b.2   Curriculum and Student Engagement Committee, October 9, 2025

    4.b.3   Budget and Finance Committee meeting, October 10, 2025

5. Committee Reports

Chair Emmons called for committee reports.

5.a   Personnel Committee Report
Dr. Crisp reported that the committee met on November 7, 2025. She shared two informational items.

    5.a.1   Recommendation for approval:

        5.a.1.1   President's Evaluation Instrument
            Dr. Crisp presented the updated President's Evaluation Instrument, noting that the revisions ensure alignment with 1C SBCCC 300.2 and incorporate the President's 2024–25 goals. The structure remains organized by five evaluation categories: General, Budgetary and Financial Matters, Internal/External Relationships, Mission of the College, and Strategic Long Range Planning. Updates primarily include revised wording for clarity, removal of outdated items, and better alignment between evaluation items and the President's annual goals. Although this item is listed as an

action, it is asked this instrument come to the board as an informational item for ample time for review and will be considered as an action item at the January 2026 meeting.

5.a.2   Update to President's Goals

Dr. Ingle provided an update on progress toward his 2025 presidential goals. He reported the completion of the Public Safety Training Center and other renovation projects, with technology upgrades expected by spring. Communication across campus has strengthened through bi-weekly newsletters, Coffee with Ken sessions, and new email updates. Several leadership and professional development programs have been implemented to enhance collaboration and employee engagement.

Dr. Ingle highlighted ongoing collaboration with the Board of Trustees through regular meetings and the planned strategic retreat in April 2026. He shared extensive community engagement, including multiple articulation agreements with four-year institutions, new K-12 partnerships, and participation in numerous events and employer meetings to strengthen workforce connections.

Institutional progress includes a 7% increase in curriculum FTE, improved retention and completion rates, balanced fiscal performance, and several new grants and partnerships totaling over $3 million. The College launched new advising models, student support initiatives, and academic programs in high-demand fields such as Artificial Intelligence, Health Sciences, and Veterinary Technology. Efforts continue to streamline onboarding, expand data-driven decision-making, and align programs with workforce and community needs.

5.a.3   Employment Report October 2025

Dr. Crisp presented the Workforce Analysis (Full-Time) report, which outlined employee demographics by occupational category, age, and gender. The total full-time workforce includes 263 employees, with a majority aged 40 and over. Females represent a higher proportion than males across most categories. The racial and ethnic breakdown shows the majority of employees identifying as White, followed by African American, with smaller representations from other groups.

5.b   Building and Grounds Committee Report

Mr. Gomory shared that the committee met on November 5, 2025. He presented one action item and four informational items.

5.b.1   Recommendation for approval:

5.b.1.1   Revised 3-1: Project Budget Amendment for Veterinary Medical Technician Barn Project

Mr. Gomory presented the North Carolina Community College System Capital Improvement Project Approval - Amended #1 for Alamance Community College's Veterinary Medical Technician Instructional Barn Project (NCCCS Project No. 2835). He explained that the amendment reflects a budget increase of $600,000 based on revised construction estimates provided by Hobbs Architects following a new programming and budget study. To address cost constraints, the project scope has been reduced to a 1,734 square foot, one-story facility containing a veterinary teaching laboratory, office, restrooms, and canine/feline holding areas.

This action item as comes to the Board of Trustees as a motion from the committee and does not require a second. Motion passed by unanimous vote.

Carried

5.b.2   Capital project summary report

Mr. Gomory provided an update on bond and capital improvement projects. He reported that the Public Safety Training Center at Green Level is fully operational, with only minor punch list items remaining before final approval. The Burlington site burn prop design and layout have been confirmed, with construction components expected to be completed by June 2026 and installation by August 2026. The Campus Exterior Wayfinding Project signage is in fabrication and expected to be installed by year's end. The Veterinary Medical Technology Barn Project is progressing toward construction in May 2026, and the Third Floor Biotechnology COE Upfit is anticipated to start early 2026, finishing by August 1. The Tech Infrastructure Replacement Project remains on track for January 2026 completion, while cabling and wireless improvements are pending final pricing. There were no new capital improvement projects under $50,000 approved this period.

5.b.3   Capital project budget update for October 2025

Mr. Gomory presented the FY 2026 Capital Project Budget to Alamance Community College's Buildings and Grounds Committee as of October 1, 2025. The 2025 unspent county allocation of $152,850 had $149,861 remaining. The FY 2026 county capital budget of $536,000 included renovations, roofing, pressure washing, soffit and carpet work, and chiller replacement, leaving $476,150. County-State-Federal projects totaled $29.7 million, with $2.07 million unspent, while non-county projects of $7.2 million had $6.04 million uncommitted or unexpended. Total capital projects were $37.6 million, with $8.74 million remaining and $2.08 million available for future projects.

5.b.4   Open end designer contract agreements

Mr. Gomory provided an informational update on Open-End Design Agreements (OEDAs), which allow the College to engage designers and engineers for limited services on informal capital projects. He explained that ACC previously entered into ten such agreements in August 2023 for one-year terms and recently issued new Requests for Proposals (RFPs) in August 2025 for the next cycle covering November 2025 through October 2026, with an option to extend through October 2027. In response to the RFP, the College received 38 proposals, which were reviewed and scored to identify the top ten firms representing various disciplines, including architecture, engineering, landscape design, and structural expertise. Mr. Gomory noted that these agreements streamline project planning, reduce procurement time, and ensure qualified professionals are available for projects under $300,000. The selected firms include ThoughtCraft, LS3P, Boomerang Design, WHN, Smith Sinnett, RVE, SKA, Timmons Group, Westcott Small, and Atlas Engineering.

5.b.5   Capital project amendments/contracts signed by the President

Mr. Gomory reported on capital improvement project contracts and amendments signed by the President. He noted that two contracts were executed on October 17, 2025, for the AATC Chiller Replacement Project. The first, with AC Corporation, covers the purchase and installation of a Daiken 80-ton replacement chiller in the amount of $119,832. The second, with Hoffman Mechanical, provides for chiller controls installation at a cost of $2,172.

5.c   Budget and Finance Committee Report

Mr. Glidewell shared that the committee met on November 7, 2025. He

presented one action item and one informational item.

5.c.1   Recommendation for approval:

   5.c.1.1   Fiscal Year 2026 Budget (Form DCC 2-1)

   Ms. Thomas reviewed the College's FY 2025–26 budget, which totals $55,008,306, not including capital improvement projects. The budget is comprised of $38,152,684 in state funding, $4,877,822 from county appropriations, and $11,977,800 from institutional sources. Key expenditures include Curriculum Instruction ($16.4 million), Institutional Support ($8.6 million), Continuing Education ($6.2 million), Student Support ($4.3 million), Academic Support ($3.5 million), and Plant Operations and Maintenance ($4.2 million). She also reported that the College's capital improvement budget amounts to $9.3 million, supported by state, county, and institutional funds for ongoing facility construction and renovation initiatives.

   This action item as comes to the Board of Trustees as a motion from the committee and does not require a second. Motion passed by unanimous vote.

Carried

5.c.2   Finance Report for October 2025

Ms. Thomas presented the Budget and Financial Report for the month ending October 31, 2025. She noted that the College's overall budget remains strong, supported by increased enrollment and sufficient institutional reserves to cover unexpected expenses.

Exhibit A (State Accounting Fund) shows 29.24% of the state budget expended with 33% of the year completed, reflecting strong fiscal performance. Continuing Education course offerings increased by 15%, resulting in a corresponding rise in estimated FTEs. Exhibit B (County Accounting Fund) indicates that 31.34% of county funds have been spent, keeping the College on track for a balanced budget. Exhibit C (Institutional Accounting Fund Summary) confirms that institutional funds remain available to support needs not covered by state or county sources. Exhibit D (Institutional Fund Detail) shows $5.5 million spent year-to-date, primarily on financial aid and construction projects. Ms. Thomas noted that all negative program balances are planned and relate to reimbursements from

financial aid, grants, or capital projects.

5.d   Curriculum and Student Engagement Committee Report

General Williams shared the committee met on November 6, 2025 and presented four action items.

  5.d.1   Recommendation for approval:

    5.d.1.1   National Student Clearinghouse Completion Report Dr. Snyder presented the 2025 National Student

Clearinghouse (NSC) Completion Rates Report. Alamance Community College (ACC) uses the NSC Total Student Completion Rate as its key indicator for SACSCOC reporting, with a minimum acceptable performance level of 48% and a target goal of 50%. The 2025 report shows ACC's six-year completion rate has remained stable over the last three cohorts, varying by only 1.2 percentage points. The 2017 cohort achieved a 49% completion rate—above the minimum threshold but slightly below the target. ACC's completion rates continue to exceed the national average, showing a total gain of 6.75 percentage points since the 2011 baseline of 41.9%. The Curriculum and Instruction Committee reviews these performance levels annually to ensure continued progress toward student success and accreditation standards.

This action item as comes to the Board of Trustees as a motion from the committee and does not require a second. Motion passed by unanimous vote.

Carried

    5.d.1.2   Revision to Policy 4.1.9 - Minimal Acceptable Level, Performance Target – Total Student Completion Rate

Dr. Snyder reported that SACSCOC requires accredited institutions to track and publish completion rates. ACC's internal review committee last recommended minimum and target completion rates in April 2021, and these were incorporated into Policy 4.1.9. A report with updated six-year comparison data was shared with the Curriculum and Student Engagement Committee and Board in August 2024, and the table has since been updated while the minimum and target rates remain unchanged. An annual

update to the table in Policy 4.1.9 is required to remain compliant, and if the internal review committee decides to revise the minimum and target rates.

This action item as comes to the Board of Trustees as a motion from the committee and does not require a second. Motion passed by unanimous vote.

Carried

5.d.1.3   College Calendar 2026-2028

General Williams presented the January 2026–July 2028 Academic Calendar, outlining key dates and deadlines for faculty, staff, and students, including term start and end dates, holidays, and workdays. The Calendar Committee develops the academic and college calendar in accordance with NCCCS Administrative Code requirements, ensuring adequate instructional days and alignment with state mandates. The Committee also coordinates student and faculty breaks, while the Director of Human Resources designates college holidays and mandatory staff leave days in December to ensure consistency. The proposed calendar recommendations are being submitted to the President and Board of Trustees for approval of semester start and end dates, designated holidays, and mandatory leave days.

This action item as comes to the Board of Trustees as a motion from the committee and does not require a second. Motion passed by unanimous vote.

Carried

5.d.1.4   New Program: Forensic Accounting and Fraud Examination Associate in Applied Science

General Williams presented a proposal to add the Forensic Accounting and Fraud Examination Associate in Applied Science (AAS) program at Alamance Community College. The new program includes three new courses: Forensic Accounting & Cybersecurity (ACC-249), Fraud Examination (ACC-267), and Information Systems & Internal Controls (ACC-268), with all other courses already offered at ACC. The program is designed to enhance student success, provide

transfer opportunities, and meet growing workforce demand in forensic accounting and fraud prevention. Market data indicates significant industry growth with forensic accounting projected to increase between 7 to 8 percent annually through 2033. The proposal was developed with input from curriculum faculty, department heads, and deans, and vetted through the Curriculum & Instruction Committee. College administration requested approval of the new AAS program to prepare work-ready graduates and address regional and national employment trends.

This action item as comes to the Board of Trustees as a motion from the committee and does not require a second. Motion passed by unanimous vote.

Carried

6. Other Reports

6.a   SGA Report

Chair Emmons noted that Ms. Hackney, Student Government President, was unable to attend the meeting; however, she provided a written update included in the meeting packet.

6.b   Chair's Report

Chair Emmons presented two informational items.

6.b.1   Report of Ethics Education due dates and Statement of Economic Interest (SEI) filings

Chair Emmons presented the Report of Ethics Education and SEI filings. Trustees were asked to review the report to stay informed of their individual status and upcoming due dates related to required ethics education and Statement of Economic Interest (SEI) filings.

6.b.2   February 2026 Board of Trustees Regular Meeting rescheduled to Thursday, February 12, 2026.

6.c   Faculty Affairs Committee Report

Ms. Snell reported that ACC's Systems Security (Cybersecurity) program was ranked #2 nationally in the Cybersecurity Guide's 2026 rankings, recognizing its Center of Academic Excellence designation and affordability. The Early

Childhood Education department hosted its first NC Prospective Teacher Event on November 5, connecting students with transfer institutions and highlighting the NC Teaching Fellows Program, which offers scholarships of up to $10,000 for future North Carolina teachers. Ms. Snell and Chris Swinton attended the Business Analytics Summit at Elon University, which explored how AI is transforming business analytics. She also shared updates from Graphic Design, where students are collaborating with Botanist and Barrel on a client-based project using a new design firm model that pairs junior and senior designers in teams working through Figma, strengthening collaboration and professional skills. On November 4, Chef Wanless taught a class of 20 high school students at the ABSS CTEch Culinary Program, where students made fresh pasta with marinara sauce. Ms. Snell and Tiffanie King are working to recruit more CTEch students with culinary interests to ACC's Culinary program. Additionally, Ms. Snell celebrated the success of ACC's cosmetology apprenticeship students, who earned 1st place in the Hair Showcase with their "Psychedelic Disco" design, 4th place in Fantasy Hair and Makeup ("Under the Sea"), and 5th place in the Anything But Hair category at the State Fair, competing against more than 200 students statewide.

6.d   President's Report
Dr. Ingle presented two informational items.

   6.d.1   Small Business Center Annual Report update (Phydesia Lewis)
   Ms. Lewis presented the 2024–2025 Small Business Center Annual Report, which highlighted the Center's efforts over the past year to support small business growth through education, training, and counseling services. The report reflected significant progress in performance metrics, community engagement, and economic impact. The Center hosted 89 entrepreneurship events, an 11% increase from the previous year, with 1,030 attendees, marking a 7% rise. It also served 133 individual clients, a 4% increase, and provided 271 counseling hours, representing a 15% increase. The economic impact was notable, with 11 new business starts (a 57% increase), 46 jobs created (a 557% increase), and 39 jobs supported (a 129% increase).

   6.d.2   Small Business Center Success Stories
   Ms. Lewis presented the agenda item on Small Business Center Success Stories, sharing two promotional videos titled Woodside Farm and Upside Aerial. The videos highlighted successful local entrepreneurs who benefited from the support and resources provided by the Small Business Center.

6.d.3	Fall 2024- Fall 2025 Curriculum Enrollment	Annual Continuing Education Enrollment Update (Dr. Snyder | Ms. Brehler)
6.d.4	Dr. Snyder reported the Fall 2024 to Fall 2025 Curriculum and Workforce Development enrollment update. Workforce Development saw decreases in course sections (667 to 611, -8.4%), unduplicated headcount (3,700 to 3,353, -9.4%), and estimated FTE (418 to 386, -7.8%). Student Learning experienced growth in course sections (857 to 903, 5.1%), unduplicated headcount (4,769 to 5,145, 7.3%), and estimated FTE (1,775 to 1,935,
6.d.5	8.3%). Overall, total course
6.d.6	sections slightly declined (1,524 to 1,514, -0.7%), total headcount remained steady (8,469 to 8,498, 0.3%), and total estimated FTE increased (2,193 to 2,321, 5.5%).

7. Handouts

2026 Commencement: May 15, 2026 at 3:00 p.m. & 7:00 p.m., to be held at Lamb's Chapel, 3539 Alamance Rd., Burlington, NC 27215

Public Officials' Breakfast: December 3, 2025, 7:30 a.m., Alamance Community College

Cyber Security Program Ranked #2 in The Nation

8. Announcements

Chair Emmons directed the trustees to review the following announcements.
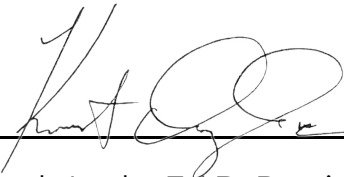
8.a   ACCT National Legislative Summit: February 8-11, 2026 (Washington DC)

8.b   Board Planning Session: April 17, 2025, 7:30am, Alamance Country Club, 3007 N Fairway Drive Burlington, NC 27215

8.c   April 2026 Board of Trustees Regular meeting: April 17, 2025, 11:30am, Alamance Country Club, 3007 N Fairway Drive Burlington, NC 27215

8.d   2026 NCACCT Law-Legislative Seminar: April 22–24, 2026, at the Hilton Embassy Suites, Raleigh/Research Triangle

8.e   2026 Commencement: May 15, 2026 at 3:00 p.m. & 7:00 p.m., to be held

at Lamb's Chapel, 3539 Alamance Rd., Burlington, NC 27215

8.f   Public Officials' Breakfast: December 3, 2025, 7:30 a.m., Alamance
        Community College

9. Adjournment

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting. A motion was made by Mr. Gomory and seconded by Dr. Crisp. The meeting adjourned at 7:22 pm.

_____

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

1. Call to Order

2. Call for Conflicts of Interest

3. Presentations

4. Minutes

4.a   Recommendation for approval:

4.b   Board of Trustees Committee Minutes

5. Committee Reports

5.a   Personnel Committee Report

5.a.1   Recommendation for approval:

7. Handouts

No handouts

8. Announcements

8.e   2026 Commencement: May 15, 2026 at 3:00 p.m. & 7:00 p.m., to be held at Lamb's Chapel, 3539 Alamance Rd., Burlington, NC 27215

8.f   Public Officials' Breakfast: December 3, 2025, 7:30 a.m., Alamance Community College

9.   **Adjournment**

Co Admission Programs at ACC

1247 Jimmie Kerr Rd. • Graham, NC 27253

Traditional University Transfer Process

- Work towards completing the Associate degree

- Research Universities and Career Paths

- Apply to University in your final semester at ACC

Co-Admission Agreements

ACC has signed agreements that allow students to be admitted or pre-admitted to the university while they complete their Associate degree.

These programs provide academic support for students during their time at ACC and prepare them for a successful transition to university.

Co-Admission Agreements

Appalachian State – Aspire

ECU – Pirate Promise

Fayetteville State – Bronco Benefit

NC A&T – Aggie Plus Program

NCSU – C3

UNC – CSTEP

UNCG – Transfer Promise

UNCW – PathWays

What is UNC- CSTEP?

The goal of this program is to assist community college students in making the transition to the university setting.

Students will have access to extra resources at UNC and a dedicated ACC CSTEP advisor.

CSTEP students are guaranteed admission to Carolina if they successfully complete an AA or AS degree while completing all program requirements.*

*While CSTEP does guarantee admittance into the College or Arts and Science, it does not guarantee admittance to the Professional Schools.

What are the requirements?

Students must complete certain coursework while completing their AA or AS degree within 2 years while maintaining a 3.2 GPA. Course requirements will be discussed in the first advising meeting.

Students must attend all required meetings and events on ACC and UNC's campuses.

Students must complete volunteer activities with the the CSTEP organization and will attend select events on UNC's campus.

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Application Process

Students will be judged on a number of factors. Applicants will submit an application including two essays, a current transcript, and two letters of recommendation.

Applicants should be graduating high school seniors or current college students with fewer than 30 credit hours. (Must have a Fall and Spring semester remaining)

Application deadlines are October 1st and April 1st. All materials including two letters of recommendation and transcripts must be received by deadline.

https://admissions.unc.edu/apply/types-of-applications/c-step/

THE UNIVERSITY *of* NORTH CAROLINA *at* CHAPEL HILL

Benefits to CSTEP

- Smaller class sizes and personalized instruction while completing Gen Ed requirements at ACC

- Guaranteed admission to UNC upon completion of program requirements

- Support from both ACC and UNC at ACC

- Continued mentoring when at UNC

- No SAT/ACT requirements

- Application fee waived

Rosario Rojas

- ACC CSTEP Class of 2023

- UNC Class of 2025

- Double Majored in Biology and Sociology with a

  Minor in Health and Society

- Current Technologist Trainee in the Toxicology

  Department at LabCorp

Questions?

BOARD OF TRUSTEES
Regular Meeting Agenda
October 13, 2025 06:00 PM
Wallace W. Gee Building - Room G222
1247 Jimmie Kerr Road
Graham, NC

Trustees Present:

Mr. Walter Britt
Mr. Grant Brooks
Mr. James Butler
Mr. Steve Carter
Dr. Roslyn Crisp
Mr. Powell Glidewell, III
Mr. William Gomory
Ms. Tammy Karnes
Ms. Sylvia Muñoz
Ms. Julie Scott Emmons, Chair
Mr. Ken Walker, Vice Chair
BG (R) Blake Williams

Dr. Kenneth Ingle, III, President

Trustees Absent:

Guests:

Ms. Sarah Barham, Director or Marketing and Staff Association Chair

Also Present:

Ms. Ana Fleeman, Director of Governance and Executive Operations

Dr. Justin Snyder, Senior Vice President of Student Learning and Workforce Development
Ms. Elizabeth Thomas, Senior Vice President of Operations

Ms. Carolyn Rhode, Vice President of Institutional Advancement
Ms. Elizabeth Brehler, Vice President of Student Experience
Ms. Valerie Fearrington, Director of Human Resources
Mr. Frank Longest, Board Attorney
Ms. Katherine Hackney

Ms. Sonya McCook, Vice President of Instruction

Matthew Banko, Associate Vice President of Administrative and Fiscal Services
Ms. Sarah Hardin, Associate Vice President of Communications and Public Affairs
Mr. Jason Mayer, Associate Vice President of Information Services and Chief Information Officer

1. **Call to Order**

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

   The Board determined that a quorum was present.

2. **Call for Conflicts of Interest**

   Chair Emmons called for conflicts by reading the following statement:

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

   No conflicts of interest or appearances of conflict were noted

3. **Minutes**

   3.a   Recommendation for approval:

   3.a.1   Board of Trustees regular meeting, September 8, 2025
   Moved By General Williams
   Seconded By Mr. Carter
   Chair Emmons called for a motion to approve the minutes of the Board of Trustees' regular meeting held on September 8, 2025.

   Carried

   3.b   Board of Trustees Committee Minutes
   The following committee meeting minutes were also included in the packet for informational purposes.

   3.b.1   Building and Grounds Committee meeting, September 3, 2025

   3.b.2   Curriculum and Student Engagement Committee, September 2, 2025

   3.b.3   Budget and Finance Committee meeting, September 5, 2025

   3.b.4   Legislative Committee Meeting, September 2, 2025

3.b.5   Nominating Committee Meeting, September 24, 2025

4. Committee Reports

Chair Emmons called for committee reports.

4.a   Personnel Committee Report

Dr. Crisp shared two informational items.

4.a.1   Employment Report September 2025

Dr. Crisp provided an overview of the College's full-time workforce as of September 2025. The total number of full-time employees is 260, with 72 under age 40 and 187 age 40 or older. The workforce includes 94 males and 165 females. By race/ethnicity, employees identify as 43 African American, 3 Asian, 1 American Indian/Alaska Native, 1 Hawaiian/Pacific Islander, 11 Hispanic, and 190 White. Six new full-time employees have joined the College this month. Dr. Crisp also shared county demographic comparisons.

4.a.2   Separations report update

Dr. Crisp presented the Separations and Vacancies Report, noting that it had been brought to the Board last month and is being shared again as an informational item. The report, provided biannually in accordance with 1A SBCCC 200.4 – Sound Fiscal and Management Practices, ensures that the College is actively seeking to fill leadership and supervisory positions with highly competent individuals and allows the Board to monitor staff turnover. The report includes position titles, employment start and end dates, reasons for separation, and whether the positions have been filled. Key highlights from the current reporting period include 31 total separations, consisting of 22 voluntary resignations, 7 retirements, 1 involuntary separation, and 1 other separation due to death or position termination. Several positions remain open, including Math Instructor, Data Technician, Special Programs Coordinator, Humanities Instructor, and IT Technician. Dr. Crisp emphasized that this reporting demonstrates the College's commitment to maintaining a qualified workforce and ensuring timely recruitment to support institutional operations and student success.

4.b   Building and Grounds Committee Report

Mr. Gomory shared that the committee met on October 8, 2025. He presented one action item and two informational items.

4.b.1   Recommendation for approval:

    4.b.1.1   AATC Chiller Replacement Project

    Mr. Gomory reported that two chillers serving the Advanced Applied Technology Center were damaged by lightning on June 15, 2025. One unit was repaired, while the other sustained significant damage due to an electrical surge. Insurance will not cover the replacement since the damage was caused indirectly by the surge rather than a direct strike. The College obtained three vendor quotes ranging from $119,832 to $165,219 and recommends proceeding with AC Corporation's proposal to install a Daikin 80-ton chiller for $119,832. Including controls and a 10% contingency, the total project budget is $134,204.

    Following general discussion, Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the Advanced Applied Technology Center (AATC) Chiller Replacement Project as presented. Motion carried by unanimous vote.

4.b.2   Capital project summary report

Mr. Gomory reported that landscaping and inspections continue at the Green Level Public Safety Training Center, with final state inspections expected in mid-October. Furniture installation is complete, and Samet is finalizing punch list items. At the Burlington site, meetings with Forge Fire and stakeholders confirmed the burn building's final design, with installation dates forthcoming.

For capital projects, exterior wayfinding updates and new signage are in progress. The Veterinary Medical Technology Barn pre-design documents are expected in early October, with construction projected to start May 2026. The Biotechnology COE Upfit awaits State Construction comments, with completion targeted for August 2026. Spectrum's infrastructure work is on schedule for January 2026, with additional cabling and wireless upgrades planned campus-wide.

4.b.3   Capital project budget update for September 2025

Mr. Gomory reviewed the Fiscal Year 2026 Capital Project Budget as of September 30, 2025. The College carried forward $149,861 in unspent 2025 county capital funds. For FY 2026, $536,000 was allocated for renovations, maintenance, and repairs, with $59,850

spent to date, leaving $476,150 remaining. Major county, state, and federal projects total $29.7 million, primarily for the Public Safety Training Center and Powell Building renovations, with $2.6 million remaining. Non-county projects total $7.2 million, including the Wayfinding Project, Veterinary Medical Barn, Technology Infrastructure, and Biotechnology Center Upfit, with $6 million remaining. Overall, total capital projects amount to $37.6 million, with $28.3 million expended and $9.3 million remaining. Funds available for future projects total $2.2 million.

4.c   Budget and Finance Committee Report

Mr. Glidewell shared that the committee met on October 10, 2025. He presented two action items and two informational items.

4.c.1   Recommendation for approval:

4.c.1.1   Naming of the Scott Collection Office: Peggy Boswell

Mr. Glidewell reported that following Peggy Boswell's retirement in September 2024 after more than fifty years in museum work, including twenty-five as Curator of the Scott Family Collection, family, friends, and colleagues established an endowed scholarship in her honor, raising over $70,000. The Scott Family has requested naming the Scott Family Collection office in the Gee Building after Ms. Boswell. The scholarship will support ACC students transferring to major in History, with preference for those working in the Collection, and may also fund History Club activities if no qualifying students are available.

Following general discussion, Mr. Glidewell moved on behalf of the Budget and Finance Committee to approve the naming of the Scott Family Collection Office in honor of Peggy Boswell by the Scott Family as presented. Motion carried by unanimous vote.

4.c.1.2   Labcorp naming opportunity

Mr. Glidewell reported that Labcorp contributed $250,000 to ACC's Anniversary Campaign, resulting in the Student Center being named in their honor. Following the campaign, Labcorp continued giving at $50,000 annually, and in 2014, a biotechnology lab in the Powell Building (H302) was named for them. After recent renovations, that lab no longer exists, and an equivalent space is being

considered in the Biotechnology Center of Excellence (BCOE). Labcorp has agreed to the College naming a lab or the second-floor atrium in the BCOE as an equivalent recognition.

Following general discussion, Mr. Glidewell moved on behalf of the Budget and Finance Committee to approve the naming of the Biotechnology Lab C216 in the Biotechnology Center of Execellence Building in honor of Labcorp as presented. Motion carried by unanimous vote.

4.c.2   Financial Report for September 2025

Ms. Thomas presented the Budget and Financial Report for the month ending September 30, 2025. The College remains in strong financial standing with increased enrollment and sufficient institutional funds to address unexpected expenses. Through September, 21.52% of the State budget and 26.55% of the County budget have been expended, both on track for the fiscal year. Institutional spending totaled $4.7 million, primarily for financial aid, with reimbursements expected later in the semester. Negative program balances reflect timing of reimbursements for financial aid, grants, and capital projects, with no unplanned deficits reported.

4.c.3   Annual Financial Statements

Ms. Thomas shared the Annual Financial Statments that highlighted that total assets increased by $12.7 million, primarily from a $11 million rise in noncurrent assets related to county funding for the Public Safety Training Center. Deferred outflows of resources grew by $2.97 million (24.7%), reflecting future reporting items. Total liabilities rose by $6.4 million (18%) due to actuarial adjustments for pension and post-employment benefits. Deferred inflows of resources decreased by $2.39 million.

4.d   Curriculum and Student Engagement Committee Report

General Williams shared that the committee met on October 9, 2025. He presented five action items.

4.d.1   Recommendation for approval:

4.d.1.1   Termination- Histotechnology AAS Program: A45370

Dr. Snyder presented a proposal from Curriculum Faculty, Department Heads, and Deans to terminate the

Histotechnology AAS program (A45370). He explained that enrollment and completion rates have steadily declined over the past three years, and industry support for the degree has diminished. In North Carolina, certification as a histotechnician can be obtained through on-the-job training and the ASCP exam without a degree, leading many students to pursue that route instead. Low wages within the field have further reduced interest in the program. The termination will not affect other programs.

Following general discussion, General Williams moved on behalf of the Curriculum and Student Engagement Committee to approve the Termination- Histotechnology AAS Program: A45370 as presented. Motion carried by unanimous vote.

4.d.1.2   New - Biopharma Quality AAS A20100P

Dr. Snyder reported on the approval of a new academic program, the BioPharma Quality Associate in Applied Science degree. The program was proposed by Curriculum Faculty, Department Heads, and Deans, reviewed by the Curriculum & Instruction Committee, and approved as presented. Designed to address the growing demand for skilled technicians in North Carolina's biopharmaceutical industry, the degree will prepare graduates for quality control and assurance roles critical to ensuring compliance with FDA standards. The curriculum includes six new biotechnology and pharmaceutical courses, alongside existing general education and lab-based learning opportunities, totaling 65 credit hours. Developed with input from faculty, college leadership, and industry partners, the program aligns with workforce needs, addressing more than 1,000 current job vacancies and anticipated growth of 38% over the next five years. College Administration formally recommended and received approval for implementation of the BioPharma Quality AAS program.

Following general discussion, General Williams moved on behalf of the Curriculum and Student Engagement Committee to approve the New - Biopharma Quality AAS A20100P as presented. Motion carried by unanimous vote.

4.d.1.3   New- Health Sciences AAS A45230

Dr. Snyder reported on the approval of a new Health Sciences Associate in Applied Science degree. The program was developed by Curriculum Faculty, Department Heads, and Deans, reviewed by the Curriculum & Instruction Committee, and approved as presented. This degree is designed to improve student success, prepare work-ready graduates, and expand learning opportunities while addressing North Carolina's healthcare workforce shortages. The curriculum includes six new courses at ACC, with options for multiple career pathways such as Nursing Assistant, Nursing, Practical Nursing, Veterinary Medicine, and Dental. The program offers flexible, stackable credentials that help retain students in healthcare education, provide structured alternatives for those not admitted into selective programs, and create clear pathways to employment or further study. With strong industry demand and employer support, this degree positions ACC to meet both immediate workforce needs and long-term healthcare career development. Implementation is scheduled for Spring 2026.

Following general discussion, General Williams moved on behalf of the Curriculum and Student Engagement Committee to approve the New- Health Sciences AAS A45230 as presented. Motion carried by unanimous vote.

4.d.1.4   Workforce and Economic Development Internal Audit Plan Report

Dr. Snyder presented the Internal Audit Plan (IAP) report for Continuing Education, noting that documentation is maintained by the Senior Continuing Education Administrator, who also submits written reports each term to the President and Board of Trustees. He recommended that the Board's receipt and approval of the report be reflected in the minutes to meet internal auditing requirements. Dr. Snyder explained that only classes required for official audit visitation are included, with exemptions for classes of 12 or fewer hours and self-supporting courses. Audit results showed compliance with IAP standards: Basic Skills Supervisors visited 93% of on-campus and 100% of off-campus classes, Occupational Extension Supervisors visited 75% of on-campus and 54% of

off-campus classes, and the Senior Continuing Education Administrator visited 17% of off-campus classes, exceeding the 10% requirement. He concluded that the Continuing Education Division remains in compliance with the IAP and continues to deliver quality educational activities.

Following general discussion, General Williams moved on behalf of the Curriculum and Student Engagement Committee to acknowledge receipt of Workforce and Economic Development Internal Audit Plan Report as presented. Motion carried by unanimous vote.

4.d.1.5   Proposed revision to Policy 5.4.2 Student Records (FERPA)

Dr. Snyder presented the proposed revision to Policy 5.4.2 – *Student Records (FERPA)* to align with Session Law 2025-46, known as *Leon's Law*. The law requires North Carolina community colleges to provide education records of minor dependent students to their parents or legal guardians, unless the parent has formally opted out, and to share records of dually enrolled minors with their high school administrators and counselors as permitted under FERPA. Dr. Snyder noted that minor students must complete the College's *Leon's Law Student Education Records Acknowledgement Form* prior to course registration to document the required disclosures.

Following general discussion, General Williams moved on behalf of the Curriculum and Student Engagement Committee to approve the proposed revision to Policy 5.4.2 Student Records (FERPA) as presented. Motion carried by unanimous vote.

4.e   Nominating Committee Report

Mr. Carter shared that the committee met on September 24, 2025. He presented one informational item.

4.e.1   Proposed Board Chair and Vice-Chair Nomination Guidelines

Mr. Carter reported on guidelines covering the structure, eligibility, criteria, and process for nominating the Board Chair and Vice-Chair, including term structure, succession practices, eligibility preferences, nomination criteria, merit-based principles, and the role of the Nominating Committee. The document is intended to

guide the Nominating Committee in evaluating and recommending candidates for these positions.

5. Other Reports

5.a   SGA Report

Katherine Hackney, ACC SGA President and Central Division N4CSGA Representative, reported on recent student engagement activities. Events included Clubs and Subs, Constitution Day & Voter Registration, Town Hall and Student Representative Training, Campus Resource Fair & Haw Fest, and the first General Assembly meeting, drawing strong student participation. The Executive Board attended the Fall Central Division Meeting and is preparing for the N4CSGA Fall Conference. Hackney has actively served on multiple N4CSGA committees addressing student financial literacy, legislative issues, conference planning, and the upcoming CCLA event, promoting student involvement and leadership across campus and statewide.

5.b   Chair's Report

Chair Emmons presented four informational items.

5.b.1   Report of Ethics Education due dates and Statement of Economic Interest (SEI) filings

Chair Emmons presented the Report of Ethics Education and SEI filings. Trustees were asked to review the report to stay informed of their individual status and upcoming due dates related to required ethics education and Statement of Economic Interest (SEI) filings.

5.b.2   NC State Ethics Commission Biennial Evaluation of Statement of Economic Interest – William Paul Gomory

Chair Emmons reported that the Office of State Ethics reviewed Trustee Bill Gomory's 2025 Statement of Economic Interest, as required by N.C.G.S. 138A. No actual conflict of interest was found; however, a potential conflict exists due to Mr. Gomory's business consultancy and financial holdings. This does not prohibit his service on the Board but requires caution in situations where his impartiality could reasonably be questioned. Trustees were reminded of their obligations under the State Government Ethics Act, including conflict avoidance, gift restrictions, and mandatory ethics education.

5.b.3   NC State Ethics Commission Biennial Evaluation of Statement of Economic Interest – The Hon. Steven J. Carter

Chair Emmons reported that the Office of State Ethics reviewed Commissioner Steve Carter's 2025 Statement of Economic Interest, as required by N.C.G.S. 138A. No actual or potential conflicts of interest were identified. As an At Large Trustee and elected Alamance County official, Commissioner Carter was reminded of his responsibilities under the State Government Ethics Act, including avoiding conflicts of interest, adhering to gift restrictions, and completing mandatory ethics and lobbying education.

5.b.4   NCACCT conference update- September 10-12, 2025, Greensboro

Chair Emmons thanked everyone for their participation in the North Carolina Association of Community College Trustees (NCACCT) Conference. She noted that this year's event had the highest level of participation to date and shared that it was both meaningful and had a lasting impact on those who attended.

5.c   Staff Association Report

Ms. Barham introduced the newly elected Staff Association Board for 2025–2026: herself as Chair, Sara Thynne as Co-Chair, and Dawn Martin as Secretary. She recapped the first official meeting held on September 18, where the group reaffirmed the continuation of the Professional Development and Engagement & Outreach subcommittees.

Key discussions focused on setting goals for the year, including a proposal for a campus-wide event for employees and their families to strengthen community connections and morale. The association plans to emphasize both professional development and engagement opportunities to positively impact ACC's campus culture throughout the year.

5.d   President's Report

Dr. Ingle presented NUMBER action items and NUMBER informational items.

5.d.1   Element 451: Customer Relationship Management (CRM) Presentation (Sarah Hardin)

Ms. Harding provided an update on the College's Customer Relationship Management (CRM) system, Element451, highlighting its impact on improving communication, efficiency, and data-driven decision-making. The CRM centralizes outreach across departments, ensuring consistency and reducing duplicate efforts while allowing more targeted and strategic engagement with

students, alumni, and community partners. She shared key results, including a 99.37% delivery rate on nearly 1,900 emails and significant gains in engagement. Case studies, such as the Leon's Law campaign, demonstrated the CRM's automation capabilities - 1,062 student forms completed in one week, saving over 90 staff hours. Another success involved Workforce Development, where automated workflows and templates streamlined communication with employers and reduced staff workload. Ms. Harding noted that the CRM has strengthened collaboration, branding consistency, and responsiveness across the College. Looking ahead, the CRM will be expanded to support student communications from admissions through graduation, enhance analytics for measuring return on investment, and foster continued cross-divisional partnerships.

5.d.2   2025 Annual Security Report

Dr. Ingle presented the 2025 Annual Security Report prepared by the Alamance Community College Public Safety Department. The report outlines the College's commitment to maintaining a safe and secure learning environment through proactive patrols, campus surveillance, and safety education. It includes annual crime statistics compiled from campus and local law enforcement, as required by the Clery Act. The report details procedures for reporting crimes and emergencies, the operation of the Threat Assessment and C.A.R.E. Teams, and the College's emergency management plan, including timely warning and notification protocols. It also reviews Title IX and sexual misconduct policies, definitions, reporting options, and preventive education efforts. Dr. Ingle emphasized the College's ongoing dedication to transparency, compliance with federal regulations, and fostering a culture of safety and respect for all students and employees.

5.d.3   Bilateral Agreement between ECU and Alamance Community College

Dr. Ingle announced that all 13 bilateral agreements between Alamance Community College and East Carolina University have been approved by ECU's Bilateral Agreement Committee. The next step will be the formal signing of these agreements. Approved programs include Air Conditioning, Heating and Refrigeration Technology; Artificial Intelligence; Automotive Systems Technology; Biotechnology; Computer-Aided Drafting Technology; Computer-Integrated Machining; Electrical Systems Technology; Industrial Systems Technology; Information Technology – Business Support; Information Technology – Systems Security; Mechanical

Engineering Technology; and Mechatronics Engineering Technology.

Dr. Ingle extended his sincere thanks to both the ACC and ECU teams for their collaboration and hard work in achieving this milestone. He shared that plans are underway for an official signing ceremony to celebrate this accomplishment, which represents an exciting step forward in strengthening the partnership between the two institutions and expanding seamless educational pathways for ACC graduates to pursue four-year degrees.

Dr. Ingle also announced that Alamance Community College has finalized a transfer agreement with North Carolina State University and that a formal signing ceremony with Appalachian State University will take place in the coming weeks.

6. **Handouts**

7. **Announcements**

Chair Emmons directed the trustees to review the following announcements.

7.a   ACCT Community College National Legislative Summit, February 8-11, 2026, Washington DC

7.b   NCACCP Business Meeting (Raleigh) (In conjunction with NCACCT Leadership Seminar- Raleigh) March 2026, Date, TBD

8. **Adjournment**

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting. A motion was made by Mr. Brooks and seconded by Dr. Crisp. The meeting adjourned at 7:14 p.m.

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

Committee Members Present:
Kenneth Ingle, III, Secretary to the Board of Trustees
William Gomory, Chair
Walter Britt
Steve Carter
Powell (Pete) Glidewell, III

Also Present:
Elizabeth Thomas, Senior Vice President of Operations
Ana Fleeman, Director of Governance and Executive Operations
Stephanie Waters, Finance Coordinator
Thomas Hartman, Associate Vice President of Administrative Services & Facilities

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1. **Call to Order**

   Mr. Gomory called the meeting to order at 4:31 p.m. and welcomed everyone to the meeting.

   The Committee determined that a quorum was present.

2. **Call for Conflicts of Interest**

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

   No conflicts of interest or appearances of conflict were noted.

3. **Action Items**

3.a **Advanced Applied Technology Center (AATC) Chiller Replacement Project**

Mr. Hartman reported that the two chillers serving the Advanced Applied Technology Center were damaged by lightning on June 15, 2025. One unit was repaired, while the other sustained significant damage due to an electrical surge, which is not covered under the College's insurance policy.

College administration obtained three vendor quotes ranging from $119,832 to $165,219 and recommends awarding the project to AC Corporation for replacement with a Daikin 80-ton unit at $119,832. The total project budget, including controls and a 10% contingency, is $134,204.

Following general discussion, Mr. Gomory called for a motion. Mr. Carter moved and Mr. Britt seconded to recommend the Advanced Applied Technology Center (AATC) Building chiller replacement project. Motion carried by unanimous vote.

4. **Informational Items**

4.a **Capital project summary report**

Mr. Hartman provided an update on ongoing bond and capital projects. At the Public Safety Training Center (Green Level site), landscaping and inspections are nearing completion, with final state construction inspection anticipated in mid-October. Furniture installation is complete, and Samet continues to address punch list items. At the Burlington site, design meetings with the contractor and stakeholders have been held, with installation dates for the burn building to be confirmed soon.

For Capital Projects, the Campus Exterior Wayfinding Project is progressing, with DC signage and main entrance updates underway. The Veterinary Medical Technology Barn Project is entering the pre-design phase, with construction targeted to begin in May 2026. The Third Floor Biotechnology COE Upfit Project awaits State Construction feedback, with bidding set for November and completion expected by August 2026. There were no new updates on the Tech Infrastructure Replacement Project.

4.b **Capital project budget update for September 2025**

Ms. Thomas shared the capital project budget update for September 2025 and presented the information in the packet.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 5:00 p.m.

Committee Members Present:
Dr. Kenneth Ingle, Secretary to the Board of Trustees BG (R) Blake
Williams, Chair
Sylvia Muñoz

Committee Members Absent:
Grant Brooks

Also Present:
Ms. Ana Fleeman, Director of Governance and Executive Operations
Dr. Justin Snyder, Senior Vice President of Student Learning and Workforce Development
Ms. Sonya McCook, Vice President of Instruction

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1. **Call to Order**

   General Williams called the meeting to order at 2:00 p.m. He welcomed
   everyone to the meeting.

2. **Call for Conflicts of Interest**

   General Williams called for conflicts of Interest by reading this 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

3. **Action Items**

   3.a   Termination- Histotechnology AAS Program: A45370

Ms. McCook presented a proposal from Curriculum Faculty, Department Heads, and Deans to terminate the Histotechnology AAS program (A45370). He explained that enrollment and completion rates have steadily declined over the past three years, and industry support for the degree has diminished. In North Carolina, certification as a histotechnician can be obtained through on-the-job training and the ASCP exam without a degree, leading many students to pursue that route instead. Low wages within the field have further reduced interest in the program. The termination will not affect other programs.

Following general discussion, General Williams called for a motion to approve the termination of Histotechnology AAS Program: A45370. Ms. Munoz moved and General Williams seconded. The motion passed by unanimous vote.

3.b   New - Biopharma Quality AAS A20100P

Ms. McCook reported on the approval of a new academic program, the BioPharma Quality Associate in Applied Science degree. The program was proposed by Curriculum Faculty, Department Heads, and Deans, reviewed by the Curriculum & Instruction Committee, and approved as presented.
Designed to address the growing demand for skilled technicians in North Carolina's biopharmaceutical industry, the degree will prepare graduates for quality control and assurance roles critical to ensuring compliance with FDA standards. The curriculum includes six new biotechnology and pharmaceutical courses, alongside existing general education and lab-based learning opportunities, totaling 65 credit hours. Developed with input from faculty, college leadership, and industry partners, the program aligns with workforce needs, addressing more than 1,000 current job vacancies and anticipated growth of 38% over the next five years. College Administration formally recommended and received approval for implementation of the BioPharma Quality AAS program.

Following general discussion, General Williams called for a motion to recommend approval of the New - Biopharma Quality AAS A20100P. Ms. Munoz moved and General Williams seconded. The motion passed by unanimous vote.

3.c   New- Health Sciences AAS A45230

Ms. McCook reported on the approval of a new Health Sciences Associate in Applied Science degree. The program was developed by Curriculum Faculty, Department Heads, and Deans, reviewed by the Curriculum & Instruction Committee, and approved as presented. This degree is designed to improve student success, prepare work-ready graduates, and

expand learning opportunities while addressing North Carolina's healthcare workforce shortages. The curriculum includes six new courses at ACC, with options for multiple career pathways such as Nursing Assistant, Nursing, Practical Nursing, Veterinary Medicine, and Dental. The program offers flexible, stackable credentials that help retain students in healthcare education, provide structured alternatives for those not admitted into selective programs, and create clear pathways to employment or further study. With strong industry demand and employer support, this degree positions ACC to meet both immediate workforce needs and long-term healthcare career development.

Implementation is scheduled for Spring 2026.

Following general discussion, General Williams called for a motion to recommend approval of the New- Health Sciences AAS A45230. Ms. Munoz moved and General Williams seconded. The motion passed by unanimous vote.

3.d   Workforce and Economic Development Internal Audit Plan Report

Dr. Snyder presented the Internal Audit Plan (IAP) report for Continuing Education, noting that documentation is maintained by the Senior Continuing Education Administrator, who also submits written reports each term to the President and Board of Trustees. He recommended that the Board's receipt and approval of the report be reflected in the minutes to meet internal auditing requirements. Dr. Snyder explained that only classes required for official audit visitation are included, with exemptions for classes of 12 or fewer hours and self-supporting courses. Audit results showed compliance with IAP standards: Basic Skills Supervisors visited 93% of on-campus and 100% of off-campus classes, Occupational Extension Supervisors visited 75% of on-campus and 54% of off-campus classes, and the Senior Continuing Education Administrator visited 17% of off-campus classes, exceeding the 10% requirement. He concluded that the Continuing Education Division remains in compliance with the IAP and continues to deliver quality educational activities.

Following general discussion, General Williams called for a motion to recommend the acknowledgment and acceptance of the Workforce and Economic Development Internal Audit Plan report. Ms. Munoz moved, and General Williams seconded the motion. The motion passed unanimously.

3.e   Proposed revision to Policy 5.4.2 Student Records (FERPA)

Dr. Snyder presented the proposed revision to Policy 5.4.2 – *Student*

Records (FERPA) to align with Session Law 2025-46, known as *Leon's Law*. The law requires North Carolina community colleges to provide education records of minor dependent students to their parents or legal guardians, unless the parent has formally opted out, and to share records of dually enrolled minors with their high school administrators and counselors as permitted under FERPA. Dr. Snyder noted that minor students must complete the College's *Leon's Law Student Education Records Acknowledgement Form* prior to course registration to document the required disclosures.

Following general discussion, General Williams called for a motion to recommend the approval of the proposed revision to Policy 5.4.2 Student Records (FERPA). Ms. Munoz moved, and General Williams seconded the motion. The motion passed unanimously.

4. **Informational Items**

5. **Other Business**

6. **Adjournment**
   Having no further business to discuss, the meeting adjourned at 2:35 p.m.

Committee Members Present:
Kenneth Ingle, III, Secretary to the Board of Trustees
Powell (Pete) Glidewell, III, Chair
Tammy Karnes
Ken Walker
Steve Carter

Also Present:
Elizabeth Thomas, Senior Vice President of Operations
Ana Fleeman, Director of Governance and Executive Operations
Stephanie Waters, Finance Coordinator, Business Services

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1. **Call to Order**

   Mr. Glidewell called the meeting to order at 5:09 p.m. and welcomed everyone to the meeting.

   The Committee determined that a quorum was present.

2. **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 Board member has any known conflict of interest or appearance of conflict with respect to any matters coming before the committee today, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

   No conflicts of interest or appearances of conflict were noted.

3. **Action Items**

3.a Naming of the Scott Collection Office: Peggy Boswell

Dr. Ingle shared that after Peggy Boswell's retirement in September 2024, marking over fifty years in museum work, including twenty-five as Curator of the Scott Family Collection, family, friends, and colleagues honored her legacy by establishing an endowed scholarship that has raised more than $70,000. In recognition of her contributions, the Scott Family has requested that the Scott Family Collection office in the Gee Building be named in Ms. Boswell's honor. The scholarship will assist ACC students transferring to study History, with preference for those working in the Collection, and may also support History Club initiatives when no eligible students are identified.

Following general discussion, Mr. Glidewell called for a motion. Mr. Carter moved and Ms. Karnes seconded to recommend the naming of the Scott Family Collection Office in honor of Peggy Boswell by the Scott Family as presented. Motion carried by unanimous vote.

3.b Labcorp naming opportunity

Dr. Ingle shared that Labcorp contributed $250,000 to Alamance Community College's Anniversary Campaign, which led to the Student Center being named in their honor. After the campaign, Labcorp continued its annual support of $50,000, and in 2014, the College named biotechnology lab H302 in the Powell Building in recognition of their generosity. Following recent renovations, that lab space is no longer available. The College is now exploring equivalent recognition options within the Biotechnology Center of Excellence (BCOE), and Labcorp has expressed support for naming either a lab or the second-floor atrium in the BCOE.

Following general discussion, Mr. Glidewell called for a motion. Mr. Carter moved and Mr. Walker seconded to recommend the naming of the Biotechnology Lab C216 in the Biotechnology Center of Execellence Building in honor of Labcorp as presented. Motion carried by unanimous vote.

4. Informational Items

4.a Financial Report for September 2025

Ms. Thomas presented the Budget and Financial Report for the period ending September 30, 2025. She noted that the College continues to demonstrate strong financial health supported by higher enrollment and adequate institutional reserves to cover unforeseen costs. As of September, 21.52% of the State budget and 26.55% of the County budget

have been utilized, aligning with expectations for the fiscal year. Institutional expenditures totaled $4.7 million, largely for financial aid, with reimbursements anticipated later in the term. Negative program balances reflect timing delays in reimbursements for financial aid, grants, and capital projects, with no unexpected deficits identified.

4.b   **Annual Financial Statements**

Ms. Thomas presented the Annual Financial Statements, noting a $12.7 million increase in total assets, largely driven by an $11 million growth in noncurrent assets from county allocations for the Public Safety Training Center. Deferred outflows of resources rose by $2.97 million (24.7%), representing items to be recognized in future periods. Total liabilities increased by $6.4 million (18%) as a result of updated actuarial estimates for pension and post-employment benefit obligations, while deferred inflows of resources declined by $2.39 million.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 5:46 p.m.

2025~~2024-25~~ PRESIDENT'S EVALUATION FORM

DIRECTIONS: Listed below are statements concerning the actions, characteristics, and qualities that may describe the president of Alamance Community College. To the right of each statement, circle your estimate of how adequately the characteristic is carried out by the president of Alamance Community College. This evaluation is presented in five areas: *General, Budgetary and Financial Matters, Internal/External Relationships, Mission, and Strategic Long Range Planning.*
The rating scale is as follows:

5	**Superior**
4	**Above Average**
3	**Average**
2	**Below Average**
1	**Poor**
N/O	**No Opinion**

If you are unable to rate a particular area, please select N/O indicating no opinion (i.e., if no disciplinary action has been taken against an employee, it would be unfair to rate how the employee would handle it). Also, please identify in the space provided any question(s) you believe should be removed from the form for future evaluations.

GENERAL

No.	Question	Rating						Value of Question	Goal*	Regulation** *SBCCC 300.2*
1.	Ably represents the college and board at local and state levels.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	4	(2)(B)
2.	Is perceived by the reviewer (Board of Trustees member) as a community leader.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	4	(2)(B)
3.	Maintains high academic and instructional standards. ~~by supporting administrators responsibly.~~	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	2,9	(1),(2)(A),(4)
~~4.~~	~~Encourages faculty efforts to use innovative teaching techniques.~~	~~5~~	~~4~~	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~2,9~~	~~(6)~~
5.	Hires and promotes qualified faculty and staff personnel.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	9	(4)
~~6.~~	~~Promotes the effort of administrators to maintain high staff morale through open communication.~~	~~5~~	~~4~~	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~2,4~~	~~(4)~~
~~7.~~	~~Provides effective and appropriate leadership to advance diversity and to develop a culture of inclusion and respect within the entire ACC community.~~	~~5~~	~~4~~	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~2,4~~	~~(4),(6)~~
8.	Demonstrates ability to lead in marketing the institution to create a greater public awareness of opportunity for the citizens.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	4	

No.	Question	Rating						Value of Question	Goal*	Regulation**
9.	Demonstrates and expects the highest standards of ethical behavior.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	6	(3)

BUDGETARY AND FINANCIAL MATTERS

No.	Question	Rating						Value of Question	Goal*	Regulation**
~~11.~~	~~Is knowledgeable about the budget-making process, college funding sources, and state regulations and procedures controlling the college's finances.~~	~~5~~	4	3	2	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~6,8~~	~~(5)~~
12.	Ensures the fiscal integrity of the college ~~budgeting process by ensuring sufficien~~t through financial controls and audit procedures that align with local, state, and federal requirements ~~are in place and monitoring the budget to make sure the college is~~ meeting its financial and budgetary goals for the year.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	6,8	(5)
~~13.~~	~~Approves the use of funds for projects that enable the college to best meet its strategic plan and stated educational goals and objectives.~~	~~5~~	4	3	2	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~9~~	~~(5)~~
14.	Provide leadership to acquire non-state revenue (i.e., grants, gifts) to supplement the College's appropriations.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	6	(5)
15.	~~Provide leadership for capital improvement activities (i.e., building, grounds, and infrastructure improvements).~~ Ensured the bond construction project(s) was completed on schedule and aligned with Board-directed design standards, and effectively communicated progress through monthly reports.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	1	(5)

INTERNAL AND EXTERNAL RELATIONSHIPS

No.	Question	Rating						Value of Question	Goal*	Regulation**
16.	Understands the policies of the board and carries them out.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	3	(2)(A)
~~17.~~	~~Ensures that enough information is given to the board so that prudent decisions can be made.~~	~~5~~	4	3	2	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~3~~	~~(2)(A)~~
~~18.~~	~~Makes sure information is given to the board soon enough to be read and understood.~~	~~5~~	4	3	2	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~3~~	~~(2)(A)~~
~~19.~~	~~Is honest in his dealings with the board.~~	~~5~~	4	3	2	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~3~~	~~(2)(A),(3)~~
20.	Keeps the board informed on matters important to the college and seeks counsel from board members, including major issues facing community colleges, both nationally and regionally.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	3	(2)(A)
~~21.~~	~~Seeks the advice, counsel, and expertise of individual board members to carry out policies.~~	~~5~~	4	3	2	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~3~~	~~(2)(A)~~
~~22.~~	~~Shows sensitivity to student, faculty, and staff concerns.~~	~~5~~	4	3	2	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~2~~	~~(1),(2)(A),(3)~~

No.	Question			Rating				Value of Question	Goal*	Regulation**
23.	Is active in community activities and organizations to gain visibility for the college, to present the college's needs to the community, and to understand the community's needs for the college.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	4	(2)(B)
24.	~~Pursues close working relationships with local officials and North Carolina Community College System leadership.~~ Builds strong relationships with local officials and NCCCS leadership, maintaining effective communication with public schools, private schools, and higher education institutions to promote collaboration.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	4,6	(2)(B)
~~25.~~	~~Maintains effective communication with the local public school system, private schools, and other higher education institutions to promote coordination and cooperation.~~	~~5~~	~~4~~	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~4~~	~~(2)(B)~~
~~26.~~	~~Encourages the use of college facilities by community groups.~~	~~5~~	~~4~~	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~4~~	~~(2)(B)~~
27..	How effectively has the president built strategic partnerships and engaged with external stakeholders to support student success, workforce development, and institutional visibility?	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	4	(2)(B)

MISSION OF COLLEGE

No.	Question			Rating				Value of Question	Goal*	Regulation**
27.	~~Encourages the continuing examination of the philosophy and purposes of the college.~~	~~5~~	~~4~~	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~2,4,7~~	~~(1)~~
28.	Ensures that the college operates according to its philosophy, mission, and goals.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	2,4	(1)
~~29.~~	~~Makes and encourages others to make the philosophy, mission, and goals of the college known to citizen groups in the total community.~~	~~5~~	~~4~~	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~2,4~~	~~(2)(B)~~
30.	Develops and improves programs ~~for business and industry~~, and ensures the college plays a vital role in economic development.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	6,7,9	(2)(B),(6)

STRATEGIC LONG RANGE PLANNING

No.	Question			Rating				Value of Question	Goal*	Regulation**
~~31.~~	~~Encourages efforts to develop innovative curricula to meet local needs.~~	~~5~~	~~4~~	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~9~~	~~(6)~~
32.	Encourages efforts to develop a sense of community and shared interests and purposes in the college.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	2,5,8	(1),(2)(A),(2)(B)
~~33.~~	~~Promotes the planning of changes in the college in a productive manner.~~	~~5~~	~~4~~	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~1,5,9~~	~~(1),(6)~~

34.	Makes sure that strategic priorities are consistent and appropriate for the mission and goals of the institution and are meeting the needs of the community.	5	4	3	2	1	N/O	Should this question be on next year's evaluation? ☐ Yes ☐ No	5,6	(1),(6)
~~35.~~	~~Promotes diversity and inclusiveness within the College community.~~	~~5~~	4	~~3~~	~~2~~	~~1~~	~~N/O~~	~~Should this question be on next year's evaluation? ☐ Yes ☐ No~~	~~2~~	~~(2)(A), (2)(B)~~

In your opinion what action(s) could the president take that would improve the college:

_____

_____

If you rated a statement as "N/O" (No Opinion), please indicate the corresponding statement number and reason for using this rating.

_____

1. **Ensure the College adheres to the established timeline for bond construction projects, incorporating cutting-edge design elements as directed by the Board of Trustees.**
   a. Complete 100% of bond construction projects on schedule as outlined in the timeline.
   b. Submit monthly progress reports to the Board of Trustees, showing progress towards project milestones.
2. **Collaborate with faculty, staff, and students to cultivate a positive work environment that supports effective teaching and learning.**
   a. Host quarterly staff/faculty functions and send monthly newsletters to ensure transparent and consistent communication with all college stakeholders.
   b. Establish college-wide professional development activities that foster increased collaboration and a healthy campus climate.
3. **Foster a strong relationship between the Board of Trustees and the President through ongoing engagement and collaboration.**
   a. Conduct monthly meetings with Board members and achieve an 85% or higher satisfaction rate on an annual Board survey regarding communication, collaboration, and strategic alignment.
   b. Facilitate an annual strategic planning retreat for the Board of Trustees to set long-term goals and review progress on institutional priorities.
4. **Serve as a visible and accessible leader, actively engaging with constituents within the College and the broader community, including K-12 entities; four-year colleges and universities; non-profit organizations; government; and the private sector.**
   a. Establish at least five new partnerships with K-12, four-year institutions, local businesses, or community organizations that support student internships, dual enrollment, or collaborative programs.
   b. Participate in a minimum of 20 community events, speaking engagements, or media appearances to promote the college and advocate for higher education in the region.
   c. Conduct at least 10 meetings with local employers to align program offerings with workforce needs and secure internships or job placements for program graduates.
   d. Engage at the state and national level in efforts to enhance accessibility and funding for community colleges.

5. **Oversee the College's progress in implementing the Strategic Plan, ensuring timely and measurable outcomes.**
   a. Measure and improve retention and completion rates for curriculum students.
   b. Complete 67~~80~~% of the annual strategic plan initiatives on time, as documented through a semi-annual strategic plan progress report.
6. **Provide strategic leadership to maintain the College's fiscal integrity, ensuring effective and efficient budget planning to support operational needs.**
   a. Ensure a balanced budget by the end of the fiscal year, with no more than a 2% variance between budgeted and actual expenditures.
   b. Secure at least three new public or private partnerships that contribute additional funding or in-kind resources to support college initiatives.
   c. Cost Management: Identify and implement cost-saving measures that reduce non-instructional expenses by at least 3% without impacting service quality.
7. **Develop and enhance the college's use of data in decision-making and reporting to the Board of Trustees and the larger community.**
   a. Implement a new institutional data system or dashboard that tracks key performance indicators (KPIs), with 100% of academic and administrative units using the system by the end of the academic year.
8. **Actively support fundraising efforts by the ACC Foundation, leveraging the proven impact of presidential involvement in boosting donor engagement and contributions.**
   a. Achieve an increase in donations and grants, contributing new revenue through targeted fundraising campaigns and donor engagement.
   b. Perform an assessment of foundation operations and approach to engage new donors and increase overall funding capacity.
9. **Ensure the effective development of new and existing programs to meet the workforce needs of the community and prepare for evolving workforce needs in the future.**
   a. Launch at least three new student support initiatives aimed at increasing equity and reducing performance gaps for low-income, minority, or first-generation students.
   b. Introduce at least two new academic or workforce programs that align with local labor market demands.
   c. Evaluate current programs to ensure market and community alignment with measurable outcomes.

1C SBCCC 300.2 EVALUATION OF PRESIDENTS

(a) Methodology and Instrumentality. Each local board of trustees shall evaluate the performance of its president annually. The evaluation instrument and methodology shall be selected by the local board, but the evaluation shall, at a minimum, include the following categories:

    (1) General administration;
    (2) Relationships including:
        (A) Internal relationships with faculty, staff, students, and trustees; and,
        (B) External relationships with business and industry, the media, governmental bodies, and the general public;
    (3) Personal attributes;
    (4) Personnel administration;
    (5) Fiscal and facilities administration; and,
    (6) Academic administration.

(b) Reporting Requirements. Prior to June 30 of each year, each college board of trustees shall, in writing, notify the State Board of the following:

    (1) The time period for which its president was evaluated and the date the evaluation was completed;
    (2) Description of the methodology used for the evaluation;
    (3) Certification that the evaluation included a written assessment of the president's performance in each of the categories identified in Paragraph (a) of this Rule;
    (4) Certification that the full board <u>received a copy and </u>discussed the evaluation results and the results were discussed with the president; and,
    (5) Certification that the full board received a copy of and reviewed the president's contract if the president has a contract;
    (6) A listing of board members in attendance at the meeting when the president's evaluation was conducted; and
    (7) Certification that appropriate action, as defined by the local board, has been taken if the president's performance is less than satisfactory in any of the categories identified in Paragraph (a) of this Rule.

(c) If the president has a contract, local boards of trustees shall note in the meeting minutes that they have reviewed the president's contract.

History Note: Authority G.S. 115D-5; 115D-20;
Eff. September 1, 1993;
Amended Eff. October 1, 2018, October 1, 2006.
Eff. November 5, 2019

2025 Goals

1. **Ensure the College adheres to the established timeline for bond construction projects, incorporating cutting-edge design elements as directed by the Board of Trustees.**
   a. Complete 100% of bond construction projects on schedule as outlined in the timeline.
      i. The Public Safety Training Center in Green Level was completed with a ribbon-cutting ceremony held on September 25, 2025.
      ii. While not a bond project, we have completed renovations to Main, Powell, and Gee that were part of the SCIF project funding.
   b. Submit monthly progress reports to the Board of Trustees, showing progress towards project milestones.
      i. We have successfully completed this at every board meeting and continue to keep the board up to date with progress on all of our existing projects.
2. **Collaborate with faculty, staff, and students to cultivate a positive work environment that supports effective teaching and learning.**
   a. Host quarterly staff/faculty functions and send monthly newsletters to ensure transparent and consistent communication with all college stakeholders.
      i. We have rolled out a bi-weekly newsletter that is distributed to all employees with updates from around the college.
      ii. We regularly hold "Coffee with Ken" events where employees are encouraged to engage with each other and ask questions to help stay informed about items happening at the college.
      iii. Monthly I prepare a video or email message that provides updates on items happening around the college and opportunities to engage in college activities.
      iv. To strengthen communication across campus, the College has added another layer of engagement through the "Updates from Around the College" email. These messages provide timely updates between "Coffee with Ken" sessions and monthly presidential videos, highlighting key initiatives, achievements, and upcoming events. Each email also invites employees to share feedback, ask questions, and suggest topics they would like to see addressed. This approach reinforces our commitment to open dialogue and ensures that faculty and staff remain informed, involved, and heard.
   b. Establish college-wide professional development activities that foster increased collaboration and a healthy campus climate.
      i. Shackleford Leadership Institute
      ii. Internal Leadership Institute for Aspiring Leaders
      iii. Vision 20/20

      iv.   5 Voices Leadership Training
      v.   All In Taskforces (Integrated Pathways, The Journey, Single Entry Point, Process Improvement)
      vi.   College Wide Fall Kick Off at Burlington Socks Ballpark
      vii.   Exceeding the Vision Leadership Cohort
      viii.   Employee Wellness Day

3. **Foster a strong relationship between the Board of Trustees and the President through ongoing engagement and collaboration.**
   a. Conduct monthly meetings with Board members and achieve an 85% or higher satisfaction rate on an annual Board survey regarding communication, collaboration, and strategic alignment.
      i. The board self-evaluation will be completed in February, 2026.
      ii. Regular 1:1 meetings with Board Members
      iii. NCACCT
      iv. ACCT
      v. Annual Board of Trustees Planning Session
   b. Facilitate an annual strategic planning retreat for the Board of Trustees to set long-term goals and review progress on institutional priorities
      i. Board of Trustees Planning Session is scheduled for April 17, 2026

4. **Serve as a visible and accessible leader, actively engaging with constituents within the College and the broader community, including K-12 entities; four-year colleges and universities; non-profit organizations; government; and the private sector.**
   a. Establish at least five new partnerships with K-12, four-year institutions, local businesses, or community organizations that support student internships, dual enrollment, or collaborative programs.
      i. Completed an articulation agreement with:
         1. NC Weslyan
         2. Wingate
         3. App State
         4. Elon University
         5. Fayetteville State
         6. East Carolina University
         7. North Carolina State University
      ii. K-12
         1. New CCP MOU
         2. Health Program Academy Startup
         3. Alamance Youth Leadership Academy (AYLA)
         4. Alamance Christian School partnership discussion
         5. Grace Chapel partnership discussion
         6. Bradford Academy partnership discussion
      iii. Chamber Board Member- speaker at the retreat in Wilmington
      iv. Impact Alamance- Leadership roundtable
      v. Alamance Chamber Legislative Council

      vi.   NCACCP Chair of Technology Committee
      vii.   NCCCS Board Transformation Committee
      viii.   Lenovo keynote panel speaker for AI Summit
      ix.   Labcorp Biological Sampling Processing Lab | Partnership discussion
      x.   Elon University Reception, Chad Boore
      xi.   Triad Presidents Leadership Dinner, High Point University
      xii.   NC Local Launch | Impact Alamance kickoff event
      xiii.   Weekly meetings with Executive Leadership Team
      xiv.   Monthly meetings with President's Cabinet, which represent deans and mid-level management
      xv.   Attendance at Faculty Affairs Committee meetings
      xvi.   Attendance at Staff Association meetings
      xvii. Open-door policy for employees and students

b. Participate in a minimum of 20 community events, speaking engagements, or media appearances to promote the college and advocate for higher education in the region.

      i.   WXLV-TV45's Triad Today interview, to promote the college and advocate for its initiatives and higher education in the region.
      ii.   Parent Promise
      iii.   Alamance Chamber Annual Retreat
      iv.   Alamance Youth Leadership Program
      v.   Elon MLK Event
      vi.   Twin Lakes Holiday Event
      vii.   Esperanza
      viii.   Sandvik: Girls Take over Tech
      ix.   ABSS Evening of Excellence
      x.   Best Trucking Grand Opening
      xi.   Sandvik- Introduction to the community
      xii.   Alamance Youth Leadership Academy
      xiii.   Sock Puppet: First pitch
      xiv.   Dream Center Check Presentation
      xv.   Honda North Carolina Manufacturing
      xvi.   Working Women's Wednesday
      xvii. Early Education Summit
      xviii. Alamance Regional Charitable Foundation
      xix.   NCCCS State Board
      xx.   Leadership Alamance
      xxi.   Feature in The 10 Inspiring Education Leaders, 2025
      xxii. Triad today interview 7/16/25
      xxiii. Lenovo 360 Education Partner Conference Keynote panelist
      xxiv. Thermo Fisher Scientific Mebane grand opening event
      xxv. Public Safety Training Center Ribbon Cutting
      xxvi. 2025 Alamance County Farm Bureau Annual Oyster Roast
      xxvii. State Board of Community Colleges Strategic Planning Summit

c. Conduct at least 10 meetings with local employers to align program offerings with workforce needs and secure internships or job placements for program graduates.
   i. Pinnacle Bank
   ii. Trust Company of the South
   iii. CEO Cone Health
   iv. Alamance Chamber Board meeting(s)
   v. City of Burlington Economic Development Director
   vi. Alamance Caswell Builders Association
   vii. Mebane & Crow Holdings
   viii. Alamance Chamber Annual Meeting
   ix. ASEEF Advisory Committee Meeting (The advisory committee is directed toward achieving closer cooperation among business, industry, and the school in training students for occupations in the automotive industry)
   x. Burlington Business Breakfast
   xi. Cone Health Community Event
   xii. Chick-fil-A owner Shawn Willis
   xiii. TS Designs (Eric Henry)
   xiv. Armen Stone
   xv. Schneider Electric
   xvi. Workforce Development Reception - Governor's Mansion
   xvii. Corporate Education Employers Luncheon
   xviii. First Carolina Bank Tom Clinard
   xix. ROAR Women's Symposium
   xx. Future of Higher Education: Adult Learner Convening 2025
   xxi. Andersen Sterilizers
   xxii. First Horizon Bank Chip Foushee
   xxiii. Trulian Federal Credit Union Sarah Blackwell
   xxiv. Fire Chiefs Luncheon hosted by ACC
   xxv. Koury Corporation
   xxvi. Cone Health ARMC President Chad Boore
   xxvii. Cone Health ARMC Nursing Leader Meet and Greet
   xxviii. Ribbon Cutting Event: FirstNet Tower Upgrades in Alamance County, NC (AT&T)
   xxix. Tour of Cabarrus Center for Innovation and Entrepreneurship with Alamance Chamber representatives
   xxx. Alamance Chamber After Hours Networking
   xxxi. Saul and Son Plumbing, Leon Saul
   xxxii. ACC HVAC Job Fair
   xxxiii. Alamance Chamber Economic Summit
   xxxiv. Honda North Carolina Manufacturing meeting and tour
d. Engage at the state and national level in efforts to enhance accessibility and funding for community colleges.
   i. ACCT National Legislative Summit

      ii.   NCACCP Vice-Chair of Tech Committee
     iii.   NCACCT State Events
     iv.   Alamance Chamber Legislative Visit(s)
      v.   Community College Day for NC
     vi.   NC Representative Steve Ross
    vii.   NC Representative Dennis Riddell
   viii.   US Representative Richard Hudson
     ix.   US Senator Thom Tillis
      x.   US Senator Ted Budd regional director
     xi.   Alamance Chamber Legislative Breakfast
    xii.   Senator Amy Galey
   xiii.   Mitchell Whitley, Field Manager for the Office of the State Auditor
   xiv.   Daniel Dorociak, Field Manager, Office of Congressman Richard Hudson
    xv.   State Board of Community Colleges
   xvi.   Belk Center | NC Boost site visit
  xvii.   Coffee with Senator Galey

5. **Oversee the College's progress in implementing the Strategic Plan, ensuring timely and measurable outcomes.**
   a. Measure and improve retention and completion rates for curriculum students.
      i. Estimated FTE for 2025FA is currently up 7% in Curriculum over 2024FA
      ii. (NCCCS PM4) First-Year Progression/Persistence (a fall-to-fall measure) - the Fall 2023 cohort is up 3.3 percentage points over the Fall 2022 cohort (67.8% compared to 64.5%)
      iii. (NCCCS PM 5) Curriculum Completion Rate (a 3-year measure) - the Fall 2020 cohort is up 1.8 percentage points over the Fall 2019 cohort (56.1% compared to 54.3%)
      iv. Excellence level in the 2025 NCCCS Performance Measure (PM 1) for Basic Skills Measurable Skill Gain Rate.
      v. Excellence level for the 2025 NCCCS Performance Measure (PM 7) for College Transfer Performance.
   b. Complete 67% of the strategic plan initiatives on time, as documented through a semi-annual strategic plan progress report.
      i. In March 2025, the Board extended the strategic plan period from 2022-2025 to 2022-2027. Consequently,
      ii. Developed the *All In* strategic and operational priorities in alignment with the 2022-2027 strategic plan to move the college to a unified "*One College*" model.

6. **Provide strategic leadership to maintain the College's fiscal integrity, ensuring effective and efficient budget planning to support operational needs.**
   a. Ensure a balanced budget by the end of the fiscal year, with no more than a 2% variance between budgeted and actual expenditures.
      i. ACC completed fiscal year 2026 within the state accepted budget variance.

b. Secure at least three new public or private partnerships that contribute additional funding or in-kind resources to support college initiatives.
    i. Secured multi-campus funding approval from the State Board of Community Colleges for the Dillingham Center.
    ii. *NC Reconnect* funded by the Belk Endowment - $150,000 grant and contracted services to support marketing and recruitment efforts for adult students
    iii. *NC Boost* - $3.2M from Arnold Ventures
c. Cost Management: Identify and implement cost-saving measures that reduce non-instructional expenses by at least 3% without impacting service quality.
    i. We have implemented finance controls that ensure the college uses funding sources for the intended purposes.
    ii. Implemented eScribe to realize cost-savings and to streamline meeting processes.

7. **Develop and enhance the college's use of data in decision-making and reporting to the Board of Trustees and the larger community.**
   a. Implement a new institutional data system or dashboard that tracks key performance indicators (KPIs), with 100% of academic and administrative units using the system by the end of the academic year.
       i. We have created multiple dashboard with information available on enrollment and other key data elements for the college.

8. **Actively support fundraising efforts by the ACC Foundation, leveraging the proven impact of presidential involvement in boosting donor engagement and contributions.**
   a. Achieve an increase in donations and grants, contributing new revenue through targeted fundraising campaigns and donor engagement.
       i. We have secured a $3.2 million grant from Arnold Ventures in collaboration with the community college system and four other pilot colleges aimed at replicating the CUNY ASAP model to improve student outcomes.
       ii. $10,000 Duke Energy Foundation Donation
       iii. Contract with Brightdot
       iv. NC Reconnect funded by the Belk Endowment - $150,000 grant and contracted services to support marketing and recruitment efforts for adult students
       v. Hosted prospective donor luncheon and tour for multiple families and private donors in Alamance County.
   b. Perform an assessment of foundation operations and approach to engage new donors and increase overall funding capacity.
       i. We have launched an updated brand for the Foundation as well as a new Foundation web presence.
       ii. Contract with Brightdot to conduct a comprehensive assessment of operations and fund raising.

        iii.   Transition the Foundation's Board of Directors and committee meetings to e-Scribe to streamline meeting management.

9. **Ensure the effective development of new and existing programs to meet the workforce needs of the community and prepare for evolving workforce needs in the future.**
   a. Launch at least three new student support initiatives aimed at increasing equity and reducing performance gaps for low-income, minority, or first-generation students.
      i. We have implemented a new student advising model that includes professional advisors who guide students through their entire academic program starting with our general education and health programs.
         1. Staff Advising Model Launched and Expanded
            a. In November 2024, ACC launched Phase 1 of the redesigned Staff Advising Model with 6.5 advisors supporting Health Sciences and University Transfer students.
            b. By Fall 2025, the Staff Advising Model expanded to 8.5 staff advisors who serve Health Sciences, Business, IT, Public Services, and University Transfer students. Caseloads range from 250 to 400 students, depending on program-specific needs.
            c. Professional advising has strengthened proactive student contact, improved onboarding experiences, and advanced ACC's transition to a hospitality-centered, case-management model.
         2. NC Boost Initiative Successfully Launched (August 2025)
            a. ACC launched the NC Boost program in August 2025 and successfully reached its targeted enrollment goal of 150 students in high-demand associate degree programs. The NC Boost program removes key financial and academic barriers by offering financial support and providing dedicated advising from enrollment through graduation.
            b. NC Boost provides wraparound support services to ensure more students stay enrolled, supported, and progressing
            c. toward completion.
         3. Streamlined Onboarding & One-College Model Progress
            a. ACC repurposed the Literacy Building to house both Placement Testing and Academic Advising, creating a simplified onboarding and support process for both CCR and Curriculum students, faster movement from application to course enrollment, and stronger cross-department collaboration.

b. The onboarding process reduces confusion, removes entry barriers, and moves ACC closer to a unified "One-College" front-door experience.
4. NC Reconnect Launch
   a. In Fall 2025, ACC began the launch of NC Reconnect as part of the statewide Belk Endowment initiative to re-engage adults who previously stopped out. This effort (which will continue to evolve this academic year) supports outreach to working adults with unfinished credentials, specialized support to accelerate momentum toward completion, and advancement of statewide MyFutureNC attainment goals.
5. Mental Health Expansion Under the QEP
   a. Continued implementation of the QEP focused on student mental health and well-being, including QPR and Mental Health First Aid training, expanded counseling and tele-mental health services, and increased awareness programming and activities.
   b. Strengthened campus culture through inclusive and trauma-informed practices that support belonging and reduce barriers to student success.
ii. We are in the process of implementing a new recruiting customer relationship system designed to help more effectively reach out to all parts of the ACC community.
   1. Customer Relationship System (CRM)
      a. The integration of Element451 continues to progress successfully and remains on schedule for a soft launch of our new admissions process for Spring 2026. Work continues on the development of our Secondary Health program applications within Element451, with ADN Nursing currently in final review.
      b. The platform has also expanded our institutional data capabilities, allowing us to capture new metrics such as event participation statistics, post-event survey responses, and program interest forms for both Workforce Development and Curriculum courses
      c. The platform has also expanded our institutional data capabilities, allowing us to capture new metrics such as event participation statistics, post-event survey responses, and program interest forms for both Workforce Development and Curriculum courses.

b. Introduce at least two new academic or workforce programs that align with local labor market demands.

    i. We have launched the Artificial Intelligence, Data Analytics, Health Sciences Associate in Applied Science, Dental Hygiene, Veterinary Medical Technology, and BioPharma Quality Associate in Applied Science curriculum programs.

    ii. We signed a new partnership agreement to relaunch our truck driver training program.

    iii. We are exploring additional program expansion in the health areas such as radiography and respiratory therapy.

c. Evaluate current programs to ensure market and community alignment with measurable outcomes.

    i. Dental Hygiene

    ii. Logistics

    iii. Ending of Histotechnology and Office Administration

    iv. To advance our work of aligning programs with workforce needs, the college has contracted with consulting firm Safal Partners, LLC to lead a comprehensive assessment of current and future training needs. The contract runs from October 2, 2025 to May 31, 2026, funded through a bill sponsored by Senator Galey. A key focus of this initiative is identifying training needs in advanced manufacturing, a critical sector for the Carolina Corridor region. ACC will collaborate with Randolph Community College and Guilford Technical Community College to ensure a coordinated approach that leverages shared resources and meets regional employer training needs.

Workforce Analysis (Full-Time) Occupational Categories

25-Oct

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)	31	27	4	9	22	6	0	0	0	0	25
02 (Business/Finance Opers)	6	5	1	0	6	3	0	0	0	0	3
03 (Comp/Eng/Science)	8	5	3	6	2	4	0	0	0	0	3
04 (Com Serv/Legal/Arts/Media)	16	7	9	8	8	6	0	0	0	1	8
05 (Postsecondary Teachers)	111	83	28	49	62	7	2	0	0	2	96
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	43	29	14	16	27	14	0	0	0	3	25
12 (Service Occupations)	1	1	0	0	1	0	0	0	0	0	1
14 (Office & Admin Support)	2	2	0	2	0	0	0	0	0	0	2
15 (Natural Res/Constr/Maint)	43	30	13	4	39	4	1	1	0	5	28
	1	0	1	1	0	0	0	0	0	0	0
TOTALS	263	190	72	94	168	44	3	1	0	11	192

New Full Time Employees:

Angela Davis	Career and Talent Development Coordinator

		County
African American	17%	22%
American Indian / Alaska Native	1%	2%
Asian	1%	2%
Hawaaian / Pacific Islander	0%	0%
Hispanic	4%	13%
White	73%	61%
Chose not to Identify	4%	

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

<u>AMENDED #1</u>

<u>Is this the Final 3-1 Project Closeout?</u>   No ▼

College	Alamance Community College		
Project Name	VETERINARY MEDICAL TECHNICIAN INSTRUCTIONAL BARN PROJECT	**NCCCS Project No.**	2835
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.

The reason for this amendment is as follows: The cost of construction needs to be increased due to new estimates received from Hobbs Architects. A programming and budget study was completed by Hobbs detailing revised site planning and building layouts to reduce original estimates received from initial architect Studio 310. Results of the study show revised construction estimates exceeding the original approved budget by $600,000 even with scope removed. Due to the original cost estimate constraints, the scope of the project has been reduced to include only a veterinary teaching laboratory, office, restrooms and canine/feline holding areas all contained in a 1734 square foot one story facility.

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

This form was prepared by:

Name:	Tom Hartman
Signature:	
Contact Number:	336-506-4201
Date:	11/5/2025
CPC Signature:	

III. ESTMATED COST OF PROJECT:

	Prior Budget	Changes/ Amended	Current Budget
A. PRE-CONSTRUCTION COSTS			
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	115,000.00		115,000.00
2. Construction..	700,000.00	600,000.00	1,300,000.00
3. Construction Contingency	95,000.00		95,000.00
4. Other Contracts	300,000.00		300,000.00
5. Other Fees	40,000.00		40,000.00
Subtotal "B"	1,250,000.00	600,000.00	1,850,000.00
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)	$1,250,000.00	$600,000.00	$1,850,000.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

	Prior Funds	Changes	Current Funds
A. NON-STATE FUNDS			
1. County Appropriated			
2. County Bonds			
3. Golden Leaf ▼ 0	1,000,000.00		1,000,000.00
4. ▼			
5. ▼			
Subtotal "A"	1,000,000.00	0.00	1,000,000.00
B. STATE FUNDS (Handled locally by college			
- not reimbursed through System Office)			
1. ▼			
2. ▼			
3. ▼			
Subtotal "B" *Must be used on same OSBM SCIF Project	0.00	0.00	0.00
C. STATE FUNDS (Reimbursed by the System Office)			
1. Budget Code 42120 New SCIF $400M ▼	250,000.00	600,000.00	850,000.00
2. Budget Code ▼			
3. Budget Code ▼			
4. Budget Code ▼			
Subtotal "C"	250,000.00	600,000.00	850,000.00
Total Sources of Funds Available (IV A, B, C)	1,250,000.00	600,000.00	1,850,000.00
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	$1,250,000.00	$600,000.00	$1,850,000.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1.   That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of   **$850,000.00**   State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees <u>dated</u>   **11/10/2025** .

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

☑   As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

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

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

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

_____
Chairman - Board of Trustees

_____
Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2835

from   Alamance Community College   and if shown, county funds in the

amount of $0.00   are available for the planning and construction of this project.

County Manager/Finance Officer Signature _____

Print Name   _____

Date   _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1 Section VIII) It is estimated that the college will expend an additional $47,549.56 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

County Manager/Finance Officer Signature _____

Print Name   _____

Date   _____

===

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

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

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

a copy of deed)

_____

_____
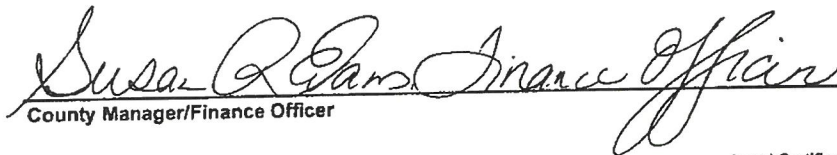
This, the _____ day of _____ 20___

_____
Signature

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

Date: 3/4/2024

Project Name: VETERINARY MEDICAL TECHNICIAN INSTRUCTIONAL B

College: Alamance Community College

Project Completion Date: 2/1/2026

Additional Cost Identification	1st Year of Operation FY26	2nd Year of Operation FY 27	3rd Year of Operation FY 28	4th Year of Operation FY 29	5th Year of Operation FY30	Average Additional Annual Cost
Staffing (Housekeeping & Facility Operator)						
additional annual cost	$0	$0	$0	$0	$0	$0
Plant Maintenance						
additional annual cost	$7,246	$7,413	$7,583	$7,758	$7,936	$7,587
Other Operating Cost						
additional annual cost						
Electric	$14,661	$18,619	$23,647	$30,031	$38,140	$25,020
Fuel (Gas, Oil)	$69	$73	$78	$82	$87	$78
Water	$947	$1,146	$1,387	$1,678	$2,030	$1,437
Telecommunications	$12,824	$13,119	$13,421	$13,729	$14,045	$13,428
Total Average Annual Cost (will populate into Section VI of the 3-1)						$47,550

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

BOND PROJECTS	STATUS SUMMARY

Public Safety Training Center

Green Level Site: The entire site is now fully occupied and in operation. Samet continues to work through completion of a very small number of punch list items in order to have a final sign-off by State Construction as well as NCDEQ.

Burlington Site: Additional meetings were held in October with the General Contractor, Forge Fire (the manufacturer and installer of the burn prop) and the ACC stakeholders to confirm design and layout of the structure. The draft schedule currently shows building engineering complete by the end of December and the fabrication/manufacturing of the components complete by June 2026. Shipping and installation of the structure is scheduled for mid-July 2026 – mid-August 2026. Forge Fire believes they can improve on this schedule as the project moves forward.

CAPITAL PROJECTS	STATUS SUMMARY
Campus Exterior Wayfinding Project	DC signage is in fabrication and should be installed prior to Thanksgiving. Main ACC entrance signage is also entering fabrication and is scheduled to be installed before the end of the calendar year. Once both are complete, we will work to close out the project.
Veterinary Medical Technology Barn Project	We expect to receive pre-design documents, drawings and a third-party cost estimate from Hobbs Architects early October. The tentative project schedule shows construction drawings complete and approved by early 2026 with the project being bid in March/April 2026 and construction starting in May 2026.
Third Floor Biotechnology COE Upfit Project	We recently received comments from State Construction on the construction drawings and the architect is currently coordinating their response. We should receive approval to bid from SCO in the next few weeks and plan to put the project out for bid in mid-to-late November. Construction is scheduled to start early 2026 with project completion by August 1st in time for the fall 2026 semester.
Tech Infrastructure Replacement Project	*Campus Data Resiliency* Spectrum is still in a holding pattern waiting on permits from NCDoT. This has not yet impacted our projected construction completion date of January 16, 2026.

Given the recent hardware failure in our existing campus infrastructure, we have engaged with a third-party solution provider to expedite the rollout of acquired replacement hardware. Timeline for completion of this work is 7 weeks from kickoff/discovery to handoff. We expect this work to be completed by January 30, 2026. This work will be scheduled as to not impact college operations.

Structured Cabling and Wireless Improvements We are waiting on pricing for structured cabling and wireless improvements for the Main Building, Powell Building, Advanced Applied Technology Center (AATC), and the Literacy Building. This is to improve service delivery to Students and Faculty in these spaces. This will be scheduled as to not impact instruction or college operations. |

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

NONE

Alamance Community College
Buildings and Grounds Committee Meeting
Capital Project Budget Plan For Fiscal Year 2026
As of October 31, 2025

	1.	**County Capital Carryforward**	**Budget**	**Actual**	**Remainder**
	a.	Unspent 2025 Allocation	152,850	2,989	149,861
			152,850	**2,989**	**149,861**

	2.	**County Capital--FY 2026 Allocation**	**Budget**	**Actual**	**Remainder**
	a.	Various Campus Renovations & Repairs	30,000	16,114	13,886
	b.	Roofing Preventative Maintenance Year 5	17,000	-	17,000
	c.	Building Pressure Washing	28,915	28,915	0
	d.	B Bldg Soffit Sealing Repair	7,750	7,750	-
	e.	Foundation Carpet	7,071	7,071	-
	f.	Chiller replacement	134,204		134,204
	g.	Uncommitted Allocation	311,060		311,060
			536,000	**59,850**	**476,150**

	3.	**County-State-Federal Projects**	**Budget**	**Total Expended**	**Remainder**
	a.	Public Safety Training Center	24,607,664	22,534,283	2,073,381
	b.	Main Powell Gee renovations	5,088,981	5,088,981	-
			29,696,645	**27,623,264**	**2,073,381**

	4.	**Non-County Projects**	**Budget**	**Total Expended**	**Remainder**
	a.	Campus Exterior Wayfinding Project	302,600	200,530	102,070
	b.	Veterinary Medical Technician Instr. Center	1,250,000	23,400	1,226,600
	c.	Technology Infrastructure Project	1,500,000	808,650	691,350
	d.	BioTech Center Third Floor Upfit	2,542,000	145,164	2,396,836
	e.	Uncommitted Allocation	1,622,028	-	1,622,028
			7,216,628	**1,177,745**	**6,038,883**

		TOTAL CAPITAL PROJECTS	**37,602,123**	**28,863,848**	**8,738,276**
		Funds Available for Future Projects	**2,082,949**		

Buildings & Grounds Committee
November 5, 2025

Informational

Open End Design Agreements

Executive Summary

Open-end design agreements (OEDA) allow community colleges to enter into agreements with designers and engineers over a set period to provide limited services for informal capital projects.

Most recently, the College entered into ten (10) open-end design agreements in August 2023 for one-year terms with the option to extend for one year. The College posted "request for proposals" (RFPs) in August 2025 for new open-end design agreements.

This document details guidelines for OEDAs and ACC's RFP process for open-design contracts for the period November 2025 through October 2026 (with the mutual option to extend for one year through October 2027).

Background Open-End Design Agreements

Per guidelines established by the North Carolina Community College System (NCCCS- Capital Improvement Program Guide) community colleges may enter into an agreement with a designer over a set period of time (one-year period) to provide limited professional architectural, engineering, or surveying services on a routine or as needed basis for miscellaneous informal projects. These agreements are titled "open-end design agreements".

Colleges may enter into OEDAs to reduce the amount of time spent on announcing for designers for informal projects. The following limitations (per the NCCCS Capital Improvement Program Guide) must be met to enter into an open-end design agreement:

a. The OEDA must be publicly announced.
b. The OEDA selection shall be based upon the designer's qualifications – fees shall not be a factor in the process.
c. The total estimated cost of each informal project shall not exceed $300,000.
d. The term of the original OEDA shall be for one year.
e. The design fees for any single project shall not exceed $36,000.
f. The cap on the amount that can be paid under the OEDA, regardless of the number of projects during the term of the agreement, is $150,000.
g. A Board of Trustees may extend an OEDA with the same firm for a period of one additional year.
h. If the OEDA is so extended, regardless of the number of projects, the total design fees paid over the two-year period to one firm may not exceed $300,000.
i. A community college may not have more than one OEDA with the same "firm" at the same time, but the college may have more than one OEDA in place by choosing multiple firms.
j. A designer who is selected does not receive a retainer, and only receives a fee when the designer actually performs services. Once a project is identified, the college will negotiate a design fee with the designer for that individual project. The college can consult with the State Construction Office on what would be a reasonable fee.

ACC's Selection of Firms for OEDA

The following process was used to identify firms for OEDAs:

- ACC solicited through a "Request for Qualifications" process and received thirty eight Open-End Design Agreement proposals by the closing date of September 11, 2025. The proposals were closely reviewed, evaluated, and scored using standardized criteria. Each firm was scored using a 100-point value system. In turn, scores were averaged to arrive at the top candidates. The evaluators discussed the top candidates and reviewed final scoring in detail. The top ten firms, which include 5 architectural firms, 2 engineering firms, 2 civil/landscape architectural firms, and 1 building envelope/structural firm, are listed below.

  - ThoughtCraft Architects (architectural design- Durham)
  - LS3P Architecture (architectural design - Greensboro)
  - Boomerang Design (architectural design - Raleigh)
  - WHN Architects (architectural design- Charlotte)
  - Smith Sinnett Architecture (architectural design- Raleigh)
  - RVE Engineers (MEP engineering- Durham)
  - SKA Consulting Engineers (MEP engineering- Greensboro)
  - Timmons Group (Civil/landscape architecture- Raleigh)
  - Westcott, Small & Assoc (Civil/landscape architecture- Greensboro)
  - Atlas Engineering (structural, building envelope engineering- Raleigh)

- Based upon the type of upcoming informal projects, the College has identified needs for expertise in various disciplines including architectural design, landscape architecture; civil, mechanical and electrical engineering; building envelope/structural expertise. Having access to this list of professionals will allow the College to be more effective and efficient in the planning and development of these projects.

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
10/6/2021	Public Safety Training Center Project	Moseley Architects	Design services	$ 586,716
11/4/2021	Public Safety Training Center Project	Samet Corporation	Pre-Construction Services Agreement	$ 135,668
7/12/2022	Public Safety Training Center Project	ESP Associates, Inc.	Geotechnical services for soil conditions	$ 29,500
7/12/2022	Public Safety Training Center Project	Withers Ravenel	Additional surveying services	$ 5,000
11/18/2022	Wayfinding Masterplanning Project	APCO Signs	Master planning and design of new interior and exterior signage and wayfinding	$ 20,710
1/13/2023	Public Safety Training Center Project	Timmons Group	Environmental permits - Riparian Buffer Permit processing	$ 6,000
2/3/2023	Public Safety Training Center Project	Timmons Group	Wetland/ Stream delineation and confirmation	$ 6,800
4/17/2023	Public Safety Training Center Project	Withers Ravenel	Additional topographic and wetland surveying services for permanent fencing	$ 7,000
7/25/2023	Public Safety Training Center Project	Moseley Architects	Design services amendment - commissioning services	$ 22,340
10/23/2023	Public Safety Training Center Project	Samet Corporation	Initial GMP Contract	$ 12,966,867
1/30/2024	Public Safety Training Center Project	Samet Corporation	Amended GMP contract to include (1) bid day reconciliation, (2) Firing Range (alt #1) and (3) Driving Pad Extension (alt #2)	$ 6,986,801
2/22/2024	Public Safety Training Center Project	ESP Associates, Inc	Special inspections and construction materials testing contract	$ 96,634
5/14/2024	Public Safety Training Center Project	Moseley Architects	Design services amendment - additional services for redesign, bidding, construction administration and closeout for Class A Burn Building in Burlington, NC	$ 62,875
12/19/2024	Public Safety Training Center Project	Alfred Williams & Company	Furniture for PSTC classroom building and firing range (State Contract)	$ 362,821
12/20/2024	Veterinary Medical Tech Inst Barn Project	Studio 310	Design services contract (programming only)	$ 23,400
3/5/2025	BCOE - Third Floor Upfit Project	Thoughtcraft Architects, PLLC	Design services contract	$ 220,900
4/29/2025	Public Safety Training Center Project	Moseley Architects	Design Amendment for providing construction administration services for water and sewer utilities (Timmons civil)	$ 19,800
6/27/2025	Veterinary Medical Tech Inst Barn Project	Hobbs Architects	Design services contract (programming only)	$ 20,000
6/30/2025	BCOE - Third Floor Upfit Project	Thoughtcraft Architects, PLLC	Design amendment #1 for additional services in connection with providing design and construction administration services for improvements to existing HVAC system and associated electrical work.	$ 10,600
7/15/2025	Public Safety Training Center Project	Moseley Architects	Design amendment #5 for additional potable waterline design and waterline permitting modifications.	$ 14,300
6/26/2025	Public Safety Training Center Project	Central Builders of Mebane.Inc.	Construction contract for PSTC Burn Building - Burlington site	$ 734,000
10/17/2025	AATC Chiller Replacement Project	AC Corporation	Daiken 80-ton replacement chiller and associated installation	$ 119,832
10/17/2025	AATC Chiller Replacement Project	Hoffman Mechanical	Chiller controls addition and installation	$ 2,172

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2023-24 BUDGET

College	1XX Institutional Support	2XX Curriculum Instruction	3XX Continuing Education	4XX Academic Support	5XX Student Support	6XX Plant Op & Maint.	7XX Proprietary/Other	8XX Student Aid	Subtotal	9XX Capital (ex. CI)	CI Projects	CURRENT & CAPITAL TOTAL
Alamance CC												
State	$ 6,995,494	$ 15,634,138	$ 5,834,613	$ 3,280,352	$ 4,010,227	$ -	$ -	$ -	$ 35,754,824	$ 2,397,860	$ 3,927,929	$ 42,080,613
County	$ 658,685	$ -	$ -	$ -	$ -	$ 4,219,137	$ -	$ -	$ 4,877,822	$ -	$ 3,777,956	$ 8,655,778
Institutional	$ 990,000	$ 731,000	$ 402,000	$ 224,000	$ 260,000	$ -	$ 332,000	$ 9,038,800	$ 11,977,800	$ -	$ 1,574,621	$ 13,552,421
Total	$ 8,644,179	$ 16,365,138	$ 6,236,613	$ 3,504,352	$ 4,270,227	$ 4,219,137	$ 332,000	$ 9,038,800	$ 52,610,446	$ 2,397,860	$ 9,280,506	$ 64,288,812

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2025-26 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name:	**Alamance CC**
Institution Number:	886

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Revenue Detail (excluding capital improvement projects)				
State	$ 38,152,684			$ 38,152,684

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112, and categorical and carryforward allocations.

County Funds

County Appropriations (list each county separately below):

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Alamance County		$ 4,877,822		$ 4,877,822
		$ -		$ -
		$ -		$ -
		$ -		$ -
		$ -		$ -
		$ -		$ -
		$ -		$ -
(If necessary, add lines above for add'l counties)				
Misc. County Revenue				$ -
Total County Funds		$ 4,877,822		$ 4,877,822

Institutional Funds

Federal Sources:

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Federal Pell and other Federal student aid grants			$ 8,720,000	$ 8,720,000
Federal Direct Loans				$ -
Federal Work-Study Program			$ 99,000	$ 99,000
Other Federal Grants (list):			$ -	$ -
TECAT			$ 750,000	$ 750,000
SEOG			$ 65,000	$ 65,000
TRIO			$ 262,000	$ 262,000
PACE			$ 472,000	$ 472,000
				$ -
				$ -

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2025-26 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name:	**Alamance CC**
Institution Number:	886

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Revenue Detail (excluding capital improvement projects)				
				$ -
				$ -
				$ -
(If necessary, add lines above)				
Total Revenues From Federal	$ -	$ -	$ 10,368,000	$ 10,368,000
Fees:				
College Access, Parking and Security (CAPS) Fees			$ 102,000	$ 102,000
Student Activity Fees			$ 170,000	$ 170,000
Course Specific Fees			$ 513,600	$ 513,600
Instructional Technology Fees			$ 150,000	$ 150,000
Self-Supporting Course Fees			$ 120,000	$ 120,000
Other Fees (list, if applicable):				$ -
Graduation Fees			$ 18,000	$ 18,000
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
(If necessary, add lines above)				
Total Revenues from Fees	$ -	$ -	$ 1,073,600	$ 1,073,600

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2025-26 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: **Alamance CC**
Institution Number: 886

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Revenue Detail (excluding capital improvement projects)				
Proprietary/Other Revenues:				
Bookstore Receipts			$ 104,000	$ 104,000
Vending/Food Service Receipts			$ 9,200	$ 9,200
Live Projects/Patron Fees			$ 80,000	$ 80,000
Internal Service Funds				$ -
Interest Income			$ 78,000	$ 78,000
NC Community College Grant Funds			$ 230,000	$ 230,000
Education Lottery Scholarship Funds				$ -
Gifts and Donations			$ 35,000	$ 35,000
Private (non-Federal) Grants				$ -
Endowment Income				$ -
Other Miscellaneous Sources (list, if applicable):				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
(If necessary, add lines above)				
Total Revenues from Proprietary/Other Sources:	$ -	$ -	$ 536,200	$ 536,200
Total Institutional Sources			$ 11,977,800	$ 11,977,800
Total Estimated Revenues	$ 38,152,684	$ 4,877,822	$ 11,977,800	$ 55,008,306
Fund Balance Appropriated				$ -

College Name: Alamance CC

Institution Number: 886

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Expenditure Detail (excluding capital improvement projects)				
100 INSTITUTIONAL SUPPORT				
110 Executive Management	$ 1,587,213	$ 90,375		$ 1,677,588
120 Financial Services	$ 1,558,408	$ -		$ 1,558,408
130 General Administration	$ 2,109,456	$ 568,310		$ 2,677,766
140 Information Systems - Admin.	$ 1,740,417			$ 1,740,417
TOTAL INSTITUTIONAL SUPPORT	$ 6,995,494	$ 658,685	$ 990,000	$ 8,644,179
200 INSTRUCTIONAL - CURRICULUM				
220 Associate Degree	$ 15,627,138			$ 15,627,138
230 Diploma	$ 7,000			$ 7,000
240 Transitional				$ -
TOTAL INSTRUCTIONAL - CURRICULUM	$ 15,634,138	$ -	$ 731,000	$ 16,365,138
300 CONTINUING EDUCATION				
310 Occupational Education	$ 1,696,868			$ 1,696,868
311 Occupational Support	$ 1,274,058			$ 1,274,058
321 Adult Basic Education/ESL	$ 1,444,820			$ 1,444,820
322 Adult High School & GED	$ 206,240			$ 206,240
323 Compensatory Education				$ -
325 Basic Skills Administration				$ -
357 Apprenticeship Building America	$ 18,983			$ 18,983
360 NC EDGE Customized Training Regional Trainers				$ -
361 Customized Training	$ 44,368			$ 44,368
363 Small Business Center	$ 174,737			$ 174,737
364 Customized Trng - Bus & Ind Support (Admin.)	$ 40,000			$ 40,000
365 Customized Trng - Bus & Ind Support (Instruct.)	$ 20,000			$ 20,000
369 Bionetwork Host Colleges				$ -
370 NC Military Business Center (FTCC)				$ -
371 NC Research Campus - Kannapolis (RCCC)				$ -

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2024-25 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Alamance CC

Institution Number: 886

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Expenditure Detail (excluding capital improvement projects)				
372 Apprenticeship Expansion	$ 165,888			
373 Title ll Sec-243 Integrated English Literacy & Civics Ed	$ 49,666			$ 49,666
374 Intergrated Education Training Project	$ 100,000			
375 NC BioBetter	$ 598,985			$ 598,985
TOTAL CONTINUING EDUCATION	$ 5,834,613	$ -	$ 402,000	$ 6,236,613
400 ACADEMIC SUPPORT				
410 Library/Learning Center	$ 565,996			$ 565,996
421 Curriculum - Admin.	$ 1,675,786			$ 1,675,786
422 Continuing Education - Admin.	$ 1,038,570			$ 1,038,570
430 Information Systems - Academic				$ -
431 Rural College Broadband Access				$ -
432 Rural College Broadband Access Great				$ -
TOTAL ACADEMIC SUPPORT	$ 3,280,352	$ -	$ 224,000	$ 3,504,352
500 STUDENT SUPPORT				
510 Student Services	$ 3,716,917			$ 3,716,917
525 Intellectual & Developmental Disabilities	$ 194,000			$ 194,000
530 Child Care	$ 56,641			$ 56,641
546 Disaster Recovery Act Tuition and Registration Fees				
547 Disaster Recovery Act Emergency Scholarship Grants				
548 Disaster Recovery Act Mental Health Support				
549 Disaster Recovery Act Hurricane Helene Entollment Stabilization				
554 Short-Term Workforce Development	$ 15,450			$ 15,450
556 Underserved Student Outreach & Advising	$ 1,864			$ 1,864
559 Finish Line Grants III (EANS II)				
560 Finish Line Grants	$ 25,355			$ 25,355
TOTAL STUDENT SUPPORT	$ 4,010,227	$ -	$ 260,000	$ 4,270,227

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2024-25 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Alamance CC

Institution Number: 886

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Expenditure Detail (excluding capital improvement projects)				
600 OPERATION & MAINTENANCE OF PLANT				
610 Plant Operation		$ 3,517,712		$ 3,517,712
620 Plant Maintenance		$ 701,425		$ 701,425
680 Innovation Quarters (Forsyth Tech CC)	$ -	$ -		$ -
TOTAL OPERATION & MAINTENANCE OF PLANT	$ -	$ 4,219,137	$ -	$ 4,219,137
700 PROPRIETARY/OTHER			$ 332,000	$ 332,000
800 STUDENT AID			$ 9,038,800	$ 9,038,800
900 CAPITAL OUTLAY (excluding capital improvement projects)				
920 Equipment	$ 2,269,790	$ -		$ 2,269,790
923 Basic Skills/Literacy Equipment				$ -
930 Instructional Resources (Books)	$ 46,188			$ 46,188
940 Equipment - State CATEGORICAL Funds	$ 81,882			$ 81,882
944 Equipment - Rural College Broadband Access				$ -
945 Equipment -Build Back Better Regional Challenge				$ -
946 Equipment - Rural College Broadband Access Great				$ -
TOTAL CAPITAL OUTLAY	$ 2,397,860	$ -	$ -	$ 2,397,860
TOTAL EXPENDITURES	$ 38,152,684	$ 4,877,822	$ 11,977,800	$ 55,008,306

College Name: Alamance CC

Institution Number: 886

	1 State	2 County	3 Institutional	4 Total
Capital Improvement Revenues				
State Funds (funds reimbursed by System Office)*	$ 3,441,000			$ 3,441,000
County Funds				
County Appropriation for CI Projects				$ -
County GO Bond Funds		$ 3,748,916		$ 3,748,916
Other County Revenue/Financing		$ 536,000		$ 536,000
Fund Balance for CI Projects				$ -
County Subtotal		$ 4,284,916		$ 4,284,916
Institutional Funds				
Federal Grant				$ -
Private Gift/Donation				$ -
Private Grant(s) and Other Sources (list below):				$ -
OSBM SCIF (non-reimbursable)			$ 574,621	$ 574,621
Golden Leaf			$ 1,000,000	$ 1,000,000
				$ -
				$ -
				$ -
				$ -
(If necessary, add lines above)				
Institutional Subtotal			$ 1,574,621	$ 1,574,621
Total Capital Improvement Project Revenues	$ 3,441,000	$ 4,284,916	$ 1,574,621	$ 9,300,537
Capital Improvement Expenditures				
910 Buildings and Grounds				$ -
Repairs and Renovations/New Construction	$ 3,927,929	$ 3,777,956	$ 1,574,621	$ 9,280,506
Total Expenditures	$ 3,927,929	$ 3,777,956	$ 1,574,621	$ 9,280,506
NET (Est. Revenues - Expenditures)	$ 486,929	$ (506,960)	$ -	$ (20,031)

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2023-24 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

| College Name: | Alamance CC |
| Institution Number: | 886 |

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Summary of Revenues (excluding capital improvement projects)				
State*	$ 38,152,684			$ 38,152,684
County Funds		$ 4,877,822		$ 4,877,822
Institutional Funds			$ 11,977,800	$ 11,977,800
Operating Revenue Subtotal	$ 38,152,684	$ 4,877,822	$ 11,977,800	$ 55,008,306
Fund Balance Appropriated		$ -	$ -	$ -
Total Funds Available	$ 38,152,684	$ 4,877,822	$ 11,977,800	$ 55,008,306
Summary of Expenditures (excluding capital improvement projects)				
1XX Institutional Support	$ 6,995,494	$ 658,685	$ 990,000	$ 8,644,179
2XX Curriculum Instruction	$ 15,634,138	$ -	$ 731,000	$ 16,365,138
3XX Continuing Education	$ 5,834,613	$ -	$ 402,000	$ 6,236,613
4XX Academic Support	$ 3,280,352	$ -	$ 224,000	$ 3,504,352
5XX Student Support	$ 4,010,227	$ -	$ 260,000	$ 4,270,227
6XX Plant Operations & Maint.	$ -	$ 4,219,137	$ -	$ 4,219,137
7XX Proprietary/Other	$ -	$ -	$ 332,000	$ 332,000
8XX Student Aid	$ -	$ -	$ 9,038,800	$ 9,038,800
9XX Capital Outlay (excluding capital improvements)	$ 2,397,860	$ -	$ -	$ 2,397,860
Total Budgeted Expenditures	$ 38,152,684	$ 4,877,822	$ 11,977,800	$ 55,008,306
Net (Est. Revenues - Expenditures)	$ -	$ -	$ -	$ -

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

Alamance Community College - Budget Summary

Budget and Financial Information

For the
Month Ending
October-25

Alamance Community College -- Budget and Financial Information
For the Month Ending October 31, 2025
Executive Summary

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending October 31, 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
o Exhibit B - County Accounting Fund: Year-to-Date Budget Report
o Exhibit C – Institutional Accounting Fund: Year-to-Date Summary Report
o Exhibit D – Institutional Accounting Fund: Year-to-Date Detail Report

Report highlights include:

The college budget is strong with increased enrollment. Institutional funds also support the college should any unexpected expenses occur.

o **Exhibit A--State Accounting Fund**: The College has expensed 29.24% of the State budget with 33% of the year completed. Continuing Education increased course offering this year by 15%, creating a 15% increase in estimated FTE's.

o **Exhibit B—County Accounting Fund:** The College is on track for a balanced County budget in fiscal year 2025-2026 with 31.34% spent through October.

o **Exhibit C— Institutional Accounting Fund Balance Summary Report**: The College has Institutional funds available to support items not supported by state and county funds. Funds are owed for federal grants and capital projects due to timing differences.

o **Exhibit D—Institutional Accounting Fund Balance Detail Report**: The college spent 5.5 million in Institutional funds through October. The largest expenses include financial aid and construction projects.

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.

Exhibit A - State Funds

Division	Budget	Actual	Remaining	%	Prior Year
Executive Management	1,587,213.00	500,090.88	1,087,122.12	31.51%	1,359,894.01
Financial Services	1,558,408.00	581,439.87	976,968.13	37.31%	1,472,101.45
General Administration	2,109,456.00	784,081.39	1,325,374.61	37.17%	1,815,793.09
Information Systems	1,740,417.00	491,489.36	1,248,927.64	28.24%	1,426,370.30
Institutional Support	**6,995,494.00**	**2,357,101.50**	**4,638,392.50**	**33.69%**	**6,074,158.85**
Curriculum Instruction	15,799,624.00	4,740,038.23	11,059,585.77	30.00%	14,484,552.48
Curriculum Support	1,675,786.00	490,268.54	1,185,517.46	29.26%	1,270,617.51
BioBetter	598,985.00	88,299.09	510,685.91	14.74%	459,975.06
Curriculum	**18,074,395.00**	**5,318,605.86**	**12,755,789.14**	**29.43%**	**16,215,145.05**
Occupational Ext. Instruction	1,721,168.00	665,945.37	1,055,222.63	38.69%	1,666,536.95
Occupational Ext. Support	1,274,058.00	427,961.96	846,096.04	33.59%	1,004,915.24
Continuing Education Support	1,038,570.00	339,148.85	699,421.15	32.66%	1,008,506.94
Continuing Education	**4,033,796.00**	**1,433,056.18**	**2,600,739.82**	**35.53%**	**3,679,959.13**
Adult Basic Education Title 2 Sec 231	1,450,820.00	490,658.46	960,161.54	33.82%	1,237,632.00
Adult High School	206,240.00	61,843.55	144,396.45	29.99%	190,425.00
Integrated Education(IET)	100,000.00	39,229.38	60,770.62	39.23%	94,720.39
Literacy Special Programs	49,666.00	4,837.76	44,828.24	9.74%	22,884.27
College and Career Readiness	**1,806,726.00**	**596,569.15**	**1,210,156.85**	**33.02%**	**1,545,661.66**

Exhibit A - State Funds

Division	Budget	Actual	Remaining	%	Prior Year
Small Business Centers	174,737.00	39,391.87	135,345.13	22.54%	170,494.19
Customized Training	108,543.00	62,488.34	46,054.66	57.57%	190,400.64
Apprenticeship	184,871.00	109,318.73	75,552.27	59.13%	58,235.48
Industry Support	**468,151.00**	**211,198.94**	**256,952.06**	**45.11%**	**419,130.31**
Library/Learning Center	**565,996.00**	**184,157.92**	**381,838.08**	**32.54%**	**550,165.04**
Student Services	3,716,917.00	1,041,013.16	2,675,903.84	28.01%	2,657,812.61
IDD Training (Devt Disab)	194,000.00	32,050.38	161,949.62	16.52%	111,768.46
Childcare	56,641.00	-780.00	57,421.00	-1.38%	54,036.00
Scholarships	42,669.00	2,864.00	39,805.00	6.71%	33,597.10
Student Services	**4,010,227.00**	**1,075,147.54**	**2,935,079.46**	**26.81%**	**2,857,214.17**
Equipment	2,638,464.00	117,234.08	2,521,229.92	4.44%	948,505.49
Books	46,188.00	6,369.02	39,818.98	13.79%	46,627.96
Capital Outlay	**2,684,652.00**	**123,603.10**	**2,561,048.90**	**4.60%**	**995,133.45**
Grand Total	**38,639,437.00**	**11,299,440.19**	**27,339,996.81**	**29.24%**	**32,336,567.66**

Exhibit B - County Funds

Division	Budget	Actual	Remaining	%	Prior Year
Executive Management	**658,685.00**	**411,897.09**	**246,787.91**	**62.53%**	587,375.00
Plant Operations	3,517,712.00	1,041,223.04	2,476,488.96	29.60%	3,181,915.00
Plant Maintenance	759,785.00	298,684.04	461,100.96	39.31%	799,030.00
Facilities Services	**4,277,497.00**	**1,339,907.08**	**2,937,589.92**	**31.32%**	**3,980,945.00**
Capital Projects	536,000.00	45,028.56	490,971.44	8.40%	355,618.00
Capital Carryforward	152,650.00	14,821.44	137,828.56	9.71%	51,472.00
Capital Outlay	**688,650.00**	**59,850.00**	**628,800.00**	**18.11%**	**407,090.00**
Grand Total	**5,624,832.00**	**1,811,654.17**	**3,813,177.83**	**32.21%**	**4,975,410.00**

Alamance Community College
Institutional Funds Balance
YTD October 2025

Exhibit C

Department	Beginning 7/1/25	Revenues	Expenses	Balance
Bookstore	$ 1,624,297.92	$ 409,184.12	$ 397,935.00	$ 1,635,547.04
Proprietary Funds	$ 21,276.38	$ 289.00	$ 26,193.90	$ (4,628.52)
Unrestricted	$ 668,758.12	$ 78,825.80	$ (29,393.33)	$ 776,977.25
Vending	$ 46,803.41	$ 4,383.42	$ 16,580.41	$ 34,606.42
College Funds	$ 2,361,135.83	$ 492,682.34	$ 411,315.98	$ 2,442,502.19
College Fees	$ 644,503.95	$ 169,713.74	$ 92,899.57	$ 721,318.12
Course Fees	$ 556,501.81	$ 187,727.44	$ 117,800.53	$ 626,428.72
Live Projects	$ 312,071.97	$ 20,950.78	$ 21,723.26	$ 311,299.49
Self-Supporting	$ 281,242.85	$ 46,064.71	$ (19,421.85)	$ 346,729.41
College Support Funds	$ 1,794,320.58	$ 424,456.67	$ 213,001.51	$ 2,005,775.74
Federal Grants	$ 38,418.05	$ 413,550.61	$ 313,298.86	$ 138,669.80
Grants	$ 12,375.60	$ -	$ 13,585.56	$ (1,209.96)
NCCCS Grant	$ 682,961.00	$ 59.00	$ 77,923.28	$ 605,096.72
State Grants	$ 730,316.42	$ 28,590.86	$ (1,611.16)	$ 760,518.44
Grants	$ 1,464,071.07	$ 442,200.47	$ 403,196.54	$ 1,503,075.00
Federal Scholarships	$ (12,210.14)	$ 2,130,851.56	$ 2,623,837.16	$ (505,195.74)
State Scholarships	$ 226,967.05	$ 121,520.92	$ 159,870.52	$ 188,617.45
Federal Admininstrative Funds	$ 175,504.92	$ -	$ 1,913.47	$ 173,591.45
Financial Aid and Scholarships	$ 390,261.83	$ 2,252,372.48	$ 2,785,621.15	$ (142,986.84)
Capital Assets	$ 86,247,538.94	$ 490.00	$ 176,783.58	$ 86,071,245.36
Capital Projects	$ (109,197.48)	$ 1,344,941.26	$ 1,528,582.90	$ (292,839.12)
Capital Funds	$ 86,138,341.46	$ 1,345,431.26	$ 1,705,366.48	$ 85,778,406.24
Grand Total	$ 92,148,130.77	$ 4,957,143.22	$ 5,518,501.66	$ 91,586,772.33

Alamance Community College
Institutional Funds
YTD October 2025

Exhibit D

Department	Beginning 7/1/25	Revenues	Expenses	Balance	Notes
Biblui Bookstore Charges	27,690.00	398,204.43	398,210.00	27,684.43	Prepay EA Book Fees
Bookstore	1,596,607.92	10,979.69	-275.00	1,607,862.61	
Bookstore	**1,624,297.92**	**409,184.12**	**397,935.00**	**1,635,547.04**	
Duplicating Center	17,720.45	289.00	1,383.50	16,625.95	
Public Information & Marketing	3,555.93	0.00	24,810.40	-21,254.47	
Proprietary	**21,276.38**	**289.00**	**26,193.90**	**-4,628.52**	
Graduation	10,140.43	3,371.00	1,913.60	11,597.83	
Administrative Services	98.30	5,000.00	48.55	5,049.75	
Capital Investments Fund	264,690.77	25,924.29	0.00	290,615.06	
Continuing Education	564.45	8,000.00	0.00	8,564.45	
Curriculum	-1,017.41	20,000.00	4,716.50	14,266.09	
Executive Vice President	4,576.84	0.00	1,022.62	3,554.22	
Fiscal Services	313,421.72	-3,487.63	-54,502.02	364,436.11	
Learning Resource Center	1,074.70	18.14	32.01	1,060.83	
Lost Revenues-Instituional	6,301.37	0.00	0.00	6,301.37	
Lost State Revenue	38,582.27	0.00	563.23	38,019.04	
Presidents Office	-12,279.01	20,000.00	6,012.97	1,708.02	
State Replacement	-884.54	0.00	0.00	-884.54	
Thigpen Trust	43,488.23	0.00	10,799.21	32,689.02	
Unrestricted	**668,758.12**	**78,825.80**	**-29,393.23**	**776,977.15**	
Vending	**46,803.41**	**4,383.42**	**16,580.41**	**34,606.42**	
College Funds	**2,361,135.83**	**492,682.34**	**411,316.08**	**2,442,502.09**	
CE Technology Fee	152.59	0.00	0.00	152.59	
Criminal Justice	700.00	0.00	0.00	700.00	
Curriculum CAPS Fee	184,061.05	36,813.24	47,876.67	172,997.62	
Curriculum Technology Fee	144,340.43	55,391.67	0.00	199,732.10	
Student Activity Fee - CU	243,411.19	73,140.14	45,022.90	271,528.43	
Traffic Control, Parking and S	71,838.69	4,368.69	0.00	76,207.38	
College Fees	**644,503.95**	**169,713.74**	**92,899.57**	**721,318.12**	
Advertising Graphics Technolog	0.00	2,450.00	0.00	2,450.00	
Agriculture	0.00	600.00	0.00	600.00	
Automotive Technology	84.22	3,625.00	0.00	3,709.22	
Beauty Professional	2,400.00	10,775.45	0.00	13,175.45	
Biotechnology	3,574.37	1,706.25	6,956.81	-1,676.19	
BLET Uniforms	0.00	1,220.00	0.00	1,220.00	
Computer Aided Drafting Tech	0.00	725.00	0.00	725.00	
Con-Ed Fees - Public Safety	116,247.48	3,088.73	0.00	119,336.21	
Con-Ed Fees - Special Programs	21,997.27	1,346.45	0.00	23,343.72	
Criminal Justice	700.00	2,130.00	0.00	2,830.00	
Culinary Technology	-869.29	1,530.00	0.00	660.71	
Dental Assistant	20,039.71	8,230.50	548.86	27,721.35	
Emergency Medical Science	16,015.00	6,104.10	0.00	22,119.10	
EMS - Burlington	0.00	0.00	22.00	-22.00	
EMS-Graham	25,771.51	2,605.00	-2,564.50	30,941.01	
Health Care	25.00	3,400.00	0.00	3,425.00	
Humanities & Fine Arts	0.00	716.67	0.00	716.67	
Law Enforcement - Cont Edu	0.00	0.00	4,088.96	-4,088.96	
Machining	0.00	3,559.00	0.00	3,559.00	
Mechatronic/Industrial Systems	0.00	5,076.28	0.00	5,076.28	
Medical Assistant	17,549.68	5,278.25	0.00	22,827.93	
Medical Lab Technician	6,234.18	1,157.36	0.00	7,391.54	
Misc Curriculum Fees	12,256.09	7.00	0.00	12,263.09	
Natural Sciences	17,992.83	12,298.99	0.00	30,291.82	
Nurse Aide	14,896.73	8,428.19	4,020.00	19,304.92	
Nursing	34,073.48	58,991.56	97,303.61	-4,238.57	
Occupational Extension	216,359.91	2,923.92	0.00	219,283.83	
Pottery	330.00	3,630.00	0.00	3,960.00	

Exhibit D

Department	Beginning 7/1/25	Revenues	Expenses	Balance	Notes
Professional Dog Grooming	782.00	7,038.00	8,144.82	-324.82	
Public Offerings	0.00	0.00	114.75	-114.75	
Special Programs	30,041.64	1,312.00	-834.78	32,188.42	
Trade & Industry	0.00	510.00	0.00	510.00	
Vet Tech - HCWF	0.00	550.00	0.00	550.00	
Welding	0.00	26,713.74	0.00	26,713.74	
Course Fees	**556,501.81**	**187,727.44**	**117,800.53**	**626,428.72**	
Animal Care and Management	411.58	0.00	0.00	411.58	
Automotive Technology	-5,523.54	51.80	0.00	-5,471.74	
Cosmetology	188,266.28	12,115.98	21,586.96	178,795.30	
Culinary Food Service	33,264.70	2,135.00	0.00	35,399.70	
Culinary Technology	-869.29	0.00	6.69	-875.98	
Dental Assistant	67,608.93	372.00	6.21	67,974.72	
Massage Therapy	28,913.31	2,222.00	123.40	31,011.91	
Professional Development& CEUs	0.00	4,054.00	0.00	4,054.00	
Live Projects	**312,071.97**	**20,950.78**	**21,723.26**	**311,299.49**	
Comm Svc - Graham - Self Supp	164,942.51	25,084.74	-58,100.67	248,127.92	
Continuing Educ Service Fees	44,652.25	7,839.73	0.00	52,491.98	
Non-FTE/ Self-Supporting	0.00	2,110.00	6,443.02	-4,333.02	
OE Self Supp	32,417.47	11,678.24	5,942.69	38,153.02	
Summer Camp	39,230.62	-648.00	26,293.11	12,289.51	
Self-Supporting	**281,242.85**	**46,064.71**	**-19,421.85**	**346,729.41**	
College Support Funds	**1,794,320.58**	**424,456.67**	**213,001.51**	**2,005,775.74**	
Cyberskills Grant	704.28	0.00	0.00	704.28	
Digital Navigator Grant	13,534.91	0.00	13,508.87	26.04	
Firehouse Public Safety Grant	-1,863.59	0.00	76.69	-1,940.28	
College Grants	**12,375.60**	**0.00**	**13,585.56**	**-1,209.96**	
ACE Grant	12,550.34	18,122.50	33,560.58	-2,887.74	
AEFLA Section 243	-3,523.54		229.70	-3,753.24	
AJOBS-JCPC Grant	-29,414.55	43,301.81	26,340.88	-12,453.62	Due From Federal Government
America 250 Grant	4,494.55	3,000.00	1,635.41	5,859.14	
AWESM Grant	0.00	0.00	-174.17	174.17	
BioWorks Federal Grant	-652.75	0.00	0.00	-652.75	
College Work Study	84,570.73	99,273.00	29,332.92	154,510.81	
SIP - PACE Program	2,581.04	55,581.18	98,881.56	-40,719.34	Due From Federal Government
Steps4Growth Fed Grant (ARP)	-12,217.67	70,509.56	43,058.26	15,233.63	
TRIO Student Support Services	-19,970.10	123,762.56	80,433.72	23,358.74	
Federal Grants	**38,418.05**	**413,550.61**	**313,298.86**	**138,669.80**	
C-Step Grant	-8,052.83	10,000.00	1,088.89	858.28	
TECAT State Funds	753,627.60	4,790.86	0.00	758,418.46	
NSF Mentor Connect	-526.10	0.00	305.39	-831.49	
Governors Crime Commission	-14,732.25	13,800.00	-3,005.44	2,073.19	
State Grants	**730,316.42**	**28,590.86**	**-1,611.16**	**760,518.44**	
Longleaf Commitment Grant	225,482.00	59.00	0.00	225,541.00	
NC Community Colleges Boost	457,479.00	0.00	77,923.28	379,555.72	
NCCCS Grants	**682,961.00**	**59.00**	**77,923.28**	**605,096.72**	
Grants	**1,464,071.07**	**442,200.47**	**403,196.54**	**1,503,075.00**	
Overhead Receipts - DOE	151,199.32	0.00	0.00	151,199.32	
Overhead Receipts - VA	24,305.60	0.00	1,913.47	22,392.13	
Federal Administrative Funds	**175,504.92**	**0.00**	**1,913.47**	**173,591.45**	
SEOG	21,178.18	69,147.00	50,501.53	39,823.65	
Pell 2007 - 2008	15,812.28	0.00	0.00	15,812.28	
Pell 2024 - 2025	-49,200.60	61,704.56	10,380.80	2,123.16	
Pell 2025-2026	0.00	2,000,000.00	2,562,954.83	-562,954.83	Due from Federal Government
Federal Financial Aid	**-12,210.14**	**2,130,851.56**	**2,623,837.16**	**-505,195.74**	

Alamance Community College
Institutional Funds
YTD October 2025

Exhibit D

Department	Beginning 7/1/25	Revenues	Expenses	Balance	Notes
Targeted Assistance Grant	21,931.71	1,263.00	1,263.00	21,931.71	
FELS	-807.00	0.00	0.00	-807.00	
Golden Leaf Scholarships	-14,250.02	5,500.00	10,500.00	-19,250.02	Due from Golden Leaf
Helene relief	-926.00	0.00	269.00	-1,195.00	
Less than Half Time Grants	-13,299.00	9,819.00	1,900.00	-5,380.00	
NC Guarantee	137,937.00	104,315.00	108,784.00	133,468.00	
OSBM Student Support - 50223	96,380.36	623.92	37,154.52	59,849.76	
State Scholarships	**226,967.05**	**121,520.92**	**159,870.52**	**188,617.45**	
Financial Aid and Scholarships	**390,261.83**	**2,252,372.48**	**2,785,621.15**	**-142,986.84**	
Expended Plant Fund	86,247,538.94	490.00	176,783.58	86,071,245.36	
BioTech Third Floor Upfit	-48,300.00	14,650.52	96,864.00	-130,513.48	Due From State STIF
Covington Barn	-23,400.00	23,400.00	0.00	0.00	
NCDEQ EV Grant	-79,104.21	79,104.00	0.00	-0.21	
Public Safety Training Center	311,606.74	947,786.74	1,231,188.56	28,204.92	
Wayfinding Project	0.00	0.00	200,530.34	-200,530.34	Due From State STIF
Welding Ventilation	-270,000.01	280,000.00	0.00	9,999.99	
Capital Funds	**86,138,341.46**	**1,345,431.26**	**1,705,366.48**	**85,778,406.24**	
Total	**92,148,130.77**	**4,957,143.22**	**5,518,501.76**	**91,586,772.23**	

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2025 National Student Clearinghouse (NSC) Completion Rates Report Summary

Alamance Community College (ACC) uses the *National Student Clearinghouse (NSC) Total Student Completion Rate* as its "Key Indicator" of student completion, as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The College establishes both a minimum acceptable level of performance (48%) and a performance target (50%) for this measure. These benchmarks are reported to SACSCOC in the Fifth-Year Impact Report and the Decennial Compliance Certification Review.

The *Total Student Completion Rate* represents a six-year completion rate for first-time-in-college, degree-seeking students of any age who begin in the fall semester. Dual-enrolled students are excluded from this cohort.

Each spring, ACC retrieves the updated Completions Benchmark Report from the NSC portal. For 2025, the NSC Completion Rates Report shows that ACC's completion rate has remained stable over the past three cohorts, fluctuating by only 1.2 percentage points. The most recent 2017 cohort achieved a 49% completion rate, which is above the minimum performance threshold (48%) but slightly below the target goal (50%).

2025

NSC Completion Rates Report Summary

Reports from the National Student Clearinghouse (NSC) show that Alamance Community College's completion rates are consistently above the national average. The results show ACC's completion rate has remained steady (fluctuating only 1.2 percentage points) over the last three cohorts. The most recent 2017 cohort showed a total gain of 6.75 percentage points over the baseline completion rate of 41.90% established with the 2011 cohort.

Table 1: NSC Six-Year Total Completion Rate 2011-2017 Cohorts

Cohort	ACC	National Average
2011	41.90%	37.53%
2012	43.62%	39.22%
2013	45.33%	40.76%
2014	45.68%	40.28%
2015	49.85%	42.17%
2016	49.61%	43.08%
2017	48.65%	43.45%

"Minimum Acceptable" and "Target" Performance Levels

The College's Curriculum and Instruction Committee, consisting of a cross-section of faculty, reviews the College's appropriate minimum and target performance levels.

The ***baseline completion rate is 42%***. This is based on the College's completion rate for the 2011 cohort. The 2011 cohort was the first cohort where the National Student Clearinghouse utilized its current definitions and methodology for its six-year completion rate benchmark. This definition includes first-time degree-seeking students, of any age, who began their postsecondary studies in the Fall term of the cohort year. This cohort definition does not include dual-enrolled students.

The ***minimum acceptable completion rate is 48%.*** The College expects performance on this measure, at a minimum, to meet or exceed this rate. This minimum acceptable rate was calculated by averaging the College's completion rate over the past four years (2014-2017). Using the average score as the minimum acceptable level allows the College to monitor whether its total completion rate continues to trend upward.

The ***target completion rate is 50%.*** This rate is one standard deviation above ACC's four-year average. This methodology is based on the North Carolina Community College System's method of identifying "excellence level" at one standard deviation above the mean.

October 15, 2025

The table below compares ACC's recent completion rate results with these performance levels. In this table, ACC's results are rounded to the nearest whole percent to be consistent with the format of the baseline, minimum, and target performance levels.

Table 2: NSC Six-Year Total Completion Rate (rounded) Compared to ACC Performance Levels

Cohort	ACC (rounded)	ACC Performance Levels
2014	46%	Below Minimum
2015	50%	At Target
2016	50%	At Target
2017	49%	Above Minimum, Below Target

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Policy 4.1.9: Instructional Minimal Acceptable Level, Performance Target - Total Student Completion Rate

- **Changes to Existing Policy**
  - Remove ACC's recent results table and any other data currently listed within the policy.
  - Add timeline for reviewing data for new Benchmark Report to determine new minimum acceptable level and performance target.
  - Add Curriculum and Instruction Committee to clarify which committee it is referencing.
  - Change wording from minimal to minimum in title and body of policy.
    - Policy 4.1.9: Instructional Minimum Acceptable Level, Performance Target - Total Student Completion Rate

- **Rationale for New Policy**
  - The current policy includes data from the past four years, which requires regular updates to maintain accuracy. By removing specific College data from the policy, ACC will eliminate the need to revise the policy annually or on a recurring basis. This change ensures the policy remains accurate and sustainable over time.

- **Stakeholder Input**
  - Dr. Justin Snyder, Senior VP of Student Learning & Workforce Development
  - Sonya McCook, Vice President of Instruction/CAO
  - Rose Webster, Director of Research and Institutional Effectiveness

Required by the Southern Association of Colleges and Schools to select a "Key Indicator" of student completion, ACC chose the National Student Clearinghouse Total Student Completion Rate. The College is required to identify minimum acceptable levels of performance and a performance target for this rate and to report results in the Fifth-Year Impact Report and the decennial Compliance Review Certification.

The Total Student Completion Rate is a six-year completion rate that does not include dual-enrolled students. Students who are simultaneously attending high school and postsecondary classes are not considered first-time college students in this measure. The Total Student Completion Rate focuses on a cohort of first-time-in-college degree-seeking students of any age who start in the fall semester.

Each spring, an updated National Student Clearinghouse Completions Benchmark report will be pulled out of the National Student Clearinghouse portal. This data is used to determine the new minimum acceptable level and performance target. An updated ACC Completions Benchmarks Report will be published on the Research & Institutional Effectiveness webpage.

A. Minimum Acceptable Level

   Threshold will be set for ACC's minimum acceptable level of achievement that represents the College's average performance for the last four years. Using the most recent average score as the minimal level of acceptable performance allows the College to monitor whether the total completion rate continues to trend upward.

B. Performance Target

   ACC's target performance level is one standard deviation higher than the College's average score over the last four years.

C. Annual Review of Performance Levels

   The Curriculum and Instruction Committee will review results and performance levels annually.

Adopted: April 12, 2021

Required by the Southern Association of Colleges and Schools to select a "Key Indicator" of student completion, ACC chose the National Student Clearinghouse Total Student Completion Rate. The College is required to identify minimumal acceptable levels of performance and a performance target for this rate and to report results in the Fifth-Year Impact Report and the decennial Compliance Review Certification.

The Total Student Completion Rate is a six-year completion rate that does not include dualenrolled students. Students who are simultaneously attending high school and postsecondary classes are not considered first-time college students in this measure. The Total Student Completion Rate focuses on a cohort of first-time-in-college degree-seeking students of any age who start in the fall semester.

Each spring, an updated National Student Clearinghouse Completions Benchmark report will be pulled out of the National Student Clearinghouse portal. This data is used to determine the new minimum acceptable level and performance target. An updated ACC Completions Benchmarks Report will be published on the Research & Institutional Effectiveness webpage.

ACC's recent results are provided below:

Cohort	ACC Total Completion Rate	Peer Group Comparison Rate
2010*	36.6%	38.7%
2011	41.90%	37.53%
2012	43.62%	39.22%
2013	45.33%	40.76%

*Methodology for 2010 cohort included dual-enrolled students.

A. Minimum Acceptable Level

A threshold of 42% isThreshold will be set for ACC's minimumal acceptable level of achievement that represents. This threshold represents the College's average performance for the last four years. (higher than the peer group average of 39%). Using the most recent average score as the minimumal level of acceptable performance allows the College to monitor whether the total completion rate continues to trend upward.

B. Performance Target

ACC's target performance level ~~is 45%. The target~~ is one standard deviation higher than the College's average score over the last four years. ~~and 6.3 points higher than the peer comparison group average of 39% over the same time span.~~

C. Annual Review of Performance Levels

The Curriculum and Instruction Committee will review results and performance levels annually.

As graduation rate is a key indicator of student success, ACC's annual Total Student Completion Rate—together with comparative completion rate data from peer institutions and the college's established target performance level—will be reported to the Board of Trustees annually.

Adopted: April 12, 2021
Revised: November 10, 2025

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January 2026 - July 2028 Academic Calendar

The January 2026 – July 2028 Academic Calendar outlines important dates and deadlines for faculty, staff, and students, such as holidays, workdays, and term start and end dates.

The Calendar Committee is responsible for planning the college and academic calendar while prioritizing student learning and adhering to NCCCS Administrative Code requirements. The Committee determines start and end dates for the curriculum schedule each semester, ensures that enough days are built into the schedule to meet state requirements, and identifies student and faculty breaks. The Director of Human Resources shares proposed college holidays and identifies mandatory leave days for staff in December to ensure that the curriculum schedule and college holidays are aligned.

The Committee is providing the calendar recommendations to the President and Board of Trustees, to approve curriculum semester start and end dates, designated college holidays, and mandatory staff leave days.

January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Happy New Year	**1** **New Year's Day Holiday (8) College Closed**	**2** **Faculty off (13) (9)**	3
4	**5** **Faculty Return Workday 11 (12mos); 6 (9 mos)**	**6** **Workday 12 (12mos); 7 (9 mos)**	**7** **Workday 13 (12mos); 8 (9 mos)**	**8** **Spring Semester Starts** 1	9 1	10 **Saturday Classes Start**
11	12 1	13 1	14 1	15 2	16 2	17
18	**19** **MLK Jr. Holiday (9) College Closed**	20 2	21 2	22 3	23 3	24
25	26 2	27 3	28 3	29 4	30 4	31

February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 3	3 4	4 4	5 5	6 5	7
8	9 4	10 5	11 5	12 6	13 6	14
15	16 5	17 6	18 6	19 7	20 7	21
22	23 6	24 7	25 7	26 8	27 8	28

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 7	3 8	4 8	5 End of 1st 8 weeks **8th MONDAY Class**	6 **No Curriculum Classes Workday 14 (12mos); 9 (9 mos)** **Professional Development Day(3)**	7
8	9 **No Curriculum Classes Workday 15 (12mos); 10 (9 mos)** **Professional Development Day(4)**	10 **(14) (10)**	11 **(15) (11)**	12 **(16) (12)**	13 **(17) (13)**	14
15	16 Start of 2nd 8 weeks 9	17 9	18 9	19 9	20 9	21
22	23 10	24 10	25 10	26 10	27 10	28
29	30 11	31 11				

SPRING BREAK

April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 11	2 **No Curriculum Classes** **Faculty Off (18) (14)**	3 **Holiday (10)** **College Closed**	4 **Holiday** **College Closed**
5 **Easter** **College Closed** 12	6 12	7 12	8 12	9 11	10 11	11
12	13 13	14 13	15 13	16 12	17 12	18
19	20 14	21 14	22 14	23 13	24 13	25
26	27 15	28 15	29 15	30 14		

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 14	2
3	4 16	5 16	6 16	7 15	8 15	9 Last day for Saturday classes
10	11 Last class day for **FRIDAY (16)** classes	12 **END OF TERM** Last class day for **THURSDAY (16)** classes	13 Grades due **Required Workday 16 (12mos); 11 (9mos)**	14 **Workday 17 (12mos); 12 (9mos)**	15 **Workday 18 (12mos); 13 (9mos)** End of 9mo contracts	16
17	18 **Faculty Break 19 (12mos)**	19 **Faculty Break 20 (12mos)**	20 **Faculty Break 21 (12mos)**	21 **Summer Semester Starts** 1	22 1	23
24	25 **Memorial Day Holiday (11)** **College Closed**	26 1	27 1	28 2	29 2	30
31						

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 1	2 2	3 2	4 3	5 3	6
7	8 2	9 3	10 3	11 4	12 4	13
14	15 3	16 4	17 4	18 5	19 **No Curriculum Classes** **Workday (19)**	20
21	22 4	23 5	24 5	25 6	26 5	27
28	29 5	30 6				

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 6	2 7	3 **July 4th Holiday (12)** **College Closed**	4
5	6 6	7 7	8 7	9 8	10 6	11
12	13 7	14 8	15 8	16 **7th FRIDAY Class**	17 **8th FRIDAY Class**	18
19	20 **END OF TERM** 8	21 Grades due **Required Faculty** **Workday (20)**	22 **Faculty Break 22** **(12mos)**	23 **Faculty Break 23** **(12mos)**	24 **Faculty Break 24** **(12mos)**	25
26	27 **Faculty Break 25** **(12mos)**	28 **Faculty Break 26** **(12mos)**	29 **Faculty Break 27** **(12mos)**	30 **Faculty Break 28** **(12mos)**	31 **Faculty Break 29** **(12mos)**	

AUGUST 2026

ALAMANCE COMMUNITY COLLEGE

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
						AUGUST, 1	☐
							☐
							☐
							☐
AUGUST, 2	**AUGUST, 3**	**AUGUST, 4**	**AUGUST, 5**	**AUGUST, 6**	**AUGUST, 7**	**AUGUST, 8**	☐
	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK		☐
					Summer Hours End		☐
AUGUST, 9	**AUGUST, 10**	**AUGUST, 11**	**AUGUST, 12**	**AUGUST, 13**	**AUGUST, 14**	**AUGUST, 15**	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
	12 MONTH FACULTY RETURN	FACULTY WORKDAY	9 MONTH FACULTY RETURN	FACULTY WORKDAY	FACULTY WORKDAY	Continuing Education Term CE3 Starts	☐
	FACULTY WORKDAY		**All faculty/staff meeting**		Continuing Education Term CE2 Ends		☐
			FACULTY WORKDAY				☐
AUGUST, 16	**AUGUST, 17**	**AUGUST, 18**	**AUGUST, 19**	**AUGUST, 20**	**AUGUST, 21**	**AUGUST, 22**	☐
	FALL SEMESTER STARTS					1st 8 Week Census Date	☐
	1	1	1	1	1		☐
AUGUST, 23	**AUGUST, 24**	**AUGUST, 25**	**AUGUST, 26**	**AUGUST, 27**	**AUGUST, 28**	**AUGUST, 29**	☐
			16 Week Census Date online & hybrid				
	2	2	2	2	2		
AUGUST, 30	**AUGUST, 31**						
	3						

CURRICULUM TUITION REFUNDS:
ACC will provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the college calendar.

After an on-cycle course section begins, ACC shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar.

SEPTEMBER 2026

ALAMANCE COMMUNITY COLLEGE

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
		SEPTEMBER, 1	SEPTEMBER, 2	SEPTEMBER, 3	SEPTEMBER, 4	SEPTEMBER, 5	☐
		3	3	3	3		☐
SEPTEMBER, 6	SEPTEMBER, 7 LABOR DAY - COLLEGE CLOSED	SEPTEMBER, 8	SEPTEMBER, 9	SEPTEMBER, 10	SEPTEMBER, 11	SEPTEMBER, 12	☐
		4	4	4	4		☐ ☐ ☐
SEPTEMBER, 13	SEPTEMBER, 14	SEPTEMBER, 15	SEPTEMBER, 16	SEPTEMBER, 17	SEPTEMBER, 18	SEPTEMBER, 19	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
	4	5	5	5	5		☐ ☐ ☐
SEPTEMBER, 20	SEPTEMBER, 21	SEPTEMBER, 22	SEPTEMBER, 23	SEPTEMBER, 24	SEPTEMBER, 25	SEPTEMBER, 26	☐
	5	6	6	6	6		☐ ☐ ☐
SEPTEMBER, 27	SEPTEMBER, 28	SEPTEMBER, 29	SEPTEMBER, 30				☐
	6	7	7				

OCTOBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				OCTOBER, 1 Last day to drop 1st 8 week sections	OCTOBER, 2 7	OCTOBER, 3 7
OCTOBER, 4	OCTOBER, 5	OCTOBER, 6	OCTOBER, 7	OCTOBER, 8	OCTOBER, 9	OCTOBER, 10
7	8	8	8	8	8	
OCTOBER, 11	OCTOBER, 12 END OF 1ST 8-WEEKS	OCTOBER, 13 Student FALL BREAK FACULTY WORKDAY Grades Due by Noon	OCTOBER, 14 Student FALL BREAK FACULTY WORKDAY	OCTOBER, 15 FALL BREAK	OCTOBER, 16 FALL BREAK	OCTOBER, 17
	8					
OCTOBER, 18	OCTOBER, 19 START OF 2ND 8-WEEKS	OCTOBER, 20	OCTOBER, 21	OCTOBER, 22	OCTOBER, 23 2nd 8 Week Census Date	OCTOBER, 24
9	9	9	9	9	9	
OCTOBER, 25	OCTOBER, 26	OCTOBER, 27	OCTOBER, 28	OCTOBER, 29	OCTOBER, 30	OCTOBER, 31
10	10	10	10	10		

ACADEMIC EVENTS

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HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

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NOVEMBER 2026

ALAMANCE COMMUNITY COLLEGE

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
NOVEMBER, 1	NOVEMBER, 2	NOVEMBER, 3	NOVEMBER, 4	NOVEMBER, 5	NOVEMBER, 6	NOVEMBER, 7	☐
11	11	11	11	11	11		☐
NOVEMBER, 8	NOVEMBER, 9	NOVEMBER, 10	NOVEMBER, 11	NOVEMBER, 12	NOVEMBER, 13	NOVEMBER, 14	☐
12	12	12	12	12	12		☐
NOVEMBER, 15	NOVEMBER, 16	NOVEMBER, 17	NOVEMBER, 18	NOVEMBER, 19 Last day to drop 16 Week sections	NOVEMBER, 20	NOVEMBER, 21	☐
13	13	13	13	13	13		**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS** ☐
NOVEMBER, 22	NOVEMBER, 23	NOVEMBER, 24	NOVEMBER, 25	NOVEMBER, 26 THANKSGIVING HOLIDAY COLLEGE CLOSED	NOVEMBER, 27 THANKSGIVING HOLIDAY COLLEGE CLOSED	NOVEMBER, 28	☐
14	14	14					☐
NOVEMBER, 29	NOVEMBER, 30						☐
15							☐

ACADEMIC EVENTS

HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		DECEMBER, 1	**DECEMBER, 2**	**DECEMBER, 3**	**DECEMBER, 4** Last day to drop 2nd 8 Week Sections	**DECEMBER, 5**
		15	15	14	14	
DECEMBER, 6	**DECEMBER, 7**	**DECEMBER, 8**	**DECEMBER, 9**	**DECEMBER, 10**	**DECEMBER, 11**	**DECEMBER, 12**
	16	16	16	15	15	
DECEMBER, 13	**DECEMBER, 14**	**DECEMBER, 15** END OF TERM	**DECEMBER, 16** FACULTY WORKDAY **Grades Due by Noon**	**DECEMBER, 17** FACULTY BREAK	**DECEMBER, 18** FACULTY BREAK	**DECEMBER, 19**
	16 (Friday classes)	16 (Thursday classes)				
DECEMBER, 20	**DECEMBER, 21** FACULTY BREAK	**DECEMBER, 22** FACULTY BREAK	**DECEMBER, 23** FACULTY BREAK College Closes at 5pm	**DECEMBER, 24** **HOLIDAY** **COLLEGE CLOSED** FACULTY BREAK	**DECEMBER, 25** **HOLIDAY** **COLLEGE CLOSED** FACULTY BREAK	**DECEMBER, 26** **COLLEGE CLOSED**
DECEMBER, 27 **COLLEGE CLOSED**	**DECEMBER, 28** **HOLIDAY** **COLLEGE CLOSED** FACULTY BREAK	**DECEMBER, 29** **HOLIDAY** **COLLEGE CLOSED** FACULTY BREAK	**DECEMBER, 30** **Optional Staff Remote Day** FACULTY BREAK	**DECEMBER, 31** **Optional Staff Remote Day** FACULTY BREAK Continuing Education Term CE3 Ends		

ACADEMIC EVENTS

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HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

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JANUARY **2027**

SUN	MON	TUE	WED	THU	FRI	SAT
					JANUARY, 1 **NEW YEAR'S DAY HOLIDAY** **COLLEGE CLOSED** Continuing Education Term CE1 Starts	**JANUARY, 2**
JANUARY, 3	**JANUARY, 4** FACULTY WORKDAY RETURN TO CAMPUS	**JANUARY, 5** Open Registration Day FACULTY WORKDAY	**JANUARY, 6** SPRING CLASSES START 1	**JANUARY, 7** 1	**JANUARY, 8** 1	**JANUARY, 9**
JANUARY, 10	**JANUARY, 11** 1	**JANUARY, 12** Census Date 1st 8 Week Sections 1	**JANUARY, 13** 2	**JANUARY, 14** 2	**JANUARY, 15** 2	**JANUARY, 16** Census date 16 Week Online & Hybrid sections
JANUARY, 17	**JANUARY, 18** **MLK JR. HOLIDAY** **COLLEGE CLOSED** 2	**JANUARY, 19** 3	**JANUARY, 20** 3	**JANUARY, 21** 3	**JANUARY, 22**	**JANUARY, 23**
JANUARY, 24	**JANUARY, 25** 2	**JANUARY, 26** 3	**JANUARY, 27** 4	**JANUARY, 28** 4	**JANUARY, 29** 4	**JANUARY, 30**
JANUARY, 31						

ACADEMIC EVENTS

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HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

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- ☐
- ☐
- ☐

FEBRUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	FEBRUARY, 1	FEBRUARY, 2	FEBRUARY, 3	FEBRUARY, 4	FEBRUARY, 5	FEBRUARY, 6
	3	4	5	5	5	
FEBRUARY, 7	FEBRUARY, 8	FEBRUARY, 9	FEBRUARY, 10	FEBRUARY, 11	FEBRUARY, 12	FEBRUARY, 13
	4	5	6	6	6	
FEBRUARY, 14	FEBRUARY, 15	FEBRUARY, 16	FEBRUARY, 17	FEBRUARY, 18	FEBRUARY, 19	FEBRUARY, 20
						Last day to drop 1st 8 Week Sections
	5	6	7	7	7	
FEBRUARY, 21	FEBRUARY, 22	FEBRUARY, 23	FEBRUARY, 24	FEBRUARY, 25	FEBRUARY, 26	FEBRUARY, 27
	6	7	8	8	8	
FEBRUARY, 28						

ACADEMIC EVENTS

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- ☐
- ☐
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HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

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- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

MARCH 2027

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
	MARCH, 1	**MARCH, 2**	**MARCH, 3** **END OF 1ST 8-WEEKS** 8 (Monday classes meet)	**MARCH, 4** FACULTY WORKDAY **Grades Due by Noon** PD Day	**MARCH, 5** FACULTY WORKDAY PD Day	**MARCH, 6**	☐
	7	8					☐
MARCH, 7	**MARCH, 8** SPRING BREAK FACULTY BREAK	**MARCH, 9** SPRING BREAK FACULTY BREAK	**MARCH, 10** SPRING BREAK FACULTY BREAK	**MARCH, 11** SPRING BREAK FACULTY BREAK	**MARCH, 12** SPRING BREAK FACULTY BREAK	**MARCH, 13**	☐
	8						☐
							☐
MARCH, 14	**MARCH, 15** START OF 2ND 8-WEEKS	**MARCH, 16**	**MARCH, 17**	**MARCH, 18**	**MARCH, 19** Census date 2nd 8 Week sections	**MARCH, 20**	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
	9	9	10	9	9		☐
MARCH, 21	**MARCH, 22**	**MARCH, 23**	**MARCH, 24**	**MARCH, 25**	**MARCH, 26** EASTER HOLIDAY COLLEGE CLOSED	**MARCH, 27** EASTER HOLIDAY COLLEGE CLOSED	☐
	10	10	11	10			☐
							☐
MARCH, 28 EASTER HOLIDAY COLLEGE CLOSED	**MARCH, 29**	**MARCH, 30**	**MARCH, 31**				☐
	11	11	12				☐

APRIL **2027**

SUN	MON	TUE	WED	THU	FRI	SAT
				APRIL, 1	**APRIL, 2**	**APRIL, 3**
				11	10	
APRIL, 4	**APRIL, 5**	**APRIL, 6**	**APRIL, 7**	**APRIL, 8**	**APRIL, 9**	**APRIL, 10**
12	12	13	12	11		
APRIL, 11	**APRIL, 12**	**APRIL, 13**	**APRIL, 14**	**APRIL, 15**	**APRIL, 16**	**APRIL, 17**
13	13	14	13	12		
APRIL, 18 Last day to drop 16 Week Sections	**APRIL, 19**	**APRIL, 20**	**APRIL, 21**	**APRIL, 22**	**APRIL, 23**	**APRIL, 24**
14	14	15	14	13		
APRIL, 25	**APRIL, 26**	**APRIL, 27**	**APRIL, 28**	**APRIL, 29** Last day to drop 2nd 8 Week Sections	**APRIL, 30**	
15	15	16	15	14		

ACADEMIC EVENTS

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- ☐
- ☐
- ☐
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HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

MAY 2027

ALAMANCE COMMUNITY COLLEGE

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
						MAY, 1	☐
							☐
							☐
							☐
MAY, 2	**MAY, 3**	**MAY, 4**	**MAY, 5**	**MAY, 6**	**MAY, 7**	**MAY, 8**	☐
							☐
							☐
	16	16	17	16	15		**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
MAY, 9	**MAY, 10** END OF TERM	**MAY, 11** FACULTY WORKDAY **Grades Due by Noon** 9 month faculty contract end	**MAY, 12** FACULTY WORKDAY	**MAY, 13** Open Registration Day **FACULTY WORKDAY**	**MAY, 14** FACULTY WORKDAY	**MAY, 15** Continuing Education Term CE1 Ends	☐
							☐
	16 (Friday Classes)						☐
MAY, 16 Continuing Education Term CE2 Starts	**MAY, 17** FACULTY BREAK **Summer Hours Start**	**MAY, 18** FACULTY BREAK	**MAY, 19** FACULTY BREAK	**MAY, 20** FACULTY BREAK	**MAY, 21** FACULTY BREAK	**MAY, 22**	☐
							☐
							☐
MAY, 23	**MAY, 24** SUMMER CLASSES START	**MAY, 25**	**MAY, 26**	**MAY, 27**	**MAY, 28** Census Date for 8 week sections	**MAY, 29**	☐
	1	1	1	1	1		
MAY, 30	**MAY, 31** **MEMORIAL DAY HOLIDAY COLLEGE CLOSED**						

JUNE 2027

Alamance COMMUNITY COLLEGE

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
		JUNE, 1	JUNE, 2	JUNE, 3	JUNE, 4	JUNE, 5	☐
		2	2	2	2		☐
JUNE, 6	JUNE, 7	JUNE, 8	JUNE, 9	JUNE, 10	JUNE, 11	JUNE, 12	☐
							☐
	2	3	3	3	3		☐ ☐ ☐
JUNE, 13	JUNE, 14	JUNE, 15	JUNE, 16	JUNE, 17	JUNE, 18	JUNE, 19	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
	3	4	4	4	4		☐ ☐ ☐
JUNE, 20	JUNE, 21	JUNE, 22	JUNE, 23	JUNE, 24	JUNE, 25	JUNE, 26	☐
	4	5	5	5	5		☐ ☐ ☐
JUNE, 27	JUNE, 28	JUNE, 29	JUNE, 30				
	5	6	6				

JULY 2027

ALAMANCE COMMUNITY COLLEGE

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
				JULY, 1	JULY, 2	JULY, 3	☐
				6	6		☐
JULY, 4 **JULY 4TH HOLIDAY**	JULY, 5 **JULY 4TH HOLIDAY COLLEGE CLOSED**	JULY, 6	JULY, 7	JULY, 8	JULY, 9 Last day to drop 8 week sections	JULY, 10	☐ ☐ ☐ ☐
		7	7	7	7		
JULY, 11	JULY, 12	JULY, 13	JULY, 14	JULY, 15	JULY, 16	JULY, 17	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
	6	8	8	8	8		☐ ☐
JULY, 18	JULY, 19	JULY, 20 **END OF TERM**	JULY, 21 **FACULTY WORKDAY** **Grades Due by Noon**	JULY, 22 **FACULTY BREAK**	JULY, 23 **FACULTY BREAK**	JULY, 24	☐ ☐ ☐ ☐ ☐
	7	8 (Monday Classes)					
JULY, 25	JULY, 26 **FACULTY BREAK**	JULY, 27 **FACULTY BREAK**	JULY, 28 **FACULTY BREAK**	JULY, 29 **FACULTY BREAK**	JULY, 30 **FACULTY BREAK**	JULY, 31	

AUGUST 2027

Alamance COMMUNITY COLLEGE

SUN	MON	TUE	WED	THU	FRI	SAT
AUGUST, 1	AUGUST, 2 FACULTY BREAK	AUGUST, 3 FACULTY BREAK	AUGUST, 4 FACULTY BREAK	AUGUST, 5 FACULTY BREAK	AUGUST, 6 FACULTY BREAK Summer Hours End	AUGUST, 7
AUGUST, 8	AUGUST, 9 FACULTY WORKDAY 12 MONTH FACULTY RETURN	AUGUST, 10 FACULTY WORKDAY	AUGUST, 11 FACULTY WORKDAY 9 MONTH FACULTY RETURN All faculty/staff meeting	AUGUST, 12 FACULTY WORKDAY	AUGUST, 13 FACULTY WORKDAY	AUGUST, 14 Continuing Education Term CE2 Ends
AUGUST, 15 Continuing Education Term CE3 Starts	AUGUST, 16 FALL SEMESTER STARTS 1	AUGUST, 17 1	AUGUST, 18 1	AUGUST, 19 1	AUGUST, 20 1	AUGUST, 21 1st 8 Week Sections Census Date
AUGUST, 22	AUGUST, 23 2	AUGUST, 24 2	AUGUST, 25 2	AUGUST, 26 16 Week Census date Online & Hybrid 2	AUGUST, 27 2	AUGUST, 28
AUGUST, 29	AUGUST, 30 3	AUGUST, 31 3				

ACADEMIC EVENTS

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HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

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CURRICULUM TUITION REFUNDS:
ACC will provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the college calendar.

After an on-cycle course section begins, ACC shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar.

SEPTEMBER 2027

SUN	MON	TUE	WED	THU	FRI	SAT
			SEPTEMBER, 1	SEPTEMBER, 2	SEPTEMBER, 3	SEPTEMBER, 4
			3	3	3	
SEPTEMBER, 5	SEPTEMBER, 6 **LABOR DAY HOLIDAY COLLEGE CLOSED**	SEPTEMBER, 7	SEPTEMBER, 8	SEPTEMBER, 9	SEPTEMBER, 10	SEPTEMBER, 11
	4	4	4	4	4	
SEPTEMBER, 12	SEPTEMBER, 13	SEPTEMBER, 14	SEPTEMBER, 15	SEPTEMBER, 16	SEPTEMBER, 17	SEPTEMBER, 18
4	5	5	5	5	5	
SEPTEMBER, 19	SEPTEMBER, 20	SEPTEMBER, 21	SEPTEMBER, 22	SEPTEMBER, 23	SEPTEMBER, 24	SEPTEMBER, 25
5	6	6	6	6	6	
SEPTEMBER, 26	SEPTEMBER, 27	SEPTEMBER, 28	SEPTEMBER, 29	SEPTEMBER, 30 Last Day to withdraw 1st 8 Week Sections		
6	7	7	7			

ACADEMIC EVENTS

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HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

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- ☐
- ☐
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- ☐

OCTOBER 2027

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
					OCTOBER, 1	OCTOBER, 2	☐
							☐
							☐
					7		☐
OCTOBER, 3	OCTOBER, 4	OCTOBER, 5	OCTOBER, 6	OCTOBER, 7	OCTOBER, 8	OCTOBER, 9	☐
							☐
							☐
7	8	8	8	8			
OCTOBER, 10	OCTOBER, 11 **END OF 1ST 8-WEEKS**	OCTOBER, 12 **FALL BREAK** Grades Due at Noon **FACULTY WORKDAY** PD Day	OCTOBER, 13 **FALL BREAK** **FACULTY WORKDAY** PD Day	OCTOBER, 14 **FALL BREAK**	OCTOBER, 15 **FALL BREAK**	OCTOBER, 16 **FALL BREAK**	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
							☐
	8						☐
OCTOBER, 17	OCTOBER, 18 **START OF 2ND 8-WEEKS**	OCTOBER, 19	OCTOBER, 20 Census Date 2nd 8 Week Sections	OCTOBER, 21	OCTOBER, 22	OCTOBER, 23	☐
							☐
							☐
9	9	9	9	9			☐
OCTOBER, 24	OCTOBER, 25	OCTOBER, 26	OCTOBER, 27	OCTOBER, 28	OCTOBER, 29	OCTOBER, 30	
10	10	10	10	10			
OCTOBER, 31							

NOVEMBER 2027

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
	NOVEMBER, 1	NOVEMBER, 2	NOVEMBER, 3	NOVEMBER, 4	NOVEMBER, 5	NOVEMBER, 6	☐
	11	11	11	11	11		☐
NOVEMBER, 7	NOVEMBER, 8	NOVEMBER, 9	NOVEMBER, 10	NOVEMBER, 11	NOVEMBER, 12	NOVEMBER, 13	☐
	12	12	12	12	12		☐
NOVEMBER, 14	NOVEMBER, 15	NOVEMBER, 16	NOVEMBER, 17	NOVEMBER, 18 Last day to withdraw 16 Week Sections	NOVEMBER, 19	NOVEMBER, 20	☐
	13	13	13	13	13		
NOVEMBER, 21	NOVEMBER, 22	NOVEMBER, 23	NOVEMBER, 24	NOVEMBER, 25 **THANKSGIVING HOLIDAY COLLEGE CLOSED**	NOVEMBER, 26 **THANKSGIVING HOLIDAY COLLEGE CLOSED**	NOVEMBER, 27	
	14	14	14				
NOVEMBER, 28	NOVEMBER, 29	NOVEMBER, 30					
	15	15					

HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

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DECEMBER **2027**

SUN	MON	TUE	WED	THU	FRI	SAT
			DECEMBER, 1	DECEMBER, 2	DECEMBER, 3	DECEMBER, 4
					Last day to withdraw 2nd 8 Week Sections	
			15	14	14	
DECEMBER, 5	DECEMBER, 6	DECEMBER, 7	DECEMBER, 8	DECEMBER, 9	DECEMBER, 10	DECEMBER, 11
	16	16	16	15	15	
DECEMBER, 12	DECEMBER, 13	DECEMBER, 14	DECEMBER, 15	DECEMBER, 16	DECEMBER, 17	DECEMBER, 18
		END OF TERM	FACULTY WORKDAY	FACULTY BREAK	FACULTY BREAK	
			Grades Due by Noon			
	16 (Friday Classes)	16 (Thursday Classes)				
DECEMBER, 19	DECEMBER, 20	DECEMBER, 21	DECEMBER, 22	DECEMBER, 23	DECEMBER, 24	DECEMBER, 25
	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK	HOLIDAY	COLLEGE CLOSED
				COLLEGE CLOSES AT 5PM	COLLEGE CLOSED	
DECEMBER, 26	DECEMBER, 27	DECEMBER, 28	DECEMBER, 29	DECEMBER, 30	DECEMBER, 31	
COLLEGE CLOSED	COLLEGE CLOSED	COLLEGE CLOSED	COLLEGE CLOSED	Optional Staff Remote Day	HOLIDAY	
	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK	COLLEGE CLOSED	
					FACULTY BREAK	
					Continuing Education Term CE3 Ends	

ACADEMIC EVENTS

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HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

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- ☐
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JANUARY 2028

ALAMANCE COMMUNITY COLLEGE

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
						JANUARY, 1 **NEW YEAR'S DAY - COLLEGE CLOSED** Continuing Education Term CE1 Starts	☐ ☐ ☐ ☐
JANUARY, 2	**JANUARY, 3** **FACULTY WORKDAY** **RETURN TO CAMPUS**	**JANUARY, 4** **FACULTY WORKDAY** **OPEN REGISTRATION DAY**	**JANUARY, 5** **SPRING CLASSES START** 1	**JANUARY, 6** 1	**JANUARY, 7** 1	**JANUARY, 8** 1	☐ ☐ ☐
JANUARY, 9	**JANUARY, 10** Census Date 1st 8 Week Sections 1	**JANUARY, 11** 1	**JANUARY, 12** 2	**JANUARY, 13** 2	**JANUARY, 14** 2	**JANUARY, 15** Census date 16 Weeks Online & Hybrid 2	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS** ☐ ☐
JANUARY, 16	**JANUARY, 17** **MLK, JR. HOLIDAY** **COLLEGE CLOSED** 2	**JANUARY, 18** 3	**JANUARY, 19** 3	**JANUARY, 20** 3	**JANUARY, 21** 3	**JANUARY, 22** 3	☐ ☐ ☐ ☐
JANUARY, 23	**JANUARY, 24** 3	**JANUARY, 25** 4	**JANUARY, 26** 4	**JANUARY, 27** 4	**JANUARY, 28** 4	**JANUARY, 29** 4	
JANUARY, 30	**JANUARY, 31** 3						

FEBRUARY 2028

SUN	MON	TUE	WED	THU	FRI	SAT
		FEBRUARY, 1	FEBRUARY, 2	FEBRUARY, 3	FEBRUARY, 4	FEBRUARY, 5
		4	5	5	5	5
FEBRUARY, 6	FEBRUARY, 7	FEBRUARY, 8	FEBRUARY, 9	FEBRUARY, 10	FEBRUARY, 11	FEBRUARY, 12
4	5	6	6	6	6	6
FEBRUARY, 13	FEBRUARY, 14	FEBRUARY, 15	FEBRUARY, 16	FEBRUARY, 17	FEBRUARY, 18	FEBRUARY, 19
						Last Day to withdraw 1st 8 Week Sections
5	6	7	7	7	7	7
FEBRUARY, 20	FEBRUARY, 21	FEBRUARY, 22	FEBRUARY, 23	FEBRUARY, 24	FEBRUARY, 25	FEBRUARY, 26
6	7	8	8	8	8	8
FEBRUARY, 27	FEBRUARY, 28	FEBRUARY, 29				
7	8					

ACADEMIC EVENTS

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HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

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MARCH 2028

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
			March,1 END OF 1ST 8-WEEKS 8 (Monday Classes)	**MARCH, 2** FACULTY WORKDAY **Grades Due Noon** PD Day	**MARCH, 3** FACULTY WORKDAY PD Day	**MARCH, 4**	☐
MARCH, 5	**MARCH, 6** SPRING BREAK	**MARCH, 7** SPRING BREAK	**MARCH, 8** SPRING BREAK	**MARCH, 9** SPRING BREAK	**MARCH, 10** SPRING BREAK	**MARCH, 11**	☐ ☐ ☐ ☐ ☐ ☐
MARCH, 12	**MARCH, 13** START OF 2ND 8-WEEKS 9	**MARCH, 14** 9	**MARCH, 15** 9	**MARCH, 16** 9	**MARCH, 17** Census date 2nd 8 Week Sections 9	**MARCH, 18**	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS** ☐ ☐ ☐
MARCH, 19	**MARCH, 20** 10	**MARCH, 21** 10	**MARCH, 22** 10	**MARCH, 23** 10	**MARCH, 24** 10	**MARCH, 25**	☐ ☐ ☐ ☐
MARCH, 26	**MARCH, 27** 11	**MARCH, 28** 11	**MARCH, 29** 11	**MARCH, 30** 11	**MARCH, 31** 11		

APRIL 2028

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
						APRIL, 1	☐
							☐
							☐
							☐
APRIL, 2	APRIL, 3	APRIL, 4	APRIL, 5	APRIL, 6	APRIL, 7	APRIL, 8	☐
							☐
12	12	12	12	12	12		☐
APRIL, 9	APRIL, 10	APRIL, 11	APRIL, 12	APRIL, 13 Last day to withdraw 16 Week Sections	APRIL, 14 **EASTER HOLIDAY COLLEGE CLOSED**	APRIL, 15 **EASTER HOLIDAY COLLEGE CLOSED**	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
							☐
13	13	13	13			☐
APRIL, 16 **EASTER HOLIDAY COLLEGE CLOSED**	APRIL, 17	APRIL, 18	APRIL, 19	APRIL, 20	APRIL, 21	APRIL, 22	☐
							☐
	14	14	14	14	13		☐
APRIL, 23	APRIL, 24	APRIL, 25	APRIL, 26	APRIL, 27 **Last day to withdraw 2nd 8 Week Sections**	APRIL, 28	APRIL, 29	
	15	15	15	15	14		
APRIL, 30							

MAY 2028

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
	MAY, 1	**MAY, 2**	**MAY, 3**	**MAY, 4**	**MAY, 5**	**MAY, 6**	☐
							☐
							☐
	16	16	16	16	15		☐
MAY, 7	**MAY, 8**	**MAY, 9**	**MAY, 10**	**MAY, 11**	**MAY, 12**	**MAY, 13**	☐
	END OF TERM	GRADES DUE by Noon	FACULTY WORKDAY	OPEN REGISTRATION DAY	FACULTY WORKDAY		☐
		FACULTY WORKDAY	9 MONTH CONTRACT ENDS	FACULTY WORKDAY			☐
	16 (Friday Classes)						
MAY, 14	**MAY, 15**	**MAY, 16**	**MAY, 17**	**MAY, 18**	**MAY, 19**	**MAY, 20**	**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK	FACULTY BREAK		☐
	Summer Hours Start	Continuing Education Term CE2 Starts					☐
	Continuing Education Term CE1 Ends						☐
MAY, 21	**MAY, 22**	**MAY, 23**	**MAY, 24**	**MAY, 25**	**MAY, 26**	**MAY, 27**	☐
	SUMMER CLASSES START					Census Date for 8 Week Sections	☐
							☐
	1	1	1	1	1		☐
MAY, 28	**MAY, 29**	**MAY, 30**	**MAY, 31**				
	MEMORIAL DAY COLLEGE CLOSED						
		2	2				

JUNE 2028

SUN	MON	TUE	WED	THU	FRI	SAT
				JUNE, 1	JUNE, 2	JUNE, 3
				2	2	
JUNE, 4	JUNE, 5	JUNE, 6	JUNE, 7	JUNE, 8	JUNE, 9	JUNE, 10
2	3	3	3	3	3	
JUNE, 11	JUNE, 12	JUNE, 13	JUNE, 14	JUNE, 15	JUNE, 16	JUNE, 17
3	4	4	4	4		
JUNE, 18	JUNE, 19 **NO CURRICULUM CLASSES** FACULTY BREAK	JUNE, 20	JUNE, 21	JUNE, 22	JUNE, 23	JUNE, 24
	5	5	5	5	5	
JUNE, 25	JUNE, 26	JUNE, 27	JUNE, 28	JUNE, 29	JUNE, 30	
4	6	6	6	6	6	

ACADEMIC EVENTS

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

July 2028

ALAMANCE COMMUNITY COLLEGE

SUN	MON	TUE	WED	THU	FRI	SAT	ACADEMIC EVENTS
						JULY, 1	☐
							☐
							☐
							☐
JULY, 2	JULY, 3	JULY, 4 **JULY 4TH HOLIDAY COLLEGE CLOSED**	JULY, 5	JULY, 6	JULY, 7	JULY, 8 Last day to withdraw 8 Week Sections	☐ ☐ ☐
5		7	7	7			**HOLIDAYS, ACADEMIC BREAKS, FACULTY WORKDAYS**
JULY, 9	JULY, 10	JULY, 11	JULY, 12	JULY, 13	JULY, 14	JULY, 15	☐
6	7	8	8	8			☐ ☐
JULY, 16	JULY, 17	JULY, 18	JULY, 19 **END OF TERM** 8 (Monday Classes)	JULY, 20 **FACULTY WORKDAY** **Grades Due by Noon**	JULY, 21 **FACULTY BREAK**	JULY, 22	☐ ☐
7	8						☐ ☐
JULY, 23 **FACULTY BREAK**	JULY, 24 **FACULTY BREAK**	JULY, 25 **FACULTY BREAK**	JULY, 26 **FACULTY BREAK**	JULY, 27 **FACULTY BREAK**	JULY, 28 **FACULTY BREAK**	JULY, 29	
8							
JULY, 30	JULY, 31 **FACULTY BREAK**						

JANUARY	1		1	SUN
FEBRUARY	2		2	MON
MARCH	3		3	TUE
APRIL	4		4	WED
MAY	5		5	THU
JUNE	6		6	FRI
JULY	7		7	SAT
AUGUST	8			
SEPTEMBER	9			
OCTOBER	10			
NOVEMBER	11			
DECEMBER	12			

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. Forensic Accounting and Fraud Examination 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 Forensic Accounting and Fraud Examination Associate in Applied Sciences Program.

BUSINESS, ARTS, AND SCIENCE DIVISION	
PROPOSED CHANGE	**EXPLANATION**
FORENSIC ACCOUNTING AND FRAUD EXAMINATION	
1. **Add the Forensic Accounting and Fraud Examination AAS (A25800F)** The AAS degree will consist of 3 new course offerings at ACC. All other general education and work based learning courses are currently offered. **New Courses to ACC:** **ACC-249** Forensic Accounting & Cybersec (3-0-3) **ACC-267** Fraud Examination (3-0-3) **ACC-268** Info Systems & Internal Ctrls (3-0-3)	*__Curriculum Change Proposal Form 2025 Forensic Accounting and Fraud Examination__* The Forensic Accounting and Fraud Examination concentration in community college offers a valuable and cost-effective pathway to enter this growing field. It can equip students with the initial skills, prepare them for transferring to a four-year university, and provide them with an added skill on their accounting certificate, which could mean the difference between obtaining that entry-level job over another candidate without that certificate, thereby enhancing their employment prospects in a diverse range of roles and industries.

Discover Your Passion

Proposed Course Schedule	Market Data
Fall 1st Semester **ACA 122** - College Transfer Success (0-2-1) **ACC 120** - Prin of Financial Acct (3-2-4) **BUS 115** - Business Law I (3-0-3) **ENG 111** - Writing and Inquiry (3-0-3) **MAT 143** - Quantitative Literacy 3 Credit Hour(s) Or Higher Math **OST 137** - Office Application I (2-2-3) *OR* **CIS 110** - Introduction to Computers (2-2-3) **Spring 2nd Semester** **ACC 121** - Prin of Managerial Acct (3-2-4) **ACC 140** - Payroll Accounting (1-3-2) **CTS 130** - Spreadsheet (2-2-3) **ACC 249** - Forensic Accounting & Cybersec (3-0-3) **ACC 267** - Fraud Examination (3-0-3) **Summer 3rd Semester** **WBL 110** - World of Work (1-0-1) **ACC 129** - Individual Income Taxes (2-2-3) Humanities/Fine Arts Elective 3 Credit Hour(s) **Fall 4th Semester** **ACC 130** - Business Income Taxes (2-2-3) **ACC 220** - Intermediate Accounting I (3-2-4) **ACC 225** - Cost Accounting (3-0-3) **ECO 251** - Prin of Microeconomics (3-0-3)	**Market Data** ● Forensic Accounting Market: The global forensic accounting market is projected to grow significantly. One report suggests a Compound Annual Growth Rate (CAGR) of 8.1% from 2025 to 2033, reaching an estimated $12.1 billion by 2033. Another report projects a CAGR of 7.24% between 2024 and 2032, with the market reaching $11.06 billion by 2032. ● Fraud Examiners, Investigators, and Analysts: The job market for these professionals is also experiencing growth. One source projects a +5.25% growth rate over the next five years, with an estimated 146,327 jobs in this career by then. ● Financial Examiners: The US Bureau of Labor Statistics (BLS) includes financial examiners, a category that often includes forensic accounting professionals. This category is projected to grow 21% from 2023 to 2033, significantly faster than the average for all occupations. ● Accountants and Auditors (general category): The BLS projects a growth rate of 4% for accountants and auditors (including forensic professionals) through 2032. This program was designed with input from Bobbi Smith, Lead Accounting Instructor. She has a degree and years of professional experience in Forensic Accounting and Fraud Examination.

ENG 114 - Prof Research & Reporting (3-0-3)
OR
ENG 112 - Writing/Research in the Disciplines (3-0-3)

Spring 5th Semester
ACC 221 - Intermediate Acct II (3-2-4)
ACC 269 - Audit & Assurance Services (3-0-3)
BUS 225 - Business Finance (2-2-3)
ACC 268 -Info Systems & Internal Ctrls (3-0-3)

ACC 227 - Practices in Accounting (3-0-3)
OR
WBL 111 - Work-Based Learning I (10 hours of work per week - 1 credit)
AND
WBL 115 - Work-Based Learning Seminar I (1-0-1)

Total Semester Hours: 70-71

Fall 2026 Implementation Date

Date: November 6, 2025

Alamance Community College

Student Government Association – President's Report

Submitted by: Katherine Hackney, ACC SGA President & N4CSGA Central Division Representative

Executive Summary

Over the past month, the ACC SGA Executive Board has been actively engaged in campus and statewide activities. From attending the N4CSGA Fall Conference to hosting community-centered events like Trunk or Treat and the Holiday Market, our team has worked hard to promote student engagement, leadership development, and community connection. We are especially proud of the success of our fundraising efforts that directly support the Student Emergency Fund.

Activities & Engagement

N4CSGA Fall Conference (October 17–19, 2025)
The Executive Board attended the N4CSGA Fall Conference at Cape Fear Community College, where nearly 200 student delegates participated. The event provided valuable learning opportunities in leadership, networking, and advocacy.

Executive Board Meeting (October 28, 2025)
The Executive Board met to discuss upcoming campus events and begin planning for the spring semester. Our focus included event scheduling, community partnerships, and ways to increase participation across student clubs.

Trunk or Treat (October 30, 2025)
SGA partnered with the History Club to host the annual Trunk or Treat event. We were thrilled to welcome over 400 children and families to campus for an evening of fun, games, and candy-filled activities. The event continues to be one of our most popular community outreach efforts.

2nd Annual Holiday Market (November 1, 2025)
SGA proudly hosted the second annual Holiday Market, which saw a significant increase in

participation—with vendor numbers more than doubling from last year. The event drew a steady flow of shoppers throughout the day and raised over $1,900 in vendor fees. All proceeds will go directly into the Student Emergency Fund to assist ACC students in need.

First-Generation Discussion Panel (November 3, 2025)
I was honored to provide the welcome for students and attendees at the First-Generation Discussion Panel. This event celebrated the experiences and achievements of first-generation college students while fostering conversation about how ACC can continue to support their academic and personal success.

N4CSGA Involvement

Over the last month, I have been actively involved in several N4CSGA committees and meetings addressing important statewide student issues:

N4CSGA Fall Conference (October 17–19, 2025)
During the business meeting, delegates voted to realign N4CSGA divisional boundaries to match those of the Presidents' and Trustees' Associations. As a result, our Central Division gained five colleges—Robeson CC, Fayetteville Tech CC, Johnston CC, Central Piedmont CC, and Forsyth Tech CC—while Rowan-Cabarrus CC moved to the Western Division. Additionally, the Resolution written regarding GS115 was presented to delegates and a motion was made that the N4CSGA should immediately put together an action plan to distribute the information to all colleges, presidents and board members.

G.S. 115 Committee Meeting (October 29, 2025)
I attended the G.S. 115 Committee meeting to discuss the resolution presented at the Fall Conference. This resolution will soon be shared with college presidents and boards of trustees across the state to strengthen communication and collaboration between N4CSGA and college leadership.

Conclusion

October was a month full of growth, collaboration, and community engagement. From statewide advocacy to local service, the ACC SGA Executive Board continues to demonstrate leadership and dedication to student success. We look forward to carrying this momentum into the spring semester as we continue to serve our campus and community.

Respectfully submitted,

Katherine Hackney
President, ACC Student Government Association
Central Division Representative, N4CSGA Executive Board

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
Steven Carter	07/01/2021	06/30/2029	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
Kenneth Walker	07/03/2023	06/30/2027	03/13/2025	03/31/2025	03/31/2027
Grantlin Brooks	07/01/2025	06/30/2026	07/23/2025		01/01/2026
Roslyn Crisp	07/01/2025	06/30/2029	07/09/2025	02/06/2025	02/06/2027
Blake Williams	07/01/2015	06/30/2027	03/06/2025	09/12/2025	09/12/2027
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
Walter Britt	07/01/2025	06/30/2029	06/30/2025	09/12/2025	09/12/2027

Office of Senior Vice President
Student Learning & Workforce Development

PO BOX 8000
1247 Jimmie Kerr Road
Graham, NC 27253-8000

www.alamancecc.edu

2024-2025 Small Business Center Annual Report

The Small Business Center Annual Report provides a Year in Review highlighting Performance Metrics, Economic Impact, Counseling Services, and Entrepreneurship Events offered by the Center.

The following is an executive summary of the efforts of the Small Business Center (SBC), over the past year, in fulfilling the SBC's mission of increasing the success rate and number of viable small businesses through the provision of education and training, and counseling services, within the college's service area.

2024-2025 Highlights

- Training Events:
  - 89 Entrepreneurship Events Held (11% Increase)
  - 1,030 Entrepreneurship Attendees (7% Increase)
- Clients Served:
  - 133 Individual Clients (4% Increase)
  - 271 Counseling Hours (15% Increase)
- Economic Impact
  - 11 Business Starts (57% Increase)
  - 46 Jobs Created (557% Increase)
  - 39 Jobs Supported (129% Increase)

ANNUAL REPORT
2024 - 2025

COLLEGE: Alamance Community College

DIRECTOR: Phydesia Lewis

Creating Success in Business

2024-2025 Year in Review

BUDGET

PERFORMANCE METRICs

Business Starts	Jobs Created	Jobs Retained	Clients	Counseling Hours
11	46	39	133	271.99
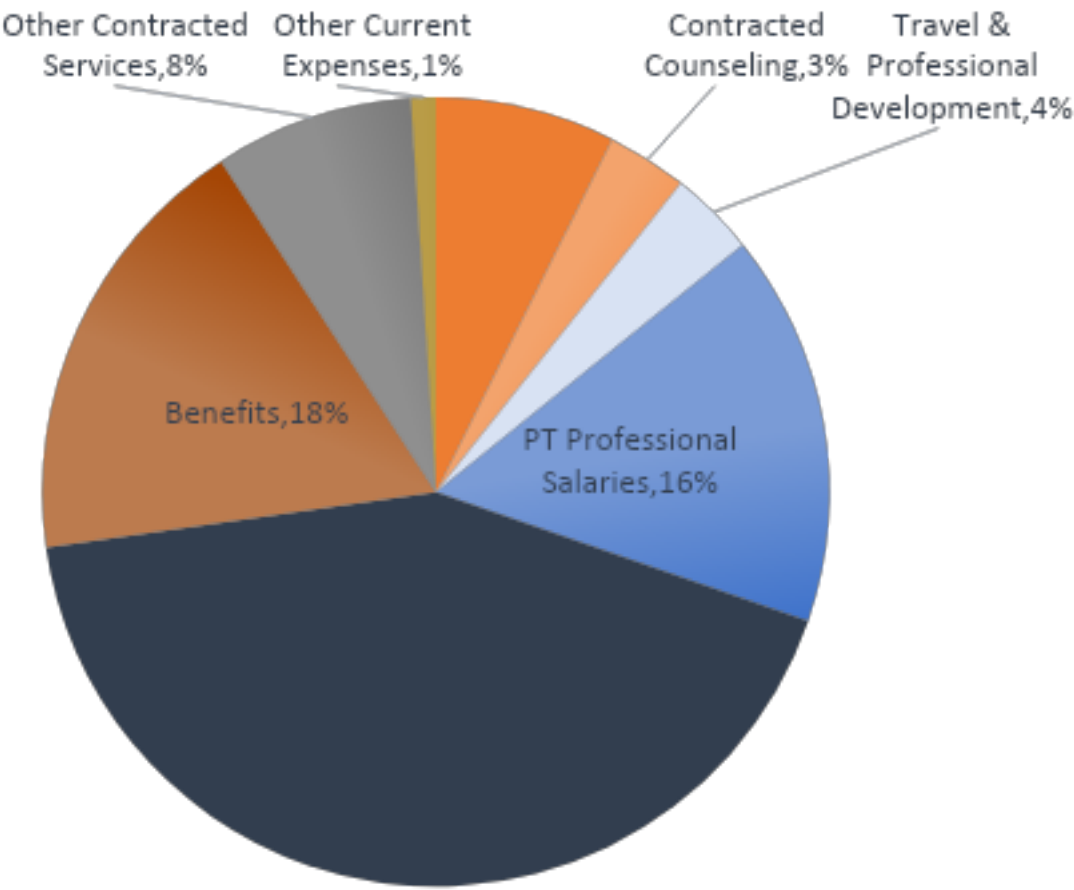
PAST YEAR TRENDS
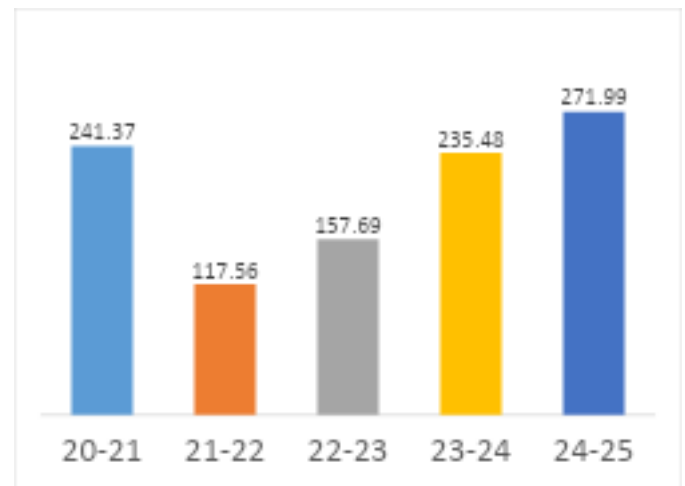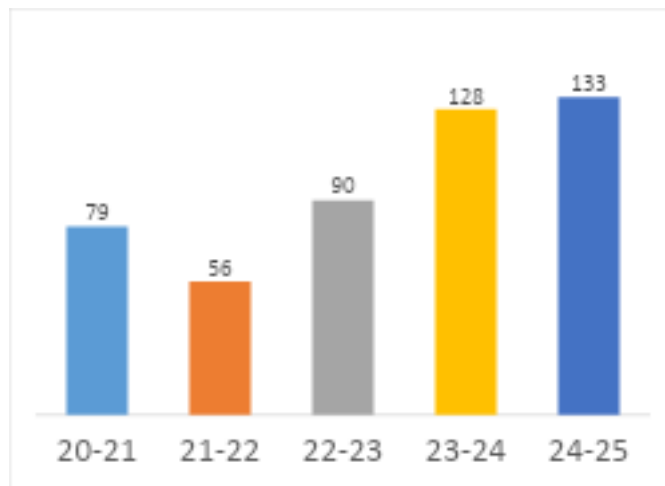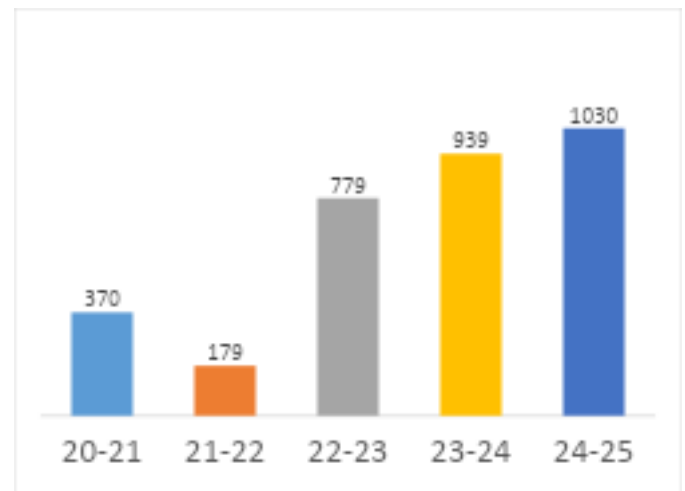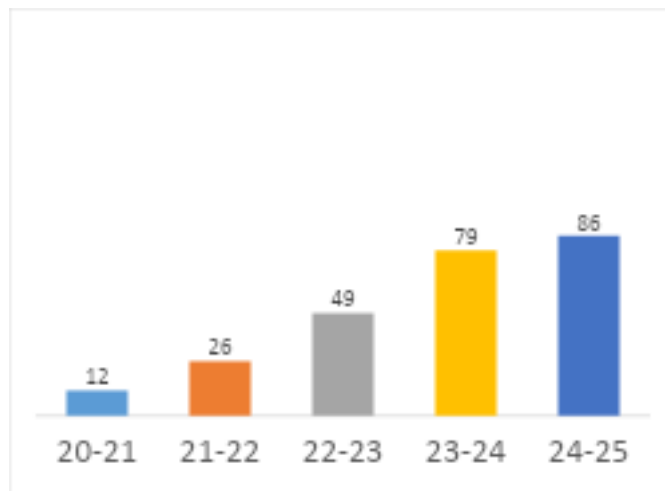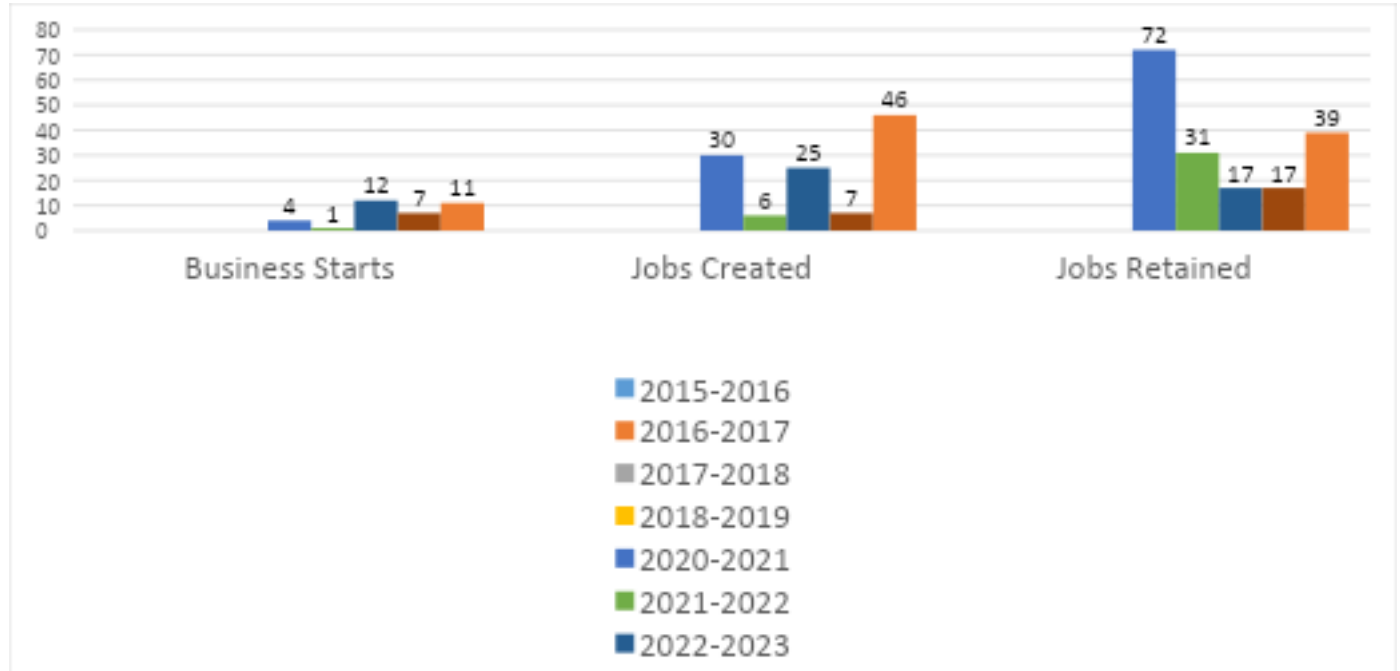
Executive Summary

The following is a summary of the efforts of the Small Business Center (SBC), over the past year, in fulfilling the SBC's mission of increasing the success rate and number of viable small businesses through the provision of education and training, and counseling services, within the college's service area.

ECONOMIC IMPACT

The ultimate goal of an SBC is to create and retain jobs through business startup and expansion.

Number of Businesses Started FY 2024-2025   11

Number of Jobs Created FY2024-25   Total   46

Number of Jobs Supported FY2024-25   Total   39

SBC COUNSELING

The primary counseling purpose of an SBC is to provide sufficient counseling to assist entrepreneurs and business owners in starting and managing successful businesses.

Total Distinct Clients FY2024-25   133   Total Counseling Hours FY2024-25   271.99

(Report to 2 decimal places – 235.67)

ENTREPRENEURSHIP EVENTS
SBC Seminars/Webinars and FTE Entrepreneurship Courses

The primary educational purpose of an SBC is to provide entrepreneurship training for current and prospective business owners.

Entrepreneurship Attendees from State-wide Webinars FY2024-2025   5

Total Entrepreneurship Events
FY2024-25   89

Total Entrepreneurship Attendees
FY2024-25   1,030

Total Seat Hours
FY2024-25   1,817.15

Executive Summary Continued

<table>
<tr><td colspan="3">Fiscal Affairs</td></tr>
<tr><td colspan="3">Colleges are allocated funds by the NCCCS for the SBC program. Please provide the following information. Instructions for providing this information are found in the Annual Report Instructions document.</td></tr>
<tr><td>Total funds allocated to the SBC by the NCCCS</td><td>$</td><td>180,747</td></tr>
<tr><td>Total additional funding provided by the College</td><td>$</td><td>0</td></tr>
<tr><td>Total funds available for expenditure on SBC activities</td><td>$</td><td>180,747</td></tr>
<tr><td>Total actual year end expenditures on SBC activities</td><td>$</td><td>177,712</td></tr>
<tr><td>Total Funds Recalled, Reverted or Transferred out of the SBC</td><td>$</td><td>0</td></tr>
<tr><td>Total SBC funds expended on entrepreneurship training</td><td>$</td><td>13,120</td></tr>
</table>

Overall Satisfaction Results

1. Summary of seminar evaluation ratings

49	Excellent
11	Very Good
5	Good
2	Fair
0	Poor

2. Summary of counseling evaluation ratings

67	Excellent
20	Very Good
5	Good
1	Fair
0	Poor

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
SMALL BUSINESS CENTER NETWORK
2024-2025 ANNUAL REPORT

SECTION A: EDUCATIONAL OFFERINGS

SECTION A – PART I: SUMMARY OF EDUCATIONAL OFFERINGS

<div style="border:1px solid black; padding:20px;">

Entrepreneurship Efforts

__0_____   A.   Total Number of Non-FTE Small Business Center Offerings

__0_____   B.   Total Number of Non-FTE Small Business Center Attendees

Were Any FTE-Generating Training Events Offered? **If No, please skip to Section B, if Yes complete Items C-H below and update page 7.**
☐Yes
☐No

__0_____   C.   Total Number of FTE Entrepreneurship Offerings (Part II below)

__0_____   D.   Total Number of FTE Entrepreneurship Attendees (Part II below)

Other Activities

Total Number of Management Related FTE Offerings (Non-Entrepreneurship)
__0_____   E.   (Part III below)
Total Number of Management Related FTE Attendees (Non-Entrepreneurship)
__0_____   F.   (Part III below)

__0_____   G.   Total Number of Other FTE Offerings (Part IV below)

__0_____   H.   Total Number of Other FTE Attendees (Part IV below)

NOTE: SBCs and/or SBC Directors who coordinate FTE or self-supporting classes must attach Colleague or other locally produced listings of classes. Colleges operating on an Exception to the Standard Model need only attach supporting documentation for Entrepreneurship Offerings.

</div>

SECTION A – PART II: (DETAIL) – FTE ENTREPRENEURSHIP OFFERINGS

If applicable, include a Colleague report or provide a listing of all FTE Entrepreneurship offerings including title, number of attendees and length of training in hours. If none, state so.

TITLE	NUMBER OF STUDENTS	NUMBER OF HOURS
None 0 0		

(Indicate "None" or expand as needed)

TOTALS	**0**	**0**

SECTION A – PART III: (DETAIL) – MANAGEMENT RELATED FTE OFFERINGS (NON-ENTREPRENEURSHIP)

If applicable, include a Colleague report or provide a listing of all Management Related FTE offerings including title, number of attendees and length of training in hours. If none, state so.

TITLE	NUMBER OF STUDENTS	NUMBER OF HOURS
None 0 0		

(Indicate "None" or expand as needed)

TOTALS	**0**	**0**

SECTION A – PART IV: (DETAIL) – OTHER FTE OFFERINGS THAT DO NOT QUALIFY FOR PART II OR III

If applicable, include a Colleague report or provide a listing of all other FTE offerings that do not qualify to be placed in Part II or III including title, number of attendees and length of training in hours. If none, state so.

TITLE	NUMBER OF STUDENTS	NUMBER OF HOURS
None 0 0		

(Indicate "None" or expand as needed)

TOTALS	**0**	**0**

SECTION B: SBCN CMS Reports

1. Include the following Small Business Center Network Client Management System (SBCN CMS)
    Reports.

☐ a. FY24-25 Annual Report – Aged Clients – over 90 days
☐ b. FY24-25 Annual Report – Counseling Summary
☐ c. FY24-25 Annual Report – Economic Impact
☐ d. FY24-25 Annual Report – Verified Seminar Report

(Paste Screen Captures of Report Summaries Below)

Aged Clients > 90 Days

Counseling Summary

Economic Impact

Verified Training Events

Aged Clients > 90 Days

♛ Aged Clients > 90 days - By Center ▾
Customers   🔥 mthagenbuch
Clients Open > 90 Days - By Center
SBCN Annual Report Template - Customers with last counseling activity more than 90 days ago.

⚡ Run ▾ ⓘ **No Records** Aug 03, 2025 05:13:04 PM As p.lewis

Group	Clients ▴	Sessions	Contact and Prep Hours Sum

Counseling Summary

♛ Counseling Summary Report - By Center ▾
Sessions   🔥 mthagenbuch
Set the Decimal Place to 2 digits (1.23) in Excel
FY24-25 SBCN Annual Report Template - Summary of All Counseling by Center

⚡ Run ▾ ⓘ Jul 30, 2025 06:37:57 AM As p.lewis

Group ▴	Customer Count (Distinct)	Session Count	Contact Hours	Prep Hours	C&P Hours
📁 Center: 10 ALAMANCE CC	133	265	257.99	14.00	271.99

Economic Impact

♛ Economic Impact Report - By Center ▾
Sessions   🔥 mthagenbuch
Impact by Center
SBCN Annual Report Template - Summary of All Economic Impact by Center

⚡ Run ▾ ⓘ Jul 30, 2025 06:41:06 AM As p.lewis

Group ▴	Clients	Start-ups	J/C	J/R
📲 Center: 10 ALAMANCE CC	27	11	46.00	39.00

Verified Seminars

♛ Verified Training Event Report ▾
Events   🔥 mthagenbuch
Verified Training Events by Fiscal Year
SBCN Annual Report Template - Verified Training Event Report by Center

⚡ Run ▾ ⓘ Jul 30, 2025 06:42:51 AM As p.lewis

Group ▴	Event Count	Attnd Count - Total Sum	Seat Hours
📲 Center: 10 ALAMANCE CC	86	1,030	1,817.15

SECTION C: SMALL BUSINESS CENTER GOALS – 2025-2026

IMPORTANT: If SBC goals are not equal to or greater than current year actual accomplishments, a statement of why performance is expected to decline must be included in this section.

<div style="border:1px solid #000;">

Training Event Goals
(SBCN CMS Based)

Actual number of SBC training events – fiscal year 2024-2025	86
GOAL number of SBC training events – fiscal year 2025-2026	90
Actual number of SBC training event attendees–fiscal year 2024-2025	1,030
GOAL number of SBC training event attendees–fiscal year 2025-2026	1,050

</div>

<div style="border:1px solid #000;">

Counseling Goals
(SBCN CMS Based)

Actual number of clients – fiscal year 2024-2025	133
GOAL number of clients – fiscal year 2025-2026	140
Actual number of counseling hours – fiscal year 2024-2025	271.99
GOAL number of counseling hours – fiscal year 2025-2026	300.00

</div>

<div style="border:1px solid #000;">

Economic Impact Goals
(SBCN CMS Based)

Actual number of Business Starts – fiscal year 2024-2025	11
GOAL number of Business Starts – fiscal year 2025-2026	15
Actual number of Jobs Created – fiscal year 2024-2025	46
GOAL number of Jobs Created – fiscal year 2025-2026	50
Actual number of Jobs Supported – fiscal year 2024-2025	39
GOAL number of Jobs Supported – fiscal year 2025-2026	50

</div>

IMPORTANT: If SBC goals are not equal to or greater than current year actual accomplishments, a statement of why performance is expected to decline must be included in this section.

Insert Statement Regarding Decreased Goals (if applicable):

SECTION D: OTHER REQUIRED REPORTS/DOCUMENTS

SECTION D: SMALL BUSINESS CENTER BUDGET INFORMATION

Include the following reports/documents:

1. End of year budget report for the Small Business Center (purpose code 363, WebAdvisor, or similar **official** local report).

2. Proposed SBC budget for Fiscal Year 2025-2026. If FY 2025-2026 allocations are not available, please use the FY 2024-2025 state allocation amounts to create a proposed budget.

Account Number	Fund	Purpose	Vocation	Object	Unit	Description	Unit	Balance	Annual Budget	YTD Actuals	Encumbrances	Available	% Available	YEP	Prior Year Activity	Colleague Tag
							83883 - SBC - State Excess									
Expenses																
11-363-30-519200-83883	11	363	30	519200	83883	Other Contracted Servi	SBC - State Excess	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	N/A		
11-363-83-519400-83883	11	363	83	519400	83883	Contracted Instruction	SBC - State Excess	$7,000.00	$10,000.00	$7,000.00	$0.00	$3,000.00	30.00	N/A		
11-363-83-531110-83883	11	363	83	531110	83883	In-State Travel	SBC - State Excess	$94.32	$0.00	$94.32	$0.00	-$94.32	0.00	N/A		
								$7,094.32	$10,000.00	$7,094.32	$0.00	$2,905.68	29.06	N/A		
							83881 - Small Business Ctr Grant									
Expenses																
11-363-80-531210-83881	11	363	80	531210	83881	Out-of-State Travel	Small Business Ctr Grant	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	N/A		
11-363-80-531250-83881	11	363	80	531250	83881	Out-of-State Meals	Small Business Ctr Grant	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	N/A		
11-363-83-511300-83881	11	363	83	511300	83881	FT Professional Staff	Small Business Ctr Grant	$75,404.00	$73,381.00	$75,404.00	$0.00	-$2,023.00	-2.76	N/A	$78,166.87	
11-363-83-512010-83881	11	363	83	512010	83881	PT Support	Small Business Ctr Grant	$28,585.12	$30,600.00	$28,585.12	$0.00	$2,014.88	6.58	N/A	$34,392.45	
11-363-83-518100-83881	11	363	83	518100	83881	Social Security	Small Business Ctr Grant	$6,352.21	$7,954.00	$6,352.21	$0.00	$1,601.79	20.14	N/A	$7,344.75	
11-363-83-518200-83881	11	363	83	518200	83881	Retirement	Small Business Ctr Grant	$17,764.69	$17,641.00	$17,764.69	$0.00	-$123.69	-0.70	N/A	$17,705.42	
11-363-83-518300-83881	11	363	83	518300	83881	Medical Insurance	Small Business Ctr Grant	$8,015.18	$8,095.00	$8,015.18	$0.00	$79.82	0.99	N/A	$7,646.58	
11-363-83-519200-83881	11	363	83	519200	83881	Other Contracted Servi	Small Business Ctr Grant	$20,146.00	$11,644.00	$20,146.00	$0.00	-$8,502.00	-73.02	N/A	$3,506.33	
11-363-83-519400-83881	11	363	83	519400	83881	Contracted Instruction	Small Business Ctr Grant	$5,125.00	$7,795.00	$5,125.00	$0.00	$2,670.00	34.25	N/A	$13,875.00	
11-363-83-523000-83881	11	363	83	523000	83881	Instructional Supplies	Small Business Ctr Grant	$4.96	$4,918.00	$4.96	$0.00	$4,913.04	99.90	N/A	$2,036.19	
11-363-83-527000-83881	11	363	83	527000	83881	Other Supplies	Small Business Ctr Grant	$5,641.85	$0.00	$5,641.85	$0.00	-$5,641.85	0.00	N/A	$1,387.25	
11-363-83-531110-83881	11	363	83	531110	83881	In-State Travel	Small Business Ctr Grant	$767.81	$1,000.00	$767.81	$0.00	$232.19	23.22	N/A	$431.76	
11-363-83-531140-83881	11	363	83	531140	83881	In-State Lodging	Small Business Ctr Grant	$0.00	$1,531.00	$0.00	$0.00	$1,531.00	100.00	N/A	-$87.11	
11-363-83-531150-83881	11	363	83	531150	83881	In-State Meals	Small Business Ctr Grant	$123.80	$0.00	$123.80	$0.00	-$123.80	0.00	N/A	-$54.12	
11-363-83-531500-83881	11	363	83	531500	83881	Registration Fees	Small Business Ctr Grant	$583.39	$4,814.00	$583.39	$0.00	$4,230.61	87.88	N/A	$1,635.00	
11-363-83-539500-83881	11	363	83	539500	83881	Other Current Expense	Small Business Ctr Grant	$2,103.98	$1,374.00	$2,103.98	$0.00	-$729.98	-53.13	N/A	$239.68	
								$170,617.99	$170,747.00	$170,617.99	$0.00	$129.01	0.08	N/A		
								$177,712.31	$180,747.00	$177,712.31	$0.00	$3,034.69	1.68	N/A	$168,226.05	

Account Number	Description	2025-26 Budget	Current Annual Budget	Change($)	Change(%)	Current YTD Actuals	Prior Year Actuals
		- 83881 - Small Business Ctr Grant -					
11-363-80-531210-83881	Out-of-State Travel	$2,000.00	$0.00	$2,000.00	0.00%	$0.00	$0.00
11-363-80-531250-83881	Out-of-State Meals	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
11-363-83-511300-83881	FT Professional Staff	$75,500.00	$73,381.00	$2,119.00	2.89%	$75,404.00	$78,166.87
11-363-83-512010-83881	PT Support	$25,000.00	$30,600.00	-$5,600.00	-18.30%	$28,585.12	$34,392.45
11-363-83-518100-83881	Social Security	$7,500.00	$7,954.00	-$454.00	-5.71%	$6,352.21	$7,344.75
11-363-83-518200-83881	Retirement	$18,000.00	$17,641.00	$359.00	2.04%	$17,764.69	$17,705.42
11-363-83-518300-83881	Medical Insurance	$8,095.00	$8,095.00	$0.00	0.00%	$8,015.18	$7,646.58
11-363-83-519200-83881	Other Contracted Ser	$10,000.00	$11,644.00	-$1,644.00	-14.12%	$20,146.00	$3,506.33
11-363-83-519400-83881	Contracted Instructio	$10,000.00	$7,795.00	$2,205.00	28.29%	$5,125.00	$13,875.00
11-363-83-523000-83881	Instructional Supplies	$1,652.00	$4,918.00	-$3,266.00	-66.41%	$4.96	$2,036.19
11-363-83-527000-83881	Other Supplies	$3,000.00	$0.00	$3,000.00	0.00%	$5,641.85	$1,387.25
11-363-83-531110-83881	In-State Travel	$1,500.00	$1,000.00	$500.00	50.00%	$767.81	$431.76
11-363-83-531140-83881	In-State Lodging	$1,500.00	$1,531.00	-$31.00	-2.02%	$0.00	-$87.11
11-363-83-531150-83881	In-State Meals	$0.00	$0.00	$0.00	0.00%	$123.80	-$54.12
11-363-83-531500-83881	Registration Fees	$4,000.00	$4,814.00	-$814.00	-16.91%	$583.39	$1,635.00
11-363-83-539500-83881	Other Current Expens	$3,000.00	$1,374.00	$1,626.00	118.34%	$2,103.98	$239.68
	83881 - Small Busines	$170,747.00	$170,747.00	$0.00	0.00%	$170,617.99	$168,226.05

SECTION E: SUCCESS STORIES
AND OTHER SBCN CENTERS OF EXCELLENCE AWARDS

Section E:

1. This section of the report, Section E, Success Stories and Other SBCN Centers of Excellence Awards, will provide the information and data used to select the Small Business Center/Director winner of the eight awards outlined below. Eligibility and submission requirements include:
   1) SBC must meet all basic performance criteria as evidenced by the annual report.
   2) The SBC Director must be on schedule with credentialing requirements.
   3) SBC Director must participate on at least one SBCN committee as a working member.
   4) The SBC must not be on probation.
   5) The narrative should include the SBC's progress and accomplishments for the reporting year(s) 2023 – 2025 for Rookie of the Year, and 2024-2025 for all other awards.
   6) An SBC/Director may submit for more than one award category.

2. <u>All SBCs must submit at least one business success story</u>. The success story may be submitted for any of the following categories: 1. Business Startup; 2. Most Impact; 3. Overcoming Challenges. When submitting a story, you should identify the appropriate category for the story.

3. Submissions for Innovation Awards, Rookie of the Year, State Director of the Year Award and Service Excellence Award, are encouraged, but not required.

4. Each new submission should be started on a clean page within the report. At the top of each story or award nomination you must include the heading, as shown in the examples below. For business success stories, include the business name, business start date, and date of affiliation with the SBC. Date of affiliation is the date of first contact between the business/nominee and the SBC. For all other awards, include the program or nominee's name and the date the individual first became affiliated with the SBCN if applicable.

   a. **Heading Examples:**

   Success Story/Innovation Award Example:

COLLEGE NAME: New Tech Community College   SBC DIRECTOR: John Jones

AWARD CATEGORY: Business Startup

BUSINESS, PROGRAM, OR NOMINEE NAME:

DATE OF AFFILIATION: xx/xx/xxxx   BUSINESS START DATE: xx/xx/xxxx

   Service Excellence/State Director/Rookie Award Example:

COLLEGE NAME: New Tech Community College   SBC DIRECTOR: John Jones

AWARD CATEGORY: Service Excellence Award

BUSINESS, PROGRAM, OR NOMINEE NAME/TITLE   Jane Smith, SBC Administrative Assistant

DATE OF AFFILIATION: 04/26/2024   BUSINESS START DATE: N/A

1. **Business Success Story – Business Startup**

    a. Intent – To recognize the SBC whose direct involvement with a client resulted in a new business start.
    b. Criteria –
        i. Clear description of significant involvement by the SBCto assist a client to start their business such as business plan assistance, startup budgets, cost analysis, research conducted, referrals made, certifications obtained, financing, grant programs, etc.
        ii. Clear description of the number of counseling hours invested with the client and/or number of seminars attended by the client.
        iii. Documentation of the impact and SBC Team involvement as the "deal maker" should also include testimonial by the client and can be in the form of an email, letter, picture, quote, media articles, etc.
    c. Process – SBC must include "Business Success Story – Business Startup" narrative and submit as part of the annual report by the deadline. Selection of this award is made by an independent committee.

2. **Business Success Story – Most Impact**

    a. Intent – To recognize the SBC whose direct involvement with a client resulted in a significant economic impact
    b. Criteria –
        i. Clear description of measurable economic impact such as net new revenue generated, new jobs created/retained, new business/location(s) opened, new tax base, leveraged grant programs, etc.
        ii. Clear description of the number of counseling hours invested with the client and/or number of seminars attended by the client.
        iii. Documentation of the impact and SBC Team involvement as the "deal maker" should include testimonial by the client and can be in the form of an email, letter, picture, quote, media articles, etc.
    c. Process – SBC must include "Business Success Story – Most Impact" narrative and submit as part of the annual report by the deadline. Selection of this award is made by an independent committee.

3. **Business Success Story – Overcoming Challenges**

    a. Intent – To recognize an SBC and Client who worked together to overcome difficult challenges that led to the client's business opening, remaining open, or growing.
    b. Criteria –
        i. Clear description of challenges that had to be overcome such as physical, mental, political, regulatory, legal, intellectual, economic, personal hardships (poverty, disability, catastrophe, etc.)
        ii. Clear description of the number of counseling hours invested with the client and/or number of seminars attended by the client.
        iii. Clear demonstration of SBC Team's involvement to overcome obstacles involving unique business issues.
        iv. Documentation of the contribution made by the SBC Team should include testimonial by client and can be in the form of an email, letter, picture, quote, media articles, etc.
    c. Process – SBC must include "Business Success Story – Overcoming Challenges" narrative and submit as part of the annual report by the deadline. Selection of this award is made by an independent committee.

    4. Rookie of the Year (new directors – 2 years or less)

       a. Intent – To recognize a new SBC Director who has been with the SBCN for two years or less for outstanding performance in the job

       b. Criteria –
          i. An SBC Director will be considered a rookie if they were hired on or after July 1, 2023 and by or before June 30, 2025
          ii. Growth or improvement in their SBC – can be, but is not limited to, YOY growth in SBCN performance funding factors
          iii. Demonstrate success in a "turn-around" situation, i.e. took a low performing SBC and made significant improvements

       c. Process – SBC must include "Rookie of the Year" narrative and submit as part of the annual report by the deadline. Selection of this recipient is made by an independent committee.

    5. Service Excellence Award (any full time or part time SBC employee who is not a Small Business Center Director)

       a. Intent – To recognize an SBCemployee whose exceptional work has greatly impacted SBC counseling, training, clients, the Center or the Network as a whole.

       b. Criteria –
          i. Nominees should have at least one year of employment with the SBC
          ii. Nomination should include how this person's involvement has had a positive impact on the SBC. For example, involvement has led to impact with a client(s) to include startup, jobs created/retained, funding received, revenue increased, increased attendance at seminars, new seminar programming offered, reduced no-show rate, streamlined processes, increased numbers in clients counseled and/or counseling hours, increased visibility for the center, and/or new community partnerships formed etc.

       c. Process – SBC must include "Service Excellence Award" narrative and submit as part of the annual report by the deadline. Selection of this recipient is made by an independent committee.

    6. Innovation Award - Programs/Seminars

       a. Intent – To recognize the SBC that has shown innovation related to delivering programs, seminars, workshops, summits, in a new way which resulted in growth and/or increased public awareness of the SBC and its purpose

       b. Criteria – Any such innovation must fall within current SBCN Guidelines. Innovation will be judged based on, but is not limited to, the following:
          i. Clearly demonstrates innovation in the area of workshops, seminars, summits, delivery in a new way (online/on-demand), serving new markets/target audiences (such as veterans, unemployed, underemployed, women entrepreneurs) and/or creative packaging/branding of programs -Could also include creative and effective use of social media
          ii. Results-oriented workshops/seminars/summits – demonstrated by SBCN measurable outcomes
          iii. The extent to which this program(s) was developed in response to a specific need of the community
          iv. Applicability for other SBCs, i.e., how easily other SBCs may be able to replicate this program for their service area

       c. Process – SBC must include "Innovation Award – Programs/Seminars" narrative and submit as part of the annual report by the deadline. Selection of this recipient is made by an independent committee.

7. **Innovation Award – Services/Collaboration**

    a. Intent – To recognize the SBC that has shown innovation related to counseling, new services, partnerships and collaborations
    b. Criteria – Any such innovation must fall within current SBCN Guidelines - Innovation will be judged on, but is not limited to, the following:
        i. Clearly demonstrates innovation in the area of counseling
        ii. Unique, collaborative program(s) with other organizations to improve counseling delivery, results, and impact, such as teaming with attorneys, accountants, and/or banks and financial institutions
        iii. Results-oriented counseling and collaboration – demonstrated by SBCN measurable outcomes
        iv. The extent to which this program(s) was developed in response to a specific need of the community
        v. Applicability for other SBCs, i.e. how easily other SBCs may be able to replicate this program for their area
    c. Process – SBC must include "Innovation Award – Services/Collaboration" narrative and submit as part of the annual report by the deadline. Selection of this recipient is made by an independent committee.

8. **State SBC Director Award**

    a. Intent - To recognize the SBC Director who has provided significant support, time and service at the state level over and above his/her job description
    b. Criteria –
        i. SBC Director's direct actions in assisting others in the NC SBCN resulted in skills/program growth, increased effectiveness, improvement of processes, public awareness, professional support and/or development of the state-wide SBCN, etc.
        ii. Significant contribution was made in the fiscal reporting year that coincides with the annual report in which it is submitted
    c. Process – A Director may nominate themselves for this award, and/or an SBC Director may nominate another SBC Director they feel is worthy of this award. Nominee or nominator must write "State SBC Director Award" narrative and submit as part of the annual report by the annual report deadline. Selection of this award recipient is made by the State Director.

Success Story/Innovation Award:

COLLEGE NAME: Alamance Community College   SBC DIRECTOR: Phydesia Lewis

AWARD CATEGORY: Overcoming Challenges

BUSINESS, PROGRAM, OR NOMINEE NAME: Dinasti Brown – US Veteran

8/30/23

DATE OF AFFILIATION: BUSINESS START DATE: 5/12/2025

Finding the Courage to Create a New Purpose in Life Post Military Service

Below is the testimonial of a brave US Veteran, who has battled to overcome adversity in and out of military life. Dinasti is a profile in courage and I witnessed her desire to stand tall for her pre-teen daughter to see how you can do anything you put your mind to when she competed in the 2024 Clapp Pitch Event. That was only the beginning of her journey. Here is what she has accomplished in her own words:

I first discovered the Small Business Center (SBC) through a local networking event. Early in my journey, I struggled with confidence and was hesitant to share my brand publicly. Thanks to the SBC's personalized counseling with Phydesia, online training, and networking events, I gained the courage and skills to grow both personally and professionally. Phydesia encouraged me to think creatively about expanding my business online, opening doors I hadn't imagined. Her encouragement inspired me to earn my esthetician license and merge my solo esthetic practice with my handmade bath and body product line.

Since starting my business, I have invested significant personal funds into continuing education and essential supplies to ensure high-quality services. Some of my milestones include placing three products in a local retail store, working toward placement in another shop, securing three partnerships with fragrance manufacturers for my home fragrance line offering free oils and lifelong discounts, and enrolling at Alamance Community College to study Advertising and Design to strengthen my branding.

Not being from this area, I often felt isolated. But by putting myself out there and applying to attend markets, I connected with local entrepreneurs, gained loyal clients, and found a supportive community. I have also been inspired to give back by volunteering as a hospice companion, encouraged by the SBC's emphasis on community impact.

Most importantly, the SBC helped me turn my pain into purpose. As someone who lives with chronic pain, anxiety, and depression, building my brand has given me something to be proud of. I have used my challenges as motivation to create products that help others feel good while also supporting my own healing. This process has allowed me to prove to myself that I am capable, even with limitations. It has shown me that I can lead with heart, purpose, and resilience. The partnerships and increased recognition I have gained through the SBC have elevated both my business profile and sales potential.

I highly recommend that other small business owners take full advantage of the SBC's resources. Stay open to learning, embrace new opportunities, and seek support when needed. Focus on building authentic connections, remain adaptable through challenges, and always believe in your potential to grow. Phydesia's dedicated support makes the SBC an invaluable resource for any entrepreneur. Being part of the SBC reminded me that I am not alone and that I am capable of more than I believed.

Dinasti has worked hard and she has been present for workshops, seminars and counseling sessions. Most importantly, she want to be the best version of herself. So while her scars may not be visible on the outside, what she carries on the inside makes her courage that much stronger. We can not wait to see what more she is able to accomplish with this new pathway to elevate her brand.

Main Campus
1247 Jimmie Kerr Road
Graham, NC 27253

Dillingham Center
1304 Plaza Drive
Burlington, NC 27215

For good and valuable consideration, the receipt of which is hereby acknowledge and grant Alamance Community College permission to use my likeness in a photograph or video in any and all of its publications, including but not limited to all of Alamance Community College's printed and digital publications. I understand and agree that any photograph and/ or video using my likeness will become property of Alamance Community College and will not be returned.

I acknowledge that since my participation with Alamance Community College is voluntary, I will receive no financial compensation.

I hereby irrevocably authorize Alamance Community College to edit, alter, copy, exhibit, publish or distribute this photo and/or video for purposes of publicizing Alamance Community College's program of for any other related, lawful, purpose.

In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph and/or video.

I hereby hold harmless and release forever discharge Alamance Community College from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other person acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

Dinasti Brown
First Name, Last Name (print)

D. Brown
Signature

3AUG2025
Date

N/A
Parent/Guardian Signature
(if Under 18 years)

Service Excellence/State Director/Rookie Award Example:

COLLEGE NAME: Alamance Community College   SBC DIRECTOR: Phydesia Lewis

AWARD CATEGORY: Innovation: Programs/Seminars

BUSINESS, PROGRAM, OR NOMINEE NAME: Dual Language Summit

DATE OF AFFILIATION: BUSINESS START DATE: Nov. 1 & 2, 2024

The 2024 Dual Language Summit was a first of its kind as both Spanish and English Language participants gathered to connect and collaborate across cultural and language barriers. The event featured two half days of concurrent sessions that were taught in both English and Spanish. Several of the sessions were taught simultaneously as interpreters used transmitters and receivers to share information in realtime.

The sessions included:

Marketing Across Cultures and Communities: This enlightening session featured lively discussions on cultural norms and what small business owners can do to attract business from Latin and English cultures. The session was taught by Words Matter Language Services, Founder and Event Co-Collaborator, Lucero Marti – who also serves as the President of the Hispanic Rotary Club, an organization that was started last year through sponsorship by the Burlington Rotary Club. Lucero and her husband own several Alamance based businesses including a local coffee shop.

Both **Business Planning for Start Up and Growth** and **How to Start a Business in North Carolina (The ABC's)** was taught by fellow SBC Director Esteban Guzman of Wayne Community College in Spanish.

Partner organizations who also facilitated sessions on Financing a Business and Generating More Sales Leads and Meetings were Jonathan Collins, Business Solutions Officer for Carolina Small Business Fund and Gil Pagan, Founder and CEO of Lease a Sales Rep, Inc. and Hispanos Del Sur as well as representatives from Prospera.

This was an amazing opportunity for all to network and collaborate and it was very well received by the community including NC Idea who sponsored the event with an Engage Grant.

SECTION F: COLLEGE SUBMISSION

I have reviewed the Fiscal Year 2024-2025 Annual Report for the Small Business Center and attest that the information contained herein is an accurate reflection of the activities of the SBC Director and use of the SBC Funds.

Small Business Center Director

Printed Name   _____

Signature and Date   _____

Community College President

Printed Name   _____

Signature and Date   _____

Alamance Community College

PHYDESIA LEWIS

DIRECTOR, SMALL BUSINESS CENTER

WHAT IS THE NORTH CAROLINA SMALL BUSINESS CENTER NETWORK & HOW DO WE HELP?

- Established by the NC General Assembly in 1984

- Aligned to each of the 58 NC Community Colleges

- 63 Locations statewide plus satellites

- Certified NC Small Business Center Directors

- Free 1:1 **Confidential** Counseling

- Access to Education, Technology & Resources

- Professional Mentorship in Navigating Success

Did You Know?

74%

80%

100%

- **In North Carolina, small businesses account for the majority of newly created jobs every year. Yet, beginning a small business can be a challenging process.**

- **NC Startups are still in business after the first year.**

- **Percent of North Carolina counties where the SBCN supports economic development**

Objective

The Objective of the Small Business Center Network (SBCN) is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners which will lead to job creation and retention.

Each Small Business Center (SBC) will be a community-based provider of education and training, counseling, referral and information.

WHAT'S NEW?

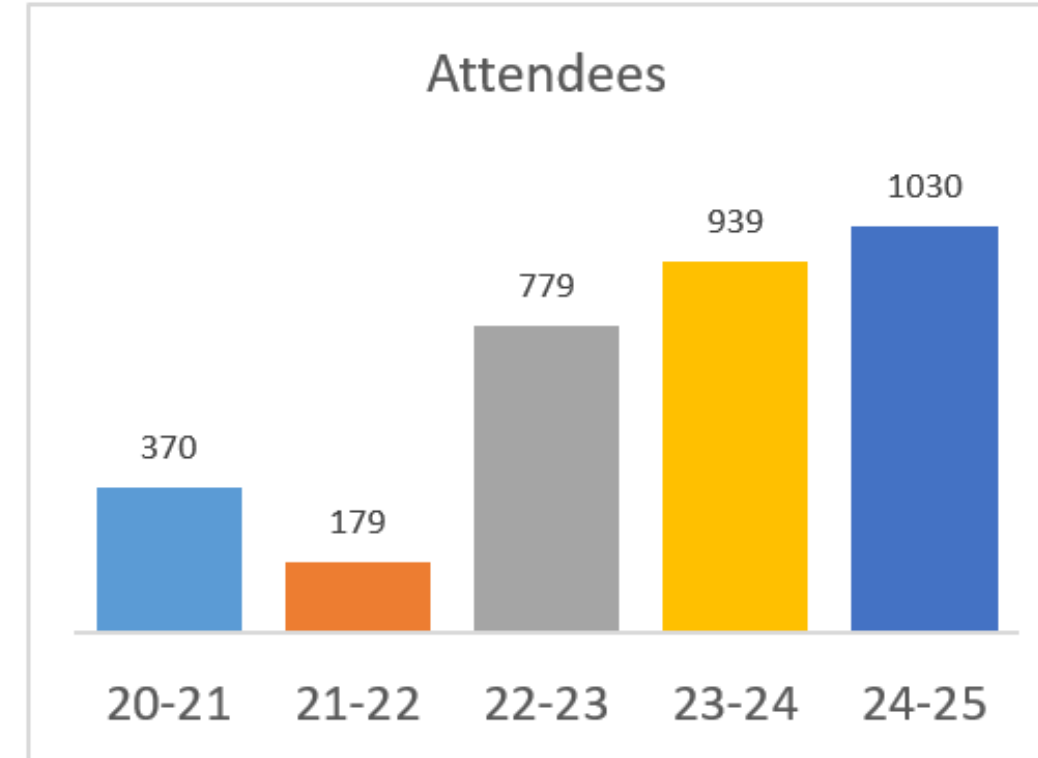# New Location
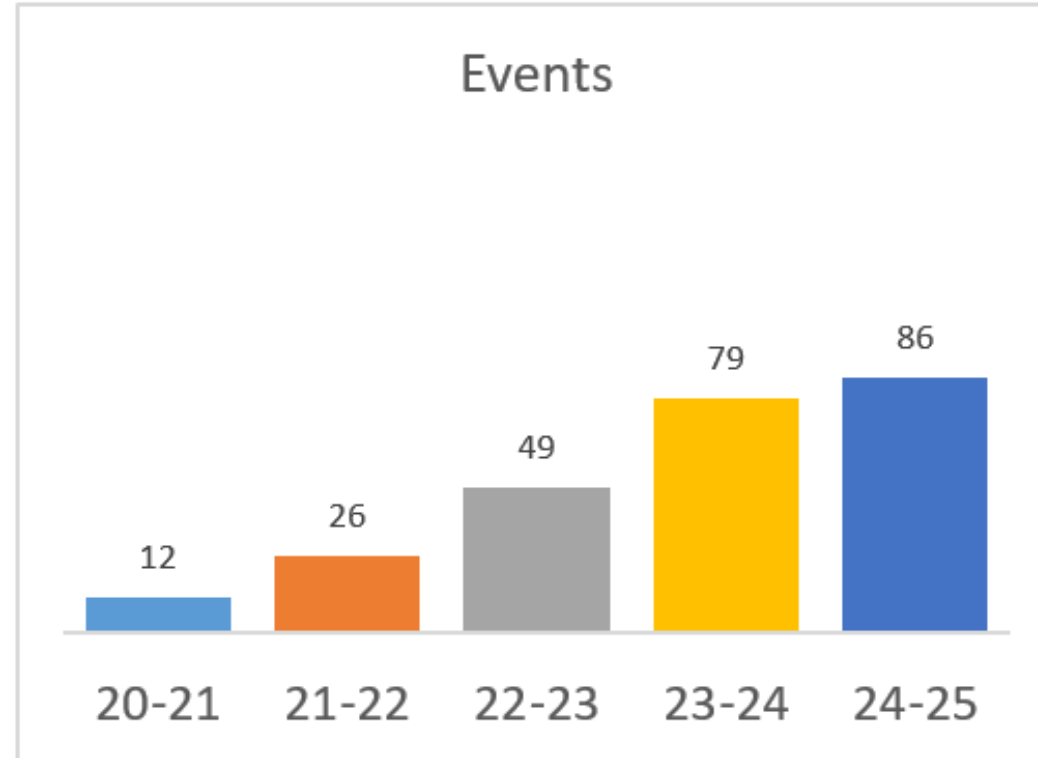
Alamance Community College

Main Campus | Gee Building

Office G125 & G127

1247 Jimmie Kerr Road

Graham, NC 27253

Growth in Service
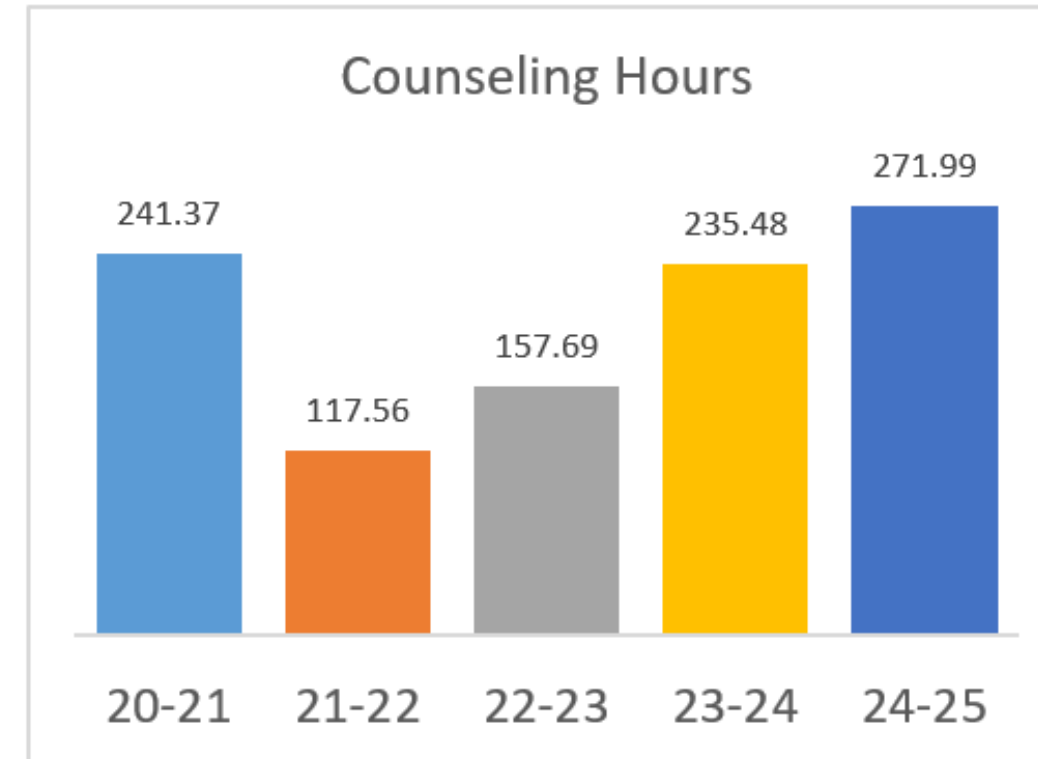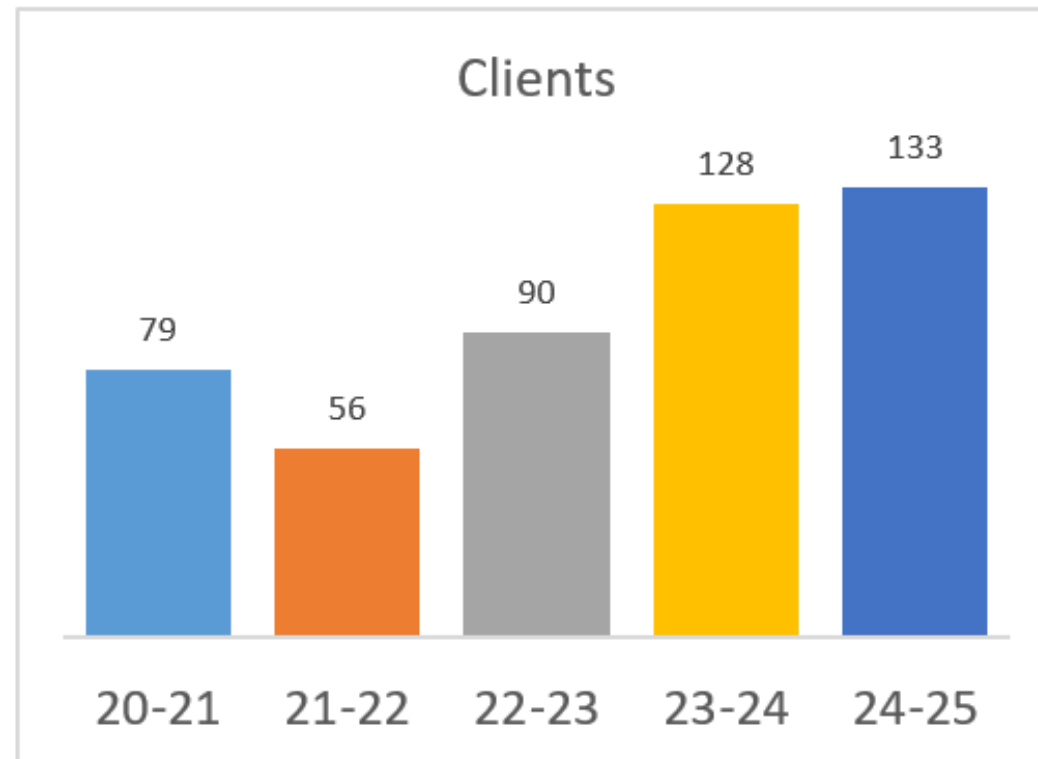
Growth in Results

11 New Businesses Launched   **+58% YOY**

46 Jobs Created   **+500% YOY**

39 Jobs Supported   **+130% YOY**

Growth in Support

New Funding - $10K Grant

- **SBC in One College Model:**
  - *Identifies entrepreneurs enrolled in SBC Courses as ACC Students*
  - *Adds new opportunity to support local SBOs*
  - *Introduced New Training Model*

- **Fall 2025 Pitch It! Competition mid-November**

SMALL BUSINESS CENTER

Building or starting a business? GREAT! Don't do it alone!

SmallBusinessCenter@alamancecc.edu   Alamancecc.edu/sbc

- **1,022** Hours of Confidential Counseling
- **486** Small Business Owners and Aspiring Entrepreneurs in Alamance County
- Supporting the growth and retention of **290** jobs in Alamance County
- **35** New Business Start ups
- Hosted **252** seminars, workshops and summits
- Welcomed **3,300** session attendees.

- Through generous donors we have also awarded **ten C.E.O. Pitch Winners and Runner Ups** with **more than $80,000 in Grants** to help local entrepreneurs launch or grow their businesses.

*(*Based on the fiscal years from 2020-2025)*

Contact Info

Phydesia Lewis, Director
Small Business Center
Gee Building - G125
pglewis406@alamancecc.edu
(336) 506-4312

**Office of the Senior Vice President of
Student Learning & Workforce Development**

PO BOX 8000
1247 Jimmie Kerr Road
Graham, NC 27253-8000

www.alamancecc.edu

Fall 2024 - Fall 2025 Curriculum and Workforce Development Enrollment Update

Curriculum and Workforce Development FTE	2024FA	% Change	2025FA
Workforce Development (CE)			
Number of Course Sections	667	-8.4%	611
Unduplicated Headcount	3,700	-9.4%	3,353
Estimated FTE	418	-7.8%	386
Student Learning (CU)			
Number of Course Sections	857	5.1%	903
Unduplicated Headcount	4,769	7.3%	5,145
Estimated FTE	1,775	8.3%	1,935
Overall Totals			
Number of Course Sections	**1,524**	-0.7%	**1,514**
Unduplicated Headcount	**8,469**	0.3%	**8,498**
Estimated FTE	**2,193**	5.5%	**2,321**