



BOARD OF TRUSTEES
Regular Meeting Agenda

March 09, 2026 06:00 PM
Wallace W. Gee Building - Room G222
1247 Jimmie Kerr Road
Graham, NC 27253

1. Call to Order

2. Call for Conflicts of Interest

3. Presentations

- 3.a NC Collegiate Hunger Challenge Page 4
- 3.b Presentation on NC Boost Program Page 5

4. Minutes

- 4.a Recommendation for approval:
 - 4.a.1 Board of Trustees regular meeting, February 12, 2026 Page 6
- 4.b Board of Trustees Committee Minutes
 - 4.b.1 Building and Grounds Committee meeting, February 4, 2026 Page 16
 - 4.b.2 Curriculum and Student Engagement Committee meeting, February 3, 2026 Page 19
 - 4.b.3 Budget and Finance Committee meeting, January 6, 2026 Page 22

5. Committee Reports

- 5.a Personnel Committee Report
 - 5.a.1 Employment Report February 2026 Page 25
- 5.b Building and Grounds Committee Report
 - 5.b.1 Recommendation for approval:

5.b.1.1	Powell Building HVAC Controls Upgrade Project	Page 27
5.b.2	Capital Projects Summary Report, March 2026	Page 29
5.b.3	Capital project budget update, February 2026	Page 32
5.b.4	Capital Project Amendments and Contracts Signed by President	Page 33
5.b.5	Capital Project Change Orders Signed by President	Page 35
5.c	Budget and Finance Committee Report	
5.c.1	Recommendation for approval:	
5.c.1.1	Alamance Community College Fiscal Year 2026-2027 Proposed County Budget Request	Page 37
5.c.2	Budget and Finance Report March 2026	Page 41

6. Other Reports

6.a	SGA Report	Page 51
6.b	Chair's Report	
6.b.1	Report of Ethics Education due dates and Statement of Economic Interest (SEI) filings	Page 52
6.c	President's Report	
6.c.1	Update: Lieutenant Governor Campus Visit- Future Ready Tour	
6.c.2	Recommendation for approval:	
6.c.2.1	Revision: Policy 2.2.3- Facility Use	Page 53
6.c.2.2	Revision: Policy 4.1.5 - Academic Advising	Page 57
6.c.2.3	Revision: Policy 5.1.2 Acceptance of Transfer Students Credits	Page 60
6.c.2.4	Proposed: Policy 7.3.1 Prohibit Viewing of Pornography on College Networks and Devices	Page 66

7. Handouts

8. Announcements

- 8.a Board Planning Session: April 17, 2026, 8:00 am, Alamance Country Club, 3007 N Fairway Drive Burlington, NC 27215
- 8.b April 2026 Board of Trustees Regular meeting: April 17, 2026, 8:45 am, Alamance Country Club, 3007 N Fairway Drive Burlington, NC 27215
- 8.c 2026 NCACCT Law-Legislative Seminar: April 22–24, 2026, at the Hilton Embassy Suites, Raleigh/Research Triangle
- 8.d 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

9. Closed Session

The Board of Trustees will go into Closed Session to discuss and consider modifications to the Renewal Employment Contract of President Dr. Kenneth Ingle, subject to modifications based on State and County funding and recommendation for approval by the State Board of Community Colleges beginning July 1, 2026, and ending June 30, 2028, pursuant to N.C.G.S. §143-318.11(5)(ii).

10. Adjournment



Board of Trustees

1247 Jimmie Kerr Road
Graham, NC 27253-8000
Phone: (336) 506-4100

www.alamancecc.edu

Board of Trustees

Sponsor: Elizabeth Brehler

Date: March 9, 2026

Title of Document: NC Collegiate Hunger Challenge

Summary:

Alamance Community College has been named the winner of the NC Collegiate Hunger Challenge, sponsored by Food Lion. This recognition highlights the college's strong commitment to addressing student food insecurity through collaborative campus and community efforts. The \$10,000 award will support and expand resources for the ACC food pantry, helping address students' basic needs and reduce food insecurity while they pursue their educational goals.



Board of Trustees

1247 Jimmie Kerr Road
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Board of Trustees

Sponsor: Elizabeth Brehler

Date: February 12, 2026

Title of Document: Presentation on NC Boost Program

Summary:

The presentation will provide a brief overview of Alamance Community College's NC BOOST program, highlighting its purpose, early implementation efforts, and alignment with the College's mission to improve access, persistence, and completion for adult learners through intentional, wraparound support.



BOARD OF TRUSTEES

Regular Meeting Agenda

February 12, 2026 06:00 PM
Wallace W. Gee Building - Room G222
1247 Jimmie Kerr Road
Graham, NC 27253

Trustees Present:

Dr. Roslyn Crisp
Mr. Powell Glidewell, III
Mr. William Gomory
Ms. Tammy Karnes
Ms. Julie Scott Emmons, Chair
Mr. Ken Walker, Vice Chair
BG (R) Blake Williams
Dr. Kenneth Ingle, III, President
Mr. Walter Britt

Trustees Absent:

Mr. James Butler
Mr. Steve Carter
Ms. Sylvia Muñoz
Mr. Grant Brooks

Guests:

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 Fearington, Director of Human Resources
Mr. Thomas Hartman, Associate Vice President of Administrative Services and Facilities
Mr. Frank Longest, Board Attorney
Ms. Sarah Hardin, Associate Vice President of Communications and Public Affairs
Mr. Jason Mayer, Associate Vice President of Information Services and Chief Information Officer
Mr. Matthew Banko, Associate Vice President of Administrative and Fiscal Services
Ms. Katherine Hackney

Ms. Sonya McCook, Vice President of Instruction
Mr. Adam Wade, Associate Vice President, Onboarding and Advising
Ms. Bettina Akukwe, Associate Vice President of Corporate Education

1. Call to Order

Ms. Emmons called the meeting to order at 6:00 pm 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 Integrated Education and Training Data

Ms. Russell presented an overview of Alamance Community College's Integrated Education and Training (IET) model, which integrates adult education, workforce preparation, and occupational training delivered concurrently. She highlighted program growth, improved student outcomes, and alignment with workforce and funding priorities. Recent data reflected increased enrollment and measurable skill gains, along with successful IET pathways in areas such as HVAC, esthetics, biowork, and hospitality. Ms. Russell also shared student success examples demonstrating credential attainment, employment outcomes, and improved income as a result of IET participation.

4. Minutes

4.a Recommendation for approval:

4.a.1 Board of Trustees Regular Meeting, January 12, 2026

Moved By Mr. Gomory

Seconded By Mr. Glidewell

Chair Emmons called for a motion to approve the minutes of the Board of Trustees' regular meeting held on January 12, 2026.

Carried

4.a.2 Board of Trustees Special Meeting, January 26, 2026

Moved By Ms. Karnes

Seconded By Mr. Walker

Chair Emmons called for a motion to approve the minutes of the Board of Trustees' Special meeting held on January 26, 2026.

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, January 21, 2026

4.b.2 Building and Grounds Committee Meeting, January 7, 2026

4.b.3 Curriculum and Student Engagement Committee Meeting, January 7, 2026

4.b.4 Budget and Finance Committee Meeting, January 9, 2026

4.b.5 Personnel Committee Meeting, January 9, 2026

5. Committee Reports

Chair Emmons called for committee reports.

5.a Personnel Committee Report

Dr. Crisp reported that the committee did not meet this month. She shared one informational item.

5.a.1 January 2026 Employment Report

Dr. Crisp presented a high-level overview of the College's full-time workforce by occupational category. As of January 26, the College employs 264 full-time staff across management, instruction, academic affairs, administrative support, and other occupational

groups. The majority of employees are age 40 or older, with postsecondary teachers representing the largest category. Dr. Crisp also reported recent full-time hires across instructional and administrative roles, including faculty in biotechnology, biology, and dental assisting, as well as positions in finance and business engagement.

5.b Building and Grounds Committee Report

Mr. Gomory shared that the committee met on February 4, 2026. He presented three informational items.

5.b.1 Capital Project Summary Report, February 2026

Mr. Gomory provided an update on capital projects across the College. Construction coordination continues for the Public Safety Training Center (Burlington site), with fabrication expected to be completed by June 2026 and installation planned for mid-July through mid-August 2026. Phase 2 is in scope refinement, with Board approval anticipated in April and State Board approval in May, followed by design through January 2027. The Campus Exterior Wayfinding Project is complete at DC, with Main Campus entrance signage delayed due to weather. For the Veterinary Medical Technology Barn Project, the design contract is in place, additional SCIF funding has been approved, and design, environmental, and civil work are underway, with bidding planned for late 2026. The Third Floor Biotechnology COE Upfit Project is pending contract approval, with construction anticipated March through early September. The Tech Infrastructure Replacement Project cabling phase begins February 20, 2026, and the Campus Security Rekeying Project is scheduled for State Board consideration on February 20, with installation anticipated April–June pending approval.

5.b.2 Capital Project Budget Update, January 2026

Mr. Gomory shared the capital project budget update for January 2026 and highlighted the information provided in the packet.

5.b.3 Capital Project Amendments/Contracts Signed by the President, February 2026

Mr. Gomory reported that two capital improvement contracts were executed by the President in support of the Veterinary Medical Technology Instructional Barn Project. A contract with Frank Land Design for \$31,500 was approved on December 12, 2025, to provide geotechnical engineering, soils evaluation, septic design, and

required stream and wetland delineation. Additionally, on January 15, 2026, a \$29,890 contract was executed with Ayres Engineering, Inc. for surveying services related to the project.

5.c Budget and Finance Committee Report

Mr. Glidewell shared that the committee met on February 6, 2026. He presented one action item and two informational items.

5.c.1 Recommendation for approval:

5.c.1.1 New and Annual Fee Approvals

Mr. Glidewell presented the annual New and Local Fees for approval, noting they primarily reflect per-course instructional, clinical, textbook, technology, and consumables costs across Workforce Development and Curriculum programs. Major fees support nursing and medical programs, MLT courses, and other career and technical programs, covering items such as kits, software, supplies, and lab expenses. Several fees reflect increases due to higher material and service costs. He also reported that the Student Activity Fee is standardized by credit hour and was proposed following a vote of the Student Government Executive Board.

Upon motion duly made and seconded, the Committee voted to recommend that the Board of Trustees approve the action item as presented.

Carried

5.c.2 Financial Report, January 2026

Mr. Glidewell reported on the Budget and Financial Information for the month ending January 31, 2026, noting the report is unaudited and reflects normal timing differences, including planned negative balances related to reimbursements. He stated there are no unplanned institutional deficits and the College's financial position remains strong, supported by increased enrollment and adequate reserves. State, county, and institutional funds are tracking as expected and remain sufficient to support operations and projects.

5.c.3 Report of Sound Fiscal and Management Practices 1A SBCC 200.4

Mr. Glidewell reported that the College meets the majority of SBCC 200.4 Sound Fiscal Management benchmarks. He noted the Cash Management Plan certification was submitted after the March 31 deadline in 2025 and that corrective actions are in place to ensure timely submission in the future.

5.d Curriculum and Student Engagement Committee Report

5.d.1 Recommendation for approval:

5.d.1.1 Supply Chain Program Approval (Sonya McCook, VP)

General Williams presented the need for a Supply Chain program at Alamance Community College, noting that supply chain and logistics are foundational to the modern economy and critical across industries including manufacturing, healthcare, retail, construction, and e-commerce. He cited regional labor market data from PTRC showing strong wage potential and rapid job growth in supply chain-related fields, including logisticians, transportation and distribution managers, and purchasing managers. General Williams emphasized that a Supply Chain program would provide students with practical, in-demand skills, support regional economic resilience, and strengthen the College's role in meeting local workforce needs.

This action item 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 Workforce Development Internal Audit Plan Report for Spring 2025 (Dr. Justin Snyder, SVP)

General Williams reported on the Continuing Education Internal Audit Plan, confirming that all required documentation and reports are maintained in accordance with policy. He noted that audit reports are prepared each term for the President and Board and that required class visitations for both on- and off-campus courses were completed in compliance with established standards.

This action item 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.2 Final Fall 2025 FTE and Enrollment (Dr. Justin Snyder, SVP)
General Williams presented finalized FTE enrollment for Fall 2025, reporting 448 FTE in Continuing Education and 1,869 FTE in Curriculum programs, for a total of 2,317 FTE. He also shared an estimated Curriculum FTE of 1,901.11 for Spring 2026.

6. Other Reports

6.a SGA Report

Ms. Hackney presented a high-level Student Government Association report, highlighting ongoing student engagement efforts and event planning. She noted a decline in on-campus presence due to increased online enrollment and shared that the SGA is adjusting programming to encourage greater student participation. Ms. Hackney also reported continued involvement in campus and statewide student leadership activities and partnerships, with upcoming events planned to strengthen student connection and engagement.

6.b Chair's Report

Chair Emmons presented NUMBER action items and NUMBER 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 Trustee terms expiring June 30, 2026

Chair Emmons reminded the Board to review the information regarding Trustees with expiring terms approaching.

6.c Faculty Affairs Committee Report

Chair Emmons shared the Faculty Affairs report can be found in the packet however, Ms. Snell was unable to attend tonight's meeting to present.

6.c.1 Faculty Affairs Report-February 2026

6.d President's Report

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

6.d.1 Recommendation for approval:

6.d.1.1 Proposed revision to Policy 1.5 Adopting Policies and Procedures

Dr. Ingle presented the redline version of the policy for approval.

Moved By Dr. Crisp

Seconded By Mr. Gomory

Upon motion duly made and seconded, the Board of Trustees voted to approve the action item as presented.

Carried

6.d.1.2 Proposed revision to Policy 5.1.1 Admissions

Dr. Ingle presented the redline version of the policy for approval.

Moved By Mr. Glidewell

Seconded By Mr. Gomory

Upon motion duly made and seconded, the Board of Trustees voted to approve the action item as presented.

Carried

6.d.1.3 Proposed revision to Policy 5.2.2 Withdrawal from Courses

Dr. Ingle presented the redline version of the policy for approval.

Moved By Ms. Karnes

Seconded By Walter Britt

Upon motion duly made and seconded, the Board of Trustees voted to approve the action item as presented.

Carried

- 6.d.1.4 Proposed revision to Policy 6.2.12 Sound Fiscal and Management Practices
Dr. Ingle presented the redline version of the policy for approval.

Moved By General Williams

Seconded By Ms. Karnes

Upon motion duly made and seconded, the Board of Trustees voted to approve the action item as presented.

Carried

- 6.d.1.5 Proposed revision to Policy 7.2.1 Social Media
Dr. Ingle presented the redline version of the policy for approval.

Moved By General Williams

Seconded By Mr. Glidewell

Upon motion duly made and seconded, the Board of Trustees voted to approve the action item as presented.

Carried

- 6.d.2 Update- ACCT National Legislative Summit: February 8-11, 2026 (Washington DC)

Dr. Ingle reported that he and several trustees recently attended the ACCT Legislative Seminar in Washington, DC. He noted discussions focused on potential special funding to support a road course for the Public Safety Training Center and federal policy issues impacting higher education, including efforts to eliminate taxation of Pell Grants, which have bipartisan support. Dr. Ingle also shared that a potential campus visit from Senator Thom Tillis's office and Congressman Hudson is anticipated on February 20.

7. Handouts

8. Announcements

Chair Emmons directed the trustees to review the following announcements.

- 8.a Board Planning Session: April 17, 2026, 7:30am, Alamance Country Club, 3007 N Fairway Drive Burlington, NC 27215

- 8.b April 2026 Board of Trustees Regular meeting: April 17, 2026, 11:30am, Alamance Country Club, 3007 N Fairway Drive Burlington, NC 27215
- 8.c 2026 NCACCT Law-Legislative Seminar: April 22–24, 2026, at the Hilton Embassy Suites, Raleigh/Research Triangle
- 8.d 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

9. Closed Session

Chair Emmons announced that the Board of Trustees would enter Closed Session, citing the applicable General Statute, and asked members of the public and personnel to leave the room. She noted that the public and personnel would be invited to return following the Closed Session for adjournment.

10. Adjournment

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting. A motion was made by Ms. Karnes and seconded by Dr. Crisp. The meeting adjourned at 8:32 pm.

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

Committee Members Absent:

Guests:

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

1. Call to Order

Mr. Gomory called the meeting to order at 9:02 a.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

4. Informational Items

4.a Capital Project Summary Report, February 2026

Mr. Hartman reported that construction coordination continues for the Public Safety Training Center (Burlington Site), with fabrication scheduled for completion by June 2026 and installation planned for mid-July through mid-August 2026. Phase 2 is in scope refinement, with Board approval anticipated in April and State Board approval in May, followed by design through January 2027.

The Campus Exterior Wayfinding Project is complete at DC, with Main Campus entrance signage pending due to weather delays.

For the Veterinary Medical Technology Barn Project, the design contract is in place, additional SCIF funding has been approved, and design work is underway with environmental and civil work initiated. Design is expected to continue through September 2026, with bidding planned for late 2026.

The Third Floor Biotechnology COE Upfit Project is awaiting contract approval, with construction expected to begin in March and conclude by early September.

The Tech Infrastructure Replacement Project cabling phase is scheduled to begin February 20, 2026, with design submission targeted for mid-April.

The Campus Security Rekeying and Hardware Replacement Project is on the February 20 State Board agenda, with installation anticipated between April and June pending approval.

4.b Capital Project Budget Update

Ms. Thomas shared the capital project budget update for January 2026 and highlighted the information provided in the packet.

4.c Capital Project Amendments/Contracts Signed by the President, February 2026

Mr. Hartman reported that two capital improvement contracts were executed by the President in support of the Veterinary Medical Technology Instructional Barn Project. On December 12, 2025, a contract was signed with Frank Land Design in the amount of \$31,500 for geotechnical engineering, soils evaluation, septic design, and required

stream and wetland delineation in accordance with NCDEQ requirements. On January 15, 2026, a contract was executed with Ayres Engineering, Inc. in the amount of \$29,890 for surveying services related to the project.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 9:18 a.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. Elizabeth Thomas, Senior Vice President of Operations
Ms. Elizabeth Brehler, Vice President of Student Experience
Sonya McCook, Vice President of Instruction

1. Call to Order

General Williams called the meeting to order at 4:02 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 Supply Chain Program (Sonya McCook, VP)

Vice President McCook presented the need for Alamance Community College to establish a Supply Chain Management program. She noted that supply chain and logistics are essential to the modern economy and support nearly every industry, including manufacturing, healthcare, retail, food distribution, construction, and e-commerce. Ongoing global disruptions, automation, and data-driven decision-making are increasing employer demand for workers with practical, job-ready supply chain skills.

Labor market data from the Piedmont Triad Regional Council indicates strong workforce demand. Supply chain-related careers offer competitive wages, with hourly earnings ranging from \$28.04 at the 25th percentile to \$59.23 at the 75th percentile, and projected job growth between 22.3 percent and 27 percent. Graduation growth in Supply Chain Management programs at neighboring institutions also reflects rising demand, including Forsyth Technical Community College at 83.3 percent, Wake Tech at 6.7 percent, and Elon University at 150 percent.

Target occupations show significant growth, including Logisticians at 28.36 percent, Transportation, Storage, and Distribution Managers at 102.39 percent, and Purchasing Managers at 6.85 percent. Open supply chain positions increased from 22,103 in 2020 to 32,435 in 2024, a 46.7 percent increase.

Vice President McCook concluded that a Supply Chain Management program would equip students with in demand skills, support regional economic resilience, and strengthen the college's role in meeting local workforce needs.

Moved By Sylvia Muñoz

Seconded By BG (R) Blake Williams

Upon motion duly made and seconded, the Committee voted to recommend that the Board of Trustees approve the action item as presented.

Carried

3.b Workforce Development Internal Audit Plan Report for Spring 2025 (Dr. Justin Snyder, SVP)

Dr. Snyder reported on the Continuing Education Internal Audit Plan and confirmed that documentation of the plan and all audit reports are maintained in the office of the Senior Continuing Education Administrator

in accordance with policy. He noted that written Internal Audit Plan reports are prepared at the end of each term for the President and the Board of Trustees and retained for audit review as required.

Dr. Snyder stated that the Continuing Education Division met or exceeded all Internal Audit Plan requirements for class visitations during the reporting period. Required audit visitations for both on-campus and off-campus classes were completed in compliance with established percentages, indicating that quality educational activities are taking place.

He clarified that the reported data reflects only classes subject to official Internal Audit Plan visitation and excludes classes of 12 or fewer hours and self-supporting classes, which are exempt from audit requirements.

Dr. Snyder concluded by recommending that receipt and approval of the Internal Audit Plan report be reflected in the Board of Trustees minutes to satisfy internal auditing requirements.

Moved By Sylvia Muñoz

Seconded By BG (R) Blake Williams

Upon motion duly made and seconded, the Committee voted to recommend that the Board of Trustees approve the action item as presented.

Carried

4. Informational Items

4.a Final Fall 2025 FTE and Enrollment (Dr. Justin Snyder, SVP)

Dr. Snyder presented a chart outlining finalized Full-Time Equivalent (FTE) enrollment for Fall 2025, reporting 448 FTE in Continuing Education and 1,869 FTE in Curriculum programs, for a total of 2,317 FTE. He also shared an estimated Curriculum FTE of 1,901.11 for Spring 2026.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 4:30 p.m.



Committee Members Present:

Kenneth Ingle, III, Secretary to the Board of Trustees
Powell (Pete) Glidewell, III, Chair
Ken Walker
Steve Carter

Committee Members Absent:

Tammy Karnes

Also Present:

Elizabeth Thomas, Senior Vice President of Operations
Ana Fleeman, Director of Governance and Executive Operations

1. Call to Order

Mr. Glidewell called the meeting to order at 9:31 a.m.

He welcomed everyone to the meeting.

2. Call for Conflicts of Interest

Mr. Glidewell 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 New and Annual Fee Approvals

Ms. Thomas presented the annual New and Local Fees submitted for approval primarily reflect per-course instructional, clinical, textbook, technology, and consumables

costs across Workforce Development and Curriculum programs. Significant fees support nursing and medical programs (kits, clinical software, screening, vouchers, lab fees), MLT courses (tablets, consumables, subscriptions), and career/technical programs (books, supplies, and software). Several fees represent increases or updates due to higher material or service costs. Additionally, the Student Activity Fee is standardized by credit hours. Student activity fees were proposed following a vote of the Student Government Executive Board.

Moved By Ken Walker

Seconded By Steve Carter

Upon motion duly made and seconded, the Committee voted to recommend that the Board of Trustees approve the action item as presented.

Carried

4. Informational Items

4.a Financial Report, January 2026

Ms. Thomas presented the Budget and Financial Information report for the month ending January 31, 2026. She noted the report is unaudited and reflects normal timing differences, including planned negative balances related to reimbursements for financial aid, grants, and capital projects, with no unplanned institutional deficits. Overall, the College's financial position remains strong, supported by increased enrollment and sufficient institutional reserves for unexpected expenses. State funds show 53.9% expended with 58.3% of the fiscal year complete, with higher percentages attributable to annual contractual costs. County funds are on track for a balanced budget, with 57.6% spent year-to-date. Institutional funds totaled approximately \$8.7 million in expenditures, primarily for financial aid and construction projects, and remain available to supplement state and county funding as needed.

4.b Report of Sound Fiscal and Management Practices 1A SBCC 200.4

Ms. Thomas presented the Sound Fiscal Management (SFM) report and confirmed that Alamance Community College meets the majority of SBCC 200.4 benchmarks. She noted that the Cash Management Plan certification was submitted after the March 31 deadline on April 8, 2025; however, a corrective plan has been implemented to ensure the deadline is met in the future. Overall, Ms. Thomas reported that the College demonstrates sound fiscal practices and remains in compliance with state

financial management standards.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 10:19 a.m.



Board of Trustees

1247 Jimmie Kerr Road
Graham, NC 27253-8000
Phone: (336) 506-4100

www.alamancecc.edu

Board of Trustees

Sponsor: Valerie Fearington

Date: March 9, 2026

Title of Document: Employment Report February 2026

Summary: The Employment Report for February 2026 provides data of all employees as of February 28, 2026. The report provides demographics information for instructors as well as staff and provides a list of new employees hired in February 2026.

Workforce Analysis (Full-Time)
Occupational Categories

26-Feb

Occupation	Count	Age 40+ (Total)	Under Age 40 (Total)	Males (Total)	Females (Total)	African-American (Total)	American Indian/ Alaska Native (Total)	Asian (Total)	Hawaiian/ Pacific Islander (Total)	Hispanic (Total)	White (Total)
01 (Management Occupations)	30	25	5	10	20	5	0	0	0	0	25
02 (Business/Finance Opers)	7	6	1	0	7	3	0	0	0	0	4
03 (Comp/Eng/Science)	8	5	3	6	2	4	0	0	0	0	3
04 (Com Serv/Legal/Arts/Media)	17	9	8	8	9	6	0	0	0	1	9
05 (Postsecondary Teachers)	113	86	27	49	64	7	2	1	0	2	98
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	41	30	11	15	26	13	0	0	0	3	24
11 (Health Practitioners/Tech)	1	1	0	0	1	0	0	0	0	0	1
12 (Service Occupations)	3	3	0	3	0	0	0	0	0	0	3
14 (Office & Admin Support)	44	32	12	6	38	5	1	1	0	5	30
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	266	198	67	97	168	43	3	2	0	11	198

New Full Time Employees:

Maureen Susi	Veterinary Medical Technology Instructor (9-months)
Kimberly Johnson	Senior Administrative Assistant - Dean's Office
Audrey Craig	Front Desk Administrator

		County
African American	16%	22%
American Indian / Alaska Native	1%	2%
Asian	1%	2%
Hawaaian / Pacific Islander	0%	0%
Hispanic	4%	13%
White	75%	61%
Chose not to Identify	3%	



Building & Grounds Committee

1247 Jimmie Kerr Road
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Phone: (336) 506-4100

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Building and Grounds Committee

Sponsor: Thomas Hartman

Date: March 4, 2026

Powell Building HVAC Controls Upgrade Project

Summary:

This recommendation is brought to the Board for a new capital project.



Buildings & Grounds Committee
March 4, 2026

Action Item: Powell Building HVAC Controls Upgrade Project

Executive Summary:

Current Powell Building HVAC controls are outdated analog versions, with many no longer operable and have reached end of life. In order to operate the building HVAC systems effectively and efficiently and provide occupants with appropriate conditioning and heat, all of the analog controls need to be replaced with digital controls by Alerton. The scope of this project includes replacement of 28 existing VAV (variable air volume) controls and 4 FCU (fan coil unit) controls across all three floors of the building. In addition, new space temperature sensors and damper actuators will be installed. Finally, DDC programming updates will be completed to tie the controls to ACC's existing system.

Three quotes were solicited for the project:

- | | |
|----------------------------------|--|
| 1. Champion Systems, Inc | \$63,688.90 |
| 2. Hoffman Building Technologies | \$62,987.84 |
| 3. Harris Controls | Quote solicited, but vendor declined to submit quote |

College administration recommends contracting with Hoffman Building Technologies with the following budget:

Controls replacement contract	\$62,987.84
Contingency	\$ 4,012.16
 Total Project Budget	 \$67,000.00

Action:

College Administration requests establishing the Powell Building HVAC Controls Upgrade Project as a Capital Project with a total budget of \$67,000 and awarding the contract to Hoffman Building Technologies in the amount of \$62,987.84. Project to be funded from County Capital funds.



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Building and Grounds Committee

Sponsor: Thomas Hartman

Date: March 4, 2026

Capital Projects Summary Report

Summary:

The summary report comes to the Board monthly updating progress on ACC capital projects.

**MARCH 2026 SUMMARY
BOND AND CAPITAL IMPROVEMENT PROJECTS**

BOND PROJECTS

STATUS SUMMARY

Public Safety Training Center

Burlington Site:

Monthly construction meetings continue between the College, the General Contractor and Forge Fire. The most recent schedule provides the following additional detail.

- Fabrication (8 months) 11/17/25 – 7/17/26
- Footing installation 7/13/26
- Building delivery 7/28/26
- Building installation 7/28/26-8/10/26
- Completion 8/17/26

As June draws closer, the meetings will also focus on sitework planning and mobilization.

Phase 2:

College administration and project stakeholders met with Moseley Design on February 12th for our first advanced planning meeting. As stated previously, the College will be working with the design team on advanced planning to finalize the scope of the project, revise the required environmental review, and formalize cost estimations and timeline prior to bringing this phase of the project to the Board for approval. This planning process is scheduled to take approximately 60 days. Once complete, the tentative schedule shows the project approval request going to the Board in April, to the State Board in May with design running from late May through January 2027.

CAPITAL PROJECTS

STATUS SUMMARY

Campus Exterior Wayfinding Project

Work on the main entrance signage at Main Campus started on 2/23/26. The contractor hopes to complete the installation over the next several weeks.

Veterinary Medical Technology Barn Project

We expect to have the final site survey and other environmental reports from the civil engineer by 2/27/26. The design team is moving forward with completion of the schematic design/design development documents. A stakeholder committee meeting is scheduled for 4/2/26 to review the design before it is submitted to State Construction for their initial review. State Construction then has 30 days for review and comment.

We expect to have construction drawings from Hobbs Architects for review by mid-July with approval to bid by early October and construction scheduled to begin in December 2026.

Third Floor Biotechnology COE Upfit Project

The construction contract with Lomax Construction is now in place and we will be holding a pre-construction meeting on 2/26/26. At that meeting we will discuss contractor mobilization and the construction start date. We expect to begin construction in March with completion of the project by early September.

Tech Infrastructure Replacement Project

The structured cabling portion of the project began on February 20, 2026. The goal is to have a design proposal prepared and submitted for approval, and forwarded to State Construction, by mid-April.

Campus Security Rekeying & Hardware Replacement Project

The State Board approved the project at their February 20th meeting. The College is now coordinating schedules with the contractor. We expect to complete installation between April and June allowing time for the vendor to order all of the locks and hardware required.

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 February 28, 2026**

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	33,000	31,719	1,281
b.	Roofing Preventative Maintenance Year 5	17,000	-	17,000
c.	Building Pressure Washing	50,000	48,957	1,043
d.	B Bldg Soffit Sealing Repair	7,750	7,750	-
e.	Foundation Carpet	7,071	7,071	-
f.	Public Relations Flooring	20,000	19,495	505
g.	Chiller replacement	134,000	119,832	14,168
g.	Elevator Repairs	39,000	38,634	366
h.	Uncommitted Allocation	228,179		228,179
		536,000	273,458	262,543

3. County-State-Federal Projects		Budget	Total Expended	Remainder
a.	Public Safety Training Center	24,607,664	22,809,380	1,798,285
		24,607,664	22,809,380	1,798,285

4. Non-County Projects		Budget	Total Expended	Remainder
a.	Campus Exterior Wayfinding Project	302,600	213,405	89,195
b.	Veterinary Medical Technician Instr. Center	1,850,000	45,875	1,804,125
c.	Technology Infrastructure Project	1,500,000	808,650	691,350
d.	BioTech Center Third Floor Upfit	2,542,000	176,080	2,365,920
e.	Main Campus Rekeying Project	338,000	-	338,000
f.	Uncommitted Allocation	684,028	-	684,028
		7,216,628	1,244,011	5,972,618

TOTAL CAPITAL PROJECTS **32,513,142** **24,329,837** **8,183,306**

Funds Available for Future Projects **1,062,068**



Building & Grounds Committee

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Building and Grounds Committee

Sponsor: Thomas Hartman

Date: March 4, 2026

Capital Project Amendments and Contracts Signed by President

Summary:

Informational item. Recent capital project amendments and contracts signed by President

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
10/27/2025	Public Safety Training Center Project	Central Builders of Mebane.Inc.	Sitework contract for PSTC Burn Building - Burlington site	\$ 175,000
12/12/2025	Veterinary Medical Tech Inst Barn Project	Frank Land Design	Geotechnical engineering, soils evaluation, septic design and stream/wetland deliniation (NCDEQ required)	\$ 31,500
1/15/2026	Veterinary Medical Tech Inst Barn Project	Ayres Engineering, Inc..	Surveying services contract for Vet Med Tech Barn project	\$ 29,890
2/4/2026	Veterinary Medical Tech Inst Barn Project	Hobbs Architects	Design services contract	\$ 151,400
2/4/2026	Public Safety Training Center Project	Moseley Architects	Design amendment #6 for PSTC Phase 2 scoping study/advanced planning	\$ 43,650



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Building and Grounds Committee

Sponsor: Thomas Hartman

Date: March 4, 2026

Capital Project Change Orders Signed by President

Summary:

Informational item. Capital project change orders signed by President

Capital Improvement Project Change Orders Signed by President

Date	Project	Vendor	Description	Amount
5/9/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Additional demolition and asbestos abatement at Main Building work areas A, B, C, D, E, F.	\$ 54,353.26
3/17/2025	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Delete Area A scope of work (Childcare) in its entirety, additional floor covering in Area B classrooms after abatement not shown on original ECS reports, additional floor covering in area E classrooms 326 and 331 after abatement not shown on original ECS reports.	\$ (163,940.90)
3/20/2025	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Additional electrical work related to existing field conditions, relocate electrical and data related to updated furniture and equipment layouts.	\$ 71,338.54
3/28/2025	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Changes to flooring (medical grade), additional accent wall painting, remove existing gas pipes in Powell, add counter tops for SIM lab, credit for existing walls to remain, add IT data closet/IDF, credit for door re-keying, credit for moisture vapor treatment not used.	\$ 87,692.74
7/3/2024	Public Safety Training Center	Samet Corporation	Provide electrical & mechanical changes resulting from County review comments for permit approval. Provide erosion control resulting from DEQ & DOT permit review comments. Provide civil utilities changes resulting from Duke Energy existing overhead power poles. Provide electrical power for grinder pump that is part of County water & sewer project.	\$ 10,982.00
2/4/2025	Public Safety Training Center	Samet Corporation	Provide window shades in lieu of horizontal blinds, provide and install site lighting and controls for driving pad, credit for roof coping substitution. Provide Elevate roof coping with MRS rapid Lock Fascia.	\$ 73,106.90
2/12/2025	Public Safety Training Center	Samet Corporation	Provide power and lighting for Training Tower, upgrade to traditional intercom system at Firing Range in lieu of contract headset intercom system, credit to reconfigure and relocate firing range safety ceiling three (3) feet behind firing line to allow overhead mechanical & electrical clearance and access, provide electrical power data changes	\$ 34,562.38
2/25/2025	Public Safety Training Center	Samet Corporation	Provide asphalt paving in lieu of gravel at Firing Range and Pavilion parking areas	\$ 94,460.00
3/28/2025	Public Safety Training Center	Samet Corporation	Outside Utilities-water & sewer project; includes all cost associated with the installation of underground water & sewer lines & pump station	\$ 450,000.00
7/28/2025	Public Safety Training Center	Samet Corporation	Hardware Changes: 6 Pin Locks & Add Thumb Turns, add Quazite Boxes for Building Communications and additional 996' of 6' vinyl coated chain link fencing to tie into existing fencing plan east and plan south	\$ 50,586.00
1/20/2026	Public Safety Training Center	Samet Corporation	Firing Range electrical modifications, Plumbing Credit, Weapons cleaning room revisions, Revised door hardware, Driving pad striping, Additional transfer ducts, Waterline Main extension (\$233,575), Special Inspections reconciliations.	\$ 248,718.48

Alamance Community College Fiscal Year 2026-2027 Proposed Budget Request

Organization Information

Organization Name: Alamance Community College
Contact Person & Title: Elizabeth Thomas, Senior VP of Operations/CFO
Address: PO Box 8000, Graham, NC 27253
Telephone: (336) 506-4410
FAX: (336) 578-3964
E-mail: elthomas674@alamancecc.edu@alamancecc.edu

Name & Title of Person Authorized to submit this request: Dr. Kenneth Ingle, President

Financial Information

Date of most recent audit: FY Ending June 30, 2024

Has a copy been sent to Alamance County Finance Department? Yes No

- If a copy has not been sent to the Finance Department, please enclose a copy with this form when returning to the Finance Department.
- If your agency has not been audited, please enclose a copy of your most recent financial statement.

Total (non-capital) Budget for FY 2025-2026: \$55,008,306

Amount of County Funding for FY 2025-2026: \$5,413,822

Budget Request Information

What is the total amount of your FY2026-2027 budget request? \$6,703,524

Executive Summary

Alamance Community College (College) is requesting current expense funding of \$5,478,117 and capital outlay funding of \$1,225,407 for a total appropriation of \$6,703,524.

Increased current expenses are forecasted by the U.S. Bureau of Labor Statistics for the South Region to be 2.2% for 2027. This impacts general costs to maintain expanded facility space, and the costs of staffing for existing staff (including state retirement health insurance and longevity). FY27 includes the complete Public Safety Training Center utility and maintenance costs. The Salaries and Benefits increase includes personnel needed to support college facilities operations. This increase also includes a 3% increase in the colleges' facilities maintenance agreement.

The priority capital requests are for needed repair and maintenance of the existing facilities for the safety and well-being of students. Additional capital is needed to fund parking lot repairs (\$420,407), flooring replacements (\$70,000), roof replacement for Main building (95,000). A fleet vehicle (\$40,000) is needed to serve our expanding locations. A detailed file is attached for your review.

Current Expense Request

Explanation of Request

The College continues to limit county-funded expenses to essential needs, including operating costs associated with nearly 516,000 square feet of facilities and more than 140 acres of grounds. The College continues to see increases, salaries (including benefits), and repairs to keep up with necessary care and maintenance of our buildings and parking areas.

Expenses have increased in the current fiscal year due to inflationary cost escalation of supply and repair costs. The College has been able to manage expenditures through use of operating transfers from other sources. Since Legislation prohibits expenditure of state allocations for capital maintenance or purchases, the County allocation is an essential resource to pay utilities, maintain facilities, and to provide public safety.

Plant Operation & Maintenance-- Item Description	FY27 Request	Explanation
Salaries & Benefits	1,268,738	Increases in salaries, retirement, & health ins
Maintenance, Custodial Services, Lawn	1,840,821	Aramark 3-year contract, final year
Waste Removal/Recycling Services	72,485	Approximates average amount spent
Utilities & Communications	1,164,927	New in FY26: Public Safety Training Center
Performance Energy Contract	228,809	Cost offset by utility savings. 15 yr. contract
Janitorial Supplies & Materials	36,780	Approximates average amount spent
Maintenance Agreements	230,257	Systems Inspections, i.e. HVAC, elevators
Buildings and Grounds supplies	273,750	Bldg. & equip repair, i.e. doors, paint, widgets
Public Safety cameras & equipment	26,000	Costs are trending upward in recent years
Public Safety operating costs	50,000	Training, operating equip, firing range maint
Rental of Land and Buildings	20,300	Martin Marietta site lease started March 2024
Insurance-Property & Workers' Comp	173,250	5% inflation expected over FY25
Legal Services & Cost Recoveries	92,000	Approximates average amount spent
Total Plant Operation & Maintenance	5,478,117	

The above table provides some details by expenditure category of the request for the upcoming fiscal year. Actual FY27 operating costs are anticipated to be over \$5 million.

Capital Outlay Request and Justification

Completed & Active Projects in FY2026

County Capital--FY 2026 Allocation	Budget	Actual	Remainder
Various Campus Renovations & Repairs	30,000	28,419	1,581
Roofing Preventative Maintenance Year 5	17,000	-	17,000
Building Pressure Washing	50,000	48,957	1,043
B Bldg Soffit Sealing Repair	7,750	7,750	-
Foundation Carpet	7,071	7,071	-
Public Relations Flooring	20,000	19,495	505
Chiller replacement	134,204		134,204
Uncommitted Allocation	269,975		269,975
	536,000	111,692	424,308

Capital Funds Requested for Fiscal Year 26-27:

In 2024, the Capital Oversight Committee discussed the need to update the bond modeling report prepared by Davenport & Co., to increase the amount forecasted for future capital needs of the College. Based on current costs, the College estimates project needs of approximately \$1,225,407 for capital facility maintenance needs in Fiscal Year 2026-2027 as submitted in 2024.

Top Unfunded Capital Needs and Budget Estimate

Below is a list of the top 15 capital projects not yet funded for Fiscal Year 2026-2027. The projects are priorities based on current information available about our facilities. New capital projects may arise during the year if new information becomes available about statutory mandates, our facility conditions or unexpected opportunities to meet new programmatic needs. Alamance Community College remains committed to researching grant opportunities and looking for other state or federal resources to aid in completion of these projects.

Top Unfunded Capital Needs and Budget Estimate

Alamance Community College		
Unfunded Capital Projects		
TOP UNFUNDED NEEDS		BUDGET ESTIMATE
1	Dental hygiene/dental assisting programs upgrades and renovation	\$ 2,500,000.00
2	Wayfinding Digital Internal Signage	\$ 100,000.00
3	Asphalt repair/replacement	\$ 1,650,200.00
4	Roof repair and replacement	\$ 1,000,000.00
5	Renovation of classrooms, labs and offices on Main campus	\$ 4,000,000.00
6	Renovate A building exterior stairways	\$ 650,000.00
7	Safety - Camera replacement/access control/emergency speaker add/replace	\$ 325,000.00
8	Additional safety upgrades and ADA compliance renovations	\$ 500,000.00
9	Main, A, B buildings restroom ADA compliance renovations (22)	\$ 220,000.00
10	Upgrade fire alarm system	\$ 500,000.00
11	Flooring / carpet replacement (hallways, classrooms, offices) - campus wide	\$ 500,000.00
12	Paint/seal Main & A Buildings Main Campus	\$ 1,000,000.00
13	Awning replacement - Main entrance to Main Building	\$ 500,000.00
14	Student dining service area addition	\$ 600,000.00
15	Back-up chiller for Powell Building	\$ 260,000.00
	Total	\$ 14,305,200.00



Budget and Finance Committee

1247 Jimmie Kerr Road
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Budget and Finance Committee

Sponsor: Elizabeth Thomas

Date: March 6, 2026

Title of Document: Budget and Finance Report March 2026

Summary: A summary of the financial status of state, county, and institutional funds through February 2026.



Budget and Financial Information

For the
Month Ending
February-26

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 February 28, 2026. This report is unadjusted and unaudited, meaning that inconsistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

- **Exhibit A - State Accounting Fund: Year-to-Date Budget Report**
- **Exhibit B - County Accounting Fund: Year-to-Date Budget Report**
- **Exhibit C – Institutional Accounting Fund: Year-to-Date Summary Report**
- **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.

- **Exhibit A--State Accounting Fund:** The College has expensed 61.23% of the State budget with 66.70% of the year completed. Areas exceeding 66.7% are due to annual contractual expenses such as insurance and software.
- **Exhibit B—County Accounting Fund:** The College County budget is slightly over with 68.2% spent through February. Insurance expenses are paid annually. Contractual expenses and security upgrades impact the administrative expenses paid YTD. Higher energy costs and weather related expenses increased some costs YTD.
- **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.
- **Exhibit D—Institutional Accounting Fund Balance Detail Report:** The college spent 12.3 million in Institutional funds through February. The largest expenses include financial aid and construction projects.
- **Negative program balances:** Planned negative balances appear in reports usually as a result of spending first, then receiving reimbursement later, such as with financial aid, grant programs, and capital projects. There are no Institutional funds with unplanned negative balances to report.

Exhibit A - State Funds

Division	Budget 7/1/25	Actual	Remaining	%	Prior Year
Executive Management	1,625,496.00	1,016,007.80	609,488.20	62.50%	1,359,894.01
Financial Services	1,532,836.00	1,060,795.79	472,040.21	69.20%	1,472,101.45
General Administration	2,023,900.00	1,391,471.63	632,428.37	68.75%	1,815,793.09
Information Systems	1,742,024.00	1,374,077.67	367,946.33	78.88%	1,426,370.30
Institutional Support	6,924,256.00	4,842,352.89	2,081,903.11	69.93%	6,074,158.85
Curriculum Instruction	16,401,706.00	10,151,986.35	6,249,719.65	61.90%	14,484,552.48
Curriculum Support	1,688,858.00	982,240.18	982,240.18	58.16%	1,270,617.51
BioBetter	598,985.00	246,004.49	246,004.49	41.07%	459,975.06
Curriculum	18,689,549.00	11,380,231.02	7,477,964.32	60.89%	16,215,145.05
Occupational Ext. Instruction	2,039,924.00	1,321,061.15	718,862.85	64.76%	1,666,536.95
Occupational Ext. Support	1,274,058.00	821,236.88	452,821.12	64.46%	1,004,915.24
Continuing Education Support	1,045,941.00	690,898.17	355,042.83	66.06%	1,008,506.94
Continuing Education	4,359,923.00	2,833,196.20	1,526,726.80	64.98%	3,679,959.13
Adult Basic Education Title 2	1,463,481.00	842,049.44	621,431.56	57.54%	1,237,632.00
Adult High School	206,240.00	123,069.58	83,170.42	59.67%	190,425.00
Integrated Education(IET)	100,000.00	74,117.27	25,882.73	74.12%	94,720.39
Literacy Special Programs	49,666.00	9,842.40	39,823.60	19.82%	22,884.27
College and Career Readiness	1,819,387.00	1,049,078.69	770,308.31	57.66%	1,545,661.66

Exhibit A - State Funds

Division	Budget 7/1/25	Actual	Remaining	%	Prior Year
Small Business Centers	186,411.00	92,382.79	94,028.21	49.56%	170,494.19
Customized Training	140,471.00	102,051.67	38,419.33	72.65%	190,400.64
Apprenticeship	230,785.00	185,113.31	45,671.69	80.21%	58,235.48
Industry Support	557,667.00	379,547.77	178,119.23	68.06%	419,130.31
Library/Learning Center	571,921.00	336,732.79	235,188.21	58.88%	550,165.04
Student Services	3,747,035.00	2,222,483.44	1,524,551.56	59.31%	2,657,812.61
IDD Training (Devt Disab)	194,000.00	90,345.57	103,654.43	46.57%	111,768.46
Childcare	56,641.00	14,628.00	42,013.00	25.83%	54,036.00
Scholarships	42,669.00	13,741.37	28,927.63	32.20%	33,597.10
Student Services	4,040,345.00	2,341,198.38	1,699,146.62	57.95%	2,857,214.17
Equipment	2,259,182.00	861,320.72	1,397,861.28	38.13%	948,505.49
Books	46,188.00	21,157.95	25,030.05	45.81%	46,627.96
Capital Outlay	2,305,370.00	882,478.67	1,422,891.33	38.28%	995,133.45
Grand Total	39,268,418.00	24,044,816.41	15,392,247.93	61.23%	32,336,567.66

Exhibit B - County Funds

Division	Budget 7/1/25	Actual	Remaining	%	Prior Year
Executive Management	658,685.00	585,716.11	72,968.89	88.92%	587,375.00
Plant Operations	3,517,712.00	2,422,696.09	1,095,015.91	68.87%	3,181,915.00
Plant Maintenance	759,785.00	552,660.43	207,124.57	72.74%	799,030.00
Facilities Services	4,277,497.00	2,975,356.52	1,302,140.48	69.56%	3,980,945.00
Capital Projects	536,000.00	273,456.83	262,543.17	51.02%	355,618.00
Capital Carryforward	152,650.00	2,989.00	149,661.00	1.96%	51,472.00
Capital Outlay	688,650.00	276,445.83	412,204.17	52.98%	407,090.00
Grand Total	5,624,832.00	3,837,518.46	1,787,313.54	68.22%	4,975,410.00

Exhibit C

Department	Beginning 7/1/25	Revenues	Expenses	Balance
Bookstore	\$ 1,624,297.92	\$ 992,822.25	\$ 870,650.00	\$ 1,746,470.17
Proprietary Funds	\$ 31,416.81	\$ 10,714.65	\$ 41,231.24	\$ 900.22
Unrestricted	\$ 667,683.42	\$ 153,240.19	\$ 306,705.45	\$ 514,218.16
Vending	\$ 46,803.41	\$ 8,531.07	\$ 49,383.97	\$ 5,950.51
College Funds	\$ 2,370,201.56	\$ 1,165,308.16	\$ 1,267,970.66	\$ 2,267,539.06
College Fees	\$ 638,210.95	\$ 610,725.24	\$ 407,556.56	\$ 841,379.63
Course Fees	\$ 310,100.26	\$ 421,486.98	\$ 271,603.26	\$ 459,983.98
Live Projects	\$ 312,071.97	\$ 41,178.16	\$ 53,518.70	\$ 299,731.43
Self-Supporting	\$ 557,686.04	\$ 103,861.50	\$ (73,705.12)	\$ 735,252.66
College Support Funds	\$ 1,818,069.22	\$ 1,177,251.88	\$ 658,973.40	\$ 2,336,347.70
Federal Grants	\$ 33,923.50	\$ 546,784.91	\$ 628,316.91	\$ (47,608.50)
Grants	\$ 12,375.60	\$ -	\$ 8,130.00	\$ 4,245.60
NCCCS Grant	\$ 682,961.00	\$ 59.00	\$ 235,442.17	\$ 447,577.83
State Grants	\$ 734,810.97	\$ 35,040.18	\$ 5,567.14	\$ 764,284.01
Grants	\$ 1,464,071.07	\$ 581,884.09	\$ 877,456.22	\$ 1,168,498.94
Federal Scholarships	\$ (12,210.14)	\$ 6,141,032.87	\$ 6,541,269.02	\$ (412,446.29)
State Scholarships	\$ 226,967.05	\$ 207,026.41	\$ 401,949.03	\$ 32,044.43
Federal Administrative Funds	\$ 175,504.92	\$ -	\$ 2,779.79	\$ 172,725.13
Financial Aid and Scholarships	\$ 390,261.83	\$ 6,348,059.28	\$ 6,945,997.84	\$ (207,676.73)
Capital Assets	\$ 101,597,427.58	\$ -	\$ -	\$ 101,597,427.58
Capital Projects	\$ (109,197.48)	\$ 2,585,370.87	\$ 2,581,164.37	\$ (104,990.98)
Capital Funds	\$ 101,488,230.10	\$ 2,585,370.87	\$ 2,581,164.37	\$ 101,492,436.60
Grand Total	\$ 107,530,833.78	\$ 11,857,874.28	\$ 12,331,562.49	\$ 107,057,145.57

Exhibit D

Department	Beginning 7/1/25	Revenues	Expenses	Balance	Notes
Biblui Bookstore Charges	27,690.00	981,087.29	863,330.00	145,447.29	
Bookstore	1,596,607.92	11,734.96	7,320.00	1,601,022.88	
Bookstore	1,624,297.92	992,822.25	870,650.00	1,746,470.17	
Duplicating Center	17,720.45	426.65	8,100.68	10,046.42	
Graduation	10,140.43	10,288.00	17,967.91	2,460.52	
Public Information & Marketing	3,555.93	0.00	15,162.65	-11,606.72	
Proprietary	31,416.81	10,714.65	41,231.24	900.22	
Administrative Services	98.30	5,000.00	901.96	4,196.34	
Board of Trustees	0.00	0.00	1,701.70	-1,701.70	
Capital Investments Fund	264,690.77	51,178.98	69,451.06	246,418.69	
Continuing Education	564.45	8,000.00	500.00	8,064.45	
Curriculum	-1,017.41	20,000.00	13,099.19	5,883.40	
Executive Vice President	4,576.84	0.00	1,022.62	3,554.22	
Fiscal Services	313,421.72	45,111.96	158,070.21	200,463.47	
Lost Revenues-Institutional	5,416.83	0.00	5,768.26	-351.43	
Lost State Revenue	38,582.27	0.00	30,563.23	8,019.04	
Presidents Office	-2,138.58	20,000.00	9,652.68	8,208.74	
Thigpen Trust	43,488.23	3,949.25	15,974.54	31,462.94	
Unrestricted	667,683.42	153,240.19	306,705.45	514,218.16	
Vending	46,803.41	8,531.07	49,383.97	5,950.51	
College Funds	2,370,201.56	1,165,308.16	1,267,970.66	2,267,539.06	
Career Services	0.00	2,400.00	0.00	2,400.00	
CE Technology Fee	152.59	0.00	0.00	152.59	
Curriculum CAPS Fee	184,061.05	73,502.14	127,728.15	129,835.04	
Curriculum Technology Fee	144,340.43	111,153.99	124,437.00	131,057.42	
Contingency Funds	0.00	270,000.00	255.90	269,744.10	
Learning Resource Center	1,074.70	584.06	32.42	1,626.34	
Student Activity Fee - CU	236,743.49	145,136.86	155,103.09	226,777.26	
Traffic Control, Parking and S	71,838.69	7,948.19	0.00	79,786.88	
College Fees	638,210.95	610,725.24	407,556.56	841,379.63	
Advertising Graphics Technolog	0.00	5,901.00	4,095.98	1,805.02	
Agriculture	0.00	1,275.00	0.00	1,275.00	
Automotive Technology	84.22	7,700.00	0.00	7,784.22	
Beauty Professional	2,400.00	13,286.35	0.00	15,686.35	
Biotechnology	3,574.37	3,892.88	3,387.82	4,079.43	
BLET Uniforms	0.00	5,744.00	5,495.84	248.16	
Computer Aided Drafting Tech	0.00	1,205.00	0.00	1,205.00	
Con-Ed Fees - Public Safety	133,799.48	14,216.18	28,557.90	119,457.76	
Con-Ed Fees - Special Programs	21,997.27	4,046.45	0.00	26,043.72	
Cosmetology	0.00	43,013.04	17,904.60	25,108.44	
Criminal Justice	700.00	3,100.00	0.00	3,800.00	
Culinary Technology	-869.29	1,061.98	1,555.60	-1,362.91	
Dental Assistant	2,487.71	12,174.50	7,204.66	7,457.55	
Emergency Medical Science	16,015.00	1,878.00	0.00	17,893.00	
EMS-Graham	25,771.51	6,102.20	-7,584.40	39,458.11	
Health Care	25.00	7,575.00	0.00	7,600.00	
Humanities & Fine Arts	0.00	1,850.00	0.00	1,850.00	
Machining	0.00	5,815.00	0.00	5,815.00	
Massage Therapy	0.00	2,070.00	0.00	2,070.00	
Mechatronic/Industrial Systems	0.00	1,282.62	0.00	1,282.62	
Medical Assistant	17,549.68	21,539.20	121.20	38,967.68	
Medical Lab Technician	6,234.18	2,628.58	0.00	8,862.76	
Misc Curriculum Fees	12,256.09	10.00	0.00	12,266.09	
Natural Sciences	17,992.83	27,596.00	8,481.62	37,107.21	
Nurse Aide	14,896.73	15,534.52	4,020.00	26,411.25	
Nursing	34,073.48	132,144.08	185,048.87	-18,831.31	
Pottery	330.00	5,585.00	0.00	5,915.00	

Exhibit D

Department	Beginning 7/1/25	Revenues	Expenses	Balance	Notes
Professional Development& CEUs	0.00	4,648.65	0.00	4,648.65	
Professional Dog Grooming	782.00	14,076.00	12,817.34	2,040.66	
Trade & Industry	0.00	510.00	0.00	510.00	
Vet Tech - HCWF	0.00	1,004.50	496.23	508.27	
Welding	0.00	53,021.25	0.00	53,021.25	
Course Fees	310,100.26	421,486.98	271,603.26	459,983.98	
Animal Care and Management	411.58	0.00	0.00	411.58	
Automotive Technology	-5,523.54	196.20	0.00	-5,327.34	
Cosmetology	188,266.28	23,062.44	51,389.81	159,938.91	
Culinary Food Service	33,264.70	3,033.00	62.26	36,235.44	
Culinary Technology	-869.29	0.00	0.00	-869.29	
Dental Assistant	67,608.93	545.00	6.88	68,147.05	
Massage Therapy	28,913.31	13,801.52	2,059.75	40,655.08	
Professional Dog Grooming	0.00	540.00	0.00	540.00	
Live Projects	312,071.97	41,178.16	53,518.70	299,731.43	
Comm Svc - Graham - Self Supp	164,942.51	43,843.19	-132,330.46	341,116.16	
Continuing Educ Service Fees	44,652.25	14,442.70	9,800.91	49,294.04	
Non-FTE/ Self-Supporting	0.00	3,990.00	16,673.87	-12,683.87	
OE Self Supp	32,417.47	6,339.92	0.00	38,757.39	
Occupational Extension	246,401.55	22,889.69	8,742.69	260,548.55	
Public Offerings	0.00	0.00	1,278.91	-1,278.91	
Special Programs	30,041.64	5,644.00	-4,177.90	39,863.54	
Summer Camp	39,230.62	6,712.00	26,306.86	19,635.76	
Self-Supporting	557,686.04	103,861.50	-73,705.12	735,252.66	
College Support Funds	1,818,069.22	1,177,251.88	658,973.40	2,336,347.70	
Cyberskills Grant	704.28	0.00	0.00	704.28	
Digital Navigator Grant	13,534.91	0.00	13,534.91	0.00	
Firehouse Public Safety Grant	-1,863.59	0.00	76.69	-1,940.28	
College Grants	12,375.60	0.00	13,611.60	-1,236.00	
ACE Grant	12,550.34	87,850.05	92,795.90	7,604.49	
AEFLA Section 243	-3,523.54	0.00	637.95	-4,161.49	
AJOBS - Impact Alamance	0.00	0.00	605.86	-605.86	
AJOBS-JCPC Grant	-29,414.55	80,912.96	60,680.42	-9,182.01	Due From Federal Government
AWESM Grant	0.00	0.00	-174.17	174.17	
BioWorks Federal Grant	-652.75	-985.65	0.00	-1,638.40	
College Work Study	84,570.73	99,273.00	60,873.00	122,970.73	
SIP - PACE Program	2,581.04	83,701.72	191,570.61	-105,287.85	Due From Federal Government
Steps4Growth Fed Grant (ARP)	-12,217.67	72,270.27	44,366.58	15,686.02	
TRIO Student Support Services	-19,970.10	123,762.56	172,169.47	-68,377.01	Due From Federal Government
Federal Grants	33,923.50	546,784.91	623,525.62	-42,817.21	
Advance NC	0.00	0.00	-40,000.00	40,000.00	
Americorp	4,494.55	3,000.00	3,547.54	3,947.01	
Americorp		2,997.63	2,368.00	629.63	
C-Step Grant	-8,052.83	10,000.00	2,823.41	-876.24	
Criminal Justice Fellow Scholarship	0.00	0.00	-370.00	370.00	
NC Space Grant	0.00	0.00	4,791.29	-4,791.29	
TECAT State Funds	753,627.60	0.00	305.39	753,322.21	
NSF Mentor Connect	-526.10	5,242.55	25,916.64	-21,200.19	
Short-term Workforce Dev Grant	0.00	0.00	8,500.00	-8,500.00	
Governors Crime Commission	-14,732.25	13,800.00	-3,005.44	2,073.19	
State Grants	734,810.97	35,040.18	4,876.83	764,974.32	
Longleaf Commitment Grant	225,482.00	59.00	0.00	225,541.00	
NC Community Colleges Boost	457,479.00	0.00	235,442.17	222,036.83	
NCCCS Grants	682,961.00	59.00	235,442.17	447,577.83	
Grants	1,464,071.07	581,884.09	877,456.22	1,168,498.94	
Overhead Receipts - DOE	151,199.32	0.00	866.32	150,333.00	

Exhibit D

Department	Beginning 7/1/25	Revenues	Expenses	Balance	Notes
Overhead Receipts - VA	24,305.60	0.00	1,913.47	22,392.13	
Federal Administrative Funds	175,504.92	0.00	2,779.79	172,725.13	
SEOG	21,178.18	69,147.00	78,635.53	11,689.65	
Pell 2007 - 2008	15,812.28	0.00	0.00	15,812.28	
Pell 2024 - 2025	-49,200.60	59,581.40	10,127.66	253.14	
Pell 2025-2026	0.00	6,012,304.47	6,452,505.83	-440,201.36	Due from Federal Government
Federal Financial Aid	-12,210.14	6,141,032.87	6,541,269.02	-412,446.29	
FELS	-807.00	0.00	0.00	-807.00	
Golden Leaf Scholarships	-14,250.02	22,500.00	30,500.00	-22,250.02	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	11,020.00	-14,500.00	Due From State
NC Guarantee	137,937.00	172,789.00	272,468.00	38,258.00	
OSBM Student Support - 50223	96,380.36	655.41	83,815.03	13,220.74	
Targeted Assistance Grant	21,931.71	1,263.00	3,877.00	19,317.71	
State Scholarships	226,967.05	207,026.41	401,949.03	32,044.43	
Financial Aid and Scholarships	390,261.83	6,348,059.28	6,945,997.84	-207,676.73	
Expended Plant Fund	101,597,427.58	0.00	0.00	101,597,427.58	
BioTech Third Floor Upfit	-48,300.00	100,739.00	114,990.19	-62,551.19	Due From State SCIF
Covington Barn	-23,400.00	23,400.00	22,475.00	-22,475.00	Due From State SCIF
NCDEQ EV Grant	-79,104.21	79,104.00	0.00	-0.21	
Public Safety Training Center	311,606.74	1,902,804.87	2,230,294.01	-15,882.40	Due From State SCIF
Wayfinding Project	0.00	199,323.00	213,405.17	-14,082.17	Due From State SCIF
Welding Ventilation	-270,000.01	280,000.00	0.00	9,999.99	
Capital Funds	101,488,230.10	2,585,370.87	2,581,164.37	101,492,436.60	
Total	107,530,833.78	11,857,874.28	12,331,562.49	107,057,145.57	



Board of Trustees

1247 Jimmie Kerr Road
Graham, NC 27253-8000
Phone: (336) 506-4100

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Board of Trustees

Sponsor: Katherine Hackney

Date: March 9, 2026

Title of Document: Student Government Report

Summary:

The ACC Student Government Association Executive Board continues to prioritize student engagement, campus involvement, and strong student representation at both the campus and statewide levels. During the past month, the executive board has worked to address governance matters affecting student representation, participate in statewide leadership meetings, and begin planning for upcoming campus programming.

The SGA is especially excited about the planning underway for Spring Fling, where we will collaborate with the Culinary program to provide an international-themed event featuring food and activities designed to bring students together on main campus. These efforts reflect our continued commitment to creating meaningful opportunities for student engagement and strengthening the student voice within the college community.



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	01/30/2026	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	12/26/2025	12/26/2027	
Roslyn Crisp	07/01/2025	06/30/2029	02/01/2026	02/06/2025	02/06/2027	
Blake Williams	07/01/2015	06/30/2027	01/28/2026	09/12/2025	09/12/2027	
William Gomory	07/01/2012	06/30/2028	01/15/2026	02/11/2026	02/11/2028	
Powell Glidewell	8/29/2019	6/30/2027	03/02/2026	08/15/2024	08/15/2026	
Ana Fleeman(EL)				07/24/2024	07/24/2026	
Julie Emmons	07/01/2024	06/30/2028	03/02/2026	08/22/2024	08/22/2026	
Tammy Karnes	01/27/2025	06/30/2026	03/02/2026	05/20/2025	05/20/2027	
Walter Britt	07/01/2025	06/30/2029	03/02/2026	09/12/2025	09/12/2027	



Executive Leadership Team

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Policy and Procedure Request Form

Name: Sarah Hardin

Date: February 17, 2026

Title of Document: Revision-Policy 2.2.3- Facility Use

Type of Request:

- New Policy
- New Procedure
- Revised Policy
- Revised Procedure

Policy Chapter:

- Chapter 1 Board of Trustees and Governance
- Chapter 2 Administrative
- Chapter 3 Human Resources
- Chapter 4 Instructional
- Chapter 5 Student Services
- Chapter 6 Business Services
- Chapter 7 Information Technology

Policy Title: 2.2.3 Facility Use

Summary of Proposed Changes:

The revised policy clarifies and expands the purpose and scope of facility use while improving consistency and alignment with existing College policies. It more explicitly emphasizes that College facilities are primarily intended to support credit and non-credit educational programs, while still allowing periodic use by student organizations, government agencies, non-profit entities, community members, and certain for-profit entities when activities align with the College's educational mission. The updated language strengthens limitations by specifying that external use cannot compete with or disrupt College classes or events.

If time sensitive, proposed effective date: N/A

The College's facilities exist to meet the educational needs of individuals citizens within the College's service area. The College welcomes external organizations to utilize campus facilities for events, meetings, and gatherings. To ensure responsible use of College resources, the Board delegates to the President the authorization to develop procedures and a fee schedule to be used by parties who want to utilize the College's facilities. The use of the College's facilities cannot compete with any of the College's classes or events that are or could be offered.

All external organizations using College facilities must provide proof of insurance.

~~The College's facilities exist to meet the educational needs of citizens within the College's service area. The College offers a wide range of credit curricula and non-credit extension courses and the College's facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal matter. In addition, the College may make its facilities available upon reasonable condition for the periodic use of student organizations, government agencies, non-profit entities, community members and for-profit entities (for non-revenue generating events) provided the activities involved are in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare. The use of the College's facilities cannot compete with any of the College's classes or events that are or could be offered.~~

This Policy only applies to the use of the College's facilities. For information concerning the use of outdoor campus spaces, see Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly.

~~The Board hereby delegates to the President to develop procedures and a fee schedule to be used by parties who want to utilize the College's facilities.~~

Adopted: June 13, 2022

Revised: March 9, 2026



**Policies and Procedures
Request Form**

1247 Jimmie Kerr Road
Graham, NC 27253-8000
Phone: (336) 506-4100

www.alamancecc.edu

Policy and Procedure Request Form

Sarah Hardin

Date: 2/17/2026

Revision-2.2.3-Facility Use

Type of Request:

- New Policy
- New Procedure
- Revised Policy
- Revised Procedure

Policy Chapter:

- Chapter 1 Board of Trustees and Governance
- Chapter 2 Administrative
- Chapter 3 Human Resources
- Chapter 4 Instructional
- Chapter 5 Student Services
- Chapter 6 Business Services
- Chapter 7 Information Technology

Title: Revision-2.2.3-Facility Use

Summary of Proposed Changes:

The revised policy clarifies and expands the purpose and scope of facility use while improving consistency and alignment with existing College policies. It more explicitly emphasizes that College facilities are primarily intended to support credit and non-credit educational programs, while still allowing periodic use by student organizations, government agencies, non-profit entities, community members, and certain for-profit entities when activities align with the College's educational mission. The updated language strengthens limitations by specifying that external use cannot compete with or disrupt College classes or events.



Executive Leadership Team

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Policy and Procedure Request Form

Name: Justin Snyder

Date: February 17, 2026

Title of Document: REVISION of Policy 4.1.5 - Academic Advising

Type of Request:

- New Policy
- New Procedure
- Revised Policy
- Revised Procedure

Policy Chapter:

- Chapter 1 Board of Trustees and Governance
- Chapter 2 Administrative
- Chapter 3 Human Resources
- Chapter 4 Instructional
- Chapter 5 Student Services
- Chapter 6 Business Services
- Chapter 7 Information Technology

Policy Title: 4.1.5 - Academic Advising

Summary of Proposed Changes:

Minor change to the Academic Advising Policy to reflect current advising models.

If time sensitive, proposed effective date: Click or tap here to enter text.

~~The Vice President of Instruction/Chief Academic Officer shall supervise the College's academic advisory system.~~ Academic advisors are College employees who help students plan and complete their academic goals. Academic advisors shall assist students with course selection and requirements for their program of study.

Academic advisors can offer students opportunities to enhance their education by making them aware of the various resources available throughout the College community. Academic advisors play an important role in the educational progress of advisees, by continually monitoring and evaluating their progression, as well as helping them clarify their educational goals and values.

Academic advisors shall be familiar with the Board's policies and procedures as well as other academic processes.

Adopted: June 13, 2022

Amended: March 09, 2025



Executive Leadership Team

1247 Jimmie Kerr Road
Graham, NC 27253-8000
Phone: (336) 506-4100
www.alamancecc.edu

Policy and Procedure Request Form

Name: Beth Brehler

Date: February 17, 2026

Title of Document: 5.1.2 Acceptance of Transfer Students/Credits

Type of Request:

- New Policy**
- New Procedure**
- Revised Policy**
- Revised Procedure**

Policy Chapter:

- Chapter 1 Board of Trustees and Governance**
- Chapter 2 Administrative**
- Chapter 3 Human Resources**
- Chapter 4 Instructional**
- Chapter 5 Student Services**
- Chapter 6 Business Services**
- Chapter 7 Information Technology**

Policy Title: 5.1.2 Acceptance of Transfer Students/Credits

Summary of Proposed Changes:

The proposed revisions streamline and clarify the College's transfer credit policy by defining evaluation criteria, roles, and processes to ensure consistent decision-making. The update provides clearer guidance on documentation, time limits, and appeals. These changes improve transparency, consistency, and alignment with current institutional practices.

If time sensitive, proposed effective date: N/A

- A. Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.
- B. Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is 75% of the student's program of study. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein.

For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

1. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.
2. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.
3. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
4. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation ~~will~~may be required. It shall be the student's responsibility to provide any additional documentation requested.
5. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Decisions related to acceptance of credit will be made by the appropriate ~~faculty member(s)~~Department Head and/or Dean, in consultation with the Vice President of Instruction

6. Within the Nursing department, departmental policy limits transfer credit for nursing courses to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College and have earned a grade of “B” or better. Credit for general education courses will transfer only with a grade of “C” or better.
- C. The responsibility for determining transfer credit from other colleges and universities rests with the Registrar ~~and Admissions staff's Office~~. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate Dean, whose decision will be final. ~~In such cases, the Dean will note the decision in the student's academic file~~. Time limits may be imposed in certain situations, such as for health sciences program courses. ~~Student Services~~ The Registrar's Office and the appropriate Dean will maintain a list of courses that have time limits for transfer. Any student challenge regarding the award of transfer credit will be referred to the appropriate Department Head or Dean. This credit must be approved by the Dean.
- ~~D. When a student transfers from a postsecondary institution to the College, the following steps will be implemented:~~
- ~~1. The student fills out an application for admission and is responsible for providing an official high school transcript (except when the student has already earned an associate's degree or higher) and an official transcript from any other postsecondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.~~
 - ~~2. The Admissions staff evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a “C” may be transferred. The transcript evaluation is conducted in cooperation with the appropriate Department Head and Dean, as applicable.~~
 - ~~3. The student is given placement test(s), if applicable.~~
 - ~~4. The student continues with registration procedure.~~

The College recognizes the following additional opportunities for awarding transfer credits:

1. College Board Advanced Placement Program (AP): College course credit will be granted to students who pass the AP examinations with a score of three, four, or five.

- Students must submit ~~a College Action Report~~ an official score report to the Student Services Registrar's Office for consideration of granting college credit.
2. College-Level Examination Program (CLEP): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education. Students must submit a CLEP transcript to the Enrollment Management Office Registrar's Office for consideration of granting college credit.
 3. Educational Experiences in the Armed Services: Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, students should contact the service school(s) and ask them to which regional accrediting agency they belong. Students should ~~Contact Student Services~~ contact ACC's Veterans Services Office for more information.
 4. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Students must have earned a minimum letter grade of a "C," passed the final assessment with a proficiency of 85% or better, or passed the applicable credentialing exam. The appropriate Dean for each division will approve non-curriculum course material prior to officially granting curriculum credit. Faculty teaching courses for which non-curriculum to curriculum credit may be awarded must meet all SACSCOC credentialing requirements.
 5. Credit by Credential: Academic credit may be awarded for adequately documented and validated industry-recognized credentials. Credential credits must be approved by the subject-matter experts based on content and outcomes. The Department Head, Dean, and Vice President of Instruction must approve credential credits.
 6. Transfer of credit to Nursing Program: Within the Nursing Department, departmental policy limits transfer credit for nursing courses to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College with a grade of "B" or better. Credit for general education courses will transfer only with a grade of "C" or better.

Adopted: June 13, 2022

Revised: August 11, 2025; [March 9, 2026](#)

(This policy replaces “Transfer Credit Policy” adopted January 11, 2016. This policy also replaces “CLEP, AP, and IB Credits” adopted April 12, 2021. The latter will continue to be published in the College Catalog.)



Executive Leadership Team

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Policy and Procedure Request Form

Name: Elizabeth Thomas

Date: February 17, 2026

Title of Document:

Policy 7.3.1 Prohibit Viewing of Pornography on College Networks and Devices

Type of Request:

- New Policy**
- New Procedure**
- Revised Policy**
- Revised Procedure**

Policy Chapter:

- Chapter 1 Board of Trustees and Governance**
- Chapter 2 Administrative**
- Chapter 3 Human Resources**
- Chapter 4 Instructional**
- Chapter 5 Student Services**
- Chapter 6 Business Services**
- Chapter 7 Information Technology**

Policy Title: Policy 7.3.1 Prohibit Viewing of Pornography on College Networks and Devices

Summary of Proposed Changes:

In accordance with Session Law 2024-26, the administration is requesting that the Board adopt Policy 7.3.1 to prohibit the accessing or viewing of pornography on College networks or on devices owned, leased, maintained, or otherwise controlled by the College. The policy applies to all employees, students, elected officials, appointees, and other users, including the use of personal devices when connected to the College's internet network. Pornography is defined as any visual depiction of sexual activity, including digital or AI-generated images, but does not include materials consisting entirely of written words. Limited exceptions are permitted only for employees performing specific official duties, such as cybersecurity or legal proceedings. Violations may result in disciplinary action consistent with College policy and applicable law, and the College is required to report incidents annually to the State Chief Information Officer.

If time sensitive, proposed effective date: 3/1/26

In accordance with S.L 2024-26, Alamance Community College strictly prohibits accessing or viewing of pornography on its networks or devices. This policy supplements the College's Acceptable Use of Information Systems Policy (Policy 7.1.1) and applies to all employees, students, elected officials, and other users of the College's network or devices.

I. DEFINITIONS

- A. Device: Includes any cellular phone, desktop or laptop computer, or other electronic equipment capable of connecting to a network.
- B. Network: Includes any of the following, whether through owning, leasing, maintaining, or otherwise controlling: the interconnection of communication systems with a computer through remote or local terminals, or a complex consisting of two or more interconnected computers or telephone switching equipment; internet service; or internet access.
- C. Pornography: "Any material depicting sexual activity," including pictures, drawings; video recordings, films or other visual or physical depictions or representations, including digital or computer-generated (AI) visual depictions or representations. This definition does not include material consisting entirely of written words.

II. PROHIBITION

The College prohibits the viewing of pornography by employees on a College network. This includes employees' personal devices when connected to the College's internet network.

All employees, students, elected officials, and appointees of the College are prohibited from viewing pornography on a device owned, leased, maintained, or otherwise controlled by the College, regardless of whether it is connected to the College's network.

Failure to adhere to the policy could result in disciplinary action in accordance with the College's established procedures.

Depending on the individual's role and the severity of the violation, actions may include:

- Verbal or written warnings
- Mandatory retraining
- Loss of network or device access
- Suspension (employees or students)
- Termination of employment
- Student disciplinary sanctions up to expulsion
- Removal from appointment or elected position

Disciplinary actions will be applied in accordance with relevant College policies, State Board policies, and applicable law.

III. EXCEPTIONS

These requirements do not apply to an official or employee who is engaged in certain activities during that person's official duties, including identifying potential security or cybersecurity threats; establishing, testing, and maintaining firewalls, protocols; and participating in judicial or quasi-judicial proceedings.

There is no exception allowing students or instructors to view such material.

If the College discovers or becomes aware of instances of unauthorized viewing of pornography on the network and/or College devices, the College must report such instances to the State.

IV. REPORTING PROCEDURES

Any unauthorized attempts to access or view pornography must be reported to the appropriate College administrator or Information Services. The Chief Information Officer will complete an Annual Report due to the State Chief Information Officer by **August 1**. The report will include the following:

- The number of incidents of unauthorized/attempted viewing of pornography on the College's network;

- Whether the unauthorized viewing was by an employee, elected official, appointee, or student of the College; and
- Whether the unauthorized viewing was on a device owned, leased, maintained, or otherwise controlled by the College.

Adopted: March 9, 2026

Legal Reference: S.L. 2024-26 G.S. 143-805

Cross Reference: Policy 7.1.1 Acceptable Use of Information Systems



Executive Leadership Team

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Policy and Procedure Request Form

Name: Elizabeth Thomas

Date: February 17, 2026

Title of Document:

Policy 7.1.1 Acceptable Use of Information Systems

Type of Request:

- New Policy**
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- Chapter 7 Information Technology**

Policy Title: Policy 7.1.1 Acceptable Use of Information Systems

Summary of Proposed Changes:

Discover Your Passion

The policy is being updated to incorporate the required references to the newly established Policy 7.3.1 Prohibit Viewing of Pornography on College Networks and Devices, as mandated by North Carolina Session Law 2024-26. This law requires all public agencies, including community colleges, to adopt a policy prohibiting the viewing of pornography on institutional networks and devices.

Revisions to Policy 7.1.1 expand the definition of information systems to include all College-owned networks and devices; explicitly prohibit the viewing of pornography through these systems; and add a clear definition of pornography to support consistent interpretation and enforcement across the College.

If time sensitive, proposed effective date: March 1, 2026

I. PURPOSE

The College strives to provide information technology access in an environment in which access is shared equitably among users. This access is intended to be used in support of the College's research, educational, and administrative purposes. Access to information systems, including the Internet, computer systems, and computer networks, is provided to authorized users for those resources they have been granted rights to use. This policy applies to students, employees, and other authorized users. This policy's purpose is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

II. COLLEGE ACCOUNT CREDENTIALS

1. It is the user's responsibility for maintaining the security of usernames, passwords, and any other access credentials assigned to them. This information may not be given to anyone other than the person to whom they were assigned.
2. Users are responsible for any use and activity of their account.
3. Attempting to discover or using another user's username or password or attempting to gain unauthorized access to another person's files or email is prohibited.
4. Failure to read College guidelines, requirements, and regulations will not exempt users from responsibility.
5. Users are responsible for providing accurate and true information about themselves in any identity verification process.

III. ACCEPTABLE USE FOR COMPUTER WORKSTATIONS, COLLEGE NETWORKS, AND COLLEGE DEVICES

The College's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all College digital systems, Internet, computer, and information systems resources.

In compliance with Session Law 2024-26 the College prohibits the viewing of pornography on College networks and devices (Policy 7.3.1). Pornography is defined as "any material depicting sexual activity" including pictures, drawings, video recordings, films, or other visual depictions or representations, including digital or computer-generated (AI) visual depictions. This definition does not include material consisting entirely of written words.

Employees are prohibited from viewing pornography on the College's network, including on personal devices when connected to the College's Internet network.

This policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer and information system resources. Failure to comply with the following statements of responsible use may result in disciplinary action and/or legal prosecution.

A. General Principles

1. Access to resources and the use thereof on the campus network and the Internet is provided to support the research, educational, and administrative purposes of the College. All who use these services will do so responsibly, respecting the rights of other users, the integrity of the physical facilities, and all applicable laws and regulations.
2. Computer workstations, the campus network, and information systems may be monitored to ensure that use is consistent with the mission of the College and with the purposes for which they are intended.

B. Responsible Use

1. Demonstrating common sense and courtesy by limiting online time and printing time to a maximum of one hour where workstations are shared. Complying with all software license agreements and copyrights.
2. Refraining from the transmission or display of material that would be considered threatening, obscene, or harassing by the average person or by community standards.
3. Adhering to all College policies and all regulations in the ACC student or personnel handbook related to the use of College computers and information systems.
4. Avoiding the use of College computer workstations from any profit-making activity not preapproved by authorized ACC personnel.
5. Adhering to the acceptable use policies of any outside networks to which a user might connect.
6. 7.Respecting the integrity of data contained on and the operation/maintenance of the networks.

C. Unacceptable Activity

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm a computer or the College's network.
2. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files.
3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.
4. Attempting to obtain unauthorized information systems and/or computer access or privileges or attempting to trespass in another individual's work.
5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel, to diagnose the network for bottlenecks or other problems.

6. Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.
7. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading streaming music, television shows, software programs, and/or movies.
8. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment.
9. Using the College's computer resources and Network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Code of Student and/or Employee Conduct.
10. Disclosing confidential student or personnel information to unauthorized third parties;
11. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright; and other activities that interfere with the effective and efficient operation of the College or its Network or activities that violate the College's policies and procedures.

D. Use of Personal Computer Software

1. The College licenses the use of computer software from a variety of vendors. The College does not own this software or its related documentation, and unless authorized by the software developer, does not have the right to reproduce it.
2. College employees shall use software only in accordance with a license agreement. Supervisors must maintain documentation of the appropriateness of all software loaded on computers assigned to their area of responsibility. Compliance with license agreements must be documented a minimum of once per year. More frequent reviews are encouraged.
3. Special license agreements are required to use software on area networks or multiple machines. Supervisors must assure that software being used under either arrangement is appropriate.
4. The College does not condone the illegal duplication of software or the use of illegally duplicated software. Employees having knowledge of any misuse of software at the College shall notify their supervisor or the College President.
5. According to the Copyright Act of 1976, Section 107 (fair use provisions), illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties including fines and imprisonment. Any College employee or student who makes, acquires, or uses unauthorized copies of computer software on College-owned computers, or other devices, shall be subject to disciplinary action and/or legal prosecution. Copies of the referenced statute and/or assistance in interpretation are available from the Director of the Learning Resources Center.

IV. ELECTRONIC COMMUNICATION AND MAIL

The College provides free electronic mail accounts to certain College employees based on job responsibilities, as determined by the employee's appropriate Vice President, and to all students who are enrolled in a curriculum program. The use of College-provided electronic mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College or otherwise violate the provisions within this policy.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College cannot assure the privacy of an individual's use of the College's electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

The College does not monitor electronic mail routinely but may do so as the College deems necessary. Students and employees should not have any expectation of privacy regarding their electronic mail addresses provided by the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students' and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business or need including, but not limited to, the following:

1. In the course of an investigation triggered by indications of misconduct or misuse;
2. As needed to protect health and safety of students, employees or the community at large;
3. As needed to prevent interference with the College's academic mission;
4. As needed to locate substantive information required for College business that is not more readily available;
5. As needed to respond to legal actions; and
6. As needed to fulfill the College's obligations to third parties.

Electronic mail, including that of students, may constitute "educational records" as defined in the Family Educational Rights and Privacy Act (FERPA). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The College may access, inspect and disclose such records under conditions set forth in FERPA.

North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina Public Records Act.

Electronic files, including electronic mail, that are considered public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy.

To ensure, to the extent possible, that students who are taking courses, communicating with an instructor, and submitting assignments electronically are the students who registered for the courses, the College requires the use of its official information systems, such as ACCess email.

1. The system for students relies on a student identification number issued to all students when they apply.
2. Students will follow guidelines published on the College website to create logins and passwords.
3. No other student may be permitted to access official College systems using the created logins and passwords of another student, and students may not allow access to anyone under their individual logins and passwords.
4. Students and faculty communicating with each other online about any course-related questions or when sending or receiving assignments electronically will use College-approved communication systems, such as the College email system or Moodle, the College's online Learning Management System.
5. Faculty are only permitted to accept assignments and answer electronic messages using the College's official systems.
6. All college personnel and students will use official College systems when communicating about College activities, services, and business.

V. RESERVATIONS OF RIGHTS AND LIMITS OF LIABILITY

1. The College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the College Network or College-owned hardware.
3. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College Network.
4. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
5. The College reserves the right to limit the allocation of computer resources.
6. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
7. College funds may not be used to purchase personal network access or products.
8. The College shall not be liable legally, financially, or otherwise for the actions of anyone using the Internet through the College's network or College's computers.

VI. WIRELESS INTERNET ACCESS

The College provides free wireless Internet access. Users of wireless access must abide by the Wireless Internet Access Guidelines and this policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and, therefore, may not assist with configuration, installation, trouble-shooting or support of any personal equipment.

VII. PRIVATE EMPLOYEE WEBSITES AND OTHER INTERNET USE

When creating or posting material to a webpage or other Internet site apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty, and staff are not permitted to use the College's name in an official capacity or use the College's marks, logos, or other intellectual property.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communication with students. Any employee found to have created and/or posted content on a website or profile that has a negative impact on the employee's ability to perform his or her job as it relates to working with students and the community or that otherwise disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including dismissal.

VIII. VIOLATIONS

Each individual is ultimately responsible for his or her own actions. For employees, failure to exercise responsible, ethical behavior will result in disciplinary action up to and including dismissal. Students may be sanctioned according to procedures described in the Code of Student Conduct and other users may be barred permanently from using College computers and network access and suspended or expelled.

Certain activities violate Federal and/or State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

Adopted: February 8, 2021

Revised: June 9, 2025; [March 9, 2026](#)

[Legal Reference: S.L. 2024-26](#)

Cross Reference: Policy 7.3.1 Prohibit Viewing of Pornography on College Networks or Devices

(This policy replaces the former “Learning Resources Center Computer Usage Policy” and former “Internet and Network Use Policy.”)