



BOARD OF TRUSTEES

Regular Meeting Agenda

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

1. Call to Order

2. Call for Conflicts of Interest

3. Presentations

3.a Integrated Education and Training Data Page 5

4. Minutes

4.a Recommendation for approval:

4.a.1 Board of Trustees Regular Meeting, January 12, 2026 Page 17

4.a.2 Board of Trustees Special Meeting, January 26, 2026 Page 27

4.b Board of Trustees Committee Minutes

4.b.1 Building and Grounds Committee Meeting, January 21, 2026 Page 29

4.b.2 Building and Grounds Committee Meeting, January 7, 2026 Page 31

4.b.3 Curriculum and Student Engagement Committee Meeting, January 7, 2026 Page 34

4.b.4 Budget and Finance Committee Meeting, January 9, 2026 Page 37

4.b.5 Personnel Committee Meeting, January 9, 2026 Page 40

5. Committee Reports

5.a Personnel Committee Report

5.a.1 January 2026 Employment Report Page 42

| | | |
|---------|---|---------|
| 5.b | Building and Grounds Committee Report | |
| 5.b.1 | Capital Project Summary Report, February 2026 | Page 44 |
| 5.b.2 | Capital Project Budget Update, January 2026 | Page 46 |
| 5.b.3 | Capital Project Amendments/Contracts Signed by the President, February 2026 | Page 47 |
| 5.c | Budget and Finance Committee Report | |
| 5.c.1 | Recommendation for approval: | |
| 5.c.1.1 | New and Annual Fee Approvals | Page 48 |
| 5.c.2 | Financial Report, January 2026 | Page 49 |
| 5.c.3 | Report of Sound Fiscal and Management Practices 1A SBCC 200.4 | Page 58 |
| 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) | Page 59 |
| 5.d.1.2 | Workforce Development Internal Audit Plan Report for Spring 2025 (Dr. Justin Snyder, SVP) | Page 65 |
| 5.d.2 | Final Fall 2025 FTE and Enrollment (Dr. Justin Snyder, SVP) | Page 67 |

6. Other Reports

| | | |
|-------|---|---------|
| 6.a | SGA Report | Page 69 |
| 6.b | Chair's Report | |
| 6.b.1 | Report of Ethics Education due dates and Statement of Economic Interest (SEI) filings | Page 71 |
| 6.b.2 | Trustee terms expiring June 30, 2026 Grantlin Brooks — General Assembly, President Pro Tempore Tammy Karnes — County Commissioner | |

Sylvia Munoz — Governor Appointment (now General Assembly,
Speaker of the House of Representatives)

6.c Faculty Affairs Committee Report

6.c.1 Faculty Affairs Report-February 2026 Page 72

6.d President's Report

6.d.1 Recommendation for approval:

6.d.1.1 Proposed revision to Policy 1.5 Adopting Policies and Procedures Page 74

6.d.1.2 Proposed revision to Policy 5.1.1 Admissions Page 78

6.d.1.3 Proposed revision to Policy 5.2.2 Withdrawal from Courses Page 85

6.d.1.4 Proposed revision to Policy 6.2.12 Sound Fiscal and Management Practices Page 89

6.d.1.5 Proposed revision to Policy 7.2.1 Social Media Page 92

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

7. Handouts

8. 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

The Board of Trustees will go into Closed Session to discuss confidential personnel matters related to the President's annual performance evaluation and to review and discuss President Dr. Kenneth Ingle's employment contract beginning July 1, 2025, and ending June 30, 2028, including potential modifications, pursuant to N.C.G.S. §143-318.11(a)(6) and §143-318.11(a)(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: Justin Snyder

Date: February 12, 2026

Title of Document: Integrated Education and Training Data

Summary:

Presentation by Carrie Russell, Career Pathway and Transition Coordinator on Integrated Education and Training Growth at ACC.

| Program Year and Quarter | CCR Enrollment | IET Enrollment (Cumulative Total) | MSG |
|-------------------------------------|----------------|--------------------------------------|--------|
| 2024/25 | | | |
| 1st Quarter (Jul-Sept) | | 18 | 11% |
| 2nd Quarter (Oct-Dec) | | 28 | 64.30% |
| 3rd Quarter (Jan-Mar) | | 51 | 74.50 |
| 4th Quarter (April-June) | 1103 | 93 | 63.40 |
| 2025/2026 | | | |
| 1st Quarter (Jul-Sept) | | 50 | 60% |
| 2nd Quarter (Oct-Dec) | | 55 | 80% |
| 3rd Quarter (Jan-Mar)** | 780 | 74 | TBD |
| <i>**Data still being processed</i> | | | |



ALAMANCE
COMMUNITY COLLEGE

Integrated Education and Training

College and Career Readiness Program
Alamance Community College

Report by: Carrie Russell
Career Pathway and Transition Coordinator

What is Integrated Education and Training?



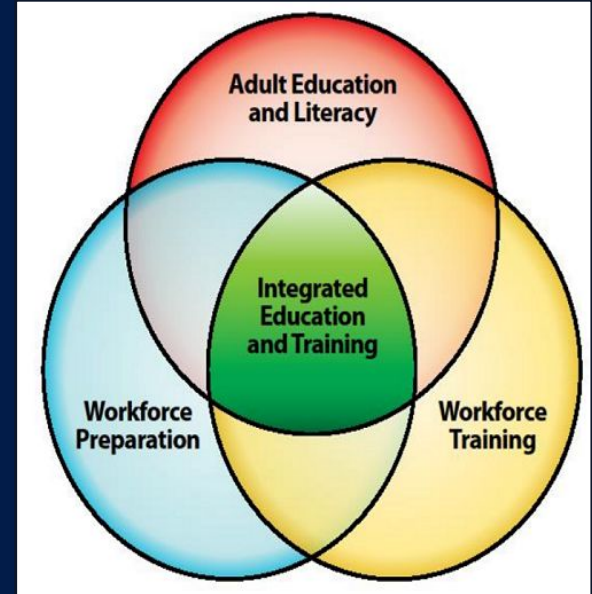
A model that combines adult education and literacy activities with workforce preparation and training for a specific occupation, delivered concurrently and contextually.

The three components are:

- ▶ Adult education and literacy activities (e.g. adult high school, high school equivalency preparation, English language acquisition, literacy, numeracy)
- ▶ Workforce preparation activities (e.g. digital literacy, Human Resource Development courses, career exploration and counseling, mock interviews, job site tours, and services through NC Works, or NC Employment & Independence for People with Disabilities, or More-Than-a-Job NC, or WIOA Title I)
- ▶ Workforce training for a specific occupation or occupational cluster (e.g. a Curriculum or Continuing Education program or class, a pre-apprenticeship, or industry-sponsored training)

Examples:

- A student taking an ESL class and a career focused class at the same time. ESL class (literacy and workforce prep integrated) and phlebotomy at the same time or
- An HSE student enrolled in HSE classes (literacy and workforce prep integrated) and HVAC classes at the same time.



IET = Adult Education (HSE/ESL) + Workforce Prep + Job specific Training

IETs Work — for Students and Colleges



Learners in Integrated Education & Training programs are more than **twice** as likely to earn a credential and transition to further education or employment compared to peers in stand-alone adult education.

In North Carolina, IET programs:

- ▶ Lead to higher MSG rates, credential attainment, and post-program job placement.
- ▶ Align with Propel NC funding priorities, positioning colleges to capture higher FTE funding in high-demand sectors like healthcare, IT, advanced manufacturing, and skilled trades.
- ▶ Strengthen employer partnerships and increase community visibility.

Source: NCCCS Title II data & WIOA Title II National Reporting System (NRS) outcomes

A brief history of IETs at ACC



IET pathways have run in a variety of formats over the last several years. This provides a snapshot of recent program years.

| Program Year | Programs Available |
|--------------|--|
| 2022-2023 | Cosmetology, HVAC |
| 2023-2024 | Cosmetology, HVAC |
| 2024-2025 | Biowork, Esthetics, Food Handling, HVAC |
| 2025-2026 | Animal Care, Biowork, Construction Bootcamp, *Intro to Early Childhood Education, Entrepreneurship, Esthetics, Food Handling, Guest Service Gold/Hospitality, *HVAC, Medical Billing and Coding, Pharmacy Tech, Phlebotomy, Teacher Assistant <i>(*Co-listed CE class with CU class.)</i> |

Data



| Program Year and Quarter | CCR Enrollment | IET Enrollment (Cumulative Total) | MSG |
|-------------------------------------|----------------|--------------------------------------|--------|
| 2024/25 | | | |
| 1st Quarter (Jul-Sept) | | 18 | 11% |
| 2nd Quarter (Oct-Dec) | | 28 | 64.30% |
| 3rd Quarter (Jan-Mar) | | 51 | 74.50 |
| 4th Quarter (April-June) | 1103 | 93 | 63.40 |
| 2025/2026 | | | |
| 1st Quarter (Jul-Sept) | | 50 | 60% |
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| 3rd Quarter (Jan-Mar)** | 780 | 74 | TBD |
| <i>**Data still being processed</i> | | | |

OtterCup Training Ground - ABLE Students



- ▶ Developed by Jennifer Mock, CCR Executive Director, in partnership with United Way, Elon University, and Alamance Dream Center
- ▶ ServSafe training completed by ABLE students
- ▶ July 2025: 27 ABLE students earned ServSafe Certification
- ▶ Applied, hands-on learning at Café Sol and Acorn Coffee Shop
- ▶ Employment pathways emerging from this IET initiative





Meet Claudia - Esthetics Cohort 1



“The **English classes (ESL) were an essential tool** in my training as an esthetician. Thanks to this education, I was able to complete the required examinations and obtain my NC esthetician license, enter the field of esthetics as I had always envisioned, applying the knowledge I acquired in a practical and professional setting. As a result, **I have significantly improved my income.** At present, **I own my own studio**, where I offer a variety of esthetic services, and my goal is to continue expanding my service portfolio. The opportunity provided by ACC has been essential to my professional development, career growth, improved income, and overall quality of life. **I am truly happy, proud, and grateful for the positive impact this experience has had on both my life and my family.**”

Meet Daniel - HVAC Cohort

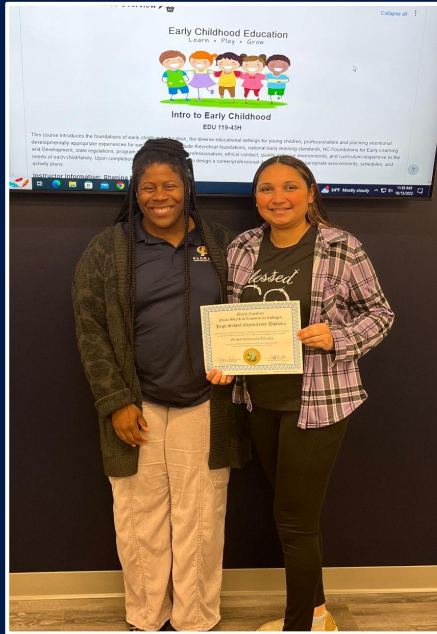
“All these courses had a big impact on my life because thanks to them **I have better job opportunities**, and when I finish my two-year program, I know I will have even better job opportunities.

I will always be very grateful to my teachers and all the people who helped me along the way to start my HVAC career. **They always pushed me to bring out the best in myself.** All I can say is never give up and strive to be better every day.”



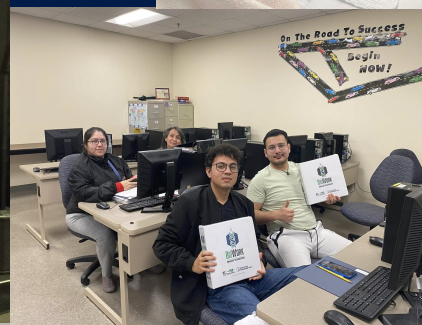
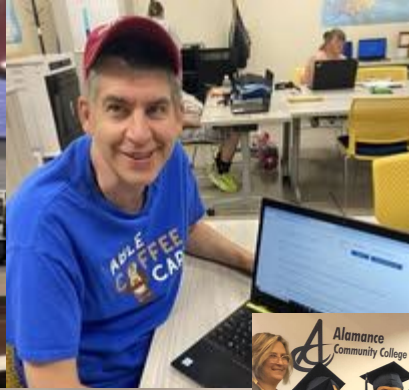


Meet Mishell - EDU 119/Teacher Assistant



My GED class helped me a lot to continue with my studies and pursue a professional career. **ACC gave me all the tools I needed to be able to develop myself in the school education work environment.** My life changed since I decided to go back to school and get my high school diploma. **Honestly, ACC has provided me with all the tools to continue with my career professionally.**

<https://youtu.be/klu3invki-c?si=Lgrnlw2qlnO0Bwe8>





BOARD OF TRUSTEES

Regular Meeting Agenda

January 12, 2026 06:00 PM

Wallace W. Gee Building - Room G222

1247 Jimmie Kerr Road

Graham, NC

Trustees Present:

Mr. James Butler
Mr. Steve Carter
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
Walter Britt
Grant Brooks

Trustees Absent:

Ms. Sylvia Muñoz

Guests:

Fabrizio Vallejos, CRM and Communications Manager
Penny Vaughn, Registrar
Demi Covington, Program Accountability Specialist
Brandon Williamson, Youth Programming Coordinator

Also Present:

Ms. Ana Fleeman, Director of Governance and Executive Operations
Dr. Justin Snyder, Senior Vice President of Student Learning and Workforce Development
Ms. Elizabeth Thomas, Senior Vice President of Operations
Ms. Carolyn Rhode, Vice President of Institutional Advancement
Ms. Elizabeth Brehler, Vice President of Student Experience
Ms. Valerie Fearrington, Director of Human Resources
Mr. Frank Longest, Board Attorney
Mr. Jason Mayer, Associate Vice President of Information Services and Chief Information Officer
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

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

1. Tour of NC Works, Small Business Center and Workforce Development.

2. Call to Order

Ms. Emmons called the meeting to order at 6:05 p.m. and welcomed everyone to the meeting.

The Board determined that a quorum was present.

3. 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

4. Presentations

4.a Employee Presentation: Promotions and New Hires

Dr. Ingle shared the presentation of new hires and promotions.

5. Minutes

5.a Recommendation for approval:

5.a.1 Board of Trustees regular meeting, November 10, 2025

Moved By Mr. Carter

Seconded By Dr. Crisp

Chair Emmons called for a motion to approve the minutes of the Board of Trustees' regular meeting held on November 10, 2025.

5.b Board of Trustees Committee Minutes

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

5.b.1 Building and Grounds Committee meeting, November 5, 2025

5.b.2 Curriculum and Student Engagement Committee, November 6, 2025

5.b.3 Budget and Finance Committee meeting, November 7, 2025

5.b.4 Personnel Committee Meeting, November 7, 2025

6. Committee Reports

Chair Emmons called for committee reports.

6.a Personnel Committee Report

Dr. Crisp reported that the committee met on January 9, 2026 She shared one action item and two informational items.

6.a.1 Recommendation for approval:

6.a.1.1 President's Evaluation Instrument

Dr. Crisp reviewed the revised President's Evaluation Instrument and reminded the committee that feedback had previously been solicited from the Board. She shared that the redlined version reflects the input received and noted that the updates align the instrument with 1C SBCCC 300.2 while incorporating the President's 2024–25 goals. She further explained that the evaluation framework remains structured around five categories: General; Budgetary and Financial Matters; Internal and External Relationships; Mission of the College; and Strategic Long-Range Planning.

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.

6.a.2 Employment Report

Dr. Crisp shared the employment report with the committee noting not much has changed from the previous report shared.

6.a.3 Vacancies and Separations Report

Dr. Crisp presented the Separations and Vacancies Report, which is provided to the Board on a biannual basis as part of sound fiscal oversight and management practices. She explained that the report highlights the College's efforts to recruit and fill positions with qualified individuals in a timely manner. In accordance with Policy 6.2.12 – Sound Fiscal and Management Practices and 1A SBCCC 200.4, the College is required to actively pursue highly competent candidates for leadership and supervisory positions and to monitor employee turnover by reporting vacancy information to the Board of Trustees twice each year.

6.b Building and Grounds Committee Report

Mr. Gomory shared that the committee met on January 7, 2026. He presented one action item and three informational items.

6.b.1 Recommendation for approval:

6.b.1.1 Campus Security Rekeying and Hardware Replacement Project

Mr. Gomory presented an action item seeking approval to designate the Campus Security Rekeying and Hardware Replacement initiative as a capital project. He described the need to address ongoing security and operational concerns stemming from an outdated door lock and hardware system that depends on non-interchangeable cores and an extensive, difficult-to-track inventory of physical keys due to staff turnover, renovations, and campus expansion. The project would include rekeying approximately 1,000 doors across more than 420,000 square feet of campus space and installing updated hardware, including interchangeable cores, cylinders, locks, and locksets. These upgrades are intended to improve key control, streamline rekeying processes, lower long-term maintenance costs, and strengthen campus safety. Administration requested approval of a \$338,000 project budget, funded by a \$100,000 Cannon Grant and \$238,000 in SCIF funds.

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

6.b.2 Capital Projects Summary Report January, 2026

Mr. Gomory presented the January 2026 update on bond and capital improvement projects. He reported that monthly coordination meetings for the Public Safety Training Center will begin in January to track engineering and fabrication progress. Fabrication is expected to be completed by June 2026, with installation planned for mid-July through mid-August, and opportunities to accelerate the schedule under review. Phase 2 grant paperwork was submitted to HUD in December, with an executed agreement anticipated in January, allowing the project to move to the Board of Trustees in February and the State Board in March.

Mr. Gomory also noted that the Campus Exterior Wayfinding Project experienced delays due to City of Burlington permitting, with main entrance signage scheduled for early January installation. The Veterinary Medical Technology Barn Project has entered the design phase, with a funding request on the State Board agenda for January 16, 2026, and design work expected through September 2026. Additionally, the Third Floor Biotechnology COE Upfit Project received strong contractor interest, with bids due January 9, 2026, and construction planned for completion before the fall semester. He concluded by sharing that the firewall upgrade for the Technology Infrastructure Replacement Project has been completed, with the network core upgrade scheduled for January 16.

6.b.3 Building and Grounds Finance Report

Mr. Gomory shared the capital project budget update for December 2025 and highlighted the information provided in the packet.

6.b.4 Capital Project Change Orders Signed by the President

Mr. Gomory reported that on October 27, 2025, the President authorized and executed a \$175,000 capital improvement contract with Central Builders of Mebane, Inc. to complete sitework for the Public Safety Training Center Burn Building at the Burlington location.

6.c Budget and Finance Committee Report

Mr. Glidewell shared that the committee met on January 9, 2026. He presented one action item and two informational items.

6.c.1 Recommendation for approval:

6.c.1.1 Policy Revision: Policy 2.2.4 - Naming

Mr. Glidewell reviewed a redlined draft of Policy 2.2.4 – Naming, highlighting a revision to the review cycle language to read “annually and periodically.” He also noted that, as the Naming Ad Hoc Committee is currently formulating recommendations on the building naming cost scale, the existing cost figures have been marked for removal pending those recommendations.

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

6.c.2 Foundation Finance Report

Ms. Thomas cited § 115D-20, which requires an annual audit of private nonprofit corporations and submission of the report to the Board of Trustees. She reported that the Alamance Community College Foundation engaged Gilliam Bell Moser LLP to audit the Foundation’s financial statements for the period July 1, 2024, through June 30, 2025, including the statement of financial position and related financial statements.

6.c.3 Finance Report, December 2025

Ms. Thomas presented the unadjusted, unaudited budget and financial report for December 31, 2025, noting that the College remains in a strong financial position, supported by increased enrollment and sufficient institutional funds. The State Accounting Fund showed 47.25% expended at midyear, with Continuing Education enrollment up 15%. The County budget is on track at 48.90% spent. Institutional funds were used for financial aid and capital projects, with no unplanned negative balances reported.

6.d Curriculum and Student Engagement Committee Report

General Williams shared the Committee met on January 7, 2026. He shared

one action item and one informational item.

6.d.1 Recommendation for approval:

6.d.1.1 Proposed revisions, additions and terminations to programs of study (Sonya McCook)

General Williams reported that Vice President Sonya McCook presented the Curriculum and Instruction Committee's proposed curriculum changes for Fall 2026, covering all academic divisions. The updates aim to strengthen workforce alignment, improve student pathways, increase credential flexibility, and address low-enrollment or non-industry-recognized programs.

Highlights included new certificates, diplomas, and CCP pathways in high-demand fields such as Agribusiness, Culinary Arts, Graphic Design, Business Data Analytics, Biotechnology–Environmental Health, and Medical Laboratory Technology. Many programs were revised to incorporate work-based learning, safety, leadership, analytics, and industry-relevant skills, with credits stacking toward associate degrees.

Several courses and programs were removed or updated to reduce redundancy, meet state or accreditation requirements, and reflect current workforce needs. Programs with consistently low enrollment or limited industry value, including select Industrial Systems, Mechatronics, and Medical Assisting credentials, were recommended for termination with teach-out plans as needed. Updates to University Transfer and Health programs included revised prerequisites, expanded electives, and streamlined general education requirements.

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

6.d.2 Final Fall 2025 FTE & Enrollment (Dr. Snyder)

Dr. Snyder presented the Final Fall 2025 FTE and enrollment figures for Curriculum and Continuing Education. For Continuing

Education, course sections decreased slightly (667 to 651, -2%), but unduplicated headcount rose 6% (3,700 to 3,937) and estimated FTE increased 7% (418 to 449). For Curriculum, course sections increased 6% (857 to 911), headcount grew 4% (4,769 to 4,980), and FTE rose 6% (1,775 to 1,892). Overall, total course sections increased 2%, headcount 5%, and combined FTE 6%.

Dr. Snyder also shared Spring 2026 Curriculum projections. Estimated FTE was initially projected to rise 6.4% (1,662.67 to 1,776.20) but currently reflects a 13.6% increase. While enrollment continues to fluctuate, overall FTE trends indicate sustained growth and instructional demand.

7. Other Reports

7.a SGA Report

7.a.1 SGA President's Report

Ms. Hackney shared over the past month, the SGA Executive Board was able to take a brief but welcomed break from both SGA duties and academic responsibilities. As they continue through the spring semester, they remain dedicated to finishing strong and fostering meaningful engagement with students across all campuses.

7.b Chair's Report

Chair Emmons presented one informational item.

7.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.

7.c Staff Association Report

7.c.1 Staff Association

Chair Emmons noted that the Staff Association Report is included in the Board packet, but Ms. Barham was unable to present it.

7.d President's Report

Dr. Ingle presented two informational items.

- 7.d.1 Publics officials Breakfast Update
Dr. Ingle shared that the annual breakfast was a success and he has received positive feedback.

- 7.d.2 New Amatrol Trainers and EV/Hybrid Curriculum Launch
Dr. Snyder provided an update on ACC's new EV/Hybrid Curriculum training program, highlighting Michael Anders' six-month contribution, including a summer visit to Amatrol headquarters. The development phase concluded on January 1, 2026, with two trainers delivered for final curriculum validation, and a small group of students recruited for testing and feedback. ACC is the only North Carolina college on the development team, granting exclusive access to proprietary curriculum and equipment. Dr. Snyder noted the program's strategic value in preparing students for careers in electric vehicles, hybrid systems, and forklifts, and recognized Michael's dedication to its success.

8. Handouts

9. Announcements

Chair Emmons directed the trustees to review the following announcements.

- 9.a ACCT National Legislative Summit: February 8-11, 2026 (Washington DC)

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

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

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

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

10. Adjournment

Moved By Grant Brooks

Seconded By Walter Britt

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting. The meeting adjourned at 7:23 p.m.

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



BOARD OF TRUSTEES

Special Meeting Agenda

January 26, 2026 05:30 PM

Video Conference

Trustees Present:

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

Trustees Absent:

Walter Britt

Guests:

Kristy Bailey, Alamance News,
Reporter

Also Present:

Ms. Ana Fleeman, Director of Governance and Executive Operations
Ms. Elizabeth Thomas, Senior Vice President of Operations
Mr. Thomas Hartman, Associate Vice President of Administrative Services and
Facilities

1. Call to Order

Ms. Emmons called the meeting to order at 5:30 p.m. and welcomed everyone to the meeting.

The Board determined that a quorum was present.

2. Call for Conflicts of Interest

Chair Emmons called for conflicts by reading the following statement:

In accordance with North Carolina General Statute 138A, the State Government

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

No conflicts of interest or appearances of conflict were noted

3. Action Items

3.a General Contractor Bid Recommendation for Third-Floor Biotechnology Center of Excellence Upfit Project

Mr. Gomory reported that 10 bids were received for the BCOE 3rd Floor Upfit Project, with Lomax Construction, Inc. identified as the lowest, most responsive, and responsible bidder. Two options were presented. Option A included the base bid plus Alternates #1 (Biology Lab) and #2 (Offices) for \$2,204,600, with the Dedicated Outdoor Air System (DOAS) funded separately. Option B included the base bid plus Alternates #1 and #5 (DOAS) for \$1,977,600, including the DOAS but no additional offices. Both options remain within the \$2,542,000 project budget. Option A was considered the more favorable choice by the Buildings & Grounds Committee.

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. Due to the virtual participation of the Trustees, a roll call vote was made to confirm the votes.

Carried

4. Adjournment

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting. A motion was made by Mr. Gomory and seconded by Mr. Carter. The meeting adjourned at 5:57 p.m.

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



Committee Members Present:

Kenneth Ingle, III, Secretary to the Board of Trustees

William Gomory, Chair

Walter Britt

Powell (Pete) Glidewell, III

Committee Members Absent:

Steve Carter

Guests:

Also Present:

Elizabeth Thomas, Senior Vice President of Operations

Ana Fleeman, Director of Governance and Executive Operations

Thomas Hartman, Associate Vice President of Administrative Services & Facilities

1. Call to Order

Mr. Gomory called the meeting to order at 3:03 p.m. and welcomed everyone to the meeting.

The Committee determined that a quorum was present.

2. Call for Conflicts of Interest

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

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

No conflicts of interest or appearances of conflict were noted.

3. Action Items

3.a General Contractor Bid Recommendation for Third-Floor Biotechnology Center of Excellence Upfit Project

Mr. Hartman reported that 10 bids were received for the BCOE 3rd Floor Upfit Project, ranging from \$1,699,500 to \$2,672,000. Lomax Construction, Inc. was identified as the lowest, most responsive, responsible bidder. Two funding options were presented:

Option A (recommended): Base bid plus Alternates #1 (Biology Lab) and #2 (Offices), totaling \$2,204,600. The Dedicated Outdoor Air System (DOAS) would be funded outside the project budget.

Option B: Base bid plus Alternates #1 and #5 (Dedicated Outdoor Air System), totaling \$1,977,600, with the DOAS included in the project budget and no additional offices selected.

Both options remain within the overall project budget of \$2,542,000. The College recommends awarding the contract to Lomax Construction, Inc., with Option A being the more favorable choice.

Moved By Powell (Pete) Glidewell, III

Seconded By Walter Britt

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

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 3:28 p.m.



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 9:03 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

3.a Campus Security Rekeying and Hardware Replacement Project

Mr. Hartman presented an action item requesting establishment of the Campus Security Rekeying and Hardware Replacement Project as a capital project. He explained that the initiative will address significant security and operational challenges caused by an aging door lock and hardware system that relies on non-interchangeable cores and a large inventory of physical keys, many of which are untracked due to staff turnover, renovations, and campus growth. The project will rekey approximately 1,000 doors across more than 420,000 square feet of campus facilities and install new hardware, including interchangeable cores, cylinders, locks, and locksets, allowing for more efficient key management, faster rekeying, and reduced long-term maintenance costs. The improvements are intended to reduce unauthorized access and enhance campus safety for students, faculty, and staff. Administration is requesting approval of a \$338,000 project budget, to be funded by a \$100,000 Cannon Grant and \$238,000 in SCIF funding.

Moved By Steve Carter

Seconded By Walter Britt

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 Capital Project Summary Report

4.a.1 Capital Projects Summary Report January 2026

Mr. Hartman provided a January 2026 update on bond and capital improvement projects. For the Public Safety Training Center, monthly coordination meetings with the general contractor and Forge Fire will begin in January to track engineering and fabrication milestones. Current schedules indicate fabrication completion by June 2026, with installation planned for mid-July through mid-August, and potential opportunities to accelerate the timeline. Phase 2 grant paperwork was submitted to HUD in December, with an executed agreement expected in January, allowing the project to advance to the Board of Trustees in February and the State Board in March. Planning efforts are also

underway to further define scope, costs, and timelines. Capital project updates included delays to the Campus Exterior Wayfinding Project due to City of Burlington permitting issues, with main entrance signage scheduled for installation in early January and project closeout to follow. The Veterinary Medical Technology Barn Project is moving into the design phase, with a funding request on the State Board agenda for January 16, 2026, and design anticipated through September 2026. The Third Floor Biotechnology COE Upfit Project received strong contractor interest, with bids due January 9, 2026, and construction targeted for completion prior to the fall semester. Finally, the Technology Infrastructure Replacement Project saw completion of the firewall upgrade, with the network core upgrade scheduled for January 16.

4.b Capital project budget update for December 2025

4.b.1 Building and Grounds Finance Report

Ms. Thomas shared the capital project budget update for December 2025 and highlighted the information provided in the packet.

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

4.c.1 List of Contracts Signed by President

Mr. Hartman reported that on October 27, 2025, the President approved and signed a capital improvement contract with Central Builders of Mebane, Inc. in the amount of \$175,000 for sitework associated with the Public Safety Training Center Burn Building at the Burlington site.

5. Other Business

6. Adjournment

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



Committee Members Present:

Dr. Kenneth Ingle, Secretary to the Board of Trustees
BG (R) Blake Williams, Chair
Grant Brooks
Sylvia Muñoz

Committee Members Absent:

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 Brehler, Vice President of Student Experience
Sonya McCook, Vice President of Instruction

1. Call to Order

General Williams called the meeting to order at 4:00 p.m.

He welcomed everyone to the meeting.

2. Call for Conflicts of Interest

General Williams called for conflicts of Interest by reading this statement:

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

No conflicts were identified

3. Action Items

3.a Proposed revisions, additions and terminations to programs of study (Sonya McCook)

Vice President Sonya McCook presented the Curriculum and Instruction Committee's proposed curriculum changes for Fall 2026 implementation, spanning all academic divisions. The overarching goal of these changes is to enhance workforce alignment, improve student pathways, increase credential flexibility, and address low-enrollment or non-industry-recognized programs.

Key highlights included the addition of new certificates, diplomas, and CCP pathways in high-demand areas such as Agribusiness, Culinary Arts, Graphic Design, Business Data Analytics, Biotechnology–Environmental Health, Medical Laboratory Technology, Data Analysis, and Career and College Ready Pathways. Many programs were revised to embed work-based learning, safety, analytics, leadership, and industry-relevant technical skills, while ensuring credits can stack toward associate degrees.

Several courses were removed or replaced to reduce redundancy, align with state or accreditation requirements, or reflect current workforce needs. Examples included replacing outdated computer and supervision courses, adding applied software and analytics options, and revising prerequisites to improve student success and progression.

The Committee also recommended the termination of programs and certificates with consistently low enrollment, limited completion rates, or minimal industry value, including select Industrial Systems, Mechatronics, Business Administration, Medical Assisting Basic, and Medical Auditing credentials. Teach-out plans will be implemented where required.

Additionally, updates to University Transfer and Health programs were presented, including revised prerequisites, expanded elective options tied to articulation agreements, and streamlined general education requirements.

Overall, the proposed changes are intended to support timely completion, strengthen workforce readiness, and provide flexible, relevant credentialing options for students across multiple career and transfer pathways.

Moved By Sylvia Muñoz

Seconded By Grant Brooks

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

4. Informational Items

4.a Final Fall 2025 FTE & Enrollment (Dr. Snyder)

Dr. Snyder presented the Final Fall 2025 FTE and enrollment figures for both Curriculum and Continuing Education. For Continuing Education (Workforce Development), the number of course sections decreased slightly from 667 to 651 (-2%); however, unduplicated headcount increased from 3,700 to 3,937 (6%), and estimated FTE rose from 418 to 449 (7%).

For Curriculum (Student Learning), course sections increased from 857 to 911 (6%), unduplicated headcount grew from 4,769 to 4,980 (4%), and estimated FTE increased from 1,775 to 1,892 (6%).

Overall, total course sections increased from 1,524 to 1,562 (2%), unduplicated headcount rose from 8,469 to 8,917 (5%), and combined estimated FTE increased from 2,193 to 2,341 (6%).

Dr. Snyder also shared Spring 2026 Curriculum projections. Estimated FTE is projected to increase from 1,662.67 at the end of Spring 2025 to 1,776.20, representing a 6.4% increase. Estimated curriculum enrollment is projected to decrease slightly from 4,490 to 4,396 (-2%).

It was noted that while enrollment fluctuations continue, overall FTE trends reflect positive growth and sustained instructional demand.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 5:00 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 9:35 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 Policy Revision: Policy 2.2.4 - Naming

Mr. Glidewell presented a redline version of Policy 2.2.4 – Naming. The proposed revisions included updating the policy review language from

“periodically” to “annually and periodically.” He also shared that the College’s Naming Ad Hoc Committee is actively developing recommendations related to the building naming cost scale; therefore, the existing cost figures have been redlined for removal at this time pending the committee’s recommendations.

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 Foundation Finance Report

Ms. Thomas referenced § 115D-20, which requires the board of directors of each private, nonprofit corporation to secure an annual audit and transmit a copy of the audit report to the board of trustees. She reported that the Alamance Community College Foundation Board of Directors engaged Gilliam Bell Moser LLP to conduct the audit of the ACCF financial statements for the period July 1, 2024, through June 30, 2025. Gilliam Bell Moser LLP audited the Foundation’s financial statements, including the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses, cash flows, and accompanying notes.

4.b Finance Report, December 2025

Ms. Thomas presented the unadjusted and unaudited budget and financial report for the month ending December 31, 2025. She reported that the College’s financial position remains strong, supported by increased enrollment and adequate institutional funds to address unexpected expenses. The State Accounting Fund reflected 47.25% expended with 50% of the fiscal year complete, and Continuing Education course offerings increased by 15%, resulting in higher estimated FTEs. The County budget remained on track, with 48.90% expended. Institutional funds supported financial aid and capital projects, with no unplanned negative balances reported.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 10:30 a.m.



Committee Members Present:

Mr. James Butler

Dr. Roslyn Crisp, Chair

BG (R) Blake Williams

Committee Members Absent:

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Also Present:

Ms. Ana Fleeman, Director of Governance and Executive Operations

Ms. Elizabeth Thomas, Senior Vice President of Operations

Ms. Valerie Fearington, Director of Human Resources

1. Call to Order

Dr. Crisp called the meeting to order at 1:00 p.m. and welcomed everyone to the meeting.

The Committee determined that a quorum was present.

2. Call for Conflicts of Interest

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

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

No conflicts of interest or appearances of conflict were noted.

3. Action Items

3.a President's Evaluation Instrument

Dr. Crisp presented the updated President's Evaluation Instrument and

reminded the committee that the Board had previously been asked to provide feedback. She noted that the revised marked version reflects the feedback received. Dr. Crisp explained that the updates ensure alignment with 1C SBCCC 300.2 and incorporate the President's 2024–25 goals. The instrument continues to be organized into five evaluation categories: General, Budgetary and Financial Matters, Internal and External Relationships, Mission of the College, and Strategic Long-Range Planning.

Moved By General Williams

Seconded By Dr. Crisp

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 Employment Report

Dr. Crisp shared the employment report with the committee noting not much has changed from the previous report shared.

4.b Vacancies and Separations Report

Dr. Crisp shared the Separations and Vacancies Report, which is presented to the Board twice annually in support of effective fiscal oversight and management practices. She noted that the report reflects the College's ongoing commitment to recruiting and filling positions with qualified candidates in a timely manner. Consistent with Policy 6.2.12 – Sound Fiscal and Management Practices and 1A SBCCC 200.4, the College is required to make diligent efforts to fill leadership and supervisory roles with highly capable individuals while also tracking employee turnover through a biannual vacancy report provided to the Board of Trustees.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 1:28 p.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: February 12, 2026

Title of Document: January 2026 Employment Report

Summary: The January 2026 Employment Report provides data and demographic information for all current full-time employee. The report also provides a list of all new full-time employees and their position titles for the month of January 2026.

Workforce Analysis (Full-Time)
Occupational Categories

26-Jan

| 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 | 26 | 4 | 9 | 21 | 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) | 42 | 30 | 12 | 6 | 36 | 4 | 1 | 1 | 0 | 5 | 29 |
| 15 (Natural Res/Constr/Maint) | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 264 | 197 | 66 | 96 | 167 | 42 | 3 | 2 | 0 | 11 | 197 |

New Full Time Employees:

Kristi Hussey Dental Assisting Instructor (9 months)
Steven Wagner Finance Senior Specialist - Accounts Receivable Lead
Julia Wiggs Business Engagement Specialist
David Reynolds Biology / Anatomy & Physiology Instructor (9 months)
Nikita Kelkar Biotechnology Instructor (12 months)

| | 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% | |

**FEBRUARY 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 to follow up on status of building engineering and fabrication milestones. The draft schedule still shows the fabrication/manufacturing of the components complete by June 2026 with shipping and installation of the structure scheduled for mid-July 2026 – mid-August 2026. As the June date draws closer the meetings will also focus on sitework planning and mobilization.

Phase 2:

Due to scope refinement, 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. 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

The signage at DC is now complete. We are still waiting for the vendor to give us an install date for the main entrance signage at Main Campus. The recent ice storm has delayed him being able to get on site.

Veterinary Medical Technology Barn Project

A formal design contract has been prepared by the State Construction office and the State Board approved the request for additional SCIF funding. The stakeholder committee is currently working with Hobbs on design. Environmental and civil work has started on-site with a site survey underway and geotech soon to begin. The most recent schedule received from Hobbs Architects still shows design work to run from January 2026 through September 2026 with the public bid for the project occurring in November/December 2026.

Third Floor Biotechnology COE Upfit Project

The request for a construction contract with Lomax Construction has been submitted to State Construction. We believe we should have a contract in place by mid-to-late February and will begin construction in March to complete the project by early September.

Tech Infrastructure Replacement Project

The structured cabling portion of the project is schedule to begin on 2/20/2026. With a goal of getting a design proposal submitted for approval and to submit to state construction by mid-April.

Campus Security Rekeying & Hardware Replacement Project

The request for project approval has been submitted to the state and will be on the February 20th State Board agenda for approval. Once approved we believe we will be able 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 January 31, 2026

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

152,850 2,989 149,861

| | | Budget | Actual | Remainder |
|-----------|---|---------|--------|-----------|
| 2. | County Capital--FY 2026 Allocation | | | |
| a. | Various Campus Renovations & Repairs | 30,000 | 28,419 | 1,581 |
| 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 | 134,204 | | 134,204 |
| h. | Uncommitted Allocation | 269,975 | | 269,975 |

536,000 111,692 424,308

| | | Budget | Total Expended | Remainder |
|-----------|--------------------------------------|------------|----------------|-----------|
| 3. | County-State-Federal Projects | | | |
| a. | Public Safety Training Center | 24,607,664 | 22,488,037 | 2,119,627 |

24,607,664 22,488,037 2,119,627

| | | Budget | Total Expended | Remainder |
|-----------|---|-----------|----------------|-----------|
| 4. | Non-County Projects | | | |
| a. | Campus Exterior Wayfinding Project | 302,600 | 199,323 | 103,277 |
| 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 | 174,045 | 2,367,955 |
| e. | Main Campus Rekeying Project | 338,000 | - | 338,000 |
| f. | Uncommitted Allocation | 684,028 | - | 684,028 |

7,216,628 1,227,893 5,988,735

TOTAL CAPITAL PROJECTS 32,513,142 23,830,612 8,682,531

Funds Available for Future Projects 1,103,864

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 |

| Pending Board Approval | | | | |
|------------------------|--------------------------------------|-----------|------------------------------------|---|
| Workforce Development | MLS 3809 | \$ 750.00 | Per Course | Textbook fee for student. Approx. \$400 less than purchased by students. |
| Curriculum | NAS 101 | \$ 40.70 | Per Course | Printed Text Fee |
| Curriculum | NUR 101 | \$ 295.00 | Change from \$175.00 | Nursing Kit \$150, Rotation Manager \$40, My clinical exchange \$40, ViewPoint Screening \$65 |
| Curriculum | NUR 111 | \$ 295.00 | Change from \$175.00 | Nursing Kit \$150, Rotation Manager \$40, My clinical exchange \$40, ViewPoint Screening \$65 |
| Curriculum | NUR 103 | \$ 235.00 | Change from \$230.00 | NCLEX-PN Voucher \$200, Pin \$35 |
| Curriculum | NUR 113 | \$ 80.00 | Per Course | My Clinical Exchange \$40, Rotation Manager \$40 |
| Curriculum | NUR 213 | \$ 260.00 | Per Course Change from \$250.00 | NCLEX-RN voucher \$200, Pin \$35, Lab fee \$25 |
| Curriculum | NUR 214 | \$ 170.00 | Per Course | .Lab fee \$25, Rotation Manager \$40, My clinical exchange \$40, ViewPoint Screening \$65 |
| Curriculum | MLT 110 | \$ 350.00 | Per Course | Fee for Apple tablet for PDF materials for all MLT courses - plus \$50 consumables |
| Curriculum | MLT 110 | \$ 50.00 | Per Course | \$50 for MLT110 since we use significantly fewer consumables than other courses, |
| Curriculum | MLT111 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT120 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT126 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT127 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT130 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT140 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT220 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT225 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT240 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT251 | \$ 100.00 | Per Course | Consumables course fee |
| Curriculum | MLT266 | \$ 75.00 | Per Course | \$75 for MLT266 only for Trajecsyst subscription |
| Curriculum | COS 119ab | \$ 450.00 | Per Course | Book is not on EA plan with BibliU |
| Curriculum | COS 127 | \$ 70.00 | Per Course | consumables |
| Curriculum | BTC 250A (pending) | \$ 100.00 | Per Course | consumables |
| Curriculum | EMS 122 | \$ 45.00 | Per Course | My clinical Exchange software |
| Curriculum | EMS 4300A | \$ 26.00 | Per Course | My clinical Exchange software |
| Curriculum | ACM-212 | \$ 50.00 | Per Course | consumables |
| Curriculum | ACM-111 | \$ 100.00 | Per Course | consumables |
| Curriculum | CUL-214,230,250,260,270 | \$ 75.00 | Change from \$50.00 | Increase |
| Curriculum | MED-260 | \$ 120.00 | Per Course | Trajecsyst Time Keeping, Pin |
| Curriculum | MED-264 | \$ 50.00 | Change from \$150 | Certification Practice Exam |
| Curriculum | MED-240 | \$ 100.00 | Change from \$180 | Viewpoint Background/Drug Screening, Supplies |
| Curriculum | OST-148 | \$ 50.00 | Per Course | Coding Manuals |
| Curriculum | BIO 110,111,112,140A,163,168,169,275 | \$ 75.00 | Change from \$25, No Labster Incl. | Labster in the courses and other consumables |
| Curriculum | Student Activity Fee | \$ 43.00 | Was \$11.50, \$23.50, and \$35.00 | 1-5 credit hours \$15, 6-11 credit hours \$27, 12 and up \$43.00 |



Budget and Financial Information

For the
Month Ending
January-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 January 31, 2026. This report is unadjusted and unaudited, meaning that consistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

- **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 53.9% of the State budget with 58.33% of the year completed. Areas exceeding 58% are due to annual contractual expenses such as insurance and software.
- **Exhibit B—County Accounting Fund:** The College is on track for a balanced County budget in fiscal year 2025-2026 with 57.60% spent through January. Insurance expenses are paid annually. Contractual expenses and security upgrades impact the administrative expenses paid 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 8.7 million in Institutional funds through January. 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 | 894,413.08 | 731,082.92 | 55.02% | 1,359,894.01 |
| Financial Services | 1,532,836.00 | 938,840.84 | 593,995.16 | 61.25% | 1,472,101.45 |
| General Administration | 2,023,900.00 | 1,270,146.38 | 753,753.62 | 62.76% | 1,815,793.09 |
| Information Systems | 1,742,024.00 | 1,237,963.93 | 504,060.07 | 71.06% | 1,426,370.30 |
| Institutional Support | 6,924,256.00 | 4,341,364.23 | 2,582,891.77 | 62.70% | 6,074,158.85 |
| Curriculum Instruction | 15,805,839.00 | 8,816,700.34 | 6,989,138.66 | 55.78% | 14,484,552.48 |
| Curriculum Support | 1,688,858.00 | 853,826.12 | 835,031.88 | 50.56% | 1,270,617.51 |
| BioBetter | 598,985.00 | 163,468.84 | 435,516.16 | 27.29% | 459,975.06 |
| Curriculum | 18,093,682.00 | 9,833,995.30 | 8,259,686.70 | 54.35% | 16,215,145.05 |
| Occupational Ext. Instruction | 2,039,924.00 | 1,192,308.59 | 847,615.41 | 58.45% | 1,666,536.95 |
| Occupational Ext. Support | 1,274,058.00 | 732,259.99 | 541,798.01 | 57.47% | 1,004,915.24 |
| Continuing Education Support | 1,045,941.00 | 604,658.44 | 441,282.56 | 57.81% | 1,008,506.94 |
| Continuing Education | 4,359,923.00 | 2,529,227.02 | 1,830,695.98 | 58.01% | 3,679,959.13 |
| Adult Basic Education Title 2 | 1,452,160.00 | 752,922.98 | 699,237.02 | 51.85% | 1,237,632.00 |
| Adult High School | 206,240.00 | 107,808.33 | 98,431.67 | 52.27% | 190,425.00 |
| Integrated Education(IET) | 100,000.00 | 66,169.80 | 33,830.20 | 66.17% | 94,720.39 |
| Literacy Special Programs | 49,666.00 | 9,334.30 | 40,331.70 | 18.79% | 22,884.27 |
| College and Career Readiness | 1,808,066.00 | 936,235.41 | 871,830.59 | 51.78% | 1,545,661.66 |

Exhibit A - State Funds

| Division | Budget 7/1/25 | Actual | Remaining | % | Prior Year |
|--------------------------------|----------------------|----------------------|----------------------|---------------|----------------------|
| Small Business Centers | 174,737.00 | 77,443.52 | 97,293.48 | 44.32% | 170,494.19 |
| Customized Training | 119,178.00 | 86,269.44 | 32,908.56 | 72.39% | 190,400.64 |
| Apprenticeship | 407,498.00 | 155,323.31 | 252,174.69 | 38.12% | 58,235.48 |
| Industry Support | 701,413.00 | 319,036.27 | 382,376.73 | 45.48% | 419,130.31 |
| Library/Learning Center | 571,921.00 | 298,592.73 | 273,328.27 | 52.21% | 550,165.04 |
| Student Services | 3,747,035.00 | 1,938,482.79 | 1,808,552.21 | 51.73% | 2,657,812.61 |
| IDD Training (Devt Disab) | 194,000.00 | 76,024.45 | 117,975.55 | 39.19% | 111,768.46 |
| Childcare | 56,641.00 | 10,930.00 | 45,711.00 | 19.30% | 54,036.00 |
| Scholarships | 42,669.00 | 14,605.37 | 28,063.63 | 34.23% | 33,597.10 |
| Student Services | 4,040,345.00 | 2,040,042.61 | 2,000,302.39 | 50.49% | 2,857,214.17 |
| Equipment | 2,349,821.00 | 644,260.43 | 1,705,560.57 | 27.42% | 948,505.49 |
| Books | 46,188.00 | 21,157.95 | 25,030.05 | 45.81% | 46,627.96 |
| Capital Outlay | 2,396,009.00 | 665,418.38 | 1,730,590.62 | 27.77% | 995,133.45 |
| Grand Total | 38,895,615.00 | 20,963,911.95 | 17,931,703.05 | 53.90% | 32,336,567.66 |

Exhibit B - County Funds

| Division | Budget 7/1/25 | Actual | Remaining | % | Prior Year |
|-----------------------------|----------------------|---------------------|---------------------|---------------|---------------------|
| Executive Management | 658,685.00 | 549,973.19 | 108,711.81 | 83.50% | 587,375.00 |
| Plant Operations | 3,517,712.00 | 2,108,564.35 | 1,409,147.65 | 59.94% | 3,181,915.00 |
| Plant Maintenance | 759,785.00 | 459,031.91 | 300,753.09 | 1.00% | 799,030.00 |
| Facilities Services | 4,277,497.00 | 2,567,596.26 | 1,709,900.74 | 60.03% | 3,980,945.00 |
| | | | | | |
| Capital Projects | 536,000.00 | 119,091.60 | 416,908.40 | 22.22% | 355,618.00 |
| Capital Carryforward | 152,650.00 | 2,989.00 | 149,661.00 | 1.96% | 51,472.00 |
| Capital Outlay | 688,650.00 | 122,080.60 | 566,569.40 | 24.18% | 407,090.00 |
| Grand Total | 5,624,832.00 | 3,239,650.05 | 2,385,181.95 | 57.60% | 4,975,410.00 |

Exhibit C

| Department | Beginning 7/1/25 | Revenues | Expenses | Balance |
|---------------------------------------|--------------------------|------------------------|------------------------|--------------------------|
| Bookstore | \$ 1,624,297.92 | \$ 690,046.45 | \$ 481,260.00 | \$ 1,833,084.37 |
| Proprietary Funds | \$ 21,276.38 | \$ 7,532.85 | \$ 71,093.85 | \$ (42,284.62) |
| Unrestricted | \$ 667,683.42 | \$ (38,545.65) | \$ 186,792.35 | \$ 442,345.42 |
| Vending | \$ 46,803.41 | \$ 8,055.30 | \$ 48,317.86 | \$ 6,540.85 |
| College Funds | \$ 2,360,061.13 | \$ 667,088.95 | \$ 787,464.06 | \$ 2,239,686.02 |
| College Fees | \$ 638,210.95 | \$ 516,079.63 | \$ 467,619.14 | \$ 686,671.44 |
| Course Fees | \$ 310,100.26 | \$ 294,571.94 | \$ 215,780.49 | \$ 388,891.71 |
| Live Projects | \$ 312,071.97 | \$ 56,846.66 | \$ 67,286.39 | \$ 301,632.24 |
| Self-Supporting | \$ 557,686.04 | \$ 81,534.50 | \$ (65,920.63) | \$ 705,141.17 |
| College Support Funds | \$ 1,818,069.22 | \$ 949,032.73 | \$ 684,765.39 | \$ 2,082,336.56 |
| Federal Grants | \$ 33,923.50 | \$ 524,847.33 | \$ 565,084.58 | \$ (6,313.75) |
| Grants | \$ 12,375.60 | \$ - | \$ 18,291.56 | \$ (5,915.96) |
| NCCCS Grant | \$ 682,961.00 | \$ 59.00 | \$ 179,331.43 | \$ 503,688.57 |
| State Grants | \$ 734,810.97 | \$ 32,042.55 | \$ (10,879.25) | \$ 777,732.77 |
| Grants | \$ 1,464,071.07 | \$ 556,948.88 | \$ 751,828.32 | \$ 1,269,191.63 |
| Federal Scholarships | \$ (12,210.14) | \$ 3,616,532.87 | \$ 3,948,940.91 | \$ (344,618.18) |
| State Scholarships | \$ 226,967.05 | \$ 206,567.41 | \$ 272,889.87 | \$ 160,644.59 |
| Federal Administrative Funds | \$ 175,504.92 | \$ - | \$ 2,779.79 | \$ 172,725.13 |
| Financial Aid and Scholarships | \$ 390,261.83 | \$ 3,823,100.28 | \$ 4,224,610.57 | \$ (11,248.46) |
| Capital Assets | \$ 101,597,427.58 | \$ - | \$ - | \$ 101,597,427.58 |
| Capital Projects | \$ (109,197.48) | \$ 2,546,071.01 | \$ 2,243,572.15 | \$ 193,301.38 |
| Capital Funds | \$ 101,488,230.10 | \$ 2,546,071.01 | \$ 2,243,572.15 | \$ 101,790,728.96 |
| Grand Total | \$ 107,520,693.35 | \$ 8,542,241.85 | \$ 8,692,240.49 | \$ 107,370,694.71 |

Exhibit D

| Department | Beginning 7/1/25 | Revenues | Expenses | Balance | Notes |
|---------------------------------|---------------------|-------------------|-------------------|---------------------|----------------------------------|
| Bibliu Bookstore Charges | 27,690.00 | 679,066.76 | 475,040.00 | 231,716.76 | Payment for 2026SP due to Bibliu |
| Bookstore | 1,596,607.92 | 10,979.69 | 6,220.00 | 1,601,367.61 | |
| Bookstore | 1,624,297.92 | 690,046.45 | 481,260.00 | 1,833,084.37 | |
| Duplicating Center | 17,720.45 | 366.85 | 7,152.93 | 10,934.37 | |
| Graduation | 10,140.43 | 7,166.00 | 17,670.12 | -363.69 | |
| Public Information & Marketing | 3,555.93 | 0.00 | 46,270.80 | -42,714.87 | |
| Proprietary | 31,416.81 | 7,532.85 | 71,093.85 | -32,144.19 | |
| Administrative Services | 98.30 | 5,000.00 | 911.96 | 4,186.34 | |
| Board of Trustees | 0.00 | 0.00 | 1,346.36 | -1,346.36 | |
| Capital Investments Fund | 264,690.77 | 44,973.07 | 0.00 | 309,663.84 | |
| 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 | -136,518.72 | 110,194.09 | 66,708.91 | |
| Lost Revenues-Instituional | 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 | -12,279.01 | 20,000.00 | 7,412.10 | 308.89 | |
| Thigpen Trust | 43,488.23 | 0.00 | 15,974.54 | 27,513.69 | |
| Unrestricted | 657,542.99 | -38,545.65 | 186,792.35 | 432,204.99 | |
| Vending | 46,803.41 | 8,055.30 | 48,317.86 | 6,540.85 | |
| College Funds | 2,360,061.13 | 667,088.95 | 787,464.06 | 2,239,686.02 | |
| Career Services | 0.00 | 2,400.00 | | 2,400.00 | |
| CE Technology Fee | 152.59 | 0.00 | 0.00 | 152.59 | |
| Curriculum CAPS Fee | 184,061.05 | 52,690.04 | 124,800.97 | 111,950.12 | |
| Curriculum Technology Fee | 144,340.43 | 79,505.80 | 124,437.00 | 99,409.23 | |
| Contingency Funds | 0.00 | 270,000.00 | 0.00 | 270,000.00 | |
| Learning Resource Center | 1,074.70 | 354.28 | 32.42 | 1,396.56 | |
| Student Activity Fee - CU | 236,743.49 | 103,826.82 | 218,348.75 | 122,221.56 | |
| Traffic Control, Parking and S | 71,838.69 | 7,302.69 | 0.00 | 79,141.38 | |
| College Fees | 638,210.95 | 516,079.63 | 467,619.14 | 686,671.44 | |
| Advertising Graphics Technolog | 0.00 | 4,305.00 | 0.00 | 4,305.00 | |
| Agriculture | 0.00 | 1,350.00 | 0.00 | 1,350.00 | |
| Automotive Technology | 84.22 | 5,242.60 | 0.00 | 5,326.82 | |
| Beauty Professional | 2,400.00 | 12,326.35 | 0.00 | 14,726.35 | |
| Biotechnology | 3,574.37 | 2,892.88 | 1,508.17 | 4,959.08 | |
| BLET Uniforms | 0.00 | 5,744.00 | 3,727.84 | 2,016.16 | |
| Computer Aided Drafting Tech | 0.00 | 1,105.00 | 0.00 | 1,105.00 | |
| Con-Ed Fees - Public Safety | 116,247.48 | 12,310.78 | 0.00 | 128,558.26 | |
| Con-Ed Fees - Special Programs | 21,997.27 | 3,446.45 | 0.00 | 25,443.72 | |
| Cosmetology | 0.00 | 0.00 | 0.00 | 0.00 | |
| Criminal Justice | 700.00 | 2,700.00 | 0.00 | 3,400.00 | |
| Culinary Technology | -869.29 | 531.98 | 1,555.60 | -1,892.91 | |
| Dental Assistant | 20,039.71 | 10,675.50 | 3,565.96 | 27,149.25 | |
| Emergency Medical Science | 16,015.00 | 1,836.00 | 0.00 | 17,851.00 | |
| EMS-Graham | 25,771.51 | 5,714.70 | -7,464.50 | 38,950.71 | |
| Health Care | 25.00 | 7,355.00 | 0.00 | 7,380.00 | |
| Humanities & Fine Arts | 0.00 | 1,275.00 | 0.00 | 1,275.00 | |
| Law Enforcement - Cont Edu | 0.00 | 0.00 | 12,019.79 | -12,019.79 | |
| Machining | 0.00 | 5,190.00 | 0.00 | 5,190.00 | |
| Massage Therapy | 0.00 | 15,641.52 | 2,059.75 | 13,581.77 | |
| Mechatronic/Industrial Systems | 0.00 | 792.62 | 0.00 | 792.62 | |
| Medical Assistant | 17,549.68 | 7,327.00 | 121.20 | 24,755.48 | |
| Medical Lab Technician | 6,234.18 | 1,744.73 | 0.00 | 7,978.91 | |
| Misc Curriculum Fees | 12,256.09 | 8.00 | 0.00 | 12,264.09 | |
| Natural Sciences | 17,992.83 | 19,650.00 | 6,947.56 | 30,695.27 | |
| Nurse Aide | 14,896.73 | 12,557.43 | 4,020.00 | 23,434.16 | |

Exhibit D

| Department | Beginning 7/1/25 | Revenues | Expenses | Balance | Notes |
|--------------------------------------|---------------------|-------------------|-------------------|---------------------|------------------------------------|
| Nursing | 34,073.48 | 87,975.76 | 176,856.19 | -54,806.95 | |
| Pottery | 330.00 | 5,720.00 | 0.00 | 6,050.00 | |
| Professional Development& CEUs | 0.00 | 3,853.65 | 0.00 | 3,853.65 | |
| Professional Dog Grooming | 782.00 | 14,076.00 | 10,862.93 | 3,995.07 | |
| Trade & Industry | 0.00 | 510.00 | 0.00 | 510.00 | |
| Vet Tech - HCWF | 0.00 | 800.00 | 0.00 | 800.00 | |
| Welding | 0.00 | 39,914.00 | 0.00 | 39,914.00 | |
| Course Fees | 310,100.26 | 294,571.95 | 215,780.49 | 388,891.72 | |
| Animal Care and Management | 411.58 | 0.00 | 0.00 | 411.58 | |
| Automotive Technology | -5,523.54 | 0.00 | 0.00 | -5,523.54 | |
| Cosmetology | 188,266.28 | 54,243.66 | 67,224.13 | 175,285.81 | |
| Culinary Food Service | 33,264.70 | 2,603.00 | 0.00 | 35,867.70 | |
| Culinary Technology | -869.29 | 0.00 | 62.26 | -931.55 | |
| Dental Assistant | 67,608.93 | 0.00 | 0.00 | 67,608.93 | |
| Massage Therapy | 28,913.31 | 0.00 | 0.00 | 28,913.31 | |
| Live Projects | 312,071.97 | 56,846.66 | 67,286.39 | 301,632.24 | |
| Comm Svc - Graham - Self Supp | 164,942.51 | 37,691.94 | -121,890.89 | 324,525.34 | |
| Continuing Educ Service Fees | 44,652.25 | 13,076.45 | 0.00 | 57,728.70 | |
| Non-FTE/ Self-Supporting | 0.00 | 3,380.00 | 14,443.14 | -11,063.14 | |
| OE Self Supp | 32,417.47 | 17,518.19 | 8,742.69 | 41,192.97 | |
| Occupational Extension | 246,401.55 | 5,253.92 | 9,800.91 | 241,854.56 | |
| Public Offerings | 0.00 | 0.00 | 1,278.91 | -1,278.91 | |
| Special Programs | 30,041.64 | 5,262.00 | -4,602.25 | 39,905.89 | |
| Summer Camp | 39,230.62 | -648.00 | 26,306.86 | 12,275.76 | |
| Self-Supporting | 557,686.04 | 81,534.50 | -65,920.63 | 705,141.17 | |
| College Support Funds | 1,818,069.22 | 949,032.74 | 684,765.39 | 2,082,336.57 | |
| Cyberskills Grant | 704.28 | 0.00 | 0.00 | 704.28 | |
| Digital Navigator Grant | 13,534.91 | 0.00 | 13,508.87 | 26.04 | |
| Firehouse Public Safety Grant | -1,863.59 | 0.00 | 76.69 | -1,940.28 | |
| College Grants | 12,375.60 | 0.00 | 13,585.56 | -1,209.96 | |
| ACE Grant | 12,550.34 | 87,850.05 | 89,957.09 | 10,443.30 | |
| AEFLA Section 243 | -3,523.54 | 0.00 | 637.95 | -4,161.49 | |
| AJOBS-JCPC Grant | -29,414.55 | 58,975.38 | 54,089.37 | -24,528.54 | 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 | 54,266.59 | 129,577.14 | |
| SIP - PACE Program | 2,581.04 | 83,701.72 | 168,521.60 | -82,238.84 | Due From Federal Government |
| Steps4Growth Fed Grant (ARP) | -12,217.67 | 72,270.27 | 43,058.26 | 16,994.34 | |
| TRIO Student Support Services | -19,970.10 | 123,762.56 | 150,646.08 | -46,853.62 | Due From Federal Government |
| Federal Grants | 33,923.50 | 524,847.33 | 561,002.77 | -2,231.94 | |
| Advance NC | 0.00 | 0.00 | -40,000.00 | 40,000.00 | |
| America 250 Grant | 4,494.55 | 3,000.00 | 3,199.70 | 4,294.85 | |
| C-Step Grant | -8,052.83 | 10,000.00 | 2,704.46 | -757.29 | |
| NC Space Grant | 0.00 | 0.00 | 4,081.81 | -4,081.81 | |
| TECAT State Funds | 753,627.60 | 5,242.55 | 25,916.64 | 732,953.51 | |
| NSF Mentor Connect | -526.10 | 0.00 | 305.39 | -831.49 | |
| Short-term Workforce Dev Grant | 0.00 | 0.00 | 3,500.00 | -3,500.00 | |
| Governors Crime Commission | -14,732.25 | 13,800.00 | -3,005.44 | 2,073.19 | |
| State Grants | 734,810.97 | 32,042.55 | -3,297.44 | 770,150.96 | |
| Longleaf Commitment Grant | 225,482.00 | 59.00 | 0.00 | 225,541.00 | |
| NC Community Colleges Boost | 457,479.00 | 0.00 | 179,331.43 | 278,147.57 | |
| NCCCS Grants | 682,961.00 | 59.00 | 179,331.43 | 503,688.57 | |
| Grants | 1,464,071.07 | 556,948.88 | 750,622.32 | 1,270,397.63 | |
| Overhead Receipts - DOE | 151,199.32 | 0.00 | 866.32 | 150,333.00 | |
| Overhead Receipts - VA | 24,305.60 | 0.00 | 1,913.47 | 22,392.13 | |

Exhibit D

| Department | Beginning 7/1/25 | Revenues | Expenses | Balance | Notes |
|---------------------------------------|-----------------------|---------------------|---------------------|-----------------------|---|
| Federal Administrative Funds | 175,504.92 | 0.00 | 2,779.79 | 172,725.13 | |
| SEOG | 21,178.18 | 69,147.00 | 52,101.53 | 38,223.65 | |
| Pell 2007 - 2008 | 15,812.28 | 0.00 | 0.00 | 15,812.28 | |
| Pell 2024 - 2025 | -49,200.60 | 59,581.40 | 10,380.80 | 0.00 | |
| Pell 2025-2026 | 0.00 | 3,487,804.47 | 3,886,458.58 | -398,654.11 | Due from Federal Government |
| Federal Financial Aid | -12,210.14 | 3,616,532.87 | 3,948,940.91 | -344,618.18 | |
| Criminal Justice Fellow Scholarship | 0.00 | 0.00 | 1,206.00 | -1,206.00 | |
| FELS | -807.00 | 0.00 | 0.00 | -807.00 | |
| Golden Leaf Scholarships | -14,250.02 | 22,500.00 | 18,500.00 | -10,250.02 | Due from Golden Leaf |
| Helene relief | -926.00 | 0.00 | 269.00 | -1,195.00 | |
| Less than Half Time Grants | -13,299.00 | 9,819.00 | 1,900.00 | -5,380.00 | |
| NC Guarantee | 137,937.00 | 172,330.00 | 173,921.00 | 136,346.00 | |
| OSBM Student Support - 50223 | 96,380.36 | 655.41 | 74,422.87 | 22,612.90 | |
| Targeted Assistance Grant | 21,931.71 | 1,263.00 | 3,877.00 | 19,317.71 | |
| State Scholarships | 226,967.05 | 206,567.41 | 274,095.87 | 159,438.59 | |
| Financial Aid and Scholarships | 390,261.83 | 3,823,100.28 | 4,225,816.57 | -12,454.46 | |
| Expended Plant Fund | 101,597,427.58 | 0.00 | 0.00 | 101,597,427.58 | Chg with Fiscal Year Equip Closing |
| BioTech Third Floor Upfit | -48,300.00 | 100,739.00 | 112,955.19 | -60,516.19 | 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 | 1,863,505.01 | 1,908,818.96 | 266,292.79 | Due From State SCIF |
| Wayfinding Project | 0.00 | 199,323.00 | 199,323.00 | 0.00 | |
| Welding Ventilation | -270,000.01 | 280,000.00 | 0.00 | 9,999.99 | |
| Capital Funds | 101,488,230.10 | 2,546,071.01 | 2,243,572.15 | 101,790,728.96 | |
| Total | 107,520,693.35 | 8,542,241.86 | 8,692,240.49 | 107,370,694.72 | |

Alamance Community College

| Item | Reference | Benchmark Definition | Benchmark Indicator | College Indicator | Meets Expectations, Does Not Meet Expectations |
|---|----------------------------------|--|---|-------------------|--|
| Unexpended Funds Report | 1A SBCCC 200.4(2) | % of State Funds does not exceed five percent or five times the systemwide percentage, which is higher for the most recent fiscal year. | % Unexpended (if any) | 0.6% | Meets |
| Annual Surey of Fees | 1A SBCCC 200.4(3) | Institutional Fee Accounts do not have a negative blance at the end of the fiscal year unless such an instance exists for a planned reason - Due Date 10/24/2025 | No Fee Balance or Negative Fee Balance (if any) | None | Meets |
| Budget allocation | NCGS § 115D-56 1A SBCCC 200.4(5) | Budget Allocations submitted by the established due date and finalized consistent with budget guidelines within 14 days of submission - Due Date | Submitted by Deadline Finalized within 14 days | Timely | Meets |
| Office of State Controller Submissions | 1A SBCCC 200.4(6), (7), (8) | a. Internal Controls Certification - Due Date 7/31/2025 | Timely/Date if Late | Timely | Meets |
| | | b. Cash Management Plan Certification - Due Date 3/31/2025 | Timely/Date if Late | 4/8/2025 | Does Not Meet |
| | | c. ACFR Package Submission - Due Date 8/25/2025 | Timely/Date if Late | Timely | Meets |
| College Financial Audit Finding Summary | 1A SBCCC 200.4(9), (10) | Date of last Audit Findings (if any) | No Findings/ Findings | No Findings | Meets |
| Compliance Review Findings | 1A SBCCC 200.4(9) | Date of Last Review Material or Minimal Findings (if any) | No Findings/ Findings | Final Clean | Meets |

Board of Trustees

Sponsor: Sonya McCook

Date: February 12, 2026

Title of Document: Supply Chain Program Approval

Summary:

Alamance community college needs a supply chain program because supply chain and logistics are foundational to the modern economy and offer strong, accessible career pathways for local students. Nearly every industry—manufacturing, healthcare, retail, food distribution, construction, and e-commerce—relies on effective supply chain operations. As global supply disruptions, automation, and data-driven decision-making continue to reshape how goods move, employers increasingly need workers with practical, job-ready supply chain skills.

Nearly every industry—manufacturing, healthcare, retail, food distribution, construction, and e-commerce—relies on effective supply chain operations. As global supply disruptions, automation, and data-driven decision-making continue to reshape how goods move, employers increasingly need workers with practical, job-ready supply chain skills.

Local labor market needs shared by PTRC (Piedmont Triad Regional Council) show the desperate need for our Supply Chain Management program:

- **Earnings:** 25th percentile \$28.04 an hour / Median \$42.24 an hour / 75th percentile \$59.23 an hour
- Supply Chain, Continuous Improvement Process, Project Management, Purchasing, Process Improvement, and Supply Chain Management careers are rapidly growing at a rate of 22.3% - 27%
- **Target Occupations:** Logisticians up 28.36%, Transportation Storage & Distribution Managers up 102.39%, and Purchasing Managers up 6.85%

A supply chain program equips students with practical, in-demand skills; supports regional economic resilience; and reinforces the community college's role as a bridge between education and employment. Given the growing importance of resilient and efficient supply chains, such a program is not only relevant—it is essential to meeting our communities workforce needs

Action: Approve Supply Chain Program



Approval of New Program

Summary:

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

- Supply Chain Management Associate in Applied Science

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

Action:

College Administration respectfully requests approval of the Supply Chain Management Associate in Applied Sciences Program.

| BUSINESS ARTS & SERVICES DIVISION | |
|---|--|
| PROPOSED CHANGE | EXPLANATION |
| Supply Chain Management | |
| <p>1. Add the Supply Chain Management AAS (A25620)</p> <p>The AAS degree will consist of 9 new course offerings at ACC. All other general education and work based learning courses are currently offered.</p> <p>New Courses to ACC: LOG 110 Intro to Logistics (3-0-3) LOG 125 Transportation Logistics (3-0-3) LOG 210 Fleet Management (3-0-3) LOG 211 Distribution Management (2-2-3) LOG 215 Supply Chain Management (3-0-3) LOG 220 Logistics Management (3-0-3)</p> | <p><i>Enhance resources and programming to help students programming to help students transition successfully from ACC to the workplace and four-year institutions.</i></p> <p>Alamance Community College needs a Supply Chain Program because supply chain and logistics are foundational to the modern economy and offer strong, accessible career pathways for local students. Nearly every industry—manufacturing, healthcare, retail, food distribution, construction, and e-commerce—relies on effective supply chain operations. As global supply disruptions, automation, and data-driven</p> |

LOG 235 Import/Export Management (3-0-3)

LOG 240 Purchasing Logistics (3-0-3)

LOG 250 Advance Global Logistics (3-2-4)

Proposed Course Schedule

Fall 1st Semester

LOG 110 Intro to Logistics (3-0-3)

LOG 125 Transportation Logistics (3-0-3)

MAT 143 Quantitative Literacy (2-2-3)

CIS 110 Intro to Computers (2-2-3)

ENG 111 Writing and Inquiry (3-0-3)

Spring 2nd Semester

INT 110 International Business (3-0-3)

BUS 110 Intro to Business (3-0-3)

LOG 211 Distribution Management (2-2-3)

LOG 215 Supply Chain Management (3-0-3)

ECO 252 Prin of Macroeconomics (3-0-3)

Summer 3rd Semester

HUM 115 Critical Thinking (3-0-3)

CTS 130 Spreadsheet (2-2-3)

Fall 4th Semester

ACC 120 Principles of Financial Accounting (3-2-4)

BUS 115 Business Law I (3-0-3)

LOG 220 Logistics Management (3-0-3)

LOG 235 Import/Export Management (3-0-3)

BUS 137 Principles of Management (3-0-3)

Spring 5th Semester

LOG 210 Fleet Management (3-0-3)

LOG 240 Purchasing Logistics (3-0-3)

LOG 250 Advance Global Logistics (3-2-4)

decision-making continue to reshape how goods move, employers increasingly need workers with practical, job-ready supply chain skills.

Nearly every industry—manufacturing, healthcare, retail, food distribution, construction, and e-commerce—relies on effective supply chain operations. As global supply disruptions, automation, and data-driven decision-making continue to reshape how goods move, employers increasingly need workers with practical, job-ready supply chain skills.

Local labor market needs shared by PTRC (Piedmont Triad Regional Council) show the desperate need for our Supply Chain Management program:

- Earnings: 25th percentile \$28.04 an hour / Median \$42.24 an hour / 75th percentile \$59.23 an hour
- Supply Chain, Continuous Improvement Process, Project Management, Purchasing, Process Improvement, and Supply Chain Management careers are rapidly growing at a rate of 22.3% - 27%
- The graduation growth rate for Supply Chain Management degrees for 2024 at our neighboring Community Colleges / Universities: Forsyth Technical Community College 83.3 %, Wake Tech 6.7% , and Elon 150%
- Target Occupations: Logisticians up 28.36%, Transportation Storage & Distribution Managers up 102.39%, and Purchasing

COM 231 Public Speaking (3-0-3)
BUS 225 Business Finance (2-2-3) **OR**
WBL 111 Work-based Learning I (10
work hours)

Total Semester Hours: 66-68

Additional Credentials

Supply Chain Diploma

CIS 110 Intro to Computers (2-2-3)
CTS 130 Spreadsheet (2-2-3)
ECO 252 Prin of Macroeconomics
(3-0-3)
ENG 111 Writing and Inquiry (3-0-3)
HUM 115 Critical Thinking (3-0-3)
LOG 110 Intro to Logistics (3-0-3)
LOG 125 Transportation Logistics
(3-0-3)
LOG 211 Distribution Management
(2-2-3)
LOG 215 Supply Chain Management
(3-0-3)
MAT 143 Quantitative Literacy (2-2-3)

Total Semester Hours: 36

Global Logistics Certificate and CCP Pathway

BUS 110 Intro to Business (3-0-3)
CIS 110 Intro to Computers (2-2-3)
LOG 110 Intro to Logistics (3-0-3)
LOG 125 Transportation Logistics
(3-0-3)
LOG 211 Distribution Management
(2-2-3)
LOG 215 Supply Chain Management
(3-0-3)

Total Semester Hours: 18

Global Logistics International Certificate

CIS 110 Intro to Computers (2-2-3)
INT 110 International Business (3-0-3)
LOG 110 Intro to Logistics (3-0-3)

Managers up 6.85%

- Supply Chain open careers in
2020 = 22,103 2024 = 32,435
46.7% increase in Supply Chain
open careers

In closing, a supply chain program equips students with practical, in-demand skills; supports regional economic resilience; and reinforces the community college's role as a bridge between education and employment. Given the growing importance of resilient and efficient supply chains, such a program is not only relevant—it is essential.

[Curriculum Change Proposal Form 2026 Supply Chain Management](#)

LOG 125 Transportation Logistics
(3-0-3)
LOG 211 Distribution Management
(2-2-3)
LOG 215 Supply Chain Management
(3-0-3)

Total Semester Hours: 18

**Transportation Management
Certificate**

LOG 110 Intro to Logistics (3-0-3)
LOG 125 Transportation Logistics
(3-0-3)
LOG 210 Fleet Management (3-0-3)
LOG 235 Import/Export Management
(3-0-3)

Total Semester Hours: 12

Supply Chain Certificate

ACC 120 Principles of Financial
Accounting (3-2-4)
LOG 110 Intro to Logistics (3-0-3)
LOG 215 Supply Chain Management
(3-0-3)
LOG 240 Purchasing Logistics (3-0-3)

Total Semester Hours: 13

Fall 2026 Implementation Date

Curriculum & Student Engagement

Sponsor: Justin Snyder

Date: February 1, 2026

Title of Document: Workforce Development Internal Audit Plan Report for Spring
2025

Summary:

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

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

Action: I recommend that receipt and approval of this document be reflected in Board minutes to satisfy the internal auditing requirements.



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

PO BOX 8000
1247 Jimmie Kerr Road
Graham, NC 27253-8000
www.alamancecc.edu

January 14th, 2026

TO: Dr. Ken Ingle
FROM: Dr. Justin Snyder
REFERENCE: Internal Audit Plan Report for Fall 2025

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

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

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

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

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

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

| Continuing Education Division | | | | |
|--|----------------------------------|--|-----------------------|---------------------------|
| | Total Classes: | Total Classes Eligible for Official IAP Visitation: | | |
| | Number on-campus classes | Required to visit | Number visited | Percentage Visited |
| Visitation by the Basic Skills Supervisors | 44 | At least 25% = 11 Classes | 40 | 91% |
| | Number off-campus classes | Required to visit | Number visited | percentage |
| | 9 | At least 50% = 5 Classes | 9 | 100% |
| Visitation by the Occupational Extension Supervisors | Number on-campus classes | Required to visit | Number visited | Percentage Visited |
| | 72 | At least 25% = 18 Classes | 56 | 78% |
| | Number off-campus classes | Required to visit | Number visited | Percentage Visited |
| | 131 | At least 50% = 66 Classes | 103 | 79% |
| Visitations by the Senior Continuing Education Administrator | Number off-campus classes | Required to visit | Number visited | Percentage Visited |
| | 140 | At least 10% = 14 Classes | 21 | 15% |



Curriculum & Student Engagement

Sponsor: Justin Snyder

Date: February 1, 2026

Title of Document: Final Fall 2025 FTE and Enrollment

Summary:

Final FTE and Enrollment for Fall 2025 for Continuing Education and Curriculum.

Spring Estimate for Curriculum.



Final Fall FTE & Enrollment - Continuing Education & Curriculum

| | Fall 2024 | % Change | Fall 2025 |
|-----------------------------|-----------|----------|-----------|
| Continuing Education | | | |
| Number of Course Sections | 667 | -2% | 651 |
| Unduplicated Headcount | 3,704 | 7% | 3,958 |
| Final FTE | 410 | 9% | 448 |
| Curriculum | | | |
| Number of Course Sections | 857 | 6% | 911 |
| Unduplicated Headcount | 4,710 | 4% | 4,883 |
| Final FTE | 1,735 | 7% | 1,869 |
| Overall Totals | | | |
| Number of Course Sections | 1,524 | 2% | 1,562 |
| Unduplicated Headcount | 8,414 | 5% | 8,841 |
| Final FTE | 2,145 | 7% | 2,317 |

Spring 2026 Estimated FTE & Enrollment - Curriculum

| | End of Spring 2025 | % Change | Estimate for Spring 2026 |
|--------------------------------|--------------------|----------|--------------------------|
| Curriculum Estimated Headcount | 4,490 | 9% | 4,884 |
| Curriculum Estimated FTE | 1,662.67 | 14% | 1,901.11 |



Alamance Community College Student Government Association – President’s Report

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

Date: February 9, 2026

Executive Summary

The ACC SGA Executive Board continues to work closely with students while preparing events designed to be both fun and engaging. We have observed a decrease in the number of students physically present on campus throughout last semester and into the current semester, which we believe is largely due to an increase in students transitioning to fully online coursework. In response, the SGA is focusing on creating intentional, attractive programming to encourage greater campus participation. We are especially excited to partner with the Culinary program to incorporate a cultural awareness theme into our Spring Fling event in April, with the goal of drawing more students back to campus and promoting inclusion and community engagement.

ACC SGA Events

January 20, 2026 - General Assembly Meeting

The ACC SGA General Assembly met to address student concerns, discuss upcoming campus initiatives, and review plans for spring semester programming. The proposed changes to the constitution were passed. This meeting reinforced student representation across campuses and promoted collaboration between student leaders.

N4CSGA Engagement

January 22, 2026 - N4CSGA/NCCCS Initiatives Team Meeting

Participated in discussions focused on student-led initiatives and collaboration with the North Carolina Community College System to enhance student success and engagement statewide.

Division Presentation Meeting with Sarah Barham

Engaged in a division-level presentation meeting to review goals, expectations, and upcoming initiatives related to division planning.

Division Planning Meeting with Gilbert Umberger & Tiffany Skouby

Collaborated with division leadership to finalize planning strategies, clarify responsibilities, and strengthen coordination between divisions.

February 6, 2026 - Eastern Division Planning Meeting

Participated in division discussions focused on regional collaboration, student engagement strategies, and upcoming leadership activities.

February 7, 2026 - N4CSGA Monthly Executive Board Meeting

Attended the monthly executive board meeting to address statewide student concerns, review committee progress, and plan for upcoming conferences and initiatives.

Additional Responsibilities

February 9, 2026 - NCASDAA & NCACCIA 2026 Joint Conference – Student Panel Meeting

Participated in planning for the student panel at the 2026 Joint Conference, ensuring that student voices will be represented in professional development and statewide discussions.

Upcoming Events

Valentine’s Day Bear Pong

Dillingham Campus: February 10, 2026 **Main Campus:** February 12, 2026

Conclusion

These activities demonstrate the ACC SGA’s continued commitment to leadership development, student advocacy, and collaboration at both the campus and state levels. As campus dynamics shift toward increased online enrollment, the SGA is adapting its programming to better meet students where they are while also creating incentives for on-campus involvement. Through partnerships such as the collaboration with the Culinary program for Spring Fling and continued participation in N4CSGA initiatives, the ACC SGA remains focused on strengthening student connection, engagement, and representation.

Respectfully submitted,

Katherine Hackney
President, Alamance Community College SGA
Central Division Representative, N4CSGA Executive Board



Alamance Community College Board of Trustees SEI Filing & Ethics Education

| Report of SEI Filing & Ethics Education | | | | | | |
|---|------------------------|----------------------|------------------------|------------------------------|-------------------------|--|
| Full Name | Appointment Start Date | Appointment End Date | Last SEI Received Date | Last Education Received Date | Next Education Due Date | |
| Steven Carter | 07/01/2021 | 06/30/2029 | 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 | 03/15/2024 | 03/15/2026 | |
| Powell Glidewell | 8/29/2019 | 6/30/2027 | 4/4/2025 | 08/15/2024 | 08/15/2026 | |
| Ana Fleeman(EL) | | | | 07/24/2024 | 07/24/2026 | |
| Julie Emmons | 07/01/2024 | 06/30/2028 | 04/10/2025 | 08/22/2024 | 08/22/2026 | |
| Tammy Karnes | 01/27/2025 | 06/30/2026 | 02/05/2025 | 05/20/2025 | 05/20/2027 | |
| Walter Britt | 07/01/2025 | 06/30/2029 | 06/30/2025 | 09/12/2025 | 09/12/2027 | |

Board of Trustees

Sponsor: Ann Snell

Date: February 12, 2026

Title of Document: Faculty Affairs Report-February 2026

Summary:

This year's *Excellence in Teaching Award* nominations saw more than double the participation of last year which is a strong indicator that students and colleagues are paying attention to the work happening in our classrooms. Notably, a significant number of adjunct faculty were nominated, highlighting the important and visible impact they have on student learning and connection to the college.

Across the nominations, several consistent themes emerged:

- Students repeatedly described instructors who go far beyond scheduled class time — offering tutoring, meetings, and extra help to ensure understanding and success.
- Many comments emphasized real-world expertise brought directly into the classroom, making learning practical and immediately relevant to careers.
- Others praised faculty who create highly engaging learning environments — from detailed board illustrations and demonstrations to interactive discussions that make complex material understandable and less intimidating.

We are excited to celebrate our adjunct and full-time faculty winners!



Policies and Procedures Request Form

Type of Request: **Revised Policy**

Policy Chapter: **Chapter 1 Board of Trustees and Governance**

Title: **Policy 1.5 Adopting Policies and Procedures**

Summary of Proposed Changes

Revise *Policy 1.5 Adopting Policies and Procedures* to reflect the Board of Trustees' established practice of taking action on policies without requiring more than one reading. This was a template policy provided by Campbell Shatley and was initially adopted as part of the comprehensive update to the College's Policies and Procedures Manual in 2022.

Action: Recommend the revised policy for Board of Trustees approval.

| | | |
|-------------------------------|--|-----------------------|
| ALAMANCE COMMUNITY COLLEGE | BOARD OF TRUSTEES AND GOVERNANCE ADOPTING POLICIES AND PROCEDURES | POLICY 1.5 |
|-------------------------------|--|-----------------------|

The Board of Trustees' policies shall constitute the basic governance for the College. All of the Board's policies shall be contained in the College's Policy Manual.

I. ADOPTING AND AMENDING POLICIES

The following procedures shall be followed when adopting or revising policies:

- A. Either when directed by the Board or when necessitated by changes to federal and/or state laws and regulations or when otherwise determined necessary due to operational and/or management issues, the President or President's designee shall draft and propose new policies and/or provide amendments to current policies.
- B. The President shall present the proposed policy to the Board at a regularly scheduled or special Board meeting for first reading consideration and action. ~~If approved at first reading, the proposed policy will stand open until the next regularly scheduled Board meeting where the Board will take formal action on the proposed policy. In the event of an emergency or special conditions (e.g., legal changes mandated by a specific date), the Board may waive second reading and approve the proposed policy at first reading.~~
- C. During the policy development process, the President shall consider, and when necessary solicit, the views and considerations of faculty, staff, and students.
- D. Board members may propose amendments to proposed policies at any time during the process. An amendment will not require that the proposed policy go through an additional reading unless the Board determines that the amendment needs further consideration and an additional reading is warranted and necessary.
- E. In order for the proposed policy to be official, the proposed policy must be formally adopted by a majority of the Board members present at an official Board meeting with the Board's action being recorded in the Board's minutes.

II. ADOPTING ADMINISTRATIVE PROCEDURES

Unless otherwise stated in a specific policy, the President is hereby authorized to develop and implement administrative procedures and rules that are in furtherance of and consistent with the Board's policies.

Adopted: June 13, 2022

Revised: February 12, 2026

Legal Reference: N.C.G.S. § 115D-20



Policies and Procedures Request Form

Type of Request: Revised Policy

Policy Chapter: Chapter 5 Student Services

Title: Policy 5.1.1 Admissions

Summary of Proposed Changes

Revise *Policy 5.1.1 Admissions* to reflect updated titles and office names as well as changes to the State Board of Community Colleges Code (1D SBCCC 400.2) that allows undocumented immigrants who have already earned a High School Equivalency Diploma or an Adult High School Diploma to enroll in North Carolina community colleges. The State Board of Community Colleges Code already included provisions to allow undocumented immigrants who graduated from a public or private high school or home school to enroll in North Carolina community colleges.

Action: Recommend the revised policy for Board of Trustees approval.

| | | |
|--|--|--|
| | | |
|--|--|--|

The College does not discriminate on the basis of race, color, religion, sex, gender, gender identity or expression, pregnancy, age, national origin, disability, political affiliation, genetic information, or military/veteran status in any of its activities or operations.

I. OPEN DOOR ADMISSIONS

Except as otherwise specified herein, the College maintains an open-door admission policy to all applicants who are legal residents of the United States and who are high school graduates or are at least 18 years of age. The College shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the College or to any program of study, loans, scholarships, or other educational activity at the College unless the accreditation was ~~not~~ conducted by a State agency. For purposes of this Policy, the term “accreditation” shall include certification or any other similar approval process. Student admission processing and placement determination shall be performed by College officials. Admission requirements for an emancipated minor shall be the same as for an applicant who is 18 years old or older. ~~Non-emancipated minors may be admitted and allowed to attend the College pursuant to 1D SBCCC 200.95.~~ Provisions with respect to admission of minors are set forth in 1D SBCCC 200.95 and 1D SBCCC 300.4

The open-door policy does not mean there are no restrictions on admission into specific College programs. Students shall be admitted into specific College programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

For more specific information regarding certain admissions criteria, see Procedure 5.1.1.1.

II. ADMISSIONS DENIALS

A. Basis for Denials

1. Suspension/Expulsion from another Educational Entity

The College reserves the right to refuse admission to any applicant during any period of time that the applicant is under a period of suspension or expulsion from another educational entity for non-academic disciplinary reasons.

Commented [AF1]: 1D SBCCC 400.2 Admission to Colleges (a) Each college shall maintain an open-door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. Community colleges shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the college or to any program of study, loans, scholarships, or other educational activity at the community college, **unless the accreditation was conducted by a State agency.** For purposes of this Section, the term “accreditation” shall include certification or any other similar approval process. Officials of each college shall perform student admission processing and placement determinations. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. **Provisions with respect to admission of minors are set forth in 1D SBCCC 200.95 and 1D SBCCC 300.4.**

2. Safety Concern.

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. When refusing admission based on safety concerns, the President or designee shall document:

- a. Detailed facts supporting the rationale for denying admission;
- b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
- c. The conditions upon which the applicant that is refused would be eligible to be admitted.

3. Residency for Distance Learning.

The College is not authorized to provide distance learning courses outside of North Carolina unless state authorization has been granted from the state in which the applicant resides. State authorization requires colleges to seek and secure authorization to offer instruction in that state.

Admission of applicants residing outside of North Carolina to an online degree, diploma, certificate program or individual online courses offered by the College is dependent on the College's ability to secure authorization from the applicant's state of residence.

State authorization does not affect the cost of attending the College. Tuition requirements, including those for out-of-state students, still apply. This requirement does not apply to non-credit continuing education courses.

4. Undocumented Immigrants.

An undocumented immigrant is any immigrant who is not lawfully present in the United States. The College shall not admit undocumented immigrants unless all of the following conditions apply:

- a. The undocumented immigrant [earned a High School Equivalency Diploma or attended and graduated from a United States public high school, Adult High](#)

Commented [AF2]: (b) For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States. Community colleges shall admit undocumented immigrants under the following conditions: (1) Community colleges shall admit an undocumented immigrant only if he or she earned a High School Equivalency Diploma, or attended and graduated from a United States public high school, Adult High School, private high school, or home school that operates in compliance with State or local law; **(2) When determining who is an undocumented immigrant, community colleges shall use federal immigration classifications;** (3) Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule shall comply with all federal and state laws concerning financial aid;

(4) An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. Colleges shall charge all undocumented immigrants admitted under Subparagraph (b)(1) of this Rule out-of-state tuition whether or not the undocumented immigrant resides in North Carolina.

(5) When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and

(6) Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

~~private~~School, ~~private~~ high school, or home school that operates in compliance with State or local law.

- ~~b.~~ When determining who is an undocumented immigrant, community colleges shall use federal immigration classifications;
- ~~b.c.~~ The undocumented immigrant must comply with all federal and state laws concerning financial aid.
- ~~e.d.~~ The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides in North Carolina.
- ~~d.c.~~ When considering whether to admit the individual into a specific program of study, the College shall take into account ~~that federal law prohibits states from granting professional licenses to undocumented immigrants applicable State Board Code, federal and state laws related to professional state licensure.~~
- ~~e.f.~~ Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
- ~~f.~~ An admitted undocumented student will not be permitted to register for a class or program of study or be placed on a waiting list until the final period of registration for the term.

5. Readmission.

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College; who has not complied with previous disciplinary requirements; who was dismissed for academic reasons; who was dismissed for articulable, imminent, and significant threats; or who is under a period of suspension or expulsion from another educational entity for non-academic disciplinary reasons.

6. Criminal Justice Education and Training.

The College requires students enrolled in courses mandated under N.C.G.S. § 17C and 17E, the North Carolina Criminal Justice Education and Training Standards Commission, or the North Carolina Sheriffs' Education and Training Standards

Commission to be sponsored by law enforcement agencies until completion of the program. The student must be sponsored by a law enforcement agency to be admitted into the program. Failure to have such sponsorship shall result in an admission denial.

7. Non-Criminal Justice Education and Training Firearm Courses.

Except for courses governed by Criminal Justice Education and Training, if the College has a program that requires students to possess a firearm, prior to admission, the student must provide proof of eligibility to possess firearms. For purposes of this policy, “firearm” means a handgun, shotgun or rifle that expels a projectile by action of an explosion; “proof of eligibility” means i) a current, valid State-issued permit to purchase a firearm; ii) a current, valid State-issued concealed carry permit from North Carolina; iii) a current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina; iv) proof of an exemption from permit requirements pursuant to N.C.G.S. § 14- 415.25; or v) a background check to determine whether the applicant can lawfully possess a firearm in North Carolina pursuant to N.C.G.S. §§ 14- 269.8; -404(c); -415.1; -415.3; and -415.25.

8. Lack of Program Capacity.

The College may deny admission based on lack of program capacity, upon recommendation of the Vice President of [Student Learning Instruction/CAO](#), consistent with academic requirements established by the College.

B. Appeal of Admissions Denials

If an applicant is denied admission to the College for any of the reasons specified in Section II(A)(1)-(8), within five (5) calendar days following the receipt of the reasons specifying the denial, the applicant may file a written appeal with the [Director of Enrollment Management Vice President of Student Experience](#) for a reconsideration. The written appeal shall contain the applicant’s reasons why he or she should be admitted and shall include any supporting documentation. ~~The Director of Enrollment Management Vice President of Student Experience shall also meet with the applicant and provide the applicant an opportunity to respond.~~ Within 10 calendar days from receipt of the applicant’s written appeal, the [Director of Enrollment Management Vice President of Student Experience](#) shall make a determination and provide the applicant with a written response.

If the applicant does not agree with the [Director of Enrollment Management’s Vice President of Student Experience’s](#) determination, within five (5) calendar days following

Policy 5.1.1

the receipt of the [Director of Enrollment Management's Vice President of Student Experience's](#) determination, the applicant may file a written appeal with the President. The President shall conduct an "on the record review" and shall make a determination within 10 calendar days after receipt of the applicant's written appeal. The President's decision is final.

Adopted: June 13, 2022

Revised: ~~August 11, 2025~~ February 12, 2026

Legal Reference: 1D SBCCC 200.95, [1D SBCCC 300.4](#), and 400.2; NC Community College System Written Memoranda CC10-026 (issued 7/12/10) [and Written Memoranda CC24-049 \(10/21/24\)](#)

(This policy replaces "Denial of Admission for Suspension or Expulsion from Another Educational Entity," which moves to a procedure, adopted May 10, 2020; revised February 12, 2018. This policy also replaces "Nursing Program Admissions Requirement" adopted January 9, 2012; revised May 9, 2016. Nursing program admissions requirements will be posted in the College Catalog.)



Policies and Procedures Request Form

Type of Request: Revised Policy

Policy Chapter: Chapter 5 Student Services

Title: Policy 5.2.2 Withdrawal from Courses

Summary of Proposed Changes

The revisions including updating the title to *Policy 5.1.2 Withdrawal from Credit Courses* to identify the types of courses, as well as updating the office name.

Action: Recommend the revised policy for Board of Trustees approval.

I. STUDENT VOLUNTARY WITHDRAWAL FROM COURSE(S)

A. Ten Percent (10%) Date

A student may withdraw from a course for a partial refund on or before the official 10% date of the semester. For more information on tuition/fee refunds, see Policy 6.1.4 – Tuition/Fee Refunds. In the case of withdrawal on or before the official 10% date of the semester, the withdrawn course(s) will not be included on the transcript.

B. Eighty Percent (80%) Date

At any point prior to the 80% date of the semester, a student may voluntarily withdraw from his or her courses. If a student drops a course during the last 20% of a semester, the final grade will reflect the earned numerical average of the student's work in the course. All applicable deadlines will be published in the College's official calendar.

It is the student's responsibility to withdraw from course(s) if he or she cannot meet the requirements of the course. The student should first consult with the instructor or an advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course. Withdrawing from a course could substantially delay the completion of the student's program of study and may have impacts on future financial aid eligibility.

To officially begin the withdrawal process, the student should obtain a "Drop Form" from the College web page and ask each instructor sign the form and record the appropriate grade. It is the student's responsibility to ensure the Drop Form is completed and submitted to the Registrar's Office. Failure to follow this procedure may result in a grade of "F" for courses the student stops attending.

Students must officially withdraw from any course they stop attending to ensure that they will not receive an "F" in the course. In the case of a withdrawal, the student will receive a "WP" which will not be included in the grade point average but will appear in the student's official transcript.

II. STUDENT INVOLUNTARY WITHDRAWAL FROM COURSE(S)

- A. Students who register for a course and do not attend classes prior to the 10% point of the course will be dropped by the instructor.
- B. Any student who accumulates absences in excess of 20% of the course contact hours may be withdrawn from the class. If the student is withdrawn from a class during the final 20% period of the term for excessive absences, the student will receive the grade earned in the course.
- C. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to student discipline policies.

III. COURSE WITHDRAWAL AS “WH” (WITHDRAWAL-HARDSHIP)

Alamance Community College employs a letter grading system to evaluate students’ performance in meeting stated instructional objectives. The College has established a grade of Withdrawal-Hardship (WH). The WH grade will be assigned in cases where students are not able to continue in a course due to documented extenuating circumstances. Examples of extenuating circumstances include, but are not limited to, the following:

- Student illness – communicable disease or other emergency.
- Illness of someone the student provides care for
- Financial hardship due to an unexpected emergency.

A student may request that the WH grade be assigned in circumstances outside those outlined above.

Please note: Withdrawals may affect a student’s financial aid, veteran’s benefits, scholarships, and sponsorship. Refunds will be given in accordance with Policy 6.1.4 – Tuition/Fee Refunds. Students’ financial aid eligibility and Satisfactory Academic Progress (SAP) calculation may have impacts on current financial aid awards and/or future financial awards/eligibility.

WH Grade Assignments

The Registrar’s Office will administratively assign the WH grade under the following circumstances:

- A student requests a withdrawal and indicates the reason is related to an emergency. This must be approved by a dean.
- A faculty member submits an official withdrawal form for a student and indicates that the reason is related to an emergency/hardship. This must be approved by a dean.

Procedures

The request to withdraw from a course using the WH (Withdrawal-Hardship) option must be made in writing to the academic dean through completing the Drop Form Process. The request must include a completed Drop-Add Form and documentation illustrating that the withdrawal is clearly related to an emergency/hardship. The dean will review the request and make a final determination to submit to the Vice President of Instruction for approval if a refund is authorized. Students will not have an opportunity to appeal the decision.

Only the Registrar's Office can officially record the WH grade.

Adopted: June 13, 2022

Revised: August 12, 2024; June 9, 2025; February 12, 2026

Cross Reference: Policy 5.2.1 Attendance



Policies and Procedures Request Form

Type of Request: Revised Policy

Policy Chapter: Chapter 6 Business Services

Title: Policy 6.2.12 Sound Fiscal and Management Practices

Summary of Proposed Changes

Section C: We are proposing to insert the term “institutional” to align the policy language with the intent of the State Board of Community Colleges Code. During the comprehensive policy update in 2022, Campbell Shatley omitted this term, interpreting “institutional” as referring to the college itself rather than the specific category of funds. This revision clarifies that the policy applies to institutional fund accounts and outlines the appropriate review and reporting procedures when a negative balance occurs.

Section J: We recommend removing the final sentence of Section J to better align the policy with the State Board of Community Colleges Code, which does not impose constrained reporting requirements. Striking this language will allow the college appropriate time to evaluate and, if necessary, to appeal any unsubstantiated findings before formally presenting audits and reviews to the Board of Trustees.

Action: Recommend the revised policy for Board of Trustees approval.

ALAMANCE BUSINESS SERVICES POLICY
COMMUNITY COLLEGE SOUND FISCAL AND MANAGEMENT PRACTICES 6.2.12

The Board shall ensure that sound fiscal and management practices are employed in the operation of the College's business office. To that end, the Board requires the following:

- A. The College expends all funds prudently and consistently within the adopted budget.
- B. The College shall manage the budget to ensure the percentage of State current operating funds remaining unexpended in the budget does not exceed five (5) percent or five (5) times the system-wide percentage, whichever is higher.
- C. The College's institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any of the College's institutional fund accounts have a negative balance at year-end, the negative fund balance shall be reviewed by the President and Senior Vice President of Operations/Chief Financial Officer. In the event the negative balance is not due to a planned reason, the President shall develop a plan to rectify the negative balance and shall report the matter to the Board at its first scheduled meeting in the new fiscal year.
- D. The College shall track expenditures consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the North Carolina Community College System Accounting Procedures Manual (see Policy 6.3.5 – Chart of Accounts).
- E. The President or designee shall provide financial reports to the Board at its regularly scheduled meetings, or at intervals determined by the Board of Trustees.
- F. The College shall participate in the EAGLE Program (Enhancing Accountability in Government through Leadership and Education) and shall maintain a system of internal controls as required by N.C.G.S. 143D – The State Governmental Accountability and Internal Control Act.
- G. The College shall not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies resolved within 30 business days from the end of the prior month. In the event the College fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board at its first scheduled meeting following the month of non-compliance.

Commented [SW1]: The Cambell Shatley version approved in 2022 did not specify "institutional" fund accounts. Cambell Shatley interpreted "institutional" as the entity's (college's) funds instead of local funds managed by the entity.

Policy 6.2.12

- H. The College shall submit complete and accurate financial statements to the North Carolina Office of the State Controller by the deadline as prescribed by the State Controller.
- I. The College shall conduct audits consistent with N.C.G.S. §115D-20(9) and N.C.G.S. § 115D-58.16 (see Policy 6.2.6).
- ~~J.~~ Once established, the President shall address to the Board any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews. ~~The President shall address the matter with the Board at the first scheduled meeting following notice of the findings.~~
- ~~K.~~J. The College shall actively seek to fill leadership and other supervisory positions in a timely manner with individuals of high competence.
- ~~L.~~K. The College shall monitor employee turnover by providing an employee vacancy report for information to the Board at least biannually.

Adopted May 13, 2019

Revised June 13, 2022; June 9, 2025, February 12, 2026

Legal Citation: 1A SBCCC 200.4



Policies and Procedures Request Form

Type of Request: Revised Policy

Policy Chapter: Chapter 7 Information Technology

Title: Policy 7.2.1 Social Media

Summary of Proposed Changes

The proposed revisions, which include revising the policy title to “Social Media Governance,” centralize all social media activity within the Office of Communications and Public Affairs and is critical to protecting the college’s brand, reputation, and credibility. Allowing individual departments or entities to represent the college on social media creates significant risk, including inconsistent messaging, unapproved content, and potential legal and reputational liability.

Decentralized social media accounts also present major public relations challenges. Inactive or outdated pages—some of which have not been updated in months or years—reflect poorly on the institution and confuse the public about who we are and what we offer. Additionally, employee turnover often results in lost access to accounts, unmanaged pages, and security concerns that are difficult or impossible to correct after the fact.

By requiring all social media requests and activity to flow through Communications and Public Affairs, the college ensures professional standards, brand consistency, timely messaging, and appropriate oversight. This approach reduces risk, strengthens public trust, and allows the college to communicate with one clear, unified voice.

Action: Recommend the revised policy for Board of Trustees approval.

~~The College recognizes that social media sites are useful technologies in communicating with College constituencies and in enabling transparent communication. All of the College's social media shall follow established guidelines and procedures and shall be registered with the College's Communications & Public Affairs Department. College employees shall exercise good, professional judgment when using official College social media sites to ensure that communications are appropriate, professional, maintain the security of the College's network, and comply with local, state and federal laws and with the College's technology security procedures. All content generated on a College-operated social media site should support the mission of the College.~~

~~College employees whose responsibility it is to operate a social media account on behalf of the College shall be responsible for monitoring discussions and content added by third parties, including comments. The College's Communications & Public Affairs Department has the right to monitor and to remove any post or comment on any social media account operated by the College.~~

~~Social media accounts controlled by the College are subject to records retention regulations.~~

~~The President is authorized to adopt appropriate guidelines and procedures to carry out the provisions of this policy.~~

~~To ensure consistent branding, professionalism, and effective communication, no individual college department, program, office, or affiliated entity is permitted to operate or maintain independent social media accounts on behalf of the college.~~

~~All official college social media presence will be managed centrally through the Office of Communications and Public Affairs.~~

Policy Guidelines

- ~~All requests for social media content, account creation, campaign promotion, or platform use must be submitted to and approved by Communications and Public Affairs.~~
- ~~Communications and Public Affairs is responsible for ensuring:~~
 - ~~Alignment with college brand standards and messaging~~
 - ~~Professional tone and accuracy~~
 - ~~Compliance with institutional, legal, and accessibility requirements~~
- ~~Departments may not create, manage, or post content on social media platforms independently, including but not limited to Facebook, Instagram, X (Twitter), LinkedIn, TikTok, or similar platforms.~~

Adopted June 13, 2022

Revised: February 12, 2026